



CURRICULUM GUIDE 2007-2008

BUSINESS SUPERVISION/MANAGEMENT

AA Degree and Certificate of Achievement Program

This curriculum is designed to prepare students for entry-level positions in supervision/management and to prepare current leads, first line supervisors, and middle managers for promotion to higher-level positions in business, industry, and/or government. Students are trained for both line (operation) and staff (direct support) positions. Placement is often dependent upon job availability and the successful completion of an entrance examination.

Requirements for AA Degree:

- a) Complete Major Field and Supporting Courses with a 2.0 grade point average.
- b) Complete Plan A, B, or C General Education requirements. These are specified in the Ohlone College catalog.
- c) Complete at least 60 degree-applicable units with a 2.0 grade point average.
- d) Complete at least 12 units at Ohlone College.

Requirements for Certificate of Achievement:

- a) Complete Major Field courses.
- b) Complete at least six units at Ohlone College.
- c) Maintain a 2.0 grade point average in Major Field courses.

MAJOR FIELD

BSM-101	Fundamentals of Supervision	3
BSM-102	Interpersonal Relations in the Workplace	3
BSM-103	Management of Human Resources	3
BSM-105	Operations Management	3
BSM-106	Communication for Supervisors	3
BSM-108	Leadership in Organizations	<u>3</u>
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SUPPORTING COURSES

BA-116	Business English and Communication	4
BA-125	Introduction to Business	3
BA-141A	Business Law	3
BA-166	Business Ethics OR	3
PHIL-106	Ethics	(3)
CS-101	Introduction to Computers and Information Technology	3
Major Field Electives		<u>3</u>
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Recommended Major Field Electives: BA-101A, BA-101B, BA-121, BA-122, BA-123, BA-126, BA-129, BA-160A, BA-160B, BSM-195A, CS-102