

## Careers

Marketing and sales personnel are needed for any organization that wants to define and segment a market, develop strategies to satisfy or service the chosen market, or create and manage demand for the product mix or service. A marketing specialist is trained to market, sell, and promote a business or institutional product or service.

Sales worker supervisors oversee the work of sales and related workers, such as retail salespersons, cashiers, customer service representatives, stock clerks, sales engineers, and wholesale sales representatives.

Career options for students seeking management positions include marketing representatives, sales representatives, or retail managers.

## Salary

Although starting salaries vary with position and experience, as well as type of firm and products sold. In 2004, median annual earnings of retail sales supervisors, including commissions, were \$32,720. The middle 50 percent earned between \$25,120 and \$43,110 a year. Median annual earnings of non-retail supervisors, including commission, were \$58,400.

## Job Outlook

Employment is expected to grow through 2014 due to rising retail sales stemming from a growing population.

## Education & Training Options

Montgomery College offers a management certificate and a supervisory management letter of recognition. Credits earned in the management certificate and supervisory management letter of recognition curricula may be applied toward an A.A. in general studies. Students interested in baccalaureate degree should enroll in the business transfer curriculum.

*(See reverse for management curricula.)*

## ■ Certificate

This certificate curriculum prepares you to enter the career field by providing concepts and skills relating to human resources, marketing, or management studies.

## ■ Letter of Recognition Supervisory Management

This sequence of three courses in the legal requirements concerning employer/employee relations; applying the legal framework for labor/management relations; and the ramifications of discrimination in employment and in hiring, firing, and working conditions.

## ■ Workforce Training/Skills Upgrade

Workforce Development & Continuing Education offers management and supervision courses, as well as American Management Association courses in management and marketing.

## Contact @ MC

Rockville Campus . . . . .240-567-5137  
[www.montgomerycollege.edu/Departments/mgmtgl](http://www.montgomerycollege.edu/Departments/mgmtgl)

# Management Curricula

## Degrees, Certificates, and Letters of Recognition

Montgomery College is authorized by the Maryland Higher Education Commission (MHEC) to offer four degrees (associate of arts, associate of science, associate of applied science, and associate of arts in teaching) and certificates. In addition, the College recognizes students who satisfactorily complete certain course sequences with letters of recognition.

Some curricula are offered at all campuses, whereas others are limited to one or two. When a curriculum is offered at a specific campus, it is indicated by G for Germantown, R for Rockville, or TP for Takoma Park/Silver Spring.

## Admission to Montgomery College is open to all.

Math, English, and reading assessment tests are required prior to registering. (Some students may be exempt from assessment. Consult the *Montgomery College Catalog* for criteria.) Financial aid and scholarships are available to qualified candidates.

## Take the next step.

Complete an Application for Admission form (online @ [www.montgomerycollege.edu/admissions/mcadmiss.htm](http://www.montgomerycollege.edu/admissions/mcadmiss.htm)) or call 240-567-5000 for information.

### Management Certificate: 145

#### Core Courses (9 credit hours)

MG 101	Principles of Management	3
MG 102	Principles of Supervision	3
MG 201	Business Law	3

#### Electives (15 credit hours)

For human resources, select from MG 120, MG 204, MG 205, MG 207, and MG 210.

For marketing, select from MG 103, MG 105, MG 106, MG 109, and MG 206.

For management studies, select any combination of MG courses or see a management studies adviser.

**Total credit hours 24**

### Supervisory Management Letter of Recognition: 805

MG101	Principles of Management	3
MG102	Principles of Supervision	3
MG207	Legal Issues in Labor Management	3

**Total credit hours 9**