Please use the fillable chart below to develop a certificate completion plan and track your course completion, by clicking the box in the “Complete” column upon completion of each course. When you have completed all of the listed courses, with a grade of “S”, please email [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) as notification that you have completed the courses required to earn the Managing at FSCJ certificate.

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate Completion Plan and Course Tracking Sheet | | | |
| Course | Term | Year | Complete |
| **PD 5219** Foundations of Management | Choose an item. | Choose an item. |  |
| **PD 5220** Organizational Communication | Choose an item. | Choose an item. |  |
| **\*PD 5218** Coaching and Employee Development | Choose an item. | Choose an item. |  |
| **PD 4044** Cultural Sensitivities | Choose an item. | Choose an item. |  |
| **PD 5232** Emotional Intelligence – Management Certificate Program | Choose an item. | Choose an item. |  |
| **\*PD 5231** Decision Making Through Assessment and Evaluation | Choose an item. | Choose an item. |  |
| **PD 3477** Conflict Resolution | Choose an item. | Choose an item. |  |
| **PD 5124** Team Development | Choose an item. | Choose an item. |  |
| **PD 5225** Resource Management | Choose an item. | Choose an item. |  |
| **Upon completion of all above listed courses, please email** [**hrtraining@fscj.edu**](mailto:hrtraining@fscj.edu) **indicating that you have completed the courses for the Managing at FSCJ certificate program.** | Choose an item. | Choose an item. |  |