



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>
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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