



## Tohono O'odham Community College

### Certificate in Management and Supervision

NAME:	TOCC ID:
TOCC EMAIL:	PHONE NUMBER:
TERM OF ADMISSION	EXPECTED GRADUATION YEAR/TERM:
ADVISOR:	REQUIRED CREDITS FOR DEGREE: 31

#### I. General Education Courses (10 cr):

· SCAC Cultural Component (7 cr): HIS 130 (3 cr) and APA 101 (4) Note: All courses are 3 cr hrs unless otherwise indicated

COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE
HIS 130	Apache History I					
APA 101	Apache Language and Culture I					
WRT 101	Writing I					

#### II. Core Requirements (21 cr):

COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE
MGT110	Human Relations in Business and Industry					
MGT 122	Supervision					
MGT 230	Dynamics of Leadership					
MGT 280	Business Organization and Management					

BUS 148	Business Ethics: Morals in the Workplace					
BUS 220	Legal Environment of Business					
CAG 133	Customer Service Management					

### Certificate in Management and Supervision

The Management and Supervision Associate of Applied Science degree prepares the student for front line supervision and entry level management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices.

**Please note that this program is not yet approved for Financial Aid.**

### Program Learning Outcomes

1. Demonstrate appropriate and effective communication skills with coworkers and other stakeholders.
2. Demonstrate effective problem-solving skills when difficult situations arise with coworkers and other stakeholders. Case studies will be examined, analyzed and discussed to help the students better understand different situations that could arise in the workplace.
3. Demonstrate pertinent supervisory skills and knowledge through interactions with others in the workplace.
4. Demonstrate an understanding of basic business organization and behavior.

### Students:

You must secure official approval by your advisor(s) before submitting the **final** Program of Study. By signing or entering your name below, you agree to the following statement: "Students are responsible for complete knowledge of Academic Catalog requirements in their degree plan and for adhering to all policies in Academic Catalog and Student Handbook."

### Signature Panel:

Please indicate approval of the curriculum on the Program of Study by placing your signature (formal electronic signatures are permitted) in the space provided.

Student:	Date:
Advisor:	Date:
Registrar:	Date:
Provost:	Date: