Program Number 10-196-1
Associate Degree in Applied Science • Nine Terms

ABOUT THE PROGRAM

The Supervisory Management program is designed to upgrade current supervisors through mid-managers and aspiring individuals who desire to successfully meet the challenges of change and the ever-increasing demands for proficient leadership in today's workplace. This program addresses skills to improve work morale and productivity and introduces business management concepts. Courses are offered in an evening flexible delivery format for working adults.

PROGRAM OUTCOMES

- Effectively manage time and resources to ensure success in meeting personal and organizational goals.
- Minimize the stress on oneself and employee conflict to increase overall productivity.
- Display respect for individual differences and work cooperatively to build rapport and to achieve team goals.
- Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling.
- Develop and manage teams to enhance work productivity.
- Negotiate internal problems and work relationships between groups of employees.
- Implement better decision-making skills and utilize successful problem-solving processes.
- Delegate appropriately to responsible, capable workers to motivate people and enhance work morale and productivity.
- Understand the impact of ethical and legal aspects and the functions of HRM.

ADMISSIONS STEPS

- Work with Admissions Specialist to:
  - Submit Application and $30 Fee
  - Complete an assessment for placement (Accuplacer or ACT)
  - Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor/Counselor to Discuss Program Details

APPROXIMATE COSTS

- $132 per credit (resident)
- $198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Visit gotoltc.edu/payingforcollege for details.

PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

SPECIAL NOTE

This program is only offered in an evening delivery format or on a request basis with secured enrollment.

CAREER & EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/transfer.

CONTACT

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Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1
10196191	Supervision	3
10196189	Teambuilding and Problem Solving	3
10196190	Leadership Development	3
10801195	Written Communication OR 10801136 English Composition 1	3
10801198	Speech	3
		16
Term 2		
10196193	Human Resource Management	3
10196107	Principles of Management	3
10105128	Personal Branding	2
10804123	Math with Business Applications	3
10809195	Economics	3
10809198	Introduction to Psychology	3
		17
Term 3		
10101155	Accounting for Professionals	3
10102182	Business Operations	3
10196134	Legal Issues for Supervisors	3
10196104	Labor Relations and Negotiations	3
10623101	Quality Concepts	3
10809196	Introduction to Sociology OR 10809172 Race, Ethnic, & Diversity Studies	3
		18
Term 4		
10196168	Organizational Development	3
10196188	Project Management	3
10196117	Portfolio Assessment-Supervisory Management	1
10196136	Safety in the Workplace	3
10809122	Intro to American Government OR 10806112 Principles of Sustainability	3
		13
		TOTAL 64

Curriculum and Program Acceptance requirements are subject to change.
Program start dates vary; check with your advisor/counselor for details.

ACCOUNTING FOR PROFESSIONALS ...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format. COREQUISITE: Microsoft Excel skills or equivalent and PREREQUISITE: 10804123 Math w Business Applications or CONDITION: 101101 Paralegal program requirements met

BUSINESS OPERATIONS ...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

ECONOMICS ...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

HUMAN RESOURCE MANAGEMENT ...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

INTRO TO PSYCHOLOGY ...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

INTRODUCTION TO AMERICAN GOVERNMENT ...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

INTRODUCTION TO SOCIOLOGY ...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

LABOR RELATIONS AND NEGOTIATIONS ...introduces the participant to the history of the labor movement and includes the legal collective bargaining processes while applying the learned skills with case studies, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration.

LEADERSHIP DEVELOPMENT ...allows the learner to apply the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution. COREQUISITE: Microsoft PowerPoint skills or equivalent

LEGAL ISSUES FOR SUPERVISORS ...applies the skills and tools necessary for a supervisor to effectively function in today's legal work environment. Learners will demonstrate the application of legal practices in both union and nonunion environments, analysis of the impact of U.S. employment laws, the impact of the global economy, the appeal process, reacting to legal charges, documenting the hiring/firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing contemporary supervisors.

MATH WITH BUSINESS APPS ...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: 10834109 Pre-Algebra or equivalent and COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

ORGANIZATIONAL DEVELOPMENT ...describes what organizations do and how managers contribute to the success of organizational activities and structures. Organizations and their managers make up a significant portion of our contemporary society and culture. From the technical college down the street to the large multinational companies make and sell the products and services we use every day; organizations touch almost every aspect of our daily lives. CONDITION: Verification of student having completed at least 14 credits of 196 courses prior to take this class

PERSONAL BRANDING ...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

PORTFOLIO ASSESSMENT-SUPERVISORY MANAGEMENT ...prepares the student to identify what they have learned throughout the Supervisory Management program, write career goals, reexamine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities. PREREQUISITES: 10105124 Portfolio Introduction and 10105128 Personal Branding or 10105126 Career Assessment

PORTFOLIO INTRODUCTION ...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

PRINCIPLES OF MANAGEMENT ...will enable students to develop short and long range plans to effectively accomplish organizational goals. Through the use of terminology, exercises, and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing, and motivating others. The student will also learn tools to aid in problem solving, value in diversity, and coping with change.

PROJECT MANAGEMENT ...introduces the learner to explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. COREQUISITE: Microsoft Excel skills or equivalent and PREREQUISITE: 10103124 Intro to MS Project - Level 1 or 10103156 Intro to MS Office Project 2013 - Level 1

QUALITY CONCEPTS …. provides an overview of quality systems, methods and analysis using Minitab software. Basic quality philosophies such as Deming's principles, continuous improvement, quality costs, supplier relations and inspection theory will be presented. The components of a basic quality system compatible with ISO9000 and Six Sigma will be explored. Minitab software will be taught and utilized to collect and analyze data. Techniques such as pareto, trend analysis, histograms, cause and effect diagrams and corrective/preventive action techniques will be applied to the data in order to address problems and improve processes. COREQUISITE: Microsoft Word and PowerPoint skills or equivalent

SAFETY IN THE WORKPLACE ...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.

SPEECH ...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

SUPERVISION ...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training. COREQUISITE: Microsoft Word skills or equivalent or or CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

TEAMBUILDING AND PROBLEM SOLVING ...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

WRITTEN COMMUNICATION ...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent