

DEGREE

**Associate of Science in Supervision & Management**

**Total Credit Hours:** 62-64

**About** Associate of Science in Supervision & Management

The Supervision and Management program prepares students for entry-level positions and employment in the field of supervision and management. The program is designed for students who want to learn, update and augment existing knowledge and skills and/or acquire cutting-edge technical and managerial skills; it is also designed for current and future leaders, supervisors, and managers who desire the latest skills to be effective and productive in their respective fields.

[REQUIREMENTS FOR DEGREE](#)

<b>General Education Requirements</b>		
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
EN__	English Requirement	3
MA__	Mathematics Requirement	3-4
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement	3-4
	Natural & Physical Sciences Requirement	4
	Social & Behavioral Sciences Requirement	3
<b>Major Requirements</b>		
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
AC211	Accounting Principles I	4
EC110	Principles of Economics	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
SM211	E-commerce Management	3
SM215	International Management	3
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Applications	3
SM240	Employment & Labor Law	3
SM245	Ethics & Stakeholders Management	3
<b>Electives (Complete 9 Credits)</b>		
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
EN111	Writing for Research	3
MK123*	Principles of Marketing	3
MK205*	Entrepreneurship	3
OA211	Business Communication	3
OA250	Office Procedures	3
PY125	Interpersonal Relations	3
SM205	Purchasing	3
SM292*	Supervision & Management Practicum	3
<b>Program Total</b>		<b>62-64</b>

### [GENERAL REQUIREMENTS FOR ASSOCIATE DEGREE](#)

Recognizing the necessity for students to succeed in the complex and rapidly changing workplace, Guam Community College offers a general education curriculum that introduces students to major areas of knowledge and methods of inquiry. All degree programs require an interdisciplinary general education component that promotes the development of intellectual skills that enable students to become effective learners and informed citizens. Critical thinking, the use of language and computation, appropriate social skills, global awareness and respect for diverse opinions are among the learning outcomes provided in the general education requirements of each program.

Guam Community College believes that general education provides the academic foundation necessary for students to achieve their life goals. General education is intended to offer students a breadth of quality student learning experiences, encourage their respect for cultural heritage, promote their ethical and responsible social behavior and facilitate their life-long learning.

The General Education program strives to foster student learning and skill development in civic engagement, critical thinking, understanding of the relationship between the individual and society, information literacy, oral communication, quantitative reasoning, and written communication.

Guam Community College believes that high quality general education opportunities for all citizens are necessary for democratic principles and practices to exist and for a sound economy to flourish. The College continually scrutinizes the general education curriculum in order to assure that all degrees and certificates granted by the College support this vision of general education and that it serves as a means to inspire hope, opportunity and responsibility in all its constituencies.

Requirements for General Education follow the options described below. Students declared prior to fall 2010 will follow the requirements indicated in the applicable catalog in which they first declared their major program at the College.

#### **Notes on General Education requirements**

Students are advised to check the requirements for their specific programs before taking General Education courses.

Courses chosen to meet the general education requirements may not be used to meet the Major Requirements of a student's specific degree program.

The list contains courses with pre-requisites, so students should make their choices carefully and thoughtfully. Students may consult a counselor or an academic advisor for guidance in choosing any of the course options listed.

**IMPORTANT NOTE:** Some programs require different levels of coursework to meet General Education requirements, please review the individual programs for more information.

<b>GENERAL EDUCATION</b>		
<b>Scope 1: Skills for and Application of Lifelong Learning</b>		
<b>Freshman Composition (Choose one course from the following to meet the required 3-4 credits)</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
EN 110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
EN 111	Writing for Research	3
<b>Mathematics (Choose one course from the following to meet the required 3-4 credits)*</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>

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MA 110A	Finite Mathematics	3
MA 115	Fundamentals of College Algebra	3
MA 161A	College Algebra & Trigonometry I	3

\*Any college level math will be considered for the completion of this category

**Literacy for Life Skills (Choose one course from the following to meet the required 3 credits)**

Course #	Course Name	Credits
CO 110	Critical Thinking for Civic Engagement	3
CS 151	Windows Applications	
CS 152	Macintosh Applications	

**Scope 2: Broad Comprehension of the Development of Knowledge, Practice and Interpretation****Humanities & Fine Arts (Choose one course from the following to meet the required 3-4 credits)\***

Course #	Course Name	Credits
ASL 100	American Sign Language I	4
CH 110	Chamorro I	4
ED 265	Culture & Education in Guam	3
CO 125	Introduction to Human Communication and Speech	3
EN 210	Introduction to Literature	3
HI 121	World Civilization (Pre-historic Time to 1500)	3
HI 122	World Civilization (1500 to Present Time)	3
HI 176	Guam History	3
HM 110	Introduction to Community Services	3
HM 201	Social Welfare & Development: Global Challenges	3
HU 120	Pacific Cultures	3
HU 220	Guam Cultures & Legends	3
JA 110	Japanese I	4
KE 110	Korean I	4
PI 101	Introduction to Philosophy	3
TH 101	Introduction to the Theater	3
VC 101	Introduction to Visual Communications	3

\*Any foreign language, humanities, or fine arts course will be considered for the completion of this category

**Natural & Physical Sciences (Choose one course and the corresponding lab from the following to meet the required 4 credits)\*\***

Course #	Course Name	Credits
SI 101/101L	Introduction to Chemistry: Theory (3) & Introduction to Chemistry Laboratory (1)	4
SI 103/103L	Introduction to Marine Biology: Theory (3) & Introduction to Marine Biology Laboratory (1)	
SI 105/105L	Introduction to Physical Geology (3) & Introduction to Physical Geology Laboratory (1)	
SI 110/110L	Environmental Biology: Theory (3) & Environmental Biology Laboratory (1)	
SI 141	Applied Physics I	
SI 150/150L	Introduction to Microbiology: Theory (3) & Introduction to Microbiology Laboratory (1)	
SI131/131L	Human Anatomy & Physiology I: Theory (3) & Human Anatomy & Physiology I Laboratory (1)	
SI132/132L	Human Anatomy & Physiology II:	

Theory (3) & Human Anatomy & Physiology II Laboratory (1)

\*\*The exception to this would be SI141 which does not include a laboratory requirement

**Scope 3: Preparation for and Acceptance of Responsible Participation in Civil Society**

**Social & Behavioral Sciences (Choose one course from the following to meet the required 3 credits)**

Course #	Course Name	Credits
EC 110	Principles of Economics	3
PS140	American Government	3
PY 100	Personal Adjustment	3
PY 120	General Psychology	3
PY 125	Interpersonal Relations	3
SO 130	Introduction to Sociology	3
CJ 100	Introduction to Criminal Justice	3
WG 101	Introduction to Women and Gender Studies	3

\*Any social and behavioral science course will be considered for the completion of this category

**Minimum General Education Requirements 19**

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[SUGGESTED SEQUENCE OF COURSES](#)

This suggested sequence of courses is based on the 2024-2025 College Catalog.

<b>Year 1</b>					
<b>Semester 1</b>			<b>Semester 2</b>		
Course	Course Name	Credits	Course	Course Name	Credits
EN__	English Requirement	3-4	AC211	Accounting Principles I	4
MA__	Mathematics Requirement	3		Literacy for Life Skills Requirement	3
	Social & Behavioral Requirement	3	SM215	International Management	3
SM108	Introduction to Business	3	SM220	Management Skill Development	3
SM208	Personnel Supervision	3		Humanities & Fine Arts Requirement	3-4
<b>Total</b>		<b>15-16</b>	<b>Total</b>		<b>16-17</b>
<b>Year 2</b>					
<b>Semester 3</b>			<b>Semester 4</b>		
Course	Course Name	Credits	Course	Course Name	Credits
	Natural & Physical Sciences Requirement	4	SM211	E-Commerce	3
SM225	Leadership	3	SM240	Employment & Labor Law	3
SM230	Business Law Applications	3	SM245	Ethics & Stakeholder Management	3
EC110	Principles of Economics	3	MK205	Entrepreneurship (or any SM elective)	3
MK123	Principles of	3	SM292	Supervision &	3

Marketing (or any SM elective)		Management Practicum (or any SM elective)	
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Program Total</b>			<b>62-64</b>

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### [Student Learning Outcomes](#)

Upon successful completion of the AS in Supervision & Management program, students will be able to:

1. Apply supervisory techniques to manage people and projects.
2. Explain planning, organizing, staffing, and controlling functions of an organization.
3. Discuss ethical behavior required in businesses.

**Check out some of these amazing Associate of Science in Supervision & Management courses...**

#### **SM230 Business Law Applications**

This course is an introduction to the substantive law that governs American commerce, state and federal statutes and traditional Common Law principles. Uniform Commercial Code (UCC), and the Restatements of the Laws form the foundation upon which the following legal principles are presented: contract law, agency law, partnership and corporate law, real and personal property law, negotiable instruments, and secured transactions. Special emphasis, however, is placed on Cyber law (laws governing Internet transactions) as it applies to e-commerce transactions such as e-contracts; intellectual property rights; online issues relating to copyrights, trademarks, patents, and trade secrets; privacy rights in the online world; cyber law court jurisdictional issues; and cybercrimes (cyber theft, cyber identity theft, cyber stalking, cyber hacking, and cyber terrorism). This course is for anyone contemplating a career in business and anyone interested in the legal requirements governing business decisions and activities.

[+ More Info](#) [1]

#### **SM220 Management Skill Development**

This is a course in the development and application of fundamental skills needed for the successful practice of management. The focus of the course is on the goals and objectives formulated from the firm's mission statement. The student will concentrate on the Planning and Organizing functions. In addition, the student will apply the control function on the firm's performance against its strategic plan. Policy considerations drive the theme of this course.

[+ More Info](#) [2]

#### **SM211 Ecommerce Management**

E-commerce has paved the way for companies to sell their products and services to consumers and businesses throughout the world. Most companies now utilize ecommerce to market and sell their products and services, as well as conduct financial transactions. This course will provide the basic knowledge necessary in managing an online business.

[+ More Info](#) [3]

