***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:*** A local degree requires a minimum of 60 degree-applicable units with a minimum 2.0 GPA overall. [Contact a Counselor](https://www.msjc.edu/hub/) to create an education plan customized to meet your needs.

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). If you are a part-time student, start Semester 1 courses and follow the course sequence. 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***

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

***Semester 2 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | CAPP-122 | Using Microsoft Excel | 3 |
| c | MGT-760 | Elements of Supervision | 3 |
| c | PS-101 | Introduction to American Government and Politics | 3 |
| c | ECON-202 | Principles of Microeconomics | 3 |
| c | MATH-140 | Introduction to Statistics 1 | 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: B: Bachelor’s, M: Master’s

***Notes:***

## 1 AREA G (Math Competency) can be demonstrated by a high school math course at or above the level of Algebra 2 with a grade of C or better

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***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | BADM-104 | Business Communications | 3 |
| c | MGT-500 | Introduction to Management  | 3 |
| c | ENVS-100 | Humans and Scientific Inquiry | 3 |
| c | PHIL-105 | Intro to Ethics | 3 |
| c | MGT-538 | Personnel Management  | 3 |

***Semester 4 14 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | MGT/ENGR-505 | Organizational Behavior  | 3 |
| c | ECON-201 | Principles of Macroeconomics | 3 |
| c | MGT-520 | Principles of Marketing Management  | 3 |
| c | PSYC-101 | Introduction to Psychology | 3 |
| c | 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.