



### 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.



# Supervisory Management



- Advance into more responsible positions
- Certificate of Achievement in Supervisory Management
- Associate in Applied Science Degree in Supervisory Management



# Supervisory Management

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.

The supervisory manager has the important role of getting work completed by leading and motivating people. Clark College offers a comprehensive training program in Supervisory Management that leads to a Certificate of Achievement and provides a major base for the Associate in Applied Science Degree. Courses deal with solutions to supervisory problems regularly encountered on the job. This program provides an opportunity for current and potential supervisors to increase and broaden their performance levels and to advance into more responsible positions.

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.

## Supervisory Management

*Certificate of Achievement*

### Major Area Requirements

#### First Quarter

MGMT 101	Principles of Management	3 credits
MGMT 103	Applied Management Skills	3 credits
MGMT 110	Creative Problem Solving	3 credits

#### One course in Written Communication from the following:

ENGL& 101	English Composition I	5 credits
ENGL 135	Technical Report Writing I	5 credits
MGMT 107	Supervisory Communication I, Written	3 credits

#### One course in Oral Communication from the following:

CMST 212	Oral Communication in Business	3 credits
CMST& 220	Public Speaking	5 credits
CMST& 230	Small Group Communication	5 credits
MGMT 108	Supervisory Communication II, Oral	3 credits

### Additional Major Area Requirements

#### Select a Minimum of 18 credits:

BTEC 150	Computer Business Applications	5 credits
MGMT 100	The Business Environment	5 credits
MGMT 104	Managerial Psychology	3 credits
MGMT 106	Motivation and Performance	3 credits
MGMT 107	Supervisory Communication I, Written	3 credits
MGMT 108	Supervisory Communication II, Oral	3 credits
MGMT 112	Conflict Management	2 credits
MGMT 113	Humanizing the Workplace	1 credit
MGMT 120	Supervisor as a Trainer/Coach	3 credits
MGMT 122	Leadership Principles	3 credits
MGMT 125	Team Building and Group Behavior	3 credits
MGMT 128	Human Resource Management	3 credits
MGMT 132	Legal Issues in Employee Relations	3 credits
MGMT 133	Productivity and Quality Improvement	3 credits
MGMT 199	Cooperative Work Experience	1-5 credits
MGMT 280	Selected Topics	1-3 credits

### Strongly Recommended Electives

BTEC 100	Keyboarding	3 credits
MATH 065	Fundamentals of Business Math (or equivalent)	5 credits

**Total Credits Required** 33-37 credits

## Supervisory Management

*Associate in Applied Science Degree*

### Major Area Requirements

BTEC 150	Computer Business Applications	5 credits
BUS 028	Basic Accounting Procedures	3 credits
BUS 029	Basic Accounting Procedures	3 credits
BUS 101	Introduction to Business	5 credits
or		
MGMT 100	The Business Environment	5 credits
BUS& 201	Business Law	5 credits
ECON 101	Introduction to Economics	3 credits
ENGL 212	Business Communications	3 credits
or		
MGMT 107	Supervisory Communication I, Written	3 credits
MATH 065	Fundamentals of Business Math (or equivalent)	5 credits
MGMT 101	Principles of Management	3 credits
MGMT 103	Applied Management Skills	3 credits
MGMT 110	Creative Problem Solving	3 credits
PSYC& 100	General Psychology	5 credits

### Additional Area Requirements

#### Select a Minimum of 18 credits:

MGMT 104	Managerial Psychology	3 credits
MGMT 106	Motivation and Performance	3 credits
MGMT 107	Supervisory Communication I, Written	3 credits
MGMT 108	Supervisory Communication II, Oral	3 credits
MGMT 112	Conflict Management	2 credits
MGMT 113	Humanizing the Workplace	1 credit
MGMT 120	Supervisor as a Trainer/Coach	3 credits
MGMT 122	Leadership Principles	3 credits
MGMT 125	Team Building and Group Behavior	3 credits
MGMT 128	Human Resource Management	3 credits
MGMT 132	Legal Issues in Employee Relations	3 credits
MGMT 133	Productivity and Quality Improvement	3 credits
MGMT 199	Cooperative Work Experience	1-5 credits
MGMT 280	Selected Topics	1-5 credits

**Minimum Credits Required** 90 credits  
(including General Education Requirements)

Refer to the Degree & Certificate Requirements section in the Clark College Catalog to identify the courses needed to satisfy the General Education Requirements.

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For more information, see the Clark College Catalog or contact the General Advising Office at (360) 992-2345  
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