### MANAGEMENT/ SUPERVISORY DEVELOPMENT

pcc.edu/programs/management-training pcc.edu/career/pathways

#### CAREER AND PROGRAM DESCRIPTION

The Management/Supervisory Development Department offers a comprehensive, experiential program designed for students and professionals to increase their supervisory, management, and leadership skills. Interacting with instructors who are currently managers or consultants, participants develop cutting-edge business practices that prepare them for job acquisition, retention, and advancement in managerial and supervisory careers. Graduates are prepared to perform functions such as self-management, goal setting, time management, workplace interpersonal communication, conflict resolution, leading and motivating teams, effective customer service, transformational leadership, continuous improvement, supply chain management, and project management.

AAS Degree graduates transfer to Oregon Institute of Technology, George Fox College, and Warner Pacific College, among others. For more information about transfer programs, contact the four-year universities as early as possible to ensure a smooth transition.

Management/Supervisory Development courses are offered in a variety of formats, which include distance learning, evening classes on campus, half-day classes of Fridays, and half-day and full-day Saturday classes. The entire degree can be completed online. Consult a program advisor regarding PCC credit for on-the-job projects (Co-op Ed), or formal training at non-accredited institutions.

#### **DEGREES AND CERTIFICATES OFFERED**

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

Management/Supervisory Development

#### **ONE-YEAR CERTIFICATE**

Management/Supervisory Development

## LESS THAN ONE-YEAR: CAREER PATHWAY CERTIFICATES

Client Services Professional Client Services Manager

#### **Academic Prerequisites**

• None

#### **Academic Requirements**

 Degree seeking students must complete with a grade of "C" or "P" or better MTH 58, MTH 63 or MTH 65, or higher or equivalent placement test score.

#### **Non-Academic Prerequisites**

• None

#### **Non-Academic Requirements**

None

## MANAGEMENT/SUPERVISORY DEVELOPMENT AAS DEGREE

Minimum 93 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of four courses of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in

the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning.

#### Management/Supervisory Degree Courses

Title	Credits			
Principles of Financial Accounting (BA211=BA211Z)	4			
Introduction to Accounting				
Personal Finance	4			
Business Law I	4			
Digital Literacy	4			
Introduction to Business Technology				
Principles of Management and Supervision	3			
Workplace Communication Skills	3			
Organizations & People	3			
Improving Work Relations	3			
Customer Relations	3			
Leadership Skill Development	3			
Organizations and Social Responsibility	3			
The Troubled Employee	3			
Human Resource Management: Personnel	3			
Human Resource Management: Performance and Compensation	3			
Project Management - Intro	4			
Workplace Quality Improvement	3			
Composition I (WR121=WR121Z) Z	4			
Technical Writing (WR227=WR227Z) Z	4			
Business Communication Using Technological	gy			
MSD Program/Workshop Electives				
MSD Support Electives				
General Education: 4 courses				
	93			
	Principles of Financial Accounting (BA211=BA211Z) Introduction to Accounting Personal Finance Business Law I Digital Literacy Introduction to Business Technology Principles of Management and Supervision Workplace Communication Skills Organizations & People Improving Work Relations Customer Relations Leadership Skill Development Organizations and Social Responsibility The Troubled Employee Human Resource Management: Personnel Human Resource Management: Performance and Compensation Project Management - Intro Workplace Quality Improvement Composition I (WR121=WR121Z) Z Technical Writing (WR227=WR227Z) Business Communication Using Technologshop Electives			

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This course is part of Oregon Common Course Numbering. The following courses are equivalent:

BA 211 and BA 211Z WR 121 and WR 121Z WR 227 and WR 227Z

# MANAGEMENT/SUPERVISORY SUPPORT ELECTIVES

Code	Title	Credits
CG 140A	Career and Life Planning	3
CG 140B	Career and Life Planning	2
CG 140C	Career and Life Planning	1
CG 191	Exploring Identity and Diversity for College Success	4

Any BA, EC, HE, PE and any CTE courses not found within the course of study for the degree. <sup>1</sup>

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A maximum of 3 PE credits can be applied to this degree

#### MANAGEMENT/SUPERVISORY PROGRAM/ WORKSHOP ELECTIVES

Code	Title	Credits
BA 101	Introduction to Business (BA101=BA101Z)	4

### **MANAGEMENT/SUPERVISORY DEVELOPMENT**

BA 150 CAS 133	Intro to Entrepreneurship	4	<u>Z</u>		
CAS 220		3	This course is pa following courses	rt of Oregon Common Course Numbering. The	
MSD 110	Gender Conflict Resolution	1	BA 101 and BA 1	n17	
MSD 113	Influence Without Authority	1	BA 101 and BA 1012		
MSD 116	Creative Thinking for Innovative Change	1	A maximum of 9 1-credit workshops/courses may be used toward		d a
MSD 119A	Intercultural Communication	1	program award, o	certificate or degree.	
MSD 122	Motivation Without Manipulation	1	ONE-YEAR CERTIFICATE		
MSD 122A	Strength Based Leadership	1	Management/Sup	pervisory Development (p. 2)	
MSD 123	Job Search Strategies	1	I FSS THAN	ONE-YEAR: CAREER PATHWAY	
MSD 123A	Innovation and New Products	1	CERTIFICAT		
MSD 128	Crisis Intervention: Handling the Difficult	1			
1405 400	Person		Client Services P	roiessionai (p. 3) Ianagement (p. 3)	
MSD 130	Creative Problem Solving	3			
MSD 134	Leading Changes at Work	1		NT/SUPERVISORY DEVELOPMEN	11
MSD 138A	Male/Female Communication Differences	1	ONE-YEAR (	CERTIFICATE	
MSD 138B MSD 141A	Better Habits, Better Results The Time-Stress-Communication Triangle	1	Minimum 46 crec	lits. Students must meet all certificate requirement	ents.
MSD 142B	Thriving in Transition	1	Managemen	t/Supervisory Certificate Courses	
MSD 148	Asserting Yourself in the Workplace	1	Code	Title	redits
MSD 150	Listening Skills	1	BA 211	Principles of Financial Accounting	3
MSD 151	Working with Difficult People	1		(BA211=BA211Z) <sup>§,1,Z</sup>	
MSD 157	Constructive Conflict Skills	1	or BA 111	Introduction to Accounting	
MSD 159	Stress Control	1	BA 218	Personal Finance	4
MSD 160A	Communication Styles	1	CIS 120	Digital Literacy	4
MSD 161	·	1	or BA 131	Introduction to Business Technology	
MSD 162	The Art of Anger Management	1	MSD 101	Principles of Management and	3
MSD 174	Time Management	1		Supervision	
MSD 174B	Leadership & Effective Decision Making	1	MSD 105	Workplace Communication Skills §	3
MSD 175B	Direct Communication in the Workplace	1	MSD 107	Organizations & People	3
MSD 176	Nonverbal Communication	1	MSD 115	Improving Work Relations §	3
MSD 176A	Interpersonal Communication	1	MSD 200	Organizations and Social Responsibility	3
MSD 177	Team Building	1	MSD 206	The Troubled Employee	3
MSD 177B	Coaching Great Performance	1	MSD 222	Human Resource Management:	3
MSD 179B	Avoid Burnout: Build Resilience	1	WD 404	Personnel	4
MSD 179C	Goal Setting and Productivity	1	WR 121	Composition I (WR121=WR121Z) (or any WR course for which WR 121 is a	4
MSD 187	Humor in the Workplace	1		prerequisite.)	
MSD 188B	Self Management for Success	1	WR 227	Technical Writing (WR227=WR227Z) Z	4
MSD 192A	Project Management	1	or BA 205	Business Communication Using Technolog	ıv
MSD 193	Self Esteem the Key to Success	1		orkshop Electives	7
MSD 193A	Leadership Skill Development	1	Total Credits		47
MSD 194	Effective Presentation Skills Using PowerPoint	2			47
MSD 202	1 OWOTT OTHE	3	§ Course contains	Related Instruction and cannot be substituted v	vith
MSD 202	Emotional Intelligence in Work	3	another course: Polated Instruction details can be viewed here		
MSD 203	Emotional intelligence in work	4	1		
MSD 225		4	Must choose BA	211 or BA 111. No other options can be used.	
MSD 226		4			
MSD 227	Global Sourcing & Product Development	3	Z This course is na	rt of Oregon Common Course Numbering. The	
MSD 228	Production Planning	3			
MSD 280A	Coop.Ed.: Management and Supervisory	3	DA 211 and DA 2117		
MOD ZOUA	Development	3	WR 121 and WR		
MSD 280B	Coop. Ed.: Management and Supervisory	1	WR 227 and WR	227∠	
	Development- Seminar			NT/SUPERVISORY PROGRAM/ PELECTIVES	

Code

BA 101

Introduction to Business (BA101=BA101Z)

Credits

4

### **MANAGEMENT/SUPERVISORY DEVELOPMENT**

BA 150 CAS 133	Intro to Entrepreneurship	4 4	Z This course is pa	rt of Oregon Common Course Numbering. Th	ne
CAS 220		3	following courses	s are equivalent:	
MSD 110	Gender Conflict Resolution	1	BA 101 and BA 1	01Z	
MSD 113	Influence Without Authority	1	A maximum of 9 1-credit workshops/courses may be used toward a		vard a
MSD 116	Creative Thinking for Innovative Change	1		certificate or degree.	vara a
MSD 119A	Intercultural Communication	1	· -	VICES PROFESSIONAL CAREE	D
MSD 122	Motivation Without Manipulation	1			n
MSD 122A	Strength Based Leadership	1		CERTIFICATE	
MSD 123	Job Search Strategies	1		lits. Students must meet all certificate require	
MSD 123A	Innovation and New Products	1	The Customer Service Professional Certificate is a Career Pathway.		
MSD 128	Crisis Intervention: Handling the Difficult Person	1		ces Professional Certificate Cou	
MSD 130	Creative Problem Solving	3	Code	Title	Credits
MSD 134	Leading Changes at Work	1	CIS 120	Digital Literacy	4
MSD 138A	Male/Female Communication Differences	1	or BA 131	Introduction to Business Technology	_
MSD 138B	Better Habits, Better Results	1	MSD 105	Workplace Communication Skills	3
MSD 141A	The Time-Stress-Communication Triangle	1	MSD 107	Organizations & People	3
MSD 142B	Thriving in Transition	1	MSD 113	Influence Without Authority	1
MSD 148	Asserting Yourself in the Workplace	1	MSD 117	Customer Relations	3
MSD 150	Listening Skills	1	MSD 151	Working with Difficult People	1
MSD 151	Working with Difficult People	1	MSD 174	Time Management	1
MSD 157	Constructive Conflict Skills	1	Total Credits		16
MSD 159	Stress Control	1	CLIENT SED	VICE MANAGEMENT CAREER	
MSD 160A	Communication Styles	1		CERTIFICATE	
MSD 161		1	_	·	
MSD 162	The Art of Anger Management	1		dits. Students must meet all certificate require	
MSD 174	Time Management	1		ervice Management Certificate is a Career Pa edits of Customer Service Professional Certific	
MSD 174B	Leadership & Effective Decision Making	1	courses.	date of Customer Gervice From Colonial Certific	σαισ
MSD 175B	Direct Communication in the Workplace	1	Oliona Comeia	and Management Contificate Con-	
MSD 176	Nonverbal Communication	1	Client Service	ces Management Certificate Cou	rses
MSD 176A	Interpersonal Communication	1	Code	Title	Credits
MSD 177	Team Building	1	CIS 120	Digital Literacy	4
MSD 177B	Coaching Great Performance	1	or BA 131	Introduction to Business Technology	
MSD 179B	Avoid Burnout: Build Resilience	1	MSD 101	Principles of Management and	3
MSD 179C	Goal Setting and Productivity	1	1400 405	Supervision	
MSD 187	Humor in the Workplace	1	MSD 105	Workplace Communication Skills	3
MSD 188B	Self Management for Success	1	MSD 107	Organizations & People	3
MSD 192A	Project Management	1	MSD 113	Influence Without Authority	1
MSD 193	Self Esteem the Key to Success	1	MSD 115	Improving Work Relations	3
MSD 193A	Leadership Skill Development	1	MSD 116	Creative Thinking for Innovative Change	
MSD 194	Effective Presentation Skills Using	2	MSD 117	Customer Relations	3
	PowerPoint		MSD 121	Leadership Skill Development	3
MSD 202		3	MSD 151	Working with Difficult People	1
MSD 203	Emotional Intelligence in Work	3	MSD 157	Constructive Conflict Skills	1
MSD 224		4	MSD 174	Time Management	1
MSD 225		4	MSD 177	Team Building	1
MSD 226		4	Total Credits		28
MSD 227	Global Sourcing & Product Development	3			
MSD 228	Production Planning	3			
MSD 280A	Coop.Ed.: Management and Supervisory Development	3			
MSD 280B	Coop. Ed.: Management and Supervisory Development- Seminar	1			