CURRICULUM GUIDE
2017-2018

BUSINESS SUPERVISION/MANAGEMENT

Associate in Arts in Business Supervision/Management
and
Certificate of Achievement in Business Supervision/Management

The Business Supervision/Management program is designed to prepare students for managerial and leadership positions in various industries.

Requirements for Associate in Arts Degree:

a) Complete Major Field courses, Supporting Courses, and Major Field Electives with a grade of C or better.
b) Complete Ohlone College General Education (Plan A), CSU GE (Plan B), or IGETC (Plan C) 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.

Student Learning Outcomes

1. Identify the challenges and opportunities which define the job of being a leader, manager, or supervisor in today's high-tech global economy.
2. Demonstrate proficiency in using the latest Project Management technology tools.
3. Evaluate skills set needed for being a successful leader, manager, or supervisor in the 21st century.

MAJOR FIELD

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSM-101</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BSM-102</td>
<td>Interpersonal Relations in the Workplace</td>
<td>3</td>
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<tr>
<td>BSM-103</td>
<td>Management of Human Resources</td>
<td>3</td>
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<tr>
<td>BSM-105</td>
<td>Operations Management</td>
<td>3</td>
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<tr>
<td>BSM-106</td>
<td>Communication for Supervisors</td>
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<tr>
<td>BSM-108</td>
<td>Leadership in Organizations</td>
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SUPPORTING COURSES
BA-116 Business English and Communication 4
BA-125 Introduction to Business 3
BA-141A Business Law 3
CS-101 Introduction to Computers and Information Technology 3
PHIL-106 Ethics 3

MAJOR FIELD ELECTIVES
Complete 3-5 units from the following courses:
BA-101A Financial Accounting 5
BA-101B Managerial Accounting 5
BA-102B Principles of Economics-Microeconomics 3
BA-123 Math for Accounting and Business 3
CAOT-101A Computer Application Fundamentals 2
GA-160A Computer Graphics I 4
GA-160B Computer Graphics II 4
MM-105 Web Site Design 4
WEX-195A1 Occupational Work Experience Education 1
WEX-195A2 Occupational Work Experience Education 2
WEX-195A3 Occupational Work Experience Education 3
WEX-195A4 Occupational Work Experience Education 4

Total Required Units: 37-39