***Management/Supervision:*** *Associate in Science – Non-Transfer*

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed.

***Please see a Pathways Counselor:*** Create an education plan customized to meet your needs. [Contact a Counselor](https://www.msjc.edu/hub/)

Transfer Majors/Award Focus

* Management /Supervision, A.S.
* Management /Supervision Certificate

GE Pattern/Units

* GE Pattern: Option A
* Total Units: 60

**Program maps** indicate the major coursework and recommended general education courses to fulfill your degree in 2 years (approximately 15 units/ semester or 30 units/year). Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](https://catalog.msjc.edu/instructional-programs/).

***Semester 1 16 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | BADM-103 | Introduction to Business | 3 |
| ⬜ | ENGL-101 | College Composition  | 4 |
| ⬜ | ART-104 | World Art | 3 |
| ⬜ | CSCR-100 | College Success and Career Readiness  | 3 |
| ⬜ | COMM-100 | Public Speaking | 3 |

***Semester 2 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | CAPP-122 | Using Microsoft Excel | 3 |
| ⬜ | MGT-760 | Elements of Supervision (formerly MGT-098) | 3 |
| ⬜ | PS-101 | Introduction to American Government and Politics | 3 |
| ⬜ | ECON-202 | Principles of Microeconomics | 3 |
| ⬜ | MATH-140 | Introduction to Statistics | 3 |

Career Options

General and Operations Manager (B)

Management Analyst (B, M)

Financial Adviser (B, M)

Find more careers: [msjc.emsicc.com](http://msjc.emsicc.com)

Required Education: SM: some college; C: Certificate; A: Associate, B: Bachelor’s, M: Master’s; D: Doctorate

Financial Aid

Financial aid is determined by the number of credit hours you take in a semester. Maximize your financial aid by taking 12-15 units per semester.

***Semester 3 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | BADM-104 | Business Communications | 3 |
| ⬜ | MGT-500 | Introduction to Management  | 3 |
| ⬜ | ENVS-100 | Humans and Scientific Inquiry | 3 |
| ⬜ | CAPP-735 | Using Microsoft Word  | 3 |
| ⬜ | MGT-538 | Personnel Management  | 3 |

***Semester 4 14 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | MGT/ENGR-505 | Organizational Behavior  | 3 |
| ⬜ | ECON-201 | Principles of Macroeconomics | 3 |
| ⬜ | MGT-520 | Principles of Marketing Management  | 3 |
| ⬜ | PSYC-101 | Introduction to Psychology | 3 |
| ⬜ | BADM-549 | Cooperative Work Experience: Business Administration  | 2 |

Work Experience

Sign up for a special project or internship opportunity. Gain [work experience](https://msjc.edu/careereducation/cwee/index.html) and earn credits.