

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 (<https://msjc.emsicc.com/?radius=®ion=All%20Regions>) 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.

MSJC General Education Option A

Fall Semester 1		Units
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
ENVS-100	Humans and Scientific Inquiry	3
PHIL-105	Introduction to Ethics	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

Requirements

An Associate Degree in this program requires students to follow MSJC's General Education, Option A and complete all general education areas, all major requirements, and complete an overall total of 60 degree applicable units with a minimum 2.0 GPA.

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:		
CAPP-735	Using Microsoft Word (formerly CAPP-127)	6
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)	
MGT-770	Productivity Management (formerly MGT-133)	
PSYC-101	Introduction to Psychology	

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.