

MARKETABLE SKILLS: MANAGEMENT

SKILL SET	MANAGEMENT-SPECIFIC APPLICATION	GENERAL EMPLOYMENT APPLICATION	HOW DELIVERED
Microsoft Excel	Synthesize and present consumer insights derived from the analysis of large amounts of Point of Sale, syndicated, secondary primary, quantitative and qualitative data from multiple sources.	Create, format, organize and present data, create pivot tables, combo, scatter and pivot charts; import, harvest, parse and filter data; write formulas.	COSC3311 Management Information Systems MANA4315 Managerial Decision Making
Microsoft PowerPoint	Create factually correct, persuasive and informative presentations using best practices.	Public speaking and presentation.	MANA1300 Introduction to Business MANA3170 Build and Manage a Successful Career MANA3312 International Business MANA4395 Strategic Management
Microsoft Word	Write in a fluent style using correct grammar, spelling and punctuation to produce various forms of writing. This includes business writing such as business plans, market research reports, SWOT analysis reports, etc...	Business writing and communication.	MANA1300 Introduction to Business MANA3325 Entrepreneurship MANA4320 New Venture Planning MANA3370 Business Writing and Oral Presentation
SAP	Record transactions, process orders and deliveries, and manage inventories.	Develop a variety of skills and knowledge essential to organizations that use enterprise resource planning.	MARK3311 Principles of Marketing MANA3305 Operations Management COSC3311 Management Information Systems (UT Tyler-SAP student acknowledgment award)

MARKETABLE SKILLS: MANAGEMENT

SKILL SET	MANAGEMENT-SPECIFIC APPLICATION	GENERAL EMPLOYMENT APPLICATION	HOW DELIVERED
Weebly	Create website/E-commerce	Website creation	MARK4305 Integrated Marketing Communications MANA4345 E-Commerce

MARKETABLE SKILLS: MANAGEMENT

CORE SKILLS (Across the College)	Management – SPECIFIC APPLICATION	GENERAL EMPLOYMENT APPLICATION	HOW DELIVERED
Professional Proficiency And Communication	Excellent grasp of general business and specific management concepts; competency in written and oral communication to effectively build relationships with stakeholders.	Requisite knowledge for chosen field, ability to communicate effectively and build relationships.	MANA3170 Build & Manage Successful Career MANA3311 Fundamentals of Management MANA3315 Organizational Behavior MANA3370 Bus Writing & Oral Presentation SPCM1315 Fund of Speech Communication BBA Core and major
Technical Competence	Microsoft Office Suite SAP	Spreadsheets, tables, decision tools Enterprise Resource Planning (ERP) Space and floor planning Create social media content	SOSC1307 Intro to Info Systems MANA3305 Operations Management COSC3333 Management Info Systems MARK3311 Principles of Marketing (UT TYLER-SAP student acknowledgement award)
Critical Thinking	Analyze, evaluate, and provide solutions to a wide range of management problems (HR, Operations, strategy, etc.....)	Efficient/effective problem solving	MANA3300 Critical and Analytical Thinking MANA3305 Operations Management MANA3312 International Business MANA3320 Human Resource Management MANA4315 Managerial Decision Making MANA4395 Strategic Management
Global Awareness	Understand the diversity of peoples and cultures; apply that knowledge to all forms of management (HR, operations, strategy, etc...).	Multicultural/diversity competencies	MANA3312 International Business MANA4310 International Management
Social Responsibility	Understand the role of society and ethics in management; apply that knowledge to all forms of management (HR, operations, strategy, etc...).	Understand the role of society and ethical behavior in business	BLAW3301 Bus Law & Social Responsibility MANA3311 Fundamentals of Management MANA3315 Organizational Behavior MANA3320 Human Resource Management MANA4395 Strategic Management
Leadership And Teamwork	Actively participate in group activities and collaborate on simple and complex projects. Develop leadership skills in a group setting including listening to colleagues, facilitating the group work and providing encouraging direction to team members.	Understand leadership dynamics and situational leadership	MANA2300 Leadership MANA3300 Critical and Analytical Thinking in Business MANA3311 Fundamentals of Management BLAW4340 Business and Professional Ethics (Leadership Certificate) MANA3315 Organizational Behavior MANA3320 Human Resource Management MANA4385 Strategic Leadership MANA4395 Strategic Management