

Supervisory Management Associate Degree (10-196-1)

Completed	Course #	Course Name	Cr	Prerequisite	Alternate Course
	10-196-134	Legal Issues for Supervisors	3		
	10-196-136	Safety in the Workplace	3		
	10-196-164	Personal Skills for Supervisors	3		
	10-196-168	Organizational Development	3		
	10-196-169	Diversity & Change Management	3		
	10-196-188	Project Management	3		
	10-196-189	Team Building & Problem Solving	3		
	10-196-190	Leadership Development	3		
	10-196-191	Supervision	3		
	10-196-192	Managing for Quality	3		
	10-196-193	Human Resource Management	3		
	10-101-184	Business Finance & Budgeting	3		10-102-117 – Business Finance
	10-102-101	Intro to Business	3		10-102-182 – Business Operations
	10-102-103	Business Law & Ethics	3		10-105-160 – Business Law
	10-103-106	Microsoft Office - Beginning	3		
	10-801-195	Written Communication	3		
	10-801-198	Speech	3		10-801-196 – Oral Interpersonal Communication
	10-804-106	Intro to College Math	3		
	10-809-196	Intro to Sociology	3		10-809-122 – American Government or 10-809-172 – Race, Ethnic & Diversity Studies
	10-809-143	Microeconomics	3		
	10-809-144	Macroeconomics	3		
	10-809-198	Intro to Psychology	3		10-809-188 – Developmental Psychology
	10-999-999	Elective	3		
		Total Credits	69		

Note: Any Associate Degree level course will fulfill the elective course requirement.

Supervisory Management Associate Degree Course Descriptions

10-196-134 Legal Issues for Supervisors **3 Credits**

The learner applies the skills and tools necessary for a supervisor to effectively function in today's legal work environment. Learners will apply legal practices in union and nonunion environments, analyze the impact of U.S. employment laws on the global economy, use the appeal process to settle disputes, manage legal charges, document the hiring and firing process, manage harassment and privacy issues, and summarize the legal issues facing contemporary supervisors.

10-196-136 Safety in the Workplace **3 Credits**

The learner applies the skills and tools necessary to provide a safe and secure work environment. Learners will practice safety awareness; comply with federal/state/local safety regulations; investigate and document safety incidents; conduct safety inspections; analyze risks; manage workplace violence, substance abuse, and health hazards; administer first aid and CPR; and prepare for emergencies.

10-196-164 Personal Skills for Supervisors **3 Credits**

The learner applies skills and tools necessary to enhance personal professional success through the use of time and stress management and assertive behavior. Learners will use time management techniques, conduct personal planning, engage in life-long learning, value the rights of others, communicate effectively, display assertive behavior and manage stress.

10-196-168 Organizational Development **3 Credits**

The learner develops skill to assist organizations to achieve greater effectiveness, including increased financial performance and improved quality of work life. Skills developed include collecting, analyzing and diagnosing organization development data; developing plans to enhance human processes, organization structure, employee involvement, work design, human resources, and organization environment; and leading and managing the implementation of these plans.

10-196-169 Diversity & Change Management **3 Credits**

The learner applies the skills and tools necessary to implement and maintain a diverse work environment. Learners will assess the current extent of diversity in the workplace; analyze the effect of perceptions, attitudes, biases, and organization culture on diversity; remove barriers; apply change management strategy, process, and reactions; measure progress and celebrate success.

10-196-188 Project Management **3 Credits**

The learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will write a project proposal, work with project teams, sequence project tasks, develop project budgets, identify project resources, implement the project, chart project progress, deal with variations, evaluate the project, and use various technology in these processes.

10-196-189 Team Building & Problem Solving **3 Credits**

The learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will write a project proposal, work with project teams, sequence project tasks, develop project budgets, identify project resources, implement the project, chart project progress, deal with variations, evaluate the project, and use various technology in these processes.

10-196-190 Leadership Development **3 Credits**

The learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will evaluate personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change and resolve conflict.

10-196-191 Supervision **3 Credits**

The learner applies the skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

10-196-192 Managing for Quality **3 Credits**

The learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities.

10-196-193 Human Resource Management **3 Credits**

The learner applies the skills and tools necessary to perform human resource functions in an organization. Each learner will demonstrate skill in following EEOC laws; writing job descriptions; recruiting, selecting and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

10-101-184 Business Finance & Budgeting **3 Credits**

The learner applies the skills necessary to achieve an understanding of the fiscal/monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant. Prerequisite: 10105104 Business Math Applications.

10-102-101 Intro to Business **3 Credits**

An introduction to what a business is, how it operates, and how it is managed. Students will identify forms of ownership and the processes used in production and marketing, finance, personnel and management in business operations.

10-102-103 Business Law & Ethics **3 Credits**

This course is designed to prepare students to make informed ethical decisions, form legal opinions and values, and work within the legal business framework. Topics will include the attributes of ethical decisions, the basics of our legal system, including its history and court system; crimes and torts; contracts, including types, formation, execution and termination; sales contracts; agency; national employment law; and bailments. Emphasis is given to ethics in all legal topics.

10-103-106 Microsoft Office – Beginning **3 Credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint), Windows Explorer, Internet, and computer concepts through demonstrations and lab exercises.