



Dual Enrollment

Management Assistant Certificate *

Cluster Area: Business, Management & Administration

Pathway: Management

The Management Assistant certificate is designed to meet the needs of the student who is interested in attaining entry-level knowledge and skills necessary to work in a variety of office environments.

Lanier Tech

High School Alignment

Prerequisites:

* ASSET testing is required **AND** articulation of the two high school courses with an 85 or above average in order for a student to enroll in this certificate program.

MAT 101	General Math *	5 hrs.
ENG 112	Business Communications *	5 hrs.

* Credit must be articulated with Algebra I or II.
* Credit must be articulated with Communications for Business.

MKT 101	Principles of Management	5 hrs.
MSD 101	Interpersonal Employee Relations	5 hrs.
MSD 102	Legal Environment for Supervisors	5 hrs.
MSD 103	Leadership and Decision Making	5 hrs.
MSD 109	Managerial Accounting & Finance	5 hrs.
MSD 113	Ethical Management	5 hrs.

5191	Business Essentials	.66
5195	Business Procedures	.66
5194	Legal Environment of Business	.66
5196	Business Procedures	.66
5193	Principles of Accounting	.66
5192	Business Essentials	.66
		<hr/>
		3.96
3335	Communications for Business (articulated above)	<u>1.0</u>
		4.96

* ASSET testing required for entrance to program.

- Upon completion of coursework, students meet Career & Technology requirements for a Technical or Dual Diploma in a career pathway (3 + 1).

Additional Post Secondary Options:

Students may transfer some course credits toward the following diploma/degree programs:

Management and Supervisory Development Diploma

Management and Supervisory Development Degree



Certificate program offered on site at the Lanier Career Academy campus with course instruction provided by Lanier Technical College.