

Los Medanos College

ASSOCIATE OF SCIENCE AND CERTIFICATE OF ACHIEVEMENT MANAGEMENT AND SUPERVISION

The Management and Supervision Program is designed to provide students with comprehensive knowledge of supervisory principles and applications, knowledge of human relations, and communication skills.

The curriculum is designed to prepare students for entry level positions in management/supervision and to prepare current lead workers, first line supervisors, and middle managers for promotion to higher level positions in business, industry, government, and/or nonprofit organizations.

For the Certificate of Achievement in Management and Supervision, complete the units of coursework listed below. Consult a Los Medanos College counselor to develop your education plan.

For the Associate of Science Degree in Management and Supervision, complete 24 units of coursework listed below as well as the general education requirements. Consult a Los Medanos College counselor to develop your education plan.

REQUIRED COURSES: UNITS

MANGT-050 Introduction to Management 3

BUS-059 Business Communications 3

MANGT-060 Making Effective Decisions 3

MANGT-065 Mastering Management's Essential Tools 3

MANGT-070 Conflict Management, Team Development, Leadership 3

MANGT-075 Managing Human Resources 3

TOTAL UNITS 18

AND SELECT A MINIMUM OF 6 UNITS FROM:

BUS-018 Introduction to Excel 3

BUS-027 Small Business Management 3

BUS-035 Microsoft Office 3

BUS-035 A/B/C MS Word/Excel/PowerPoint (each) 1.5

BUS-058 Business English 3

BUS-109 Introduction to Business 3

BUS-294 Business Law 3

COMSC-040 Introduction to Computer and Information Systems 4

MANGT-170 OWEE in Management 1-4

TOTAL UNITS FOR THE MAJOR 24

TOTAL UNITS FOR THE DEGREE 60

TOTAL UNITS FOR THIS CERTIFICATE 24

Or select other business, management, or real estate courses. Students should consult with a Business Program faculty advisor for help in selecting courses that will best suit their individual needs.

Program Student Learning Outcomes

Associate of Science

1. Differentiate the different components of management and the necessary skills, including human resources, supervision, legal, ethical, social responsibilities of management.
2. Respond to critical problems faced by managers and supervisors in a diverse workplace.
3. Demonstrate the technical, problem solving, and soft skills needed of managers and supervisors.
4. Utilize effective communication skills in intercultural environments.

Certificate of Achievement

1. Utilize effective communication skills in intercultural environments.
2. Lead and motivate teams and complete projects.
3. Summarize measures that can be taken by individuals and organizations to respond to issues in the workplace, including legal, personnel, ethical and social.