

MANAGEMENT/SUPERVISION, A.S.

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. Both the Associate degree and the Certificate share the same lists of required specific coursework with the difference being the required general education pattern for the degree.

AS.MGT

Program Map Design Your Future!

Begin by exploring MSJC program maps to find a career or transfer opportunities. Program maps show the recommended sequence of courses that lead to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.
- **Ready to Develop your PATH?** Click the button on your My Progress (<https://cssweb.msjc.edu/css/Planning/Programs/MyProgress/>) page to add a program map of courses to your timeline in Student Planning.

MSJC General Education Option A

| Course | Title | Units |
|--------------------------|--|-------|
| Fall Semester 1 | | |
| BADM-103 | Introduction to Business | 3 |
| ENGL-101 | College Composition (formerly Freshman Composition) | 4 |
| ART-104 | World Art | 3 |
| CSCR-100 | College Success and Career Readiness (formerly GUID-100 College Success) | 3 |
| COMM-100 | Public Speaking | 3 |
| | Units | 16 |
| Spring Semester 1 | | |
| 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 |
| | Units | 15 |
| Fall Semester 2 | | |
| BADM-104 | Business Communications | 3 |
| MGT-500 | Introduction to Management (formerly MGT-103) | 3 |

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|--------------------------|--|----|
| ENVS-100 | Humans and Scientific Inquiry | 3 |
| CAPP-735 | Using Microsoft Word (formerly CAPP-127) | 3 |
| MGT-538 | Personnel Management (formerly MGT-138) | 3 |
| | Units | 15 |
| Spring Semester 2 | | |
| MGT/ENGR-505 | Organizational Behavior (formerly MGT-108) | 3 |
| ECON-201 | Principles of Macroeconomics | 3 |
| MGT-520 | Principles of Marketing Management (formerly MGT-205) | 3 |
| PSYC-101 | Introduction to Psychology | 3 |
| BADM-549 | Cooperative Work Experience: Business Administration (formerly BADM-149) | 2 |
| | Units | 14 |
| | Total Units | 60 |

NOTE: Transfer Level Math courses are recommended. However, MATH-096 Intermediate Algebra (5 units) will satisfy the Math requirement.

Requirements

An Associate degree in this program may be earned by completing the requirements listed below as well as all MSJC General Education Option A requirements for a total of 60 units.

| Course | Title | Credits |
|---|---|---------|
| MSJC General Education Option A (https://catalog.msjc.edu/degrees-certificates-curricula/general-education-option-a/) | | 24 |
| Required Management/Supervision Courses | | 18 |
| Management/Supervision Elective Courses | | 6 |
| Electives (as needed to reach 60 units) | | |
| Course | Title | Credits |
| Required Courses | | |
| BADM-103 | Introduction to Business | 3 |
| or BADM-103H | Honors Introduction to Business | |
| BADM-104 | Business Communications | 3 |
| or BADM-104H | Honors Business Communications | |
| CAPP-122 | Using Microsoft Excel | 3 |
| MGT-760 | Elements of Supervision (formerly MGT-098) | 3 |
| MGT-500 | Introduction to Management (formerly MGT-103) | 3 |
| MGT/ENGR-505 | Organizational Behavior (formerly MGT-108) | 3 |
| Elective Courses | | |
| Select two of the following: | | 6 |
| CAPP-735 | Using Microsoft Word (formerly CAPP-127) | |
| CAPP-740 | Using Microsoft Project (formerly CAPP-098) | |
| ECON-202 | Principles of Microeconomics | |
| or ECON-202H | Honors Principles of Microeconomics | |
| MGT-538 | Personnel Management (formerly MGT-138) | |

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|--------------------------|---|
| MGT-770 | Productivity Management (formerly MGT-133) |
| PSYC-101 or PSYC-101H | Introduction to Psychology Honors Introduction to Psychology |
| <hr/> | |
| Total Units | 24 |

Career Exploration

Discover information about careers that interest you!

1. Take a Career Quiz (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available in-demand jobs (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the MSJC Program (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.