



## **CURRICULUM GUIDE 2011-2012**

### **BUSINESS SUPERVISION/MANAGEMENT**

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

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 Associate in Arts 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>

**SUPPORTING COURSES**

BA-116	Business English and Communication	4
BA-125	Introduction to Business	3
BA-141A	Business Law	3
PHIL-106	Ethics	3
CS-101	Introduction to Computers and Information Technology	<u>3</u>
		16

**RECOMMENDED MAJOR FIELD ELECTIVES**

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
BA-126	Introduction to Marketing	3
BA-160A	Computer Graphics I	4
BA-160B	Computer Graphics II	4
BSM-195A1	Work Experience Education – Vocational	1
BSM-195A2	Work Experience Education – Vocational	2
BSM-195A3	Work Experience Education – Vocational	3
BSM-195A4	Work Experience Education – Vocational	4
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
MM-105	Web Site Design	<u>4</u>
		3-5

Total Required Units: 37-39