

## Standards for Success

A commitment to excellence in the mastery of business skills and technology is the formula used at Clark College to prepare students for career success today and in the future.

Through close association with business representatives in the community, Clark College faculty have developed a curriculum based upon the knowledge, job skills, and professional attitudes needed to meet the challenge of the workplace.

The goals for those studying business at Clark College may include:

- Acquiring immediate skills to enter the job market
- Increasing earning potential
- Expanding career options
- Personal growth
- Transferring to a four-year degree college or university

## College Abilities

Clark College has identified six college-wide abilities that help students apply what they learn. The core abilities are taught across the curriculum and students continually practice and improve their skills in the six areas.

### Communication

The ability to understand and deliver written, spoken and visual communication clearly and accurately.

### Critical Thinking/Problem Solving

The ability to formulate, evaluate and synthesize facts, data, ideas, assumptions, values and points of view.

### Effective Citizenship

The ability to identify community issues; evaluate and respect various opinions and values; and articulate one's own perspective.

### Global/Multicultural Perspectives

The ability to identify, analyze and demonstrate how culture shapes world perceptions, values and behaviors.

### Lifelong Learning

The ability to set and revise goals, access resources and assume responsibility for one's own learning.

### Information/Technology

The ability to identify resources; retrieve and manage data; interpret, evaluate and use information; and adapt to changing technologies.



Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam-era veteran status in its programs and activities.



# Management I



- Learn supervisory techniques to build a positive and productive work environment
- Certificate of Achievement in Management I
- 12-Credit program



# Management I

The Business Administration program teaches individuals how to maintain a competitive edge in business today through theory and practical application.

Whether you are intending to work for yourself or for someone else, our professional-technical training programs are specially designed to meet your needs. Our Business Administration graduates have found successful positions in accounting, sales and service, merchandising, and management.

## Computer Training

Computers have revolutionized the business world. Clark College's business administration courses provide a solid foundation in using computers for business functions. Students receive practical hands-on training using current equipment and software programs. Classes are designed to closely reflect the needs of business. Computers are available for class use and individual practice.

In the Tutoring Center, students can receive one-on-one assistance and use PC tutorials for skill practice and assignments.

Students must complete all specifically listed courses and major area requirements with a minimum grade of "C" or better in order to successfully complete the program and earn the award.



## Management I

### *Certificate of Achievement*

Professionally trained managers and supervisors are vital to achieving success in today's marketplace. The 12-credit program will teach supervisory techniques to build a positive and productive work environment. Coursework will focus on real management problems faced by large and small businesses, as well as non-profit organizations. Current management concepts will be examined from actual cases, such as developing enthusiasm and creativity among employees, finding a shared vision, and encouraging teamwork.

### Major Area Requirements

*Complete one course from four of the following five course clusters:*

<b>Cluster 1</b>		
MGMT 101	Principles of Management	3 credits
MGMT 103	Applied Management Skills	3 credits
MGMT 104	Managerial Psychology	3 credits
MGMT 106	Motivation and Performance	3 credits
<b>Cluster 2</b>		
MGMT 120	Supervisor as a Trainer/Coach	3 credits
MGMT 122	Leadership Principles	3 credits
<b>Cluster 3</b>		
MGMT 128	Human Resources Management	3 credits
MGMT 132	Legal Issues in Employee Relations	3 credits
<b>Cluster 4</b>		
MGMT 110	Creative Problem Solving	3 credits
MGMT 125	Team Building and Group Behavior	3 credits
MGMT 133	Productivity and Quality Improvement	3 credits
<b>Cluster 5</b>		
MGMT 107	Supervisory Communication I, Written	3 credits
MGMT 108	Supervisory Communication II, Oral	3 credits
MGMT 112	Conflict Management	2 credits
<b>Total Credits Required</b>		<b>11-12 credits</b>

