

PROGRAM DESCRIPTION:

The Supervision Program is designed for aspiring, newly appointed, or practicing first-line supervisors, who serve as links between middle management and operative employees. The program integrates new theories with current practices to facilitate practical as well as theoretical application of techniques necessary to the development of today's supervisor.

CAREER AT A GLANCE:
HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You are organized, detail oriented and like to solve problems
- You like to determine how money will be spent to get the work done
- You are good at accounting for expenditures
- You enjoy motivating, developing and directing people at work
- You consider the relative costs and benefits of potential actions
- You enjoy directing and coordinating departments and production
- You enjoy setting goals and deadlines
- You like to make decisions and take risks
- You are comfortable working with people
- You take initiative when completing tasks or projects

Use Focus2Career on your MyChaffey portal to learn more about careers and majors that fit you best.

WHERE CAN I WORK?

Manufacturing	Automobile Companies
Entertainment/Recreation	Food and Beverage Companies
General Freight Trucking	Insurance Companies
Local & Federal Government	Utility Companies
Transportation	Warehousing and Storage
Wholesale Trade	Retail Stores
Restaurants	County Offices
Schools and Colleges	

For more information visit: www.labormarketinfo.edd.ca.gov/OccGuides

HOW DO I GET STARTED?

- Start taking introductory business courses
- Apply for entry level positions in reception or customer service with employers where you would like to promote
- Job shadow and network with supervisors
- Participate in campus clubs to increase teamwork and leadership skills

WHAT CAN I DO WITH THIS CERTIFICATE AND/OR ASSOCIATE DEGREE?

<i>Position Title</i>	<i>CA Median Salary</i>
Administrative Service Manager	\$102,840
First Line Supervisor	\$67,250

WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Account Executive	\$110,110
Management Consultant	\$82,670
Operations Manager	\$111,390
Operations Research Analyst	\$87,800
Production Supervisor	\$59,390
Logistics Manager	\$93,780
Plant Manager	\$106,460
Purchasing Manager	\$126,460

For more information about careers, education and training requirements, salary data, and job outlooks visit www.onetonline.org.

BUSINESS-SUPERVISION

MAJOR AND COURSE REQUIREMENTS:
LEGEND: G=Grade IP=In Progress N=Need **Bold: Prerequisites** Plain Text: No Prerequisites

Major Requirements for the Associate in Science Degree: (S410)

		Grade	IP	Need	Units
ACCTG 1A	Financial Accounting (or ACCTGFS 465, Financial Accounting for the Non-Accounting Major, 3)				4
BUS 10	Introduction to Business				3
BUS 60	Business Ethics				3
BUS 88	Business Communication				3
BUSL 28A	Business Law I				3
BUSMGT 40	Introduction to Management				3
BUSMGT 441	Principles of Leadership				3
BUSMGT 480	Principles of Supervision				3

Student Name: _____

ID#: _____

Date: _____

Counselor: _____

Plus two courses from the following:

		Grade	IP	Need	Units
BUS 49	Business Decisions Using Basic Quantitative Tools				3
BUS 61	Introduction to Global Business				3
BUSL 28B	Business Law II				3
BUSMGT 11	Retail Merchandising and Management				3
BUSMGT 42	Human Resource Management				3
BUSMGT 44	Introduction to Human Relations				3
BUSMGT 48	Quality Management Principles				3

COUNSELOR NOTES:
Requirements for the Supervision Certificate: (L411)
**Non-transcripted*

		Grade	IP	Need	Units
BUSMGT 40	Introduction to Management				3
BUSMGT 44	Introduction to Human Relations				3
BUSMGT 441	Principles of Leadership				3
BUSMGT 480	Principles of Supervision				3

\$46 per unit for CA Residents

Plus two courses from the following:

		Grade	IP	Need	Units
BUS 49	Business Decisions Using Basic Quantitative Tools				3
US 61	Introduction to Global Business				3
BUS 88	Business Communication				3
BUSL 28A	Business Law I				3
BUSMGT 11	Retail Merchandising and Management				3
BUSMGT 42	Human Resource Management				3
BUSMGT 48	Quality Management Principles				3

All courses required for a certificate must be completed with a minimum grade of C.