

FIRST-LINE SUPERVISOR FUNDAMENTALS, CERTIFICATE

Program Code: CC.FIRSTLINEFUND

The First-Line Supervisor Fundamentals certificate provides the skills in four categories necessary to make a living in retail or food service, human relations in business; business computing; business communication; and fundamentals of management. These skills are necessary for a first-line supervisor career.

The First-Line Supervisor Fundamentals certificate builds directly into the [Retail Management certificate](#).

For more information, contact Beverly Forney, 503-594-3115 or beverlyf@clackamas.edu.

Outcomes

Program Outcomes

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

- describe basic psychological principles that help build relationships among employers and employees;
- create documents using the internet, Microsoft Word, PowerPoint and Excel;
- demonstrate critical skills for successful business communication;
- communicate theories of management.

Requirements

Code	Title	Credits
BA-131	Introduction to Business Computing	4
BA-206	Management Fundamentals	4
BA-214	Business Communications	3-4
or BA-205	Business Communications With Technology	
BA-285	Human Relations in Business	4
Total Credits		15-16

Careers

Career opportunities include:

- entry level and first-line supervisors in retail and food services