

# MANAGEMENT/SUPERVISION



Pathway: **Business & Public Services**

Chair: **Maryanne Galindo, Room CH/K-203 D1  
(213) 763-5554, GalindM@lattc.edu**

Award Title	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
Management/Supervision*	A.A.	21*	47	-	47
Management/Supervision	C		33	-	33

At least 60 degree applicable units are required to earn an Associate degree.

\*This Associate Degree is eligible for a reduction of General Education requirements from 21 to 18 units; please consult with a counselor for more details.

## PROGRAM OVERVIEW

The Management/Supervision program is designed to prepare students for managerial responsibilities in business by studying both fundamentals of business operations and human relations. This program will add basic management/supervisory skills to their current occupation or technical skills they may already possess. Course work will cover the basic business management skills with emphasis on human relations, leadership, written and oral communications that relates to managerial/supervisory positions. Graduates of this program should be able to improve one's promotability and will be eligible for jobs as assistant managers, management trainees, supervisors, team leaders, first line managers and a wide range of other entry level positions. Non managers/supervisors will also increase their knowledge of basic business functions and enhance their current job performance.

By fulfilling the program requirements, students will increase their abilities to negotiate successfully, build and manage teams, manage projects, resolve conflicts, communicate and motivate teams to achieving departmental and organizational success. Students will also understand and will be able to apply management/supervision concepts in real world situations whether they are in business for themselves or working within government, private or non profit industries.

## PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the Degree/Certificate program, students are able to:

1. Apply project management skills through the use of appropriate technology to implement, track and manage data reporting.
2. Implement organizational policies and procedures for recruiting, interviewing, orienting, training and assessing performance.
3. Apply leadership theories and skills to create a supportive and ethical work environment.
4. Facilitate the management of change, conflict, and diversity in an organization.
5. Demonstrate effective facilitation skills to systematically solve problems while building a team environment.
6. Ensure compliance with federal, state and local laws that pertain to businesses and organizations.
7. Apply continuous improvement strategies to processes and systems to maximize productivity and quality.
8. Employ effective speaking, listening coaching, assertiveness, and time and stress management skills.
9. Utilize critical thinking to bridge conceptual ideas into practice.

## MANAGEMENT/SUPERVISION

**Associate in Arts Degree**  
Major Units: 47 units

Requirements for the Associate in Arts degree in Management/Supervision may be met by completing 47 units of Required Courses with a "C" or better along with General Education units. Information on the General Education unit requirements may be found in the catalog under Graduation Requirements.

### REQUIRED COURSES

SEMESTER I		UNITS
BUS 001	Introduction to Business	3
BUS 032	Business Communications	3
-or- BUS 033	Technical Report Writing (3)	
BUS 038	Business Computations	3
CAOT 082	Microcomputer Software Survey in the Office	3
SUPV 011	Oral Communications	3
SEMESTER II		UNITS
ACCTG 001	Introductory Accounting I	5
ECON 002	Principle of Economics II	3
SUPV 001	Elements of Supervision	3
MARKET 021	Principles of Marketing	3
SEMESTER III		UNITS
BUS 005	Business Law I	3
MGMT 002	Organization and Management Theory	3
BUS 040	Business Project Management	3
SUPV 003	Human Relations (Developing Supervisory Leadership)	3
SEMESTER IV		UNITS
MGMT 013	Small Business Entrepreneurship	3
MGMT 033	Personnel Management	3

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## MANAGEMENT/SUPERVISION

### Certificate of Achievement

Major Units: 33

A Certificate of Achievement in Management/Supervision may be earned by completing 33 units of Required Courses listed below with a "C" or better in each course.

#### REQUIRED COURSES

SEMESTER I		UNITS
BUS 001	Introduction to Business	3
BUS 005	Business Law I	3
BUS 032	Business Communications	3
-or- BUS 033	Technical Report Writing (3)	
CAOT 082	Microcomputer Software Survey in the Office	3
MGMT 002	Organization and Management Theory	3

  

SEMESTER II		UNITS
ACCTG 021	Bookkeeping and Accounting I	3
MGMT 033	Personnel Management	3
MARKET 021	Principles of Marketing	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
SUPV 003	Human Relations (Developing Supervisory Leadership)	3
SUPV 011	Oral Communications	3

#### USEFUL LINKS

**College Catalog:** <http://college.lattc.edu/catalog/>

**Financial Aid Office:** <http://college.lattc.edu/financialaid/>

**Counseling Department:** <http://college.lattc.edu/counseling/>

**General Education Information:** <http://college.lattc.edu/catalog>

You can register in these classes by logging on to the Student Information System at <http://college.lattc.edu/student/new-students/register-now/>

*For additional information consult a LATTC college counselor.*