



Program Map



Supervisory Management Certificate of Proficiency

Area of Study: Business & Entrepreneurship

An effective supervisor has the power to transform work culture, productivity, workflow, and overall happiness in completing daily job duties. Our curriculum focuses on building foundational skills in business management while incorporating soft skills needed to be a good leader. The program also emphasizes accounting procedures as an essential component of every institution and business organization. We focus on basic accounting that is valuable in managing financial resources, policies, and decisions.

> Free [Tutoring Services](#) are available to support you throughout your degree completion.

Program maps are suggested academic plans and should not be used in the place of regular academic advising. Your student entry method, placement, course availability, and program requirements are subject to change and transfer credit(s) may change your map/plan.

Year One

Fall Term

- BUS& 101 Intro to Business 5
- BUS 102 Business Math Application 5
- ENGL& 101 English Composition I 5
- COLL 101 College Essentials: Intro to Clark 2

Winter Term

- ACCT 129 Basic Accounting Procedures 5
- BUS 148 Business Professional Self Development 5
- BUS 150 Computer Business Application 3
- MGMT 101 Principles of Management 3

Spring Term

- BUS 105 Intro to International Business3
- BUS 199 Cooperative Work Experience3
- MGMT 103 Applied Management Skills.....3
- MGMT 110 Creative Problem Solving3
- MGMT 128 Human Resources Management.....3

45 units required, 48 listed. View the [Clark College Catalog](#) for additional program information.

Key: ^ Alternative classes are available to fit your schedule or interest. & Common Course in the State of Washington.

Approximate Costs Each Term

Tuition \$1490* for 15 credits per term plus books, supplies, and miscellaneous fees. *Tuition based on Washington resident rates. View [residency classifications](#) on our website.

How to Enroll

Visit Clark College's Welcome Center in Gaiser Hall room 127 or the [Get Started webpage](#) for information on becoming a new student. Email start@clark.edu or call 360-992-2078.

Customize with Advising

Make an appointment online with Advising Services to learn more about customizing your academic plan at clark.edu/advising.

[Apply for Admission](#)

Support Services

At Clark College, we know that everyone who walks through our doors is a unique person with diverse, interesting and sometimes challenging circumstances. We are committed to ensuring each and every student can succeed at Clark, and are committed to serving systemically non-dominant communities, including (but not limited to) people of color, those who identify as LGBTQIA2S+ and people with disabilities. We have resource centers, clubs, programs and activities for all students.

Visit our [Student Support](#) page for more information.

Funding Options at Clark

There are many resources available to help students cover the costs to attend college—tuition, books, fees, tools, transportation, childcare, etc.—so you can focus on completing your degree or certificate.

Grants Based on need. You do not need to pay back grants.

Scholarships Similar to grants, and there are different criteria; Clark College awards hundreds of thousands of dollars to students each year. We encourage everyone to apply!

Student Employment & Work Study Money you earn through working part-time; this helps to reduce your reliance on loans, and build your skills and resume.

Loans If you do need to borrow additional funds to pay for college-related expenses, you can consider loans. It is money you borrow and will pay back with interest.

Specific Assistance For Veterans, worker retraining, DREAMers, students receiving DSHS benefits, and more.

For more information, visit our [paying for college website](#) or visit the **Office of Financial Aid in Gaiser Hall room 101.**

Career Opportunities

Career exploration and planning is an essential step to establishing your academic journey at Clark College and beyond. Career Services connects you with resources and strategies for career planning in six areas: knowing self; career awareness; relationship building and networking; work-based learning; job-search skills; and career readiness competencies. You are encouraged to participate in *MyPlan*, a comprehensive and interactive guide with activities to support your career, academic, and financial wellness planning. Visit [Career Services](#) in the **Penguin Union Building room 002.**

Students who complete the **Supervisory Management Certificate of Proficiency** could be employed as:
Some careers may require an associates, bachelor's degree or higher

Sales Manager
Retail Assistant
Office Assistant

Branch Manager

Career exploration information pulled from Clark Faculty and Staff.



Clark College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Diversity, Equity, and Inclusion, Gaiser Hall (GHL) 220, 360-992-2757, or 360-991-0901 (video phone).

Alternate format of this document is available upon request. Please contact Disability Support Services at 360-992-2314, or 360-991-0901 (video phone).

Created in March 2020, Last updated in March 2021.