Management Certificate Program Guide
2021-2022

Career Highlights

Careers in management spread across multiple industry sectors, including healthcare, finance, food and hospitality, construction, information technology, retail, etc. Managers are generally responsible for directing the activities of employees, overseeing business operations such as the budget, accounting, and purchasing, engaging in strategic planning and decisions making processes, and promoting employee productivity.

For more information regarding this career visit: Career Coach.

Program Information

The Business Management Certificate Program will prepare students for first-line supervisory or management positions. Students will learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The course sequence builds a knowledge base to enhance effectiveness on the job through topics such as leadership development, business law, finance, negotiations, marketing, and more.

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- Apply online or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Management Certificate Program courses.

Program Location and Contact Information

Courses for the Business Management Program are held online and at the Wilshire Center.

NOCE Wilshire Center	Career Technical Education (CTE) Office	Wilshire Center Counselors
315 E. Wilshire Ave. Fullerton, CA 92832	Anaheim Campus 1830 W. Romneya Anaheim, CA 92801 Room 513	315 E. Wilshire Ave. Fullerton, CA 92832 Bldg. 100, Room 112
	714-808-4915 careers@noce.edu Contact for general program information	714-992-9565 counseling@noce.edu Contact for course advisement, career counseling, and college planning

Program of Study Leading to a Certificate

This information is for advisement purposes only and subject to change

Required Core Courses for Business Management Certificate
Core courses are listed in the order of the program's recommended sequence

Course #	Course Title	Hours	Prerequisite(s)	Completion Status
BMGR 410	Elements of Supervision	18	-	
BMGR 415	Written Communications for Business	18	-	
BMGR 412	Management Skills I	18	-	
BMGR 423	Intro to Employment Law	18	-	
BMGR 452	Understanding Business Contracts	18	-	
BMGR 610	Management Skills II	18	-	
BMGR 417	Effective Business Preparation Presentations	18	-	
BMGR 421	Successful Negotiations	18	-	
BMGR 430	Marketing Principles	18	-	
BMGR 431	Finance Non-Financial Manager	18	-	

Computer Electives (successfully pass one (1) of the nine (9) listed electives):

Course #	Course Title	Hours	Prerequisite(s)	Completion Status
COMP 100	Intro to Computers	36	-	
MS 104	Intro to Windows Operating System	36	-	
MS 105	Intro to Excel	36	-	
MS 106	Intro to Access	36	-	
MS 107	Intermediate Access	36	-	
MS 144	Intro to Word	36	-	
MS 119	Intro to PowerPoint	36	-	
MS 134	Intermediate Word	36	-	
MS 160	MS Office - Overview	36	-	

Completion Timeline

All required courses for the Business Management Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or complete any additional program requirements.

It is recommended that students see a NOCE Counselor to complete an educational plan. Counselor appointments can be made in person at the Wilshire Center in building 100, room 112 or by phone at 714-992-9565.

Additional Program Information

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in CCTR 100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:

This program does not allow any course substitutions.

Challenge Exams

This program does not offer any challenge exams.

Course Waivers

This program does not offer any course waivers.

Program Attendance and Grading Requirement

In-Person Classes	Online Classes
First Day Of Class **ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist. No student will be allowed to enroll in a class after the established deadline.	**First Week of Attendance** **FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course**.** If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes. No student will be allowed to enroll in a class after the established deadline.
Ongoing Attendance Regular attendance is expected of every student.	**Ongoing Active Participation** Ongoing active participation is expected of every student. Active participation requires more than just logging into Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.
Waitlisted Students Students on the waitlist should attend the first day of class. Through the first week of classes, students on the waitlist will be notified via e-mail as soon as seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. The waitlist process is only valid through the end of the first week of the class. During the 2nd week of classes students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu.	**Waitlisted Students** Through the first week of classes, students on the waitlist will be notified via e-mail as soon as seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. The waitlist process is only valid through the end of the first week of the class. During the 2nd week of classes students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu.

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In-Person Classes	Online Classes
Grading Policy All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.	**Grading Policy** All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.

Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of your final term to complete the application for program certificate. If you do not plan on participating in the commencement ceremony, you still <u>must</u> schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.