



Tohono O'odham Community College

Associate of Applied Science in Management and Supervision



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

NAME:	TOCC ID:
TOCC EMAIL:	PHONE NUMBER:
TERM OF ADMISSION:	EXPECTED GRADUATION YEAR/TERM:
ACADEMIC ADVISOR:	FACULTY ADVISOR:

General Education Courses:

- Tohono O'odham Himdag (7 cr): HIS 122 (3 cr) and select one from the following: THO 101, THO 106 (4 cr)
- MAT 142H or higher (with the exception of MAT 146 and MAT 147)
- Humanities and Fine Arts (6 cr): Any courses from the General Education selection
- Lab-loaded Science course (courses with N in the prefix; 8 cr): Any course with prefix ANR, AST, BIO, CHM, PHY

Note: MAT 142H and courses ending in N (e.g., BIO 100N) are 4 cr. hrs unless otherwise indicated. The rest of the courses are 3 cr. hrs unless otherwise indicated.

COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE	MET
HIS 122	Tohono O'odham History and Culture						
THO							
WRT 101	Writing I						
WRT 102	Writing II						
MAT							
Humanities and Fine Arts:							
Social and Behavioral Sciences							
ECN 201 or ECN 202	Microeconomics Or Macroeconomics						
Two Lab-loaded Science Courses							
Total General Education Credits Needed: 34				Total Earned Credits:			

Core Requirements:

COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE	MET
MGT110	Human Relations in Business and Industry						
MGT 122	Supervision						
MGT 230	Dynamics of Leadership						
MGT 280	Business Organization and Management (Prerequisite: BUS 100)						

	or permission of Instructor)						
BUS 220	Legal Environment of Business						
BUS 148	Business Ethics: Morals in the Workplace						
CAG 133	Customer Service Management						
Total Core Credits Needed: 21			Total Earned Credits:				

Electives:

Any BUS, CIS, MGT, ECN, MAT, or CAG Courses							
COURSE PREFIX	COURSE NAME	REPLACEMENT COURSE	SEMESTER	YEAR	CREDITS	GRADE	MET
Total Core Credits Needed: 6			Total Earned Credits:				
Total Program Credits Needed: 61			Total Earned Credits:				

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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.

Program Learning Outcomes:

1. Develop and demonstrate appropriate and effective communication skills with coworkers.
2. Case studies will be examined, analyzed and discussed to better understand and resolve different situations that could arise in the workplace.
3. Develop and demonstrate supervisory skills and knowledge using case studies and other activities.
4. Develop and demonstrate an understanding of basic business organization and behavior.
5. Develop and demonstrate motivational skills in the workplace.
6. Demonstrate the necessity for ethical behavior as a supervisor.

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:
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Academic Advisor:	Date:
Faculty Advisor:	Date:
Registrar:	Date:
Dean of Academics:	Date: