

Management and Supervisory Development Associate of Applied Science Degree (MS03)

The Management and Supervisory Development associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development Associate of Applied Science degree.

Employment Opportunities:

Graduates are prepared for professional positions within the business community, government agencies, health, and educational fields. Instruction and practical application of learned skills provide a broad occupational background, which appeals to prospective employers.

Program Costs: *(Costs are estimates and are subject to change.)*

Approximately \$4,765 for tuition and fees.
Approximately \$2,700 for books and other specific program costs.

Program Length:

The program usually takes six (6) quarters to complete for a full-time student.

Entrance Dates:

Quarterly

Admissions Criteria:

- Submit a completed application and nonrefundable application fee;
- Must be at least 16 years of age;
- Submit official copies of your high school transcript verifying graduation or official

GED passing scores to the Admissions Office;

- Submit official copies of any postsecondary transcripts to the Admissions Office;
- Take the HGTC placement exam or provide comparable SAT, ACT, or CPE scores in English, reading and math;
- Attend New Student Orientation

Curriculum Outline

Human Resource Management Specialization

General Core Courses

ENG 1101	Composition & Rhetoric	5
ENG 2130	American Literature	5
OR		
HUM 1101	Introduction to Humanities	(5)
MAT 1111	College Algebra	5
OR		
MAT 1101	Mathematical Modeling	(5)
OR		
MAT 1100	Quantitative Skills and Reasoning	(6)
PSY 1101	Introduction to Psychology	5
SPC 1101	Public Speaking	5
ECO 1101	Principles of Economics	5
OR		
SOC 1101	Introduction to Sociology	(5)
OR		
ECO 2106	Principles of Microeconomics	(5)
OR		
ECO 2105	Principles of Macroeconomics	(5)

Occupational Courses

SCT 100	Introduction to Microcomputers	3
MSD 100	Management Principles	5
OR		
MKT 101	Principles of Management	(5)
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
OR		
MKT 103	Business Law	(5)
MSD 103	Leadership	5

MSD 104	Human Resource Management	5
MSD 105	Labor Management Relations	5
MSD 106	Performance Management	5
MSD 107	Employee Training & Development	5
MSD 113	Business Ethics	5
MSD 109	Managerial Accounting & Finance	5
OR		
ACC 1101	Principles of Accounting I	(6)
MSD 114	Management Communications Technology	5
MSD 206	Project Management	5
OR		
MSD 205	Service Sector Management	(5)
MSD 210	Team Project	5
MSD 220	Management & Supervision Occupation Based Instruction I	3
XXX xxx	Elective from any Area	5

Credits Required for Graduation: 106