



## **CURRICULUM GUIDE 2009-2010**

### **BUSINESS SUPERVISION/MANAGEMENT**

#### **AA Degree and Certificate of Achievement**

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 grade of C or better.
- b) Complete Plan A, B, or C General Education requirements. These requirements 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>

18

**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>
		19

Recommended Major Field Electives: BA-101A, BA-101B, BA-123, BA-126, BA-129, BA-160A, BA-160B, BSM-195A, CS-102