



Managing Interpersonal Skills Certificate

2018–2019

DESCRIPTION:

The Managing Interpersonal Skills Certificate provides students with the knowledge and skills necessary to develop and maintain effective interpersonal relationships, both professionally and personally. Since more than two-thirds of the competencies desired of the average employee are interpersonal rather than technical in nature, this set of knowledge and skills is essential for effective job performance. This sequence of innovative, highly interactive courses provides students with the opportunity to learn about themselves as well as others. This certificate program is available to degree and non-degree-seeking students. For more information, see csc.edu/business.

ADMISSION REQUIREMENTS:

Students must place into ENGL 1100.

ONGOING REQUIREMENTS:

Students must maintain minimum overall GPA required by the College.

OPPORTUNITIES FOR GRADUATES:

Career:

The skills obtained in the Managing Interpersonal Skills Certificate curriculum are necessary for any job, from entry-level to upper management. Interpersonal skills (or “soft skills”) continue to top the list of skills that employers seek in candidates. Skills obtained from achieving the certificate include: verbal and nonverbal communication, and emotional intelligence; writing, critical thinking, reflection, and problem solving; managing, coaching, team building, and networking; personal branding, leading, and a strength-based philosophy.

Transfer:

The Managing Interpersonal Skills Certificate is a “stackable” certificate in that it is designed such that a student may achieve it while pursuing their AAS degree. All courses required in the certificate are electives or requirements in the AAS degree.

CERTIFICATE REQUIREMENTS (MANAGING INTERPERSONAL SKILLS CERTIFICATE):**FIRST SEMESTER**

Course	Term	Credits	Milestones/Progress Check
BMGT 1102 Managing Interpersonal Skills*	AU/SP/SU	2	
ENG 1100 Composition I**	AU/SP/SU	3	
Semester Credits		5	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
BMGT 1210 21st Century Supervision***	AU/SP/SU	3	
BMGT 2253 Conflict Management *** or BMGT 2254 Negotiation***	AU/SP/SU	3	
BMGT 2280 Professional Development*	AU/SP	1	
Semester Credits		7	
Total		12	

*Satisfies required technical education course

**Satisfies general education requirements and is Transfer Assurance Guide (TAG) eligible course for transfer to any Ohio institution

***Satisfies a technical elective course

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester
Requirements subject to change.