

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-121 English Composition
- 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 all the programs learning outcomes for the [Management Fundamentals Career Pathway Certificate](#).

Requirements

Course	Title	Credits
Fall Term		
BA-101	Introduction to Business	4
BA-104	Business Math	3
BA-131	Introduction to Business Computing	4
WR-121	English Composition	4
Credits		15
Winter Term		
BA-119	Project Management Practices	2
BA-211	Financial Accounting	4
BA-226	Business Law I	4
BA-251	Supervisory Management	3

Course	Title	Credits
BA-285	Human Relations in Business	4
Credits		17
Spring Term		
BA-206	Management Fundamentals	4
BA-217	Budgeting for Managers	3
BA-223	Principles of Marketing	4
BA-224	Human Resource Management	4
Credits		15
Total Credits		47

All courses in this program can be applied to partially satisfy requirements in the [Business AAS](#).

Careers

Career opportunities include:

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