

MPP Core Competency Certificate – Description (Sample)

Course Name	Class Hours	CEUs
CORE COURSES - All 7 Core Courses Required (1.0 Total CEUs)		
Regulations and Resources	TBD	
Understanding the Collective Bargaining Environment	TBD	
Overview of Safety and Risk	TBD	
Legal Issues Protocol/Documentation	TBD	
Performance Evaluations	TBD	
Procurement Procedures	TBD	
The Academic Environment	TBD	
ELECTIVE COURSES - Select 1 from Each Subcategory (5.6 CEUs)		
Planning and Results	Hours	CEUs
Strategic Planning/Management	7	0.7
Hands-On Project Management	7	0.7
Microsoft Project 2003 Workshop	7	0.7
Development (People and Self)	Hours	CEUs
Coaching Skills and Tools for Leaders	7	0.7
Team Building for Effective Work Groups	7	0.7
Fundamentals of Organizational Development	7	0.7
Knowledge of Organization	Hours	CEUs
Seminars provide by JSU Senior Management	7	0.7
Trends in Higher Education	7	0.7
Policy vs. Procedure vs. Practice	7	0.7
Communication and Interaction	Hours	CEUs
Constructive Conflict Management	7	0.7
Cross-cultural Communication	7	0.7
Customer Service Skills for a Successful Organization	7	0.7
Safety and Risk Management	Hours	CEUs
Legal Issues of Supervision	7	0.7
Office Safety and Security	7	0.7
Ethics for Excellence	7	0.7
Creativity and Innovation	Hours	CEUs
Dealing with Change	7	0.7
Business Problem Solving	7	0.7
Mining the Creativity of Your Employees	7	0.7
Productivity and Quality of Work	Hours	CEUs
Time Management for Busy Leaders	7	0.7
Effective Meeting Facilitation	7	0.7
Quality Management	7	0.7
Supervision and Employee Management	Hours	CEUs
Strategic Staffing	7	0.7
Leading and Motivating Employees	7	0.7
Finance and Accounting for Non-Financial Managers	7	0.7