



**CURRICULUM GUIDE  
2019-2020**

**BUSINESS SUPERVISION/MANAGEMENT**

**Certificate of Achievement 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 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 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> |
|          | Total Required Units:                    | 35       |