



CURRICULUM GUIDE 2016-2017

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, 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

| | | |
|---------|--|----------|
| 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 |
| CS-101 | Introduction to Computers and Information Technology | 3 |
| PHIL-106 | Ethics | <u>3</u> |
| | | 16 |

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 Applications I | 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 | <u>4</u> |
| | | 3-5 |

Total Required Units: 37-39