

# LEADERSHIP AND SUPERVISION

## SCHOOL OF BUSINESS AND TECHNOLOGY

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**FACULTY:** Elisabeth Shapiro, J.D.

### GENERAL DESCRIPTION

The Leadership and Supervision program at Southwestern College focuses on two primary areas: (1) Management in the context of sustainability including micro enterprise innovation, strategic planning, and finance. (2) Management in the context of human resources including the study of basic management theories, labor relations, and management of people of diverse cultures and backgrounds.

### CAREER OPTIONS

Most of the following career options require at least an associate degree and some require a bachelor's or graduate level degree. A sample of the career options available in the area of leadership emphasizing sustainable micro enterprise innovation, strategic planning, and finance include micro enterprise developer/manager, entrepreneur, accountant, non-profit manager, financial officer, banker, real estate broker, and community and economic developer.

In the area of leadership emphasizing supervision, career options include human resources professional, business manager, entrepreneur, supervisor, office manager, insurance and benefits professional, union organizer, and labor relations manager.

### DEGREE/CERTIFICATE OPTIONS

### MAJOR CODE

#### Associate in Science Degree: Career/Technical

Leadership and Supervision 02114

#### Certificate of Achievement

Leadership and Supervision—Intermediate 01154

#### Certificate of Proficiency

Leadership and Supervision—Basic A2117

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

## ASSOCIATE IN SCIENCE DEGREE

### LEADERSHIP AND SUPERVISION

#### ASSOCIATE IN SCIENCE DEGREE

#### CAREER TECHNICAL (MAJOR CODE: 02114)

Builds on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

#### Program Student Learning Outcome Statement:

- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner with clarity and organization within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

ACCT 12	Computerized Accounting (3)	
	OR	3–4
ACCT 102	Principles of Accounting II—Managerial (4)	
BUS 150	Principles of Management	3
BUS 183	Business Mathematics	3
CIS 133	Advanced Microcomputer Spreadsheets Software (1)	
	OR	1
CIS 134	Microcomputer Database Software—Access (1)	

**Plus the required courses for the Leadership and Supervision—Intermediate certificate 32–37**

**Total units 42–48**

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

## CERTIFICATE

### LEADERSHIP AND SUPERVISION: BASIC

#### CERTIFICATE OF PROFICIENCY

#### CAREER/TECHNICAL (MAJOR CODE: A2117)

Prepares students to be effective supervisors and leaders. Provides a choice of emphasis in the areas of human resources and/or sustainable micro enterprise development. Improves students' ability to work effectively and collaboratively in either of these important areas.



**Program Student Learning Outcome Statement:**

- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

**Choose from Group A or Group B: (13–14 units)**

**Group A—Business Planning and Sustainability**

LDR 150	Leadership and Supervision	3
LDR 152	Business Innovation and Creativity	1
LDR 154	Community and Collaborative Leadership	3
LDR 155	Strategic Planning and Sustainability	3
LDR 156	Microfinance and Sustainable Development	3
<b>Total units</b>		<b>13</b>

**Group B—Human Resources**

LDR 150	Leadership and Supervision	3
LDR 151	Human Resources and Labor Relations	3
LDR 152	Business Innovation and Creativity	1
LDR 153	Work and Life Balance for Success	2
<b>Complete five units from electives</b>		<b>5</b>
<b>Total units</b>		<b>14</b>

**Electives:** BUS 136 or BUS 152, LDR 148 or LDR 149, LDR 154, LDR 155, LDR 156

**LEADERSHIP AND SUPERVISION:  
INTERMEDIATE**



**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: 01154)**

Designed to build on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

**Program Student Learning Outcome Statement:**

- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner with clarity and organization within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: [www.swccd.edu/gainfulemployment](http://www.swccd.edu/gainfulemployment).

ACCT 7	Basic Business Bookkeeping (3)	
	OR	3–4
ACCT 101	Principles of Accounting I (4)	
BUS 120	Introduction to Business (3)	
	OR	3
BUS 134	eBusiness I: Principles of Electronic Commerce (3)	
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 174	Introduction to Marketing and Social Media Practices (3)	
	OR	3
BUS 121	Financial Planning and Money Management (3)	
BUS 211	Communication in Business and Industry (3)	
	OR	3
BUS 212	Business Communication (3)	
CL 120	Computer Literacy (1)	
	OR	1–4
CIS 101	Introduction to Computers and Information Processing (4)	
BUS 290–293	Work Experience in Business I–IV	2

<b>Plus the required courses for the Leadership and Supervision—Basic certificate</b>		<b>13–14</b>
<b>Total units</b>		<b>32–37</b>

**Note:** It is recommended that students complete the Leadership and Supervision—Basic Certificate plus half of the courses required for the Leadership and Supervision—Intermediate certificate prior to enrolling in BUS 290–293.

