

Management and Leadership Specialist Certificate (MAL1)

DESCRIPTION

The Management and Leadership Specialist certificate prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce student's knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Management and Leadership Specialist TCC.

EMPLOYMENT OPPORTUNITIES

Graduates of the Management and Leadership Specialist certificate program obtain skills necessary for employment opportunities in various management-related fields. These opportunities include, but are not limited to, employee and team leaders, management trainees, supervisory trainees, and management and supervisory positions. Small and large businesses in retail, manufacturing and health care are examples of potential employers for graduates of the certificate program.

ADMISSIONS CRITERIA

1. Submit a completed application and application fee;
2. Be at least 16 years of age;
3. Submit official high school transcript or GED transcript;
4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

MANAGEMENT AND LEADERSHIP SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Management and Leadership Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 18 semester credit hours. The program requires a minimum of 300 contact hours and generally takes 2 semesters to complete.

<u>Program Courses</u>	<u>Credits</u>
Occupational Courses	18
MGMT 1100 - Principles of Management (OL)	3
COMP 1000 - Introduction to Computers (OL)	3
MGMT 1115 – Leadership (OL)	3
MGMT 2125 - Performance Management (OL)	3
MGMT 2130 - Employee Training and Development (OL)	3
<i>Select 1 of 3</i>	3
MGMT 1110 - Employment Law (OL)	
MKTG 1130 - Business Regulations and Compliance	
MGMT 2120 - Labor Management Relations	

*(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: \$1,710

Books/Supplies: \$500

(Costs are estimates and are subject to change.)

TOP 10 REASONS

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and **APPLY** online at www.ogeecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

QUESTIONS:

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogeecheetech.edu!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.