



CURRICULUM GUIDE 2019-2020

BUSINESS SUPERVISION/MANAGEMENT

Associate in Arts in Business Supervision/Management

This program is designed to prepare students for managerial and leadership positions in various industries such as, but not limited to, Service Manager, Retail Sales Manager, Customer Services Manager, and Operations Manager. Students will learn the fundamentals of basic business administration, with an emphasis on leadership, management, and human resource management.

Requirements for Associate in Arts Degree:

- a) Complete Major Field courses and Supporting Courses with a grade of C or better.
- b) Complete Ohlone College General Education (Plan A) 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.

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 skill set needed for being a successful leader, manager, or supervisor in today's industries.

MAJOR FIELD

BA-101A	Financial Accounting	5
BA-125	Introduction to Business	3
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	3
BSM-110A	Communications in the Workplace	.5
BSM-110G	Team Building	.5
BSM-110H	Time Management	.5
BSM-110K	Customer Service	.5
CNET-103	Introduction to Business Intelligence	4
CNET-108	IT Project Management	<u>3</u>
		35

SUPPORTING COURSES

Complete a minimum of three units from the following courses:

BA-101B	Managerial Accounting	5
BA-102B	Principles of Economics-Microeconomics	3
CAOT-101A	Computer Applications I	2
CS-101	Introduction to Computers and Information Technology	3
MM-105	Web Site Design	4
WEX-185A3	General Work Experience Education OR	3
WEX-195A3	Occupational Work Experience Education	<u>(3)</u>
		3-5

Total Required Units: 38-40