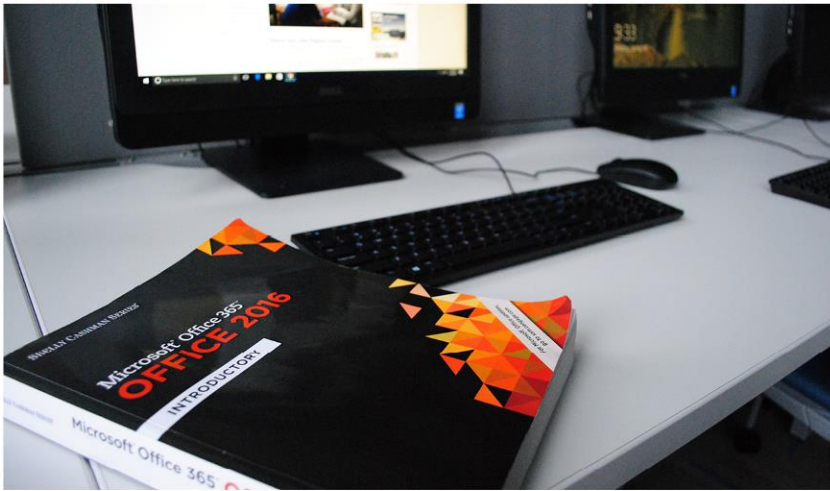




Management Career Prep with Microsoft Certifications

Qualifications: High School Diplomas or GED



Curriculum

This 15-week certification program is designed to give each student a strong knowledge of management within the business community. Each student will have a choice of either the Business Management Career Prep track or the Associate Professional in Human Resources track. In addition, each student will be trained and certified in Microsoft applications including Word, Excel and Power Point.

Business Management Career Prep Track:

This course will provide students with a thorough understanding of management, with a focus on the characteristics of successful managers, manager development, and the importance of critical thinking. Using a theoretical approach, this course will encourage students to define effective management and identify the strategies necessary to be successful business managers. Upon completion, students will be fully prepared to begin working as business managers.

Associate Professional in Human Resources Track:

This HR management course weaves together solid human resource principles, timely research and recent events, such as the latest rise in unemployment and financial problems facing the U.S. and other countries. This course highlights important challenges facing managers and employees in today's business climate. Interesting case studies explore real companies and organizations in-depth and delve into some of today's most effective, unique approaches in dealing with HR issues. In addition, this course provides study materials to help prepare for the aPHR Exam. (Included)

Tuition

- \$7,500.00
- 15 Weeks

Schedule

- All course work will be completed online.

Text

- Microsoft Office 2016 Word Introductory-Shelly Cashman Series
- Microsoft Office 2016 Intermediate-Shelly Cashman Series
- All Online materials and text included

Business Management Career Track

- Introduction to Management
- Sustaining – A Balanced Approach to Management
- Planning
- Organizing
- Leading
- Controlling
- The Future of Management

Associate Professional in HR Career Track

- HR Roles, Strategy, and Planning
- Equal Employment and Discrimination
- Workforce, Jobs, and Retention
- Staffing, Recruiting and Selection
- Training, Talent Management, and Career Development
- Performance Management and Appraisal
- Total Rewards and Compensation
- Variable Pay, Executive Compensation, and Benefits
- Risk Management, Worker Protection, and Employee Relations
- Union/Management Relations and Grievances

For more information, please contact the Lackawanna College Lake Region Center (570) 226-4625.