

GUIDED PATHWAY: MANAGEMENT CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Management webpage](http://www.dcccd.edu/Management) [www.dcccd.edu/Management] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing the Management Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a certificate in Management. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. Visit the catalog for [official certificate requirements](#).

The Certificate in Management is designed to develop the fundamental skills, knowledge, attitudes, and experiences which enable men and women to function in leadership and decision-making positions as managers. You will combine management classes and on-the-job management training with your present employer. All the courses for this certificate are applicable to the Associate of Applied Science Degree in Management option. Courses that complete the Management Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.

Catalog Year	2021-2022	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 30 SEMESTER CREDIT HOURS

SEMESTER 1

Total Hours: 9

[BMGT 1301](#) – Supervision

[BMGT 1382](#) – Cooperative Education-Business Administration and Management, General

[ENGL 1301](#) – Composition I *This is a Core course. You must earn a grade of "C" or better.*

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

SEMESTER 2

Total Hours: 6

[HRPO 2301](#) – Human Resources Management

[BMGT 1383](#) – Cooperative Education-Business Administration and Management, General

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit and confirm or update your academic and career path and program of study
2. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

SEMESTER 3

Total Hours: 9

[HRPO 2307](#) – Organizational Behavior

[BMGT 2382](#) – Cooperative Education-Business Administration and Management, General

[MATHEMATICS ELECTIVE*](#) *This is a Core course. You must earn a grade of "C" or better.*

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

SEMESTER 3 ACTION ITEMS

1. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.
2. Meet with a career advisor or coach for assistance in preparing for job search.

SEMESTER 4

Total Hours: 6

BMGT 2303 – Problem Solving and Decision Making

BMGT 2383 – Cooperative Education-Business Administration and Management, General

SEMESTER 4 ACTION ITEMS

1. Meet with your advisor to apply for the Management Certificate completion.

PATHWAY TOTAL: 30 SEMESTER CREDIT HOURS