

# Management Programs

management.chemeketa.edu

The Management program offers both a one-year Certificate of Completion and a two-year Associate of Applied Science degree. The one-year certificate program prepares students for entry-level positions in the field of procurement management. As a graduate of Chemeketa's Management degree program, you may begin as a management trainee or other entry-level employee of a small business or large firm.

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

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do relating to your program. With the approval of the CWE instructor/coordinator, you may enroll in BA280B-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

For more information about these programs, contact program chair Karen Edwards at 503.399.3996.

Total required credit may vary due to three to four credit conversion. Chemeketa degree and certificate minimum requirements must be met.

## Management

### Procurement Management Certificate of Completion

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

### Program outcomes

#### Students completing the Certificate of Completion will:

- Employ a basic understanding of procurement literacy through use of terms and definitions.
- Apply math and computer skills requisite with industry expectations.
- Apply standards in making ethical decisions in situations involving procurement 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.

### Getting started

The first step to entering this program is to take part in an assessment process, which includes taking the college's free placement test and meeting with Counseling and Career 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:

CA121	Keyboarding (if less than 25 wpm).....	3
CIS101	Introduction to Microcomputer Applications.....	3
MTH060	Introductory Algebra.....	4
RD090	College Textbook Reading.....	3
WR121	English Composition–Exposition.....	4

If you have questions about the requirements, contact Counseling and Career Services at 503.399.5120. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,200; class fees, \$200; universal fee, \$405; equipment and supplies, \$180. 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 Term 1	Title	Credit Hours
BA101	Introduction to Business.....	4
BA104	Business Applications Using Mathematics+.....	4
BA214	Business Communications.....	3
BA226	Business Law 1.....	4
BA234	Principles of Procurement.....	4
BA235	Principles of Public Procurement.....	4
BA236	Public Procurement and Contract Administration.....	4
BA277	Business Ethics.....	3
CIS125E	Excel-Workbooks.....	4
PSY104	Psychology in the Workplace+.....	4
SP111	Fundamentals of Public Speaking.....	4
	or	
SP100	Introduction to Communication.....	4
WR227	Technical Writing+.....	4

+Meets related instruction requirement, see page 43. For subject areas, see page 55.

### Management Associate of Applied Science

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.



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**Students completing the AAS will:**

- Explain how the strategic plan of business interrelates with functions 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, and business reports.
- Identify the legal, ethical, and/or financial consequences of decisions to business organizations.

**Getting started**

The first step to entering this program is to take part in an assessment process, which includes taking the college’s free placement test and meeting with Counseling and Career 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:

CIS101	Introduction to Microcomputer Applications.....	3
MTH060	Introductory Algebra .....	4
RD090	College Textbook Reading.....	3
WR121	English Composition–Exposition.....	4

If you have questions about the requirements, contact Counseling and Career Services at 503.399.5120. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$3,200; class fees, \$200; universal fee, \$837; equipment and supplies, \$1,000. 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 93 credit hours with a grade of “C” or better in all Business Administration (BA) courses:

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
BA101	Introduction to Business.....	4
BA202	Personal Effectiveness in Business.....	3
BA211	Financial Accounting 1 .....	4
CIS125E	Excel-Workbooks .....	4
<b>Term 2</b>		
BA203	Organizational Behavior.....	3
BA212	Financial Accounting 2 .....	4
BA214	Business Communications+* .....	3
CIS125A	Micro Database Software-Access .....	3
MTH070	Elementary Algebra+ (or higher).....	4

<b>Term 3</b>		
BA204	Diversity in the Workplace.....	3
BA206	Business Management Principles.....	4
BA213	Managerial Accounting .....	4
PSY104	Psychology in the Workplace+ .....	4
	or	
SOC204	The Sociological Perspective+.....	4
<b>Term 4</b>		
BA223	Principles of Marketing.....	4
BA226	Business Law 1.....	4
EC200	Introduction to Economics (or higher).....	4
SP111	Fundamentals of Public Speaking (or higher).....	4
<b>Term 5</b>		
BA222	Financial Management .....	4
BA238	Sales and Persuasion .....	3
BA277	Business Ethics .....	3
WR227	Technical Writing.....	4
	Business Elective**.....	3
<b>Term 6</b>		
BA224	Human Resource Management .....	4
	Business elective**.....	3
	Computer Science elective*** .....	3
	Humanities/Fine Arts elective .....	3

+Meets related instruction requirement, see page 43. For subject areas, see page 55.

\*Placement in math and English determined by testing. Lower division collegiate classes may be substituted.

\*\*Business electives: Choose BA104 or BA courses at the 200 level or above, or EC courses at the 200 level or above.

\*\*\*Choose from CIS133 level or above, or CA200 level or above.