

BUSINESS MANAGEMENT, CERTIFICATE

Program Code: CC.BUSMANAGEMENT

This certificate focuses on basic management and leadership skills, including: motivation, decision-making, ethics, workflow analysis, supervision and human relations skills, effective communication, essential technology skills, basic budgeting and accounting, and managing change. All courses required for this certificate can be used to satisfy requirements for the [Business AAS](#).

For information call Sharon Parker, 503-594-3075 or sharonp@clackamas.edu.

Outcomes

Related Instruction Outcomes

Computation

- 1 course - BA-104 Business Math
- Use appropriate mathematics to solve problems

Communication

- 1 course - WR-121Z Composition I
- Read actively, think critically, and write purposefully and capably for professional audiences

Human Relations

- 1 course - BA-285 Human Relations in Business
- Engage in ethical communication processes that accomplish goals

Program Outcomes

Upon successful completion of this program, students should be able to:

- make informed business decisions based on the use analysis of financial and budgetary data;
- demonstrate an understanding of the functions of leading, planning, organizing, and controlling in an organization;
- identify effective supervisory strategies (e.g. motivation, goal setting, coaching, leadership, etc.) for given individual and group situations;
- demonstrate the ability to communicate effectively;
- identify the various laws that impact employee management practices;
- identify effective supervisory strategies (e.g. motivation, goal setting, coaching, leadership, etc.) for given individual and group situations.

Requirements

Fall Term		Credits
BA-101Z	Introduction to Business	4.00
BA-131	Introduction to Business Computing	4.00
MTH-050	Technical Mathematics I ¹	4.00
WR-121Z	Composition I	4.00
Credits		16

Winter Term		Credits
BA-119	Project Management Practices	2.00
BA-211Z	Principles of Financial Accounting	4.00

BA-226Z	Introduction to Business Law	4.00
BA-251	Supervisory Management	3.00
BA-285	Human Relations in Business	4.00
Credits		17

Spring Term

BA-206	Management Fundamentals	4.00
BA-223	Principles of Marketing	4.00
BA-224	Human Resource Management	4.00
Electives (p. 1)		3.00-4.00
Credits		15-16
Total Credits		48-49

¹ or higher, based on advising placement

Electives

By completing all Business Management Certificate requirements, you will satisfy the requirements for the [Management Fundamentals Career Pathway Certificate](#).

Any **BA** or **BT** course not included in the program, or any of the following:

Code	Title	Credits
COMM-111Z	Public Speaking	4.00
CS-125H	HTML & Web Site Design	4.00
CS-181	CMS Web Development	4.00
EC-201Z	Principles of Microeconomics	4.00
EC-202Z	Principles of Macroeconomics	4.00
FYE-101	First Year Experience Level I	2.00

Careers

Career opportunities include:

- management trainee
- first-line supervisory
- management analyst
- merchandiser
- marketing/sales representative in small and medium-sized retail and service companies