

**BUSINESS MANAGEMENT:**  
**Leadership Development**  
 Career Studies Certificate

**AL, AN, LO, MA, WO, ELI\***

*Purpose:* This certificate in Leadership Development combines communication and human relations competencies with specialized business courses. It is designed for individuals who are currently, or hope to be, in leadership, human resource, or supervisory managerial positions in the private or not-for-profit sector, or governmental organizations. The certificate is especially appropriate for individuals who have a degree related to their field of employment, but who lack training in team leadership or management skills. The program emphasizes practical application of leadership concepts and theories to prepare students for team leadership positions.

\*Graduation requirements are certified by a faculty advisor at a campus offering this program.

<b>One Year</b>		<b>Credits</b>
<b>1st Semester</b>		
BUS	100 Introduction to Business or BUS 200 Principles of Management	3
<sup>1</sup> BUS	111 Principles of Supervision or BUS 201 Organizational Behavior	3
SPD	227 Bus. & Professional Communication or ENG 116 Writing for Business	<u>3</u>
	<b>Total</b>	<b>9</b>
<b>2nd semester</b>		
BUS	117 Leadership Development or BUS 297 Cooperative Education	3
BUS	205 Human Resource Management	3
SDV	Elective	<u>1</u>
	<b>Total</b>	<b>7</b>

**Total credits for the Leadership Development Career Studies Certificate = 16.**

<sup>1</sup>For students with minimal work experience, BUS 100 and BUS 111 are recommended. Consult a faculty advisor to make the appropriate choices.