

Management Programs

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See also **Accounting and Business Administration**.

These program offerings include one-year Certificates of Completion and two-year Associate of Applied Science Degrees. The 36-credit Retail Management Certificate prepares students for careers in sales and management. As a graduate of Chemeketa's Management AAS degree program, you may begin as a management trainee or other entry-level employee of a small business or large firm. The Procurement Management Certificate and the Procurement and Supply Chain Management Degree programs emphasize skill development for those interested in pursuing a position in the field of procurement, including specializations in the areas of contract management, inventory management, materials management, production management, quality control/quality assurance, distribution, and transportation.

You may select individual courses to meet your needs, or you may work toward a certificate or degree.

For more information about these programs, contact program faculty Karen Edwards at 503.399.3996, Laney Furr at 503.399.6163, Jason Jones at 503.399.6155, or Kristi Newton at 503.399.6268.

Program Outcomes

Students completing the Management Degree will:

- Explain how the strategic plan of a business interrelates with functional areas in order to fulfill the mission and purpose of an organization
- Work as a team member and/or leader using effective communication strategies including writing, listening, speaking, negotiating, and persuading skills
- Use technology to produce, research, and interpret financial, marketing, or business reports
- Identify the legal, ethical, and financial consequences of decisions to business organizations

Students completing the Procurement Management Certificate will:

- Demonstrate a basic understanding of procurement and supply chain literacy through use of terms and concepts
- Apply math and computer skills requisite with industry expectations
- Apply industry standards in making ethical decisions in situations involving procurement and supply chain activities
- Use procurement sourcing methods to locate supplies or services through market research
- Apply project management tools and processes for on-time and on-budget completion of projects

- Relate contract administration and management activities to procurement practices

In addition to the Procurement Management Certificate outcomes, students completing the Procurement and Supply Chain Management Degree will:

- Identify systems that track and control the acquisition and movement of goods and services
- Use communication skills with individuals and groups in procurement-related settings

Students completing the Retail Management Certificate will:

- Use communication skills with individuals and groups in retail settings
- Apply math and computer skills requisite with industry expectations
- Evaluate and select marketing and retailing strategies
- Apply basic accounting theory and practice to a service or retail setting
- Explain the impact, roles, skills, responsibilities, and accountability of supervisors/managers in managing, leading, and controlling human resources within an organization

Getting Started

The first step to entering these programs is to take part in an assessment process, which includes taking the college's free placement test and meeting with Advising and Counseling Services. You may need to complete pre-program courses. Then your advisor will help you develop an individualized program of study, which may include one or more of the following:

For the Management and Retail Management programs

CA121A	Keyboarding A (if less than 25 wpm).....	1
CIS101	Introduction to Microcomputer Applications.....	3
MTH060	Introductory Algebra	4
RD090	College Textbook Reading.....	3
WR121	The College Essay.....	4

For the Procurement Management and Procurement and Supply Chain Management programs

CA121A	Keyboarding A (if less than 25 wpm).....	1
CIS101	Introduction to Microcomputer Applications.....	3
MTH095	Intermediate Algebra.....	4
RD090	College Textbook Reading.....	3
WR121	The College Essay.....	4



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Management Associate of Applied Science Degree

As a graduate of Chemeketa's Management program, you may begin as a management trainee or other entry-level employee of a small business or large firm.

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$3,300; class fees, \$200; universal fee, \$1,316; equipment and supplies, \$1,500. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science Degree by successfully completing the required 94 credit hours with a grade of "C" or better in all Business Administration (BA) courses:

Course	Title	Credit Hours
Term 1		
BA101	Introduction to Business.....	4
BA202	Personal Effectiveness in Business	3
BA211	Financial Accounting 1	4
CIS125E	Excel-Workbooks.....	4
Term 2		
BA212	Financial Accounting 2.....	4
BA214	Business Communications+*.....	3
BA285	Organizational Behavior.....	4
CIS125A	Micro Database Software-Access.....	3
MTH070	Elementary Algebra+ (or higher).....	4
Term 3		
BA204	Diversity in the Workplace	3
BA206	Business Management Principles.....	4
BA213	Managerial Accounting.....	4
PSY104	Workplace Psychology+.....	4
	or	
SOC204	The Sociological Perspective+	4
Term 4		
BA223	Principles of Marketing.....	4
BA226	Business Law 1	4
COMM111	Fundamentals of Public Speaking (or higher).....	4
EC200	Introduction to Economics (or higher).....	4
Term 5		
BA222	Financial Management.....	4
BA238	Sales and Persuasion.....	3
BA277	Business Ethics	3
WR227	Technical Writing.....	4
	Business elective**	3
Term 6		
BA224	Human Resource Management.....	4
	Business elective**	3
	Computer Science elective***.....	3
	Arts and Letters elective.....	3

+Meets related instruction requirement, see page 44. For subject areas, see page 53.

*Placement determined by testing. Lower division collegiate courses may be substituted.

**Business electives: Choose BA104, or BA or EC courses numbered 200 or above.

***Choose CIS133 or above, or CA200 or above.

Procurement and Supply Chain Management AAS

Procurement Management Certificate of Completion

The Procurement Management Certificate program emphasizes skill development in public and private procurement, contract administration, and project management. Graduates of this program may find work as purchasing and procurement clerks, purchasing agents, and purchasing managers.

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,300; class fees, \$200; universal fee, \$644; equipment and supplies, \$200. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing the required 46 credit hours with a grade of "C" or better in all Business Administration (BA) courses.

Course	Title	Credit Hours
BA101	Introduction to Business.....	4
BA214	Business Communications+*.....	3
BA226	Business Law 1	4
BA234	Fundamentals of Supply Chain Management.....	4
BA235	Principles of Public Procurement.....	4
BA236	Contract Management	4
BA277	Business Ethics	3
BA287	Principles of Project Management	4
CIS125E	Excel-Workbooks.....	4
COMM111	Fundamentals of Public Speaking	4
	or	
COMM130	Business and Professional Speaking.....	4
	or	
COMM115	Introduction to Intercultural Communication	4
	or	
COMM218	Interpersonal Communication.....	4
MTH105	Introduction to Contemporary Mathematics+	4
PSY104	Workplace Psychology+	4

+Meets related instruction requirement, see page 44. For subject areas, see page 53.

*Placement determined by testing. Lower division collegiate classes may be substituted.

Procurement and Supply Chain Management Associate of Applied Science Degree

Graduates of the Procurement and Supply Chain Management Degree program may find employment in local, state, or federal government agencies, or in the private sector in a variety of settings ranging from health care to manufacturing and every kind of enterprise in between.

In addition to tuition, estimated costs for students who complete the entire program listed below are books/software, \$2,500; class fees, \$200; universal fee, \$1,288; equipment and supplies, \$1,500. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science Degree by successfully completing the required 92 credit hours with a

grade of "C" or better in all Business Administration (BA) courses:

Course	Title	Credit Hours
Term 1		
BA101	Introduction to Business.....	4
BA211	Financial Accounting 1	4
BA234	Fundamentals of Supply Chain Management.....	4
CIS125E	Excel-Workbooks.....	4
Term 2		
BA202	Personal Effectiveness in Business	3
BA212	Financial Accounting 2.....	4
BA214	Business Communications+ *.....	3
BA235	Principles of Public Procurement.....	4
Term 3		
BA213	Managerial Accounting	4
BA236	Contract Management	4
CIS125A	Micro Database Software-Access	3
PSY104	Workplace Psychology+.....	4
	or	
SOC204	The Sociological Perspective+	4

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The program emphasizes skill development in interpersonal communication, business accounting, marketing, human resource management, and supervision, and focuses on professional growth, employment, and advancement opportunities. This certificate fulfills coursework leading to an Associate of Applied Science Degree in Management.

As part of a statewide cooperative effort, this program is also offered by other community colleges, including Clackamas, Lane, Linn-Benton, Oregon Coast, Mt. Hood, and Portland.

In addition to tuition, estimated costs for students who complete the program listed below are books/software, \$1,600; universal fee, \$532; equipment and supplies, \$150. Please contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing the required 38 credit hours with a grade of "C" or better in all Business Administration courses. Courses may be taken in Salem, at our outreach campuses or centers,

Mathematics

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Mathematics are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon,

Term 4		
BA226	Business Law I	4
BA231	Fundamentals of Transportation and Logistics Management.....	4
COMM111	Fundamentals of Public Speaking	4
	or	
COMM115	Introduction to Intercultural Communication	4
	or	
COMM130	Business and Professional Speaking.....	4
	or	
COMM218	Interpersonal Communication.....	4
MTH105	Introduction to Contemporary Mathematics+ (or higher)	4
Term 5		
BA227	Business Law 2	3
BA286	Negotiations.....	4
EC200	Introduction to Economics (or higher).....	4
	Business elective**	3
Term 6		
BA277	Business Ethics	3
BA287	Principles of Project Management	4
WR227	Technical Writing.....	4
	Arts and Letters elective.....	3
	Business elective**	3

+Meets related instruction requirement, see page 44. For subject areas, see page 53.

*Placement determined by testing. Lower division collegiate courses may be substituted.

**Business electives: Choose BA or EC courses numbered 200 or above.

Retail Management Certificate of Completion

or online. The following courses may be taken in any order providing prerequisites are met.

Course	Title	Credit Hours
BA104	Business Applications Using Mathematics	4
BA206	Business Management Principles.....	4
BA211	Financial Accounting 1	4
BA214	Business Communications.....	3
BA223	Principles of Marketing.....	4
BA224	Human Resource Management.....	4
BA249	Principles of Retailing*	3
BA285	Organizational Behavior.....	4
CIS120	Computer Information Science 1	4
	or	
CIS125E	Excel-Workbooks.....	4
COMM100	Introduction to Communication	4
	or	
COMM111	Fundamentals of Public Speaking	4
	or	
COMM130	Business and Professional Speaking.....	4

*Available through other community colleges online.

and Western Oregon University. Oregon State University offers degrees in Mathematical Sciences and Mathematics.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Advising and Counseling

Services or a Chemeketa advisor. Also, you should make contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.