



CAREER & TECHNICAL EDUCATION - CERTIFICATE
Marketing/Management

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name: _____ **Aims #:** _____ **Graduation Evaluator:** _____

Advisor: _____ **Ext:** _____ **Date:** _____

| <u>Course Number</u> | <u>Certificate Requirements:</u> | <u>Required Credits</u> | <u>Term Completed</u> | <u>Transfer Credits</u> | <u>Transfer School</u> | <u>Needs</u> |
|----------------------|---|-------------------------|-----------------------|-------------------------|------------------------|--------------|
| ENG 131 | Technical Writing I | 3 | _____ | _____ | _____ | _____ |
| MAN 116 | Principles of Supervision | 3 | _____ | _____ | _____ | _____ |
| MAN 125 | Teambuilding | 1 | _____ | _____ | _____ | _____ |
| MAN 200 | Human Resource Management | 3 | _____ | _____ | _____ | _____ |
| MAN 224 | Leadership | 3 | _____ | _____ | _____ | _____ |
| MAN 226 | Principles of Management | 3 | _____ | _____ | _____ | _____ |
| MAN 246 | Critical Issues in Marketing and Management | 3 | _____ | _____ | _____ | _____ |
| MAR 111 | Principles of Sales | 3 | _____ | _____ | _____ | _____ |

Select ONE from the following courses:

| | | | | | | |
|---------|--------------------------------------|---|-------|-------|-------|-------|
| MAN 212 | Negotiations and Conflict Resolution | 3 | _____ | _____ | _____ | _____ |
| MAR 216 | Principles of Marketing | 3 | _____ | _____ | _____ | _____ |

TOTAL CREDITS FOR CERTIFICATE: 25