



## MANAGEMENT CERTIFICATE

The Management Certificate is designed to assist students in gaining the necessary knowledge and competencies to succeed in an entry-level position or be promoted to a higher-level management position. The courses will familiarize students with general management theory and practice, as well as critical knowledge in accounting, human resources, communication, and legal aspects of the modern business world. The Management Certificate is fully embedded within both the Business Management Technology degree and the Administrative Office Coordinator degree. Students will be able to utilize all of the credits from the certificate toward either degree. Additionally, the Management Certificate could be taken in conjunction with other certificates to create an Associate of Technical Studies (ATS) degree in order to tailor the education to a particular career. For example, completing the Management Certificate and the Insurance Certificate, students can prepare for a management position within the insurance industry. Some additional coursework may be needed to meet the requirements of the ATS degree. See your academic advisor for more details.

### JOB OPPORTUNITIES FOR GRADUATES

The Management Certificate has been developed to prepare students for work in a number of diverse fields, including general management, human resource management, management in retail, restaurant and health care industries as well as managerial positions in other business operations and government services..

### SALARY

The U.S. Department of Labor, Bureau of Labor Statistics for the Northwest Ohio area, reports annual salaries for positions such as those listed above range from \$33,217 to \$87,610.

### LOCATION

Toledo  
Online

### REQUIRED COURSES

ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
BUS 101	Contemporary Business	Credits: 3(Lec: 3)
BUS 120	Principles of Management	Credits: 3(Lec: 3)
ENG 111	Composition I *	Credits: 3(Lec: 3)
	or	
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
ACC 102	Introductory Managerial Acct	Credits: 3(Lec: 3)
BUS 200	The Legal Environment of Bus	Credits: 3(Lec: 3)
BUS 205	Human Resource Management	Credits: 3(Lec: 3)
IST 235	Spreadsheet Applications-Excel	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)

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#### Office of Admissions

Toledo-area Campus - (567) 661-7777  
Findlay-area Campus - (567) 429-3509

#### School of Business, Hospitality Management and Public Safety

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