



CURRICULUM GUIDE 2013-2014

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 and Supporting Courses 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	3
Major Field Electives		<u>3-5</u>

19-21

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
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
MM-105	Web Site Design	4
WEX-195A1	Work Experience Education – Vocational	1
WEX-195A2	Work Experience Education – Vocational	2
WEX-195A3	Work Experience Education – Vocational	3
WEX-195A4	Work Experience Education – Vocational	<u>4</u>

3-5

Total Required Units: 37-39