

(022) Associate in Applied Science

This program has been designed for persons seeking employment or advancement in middle management positions in business and industry. The program offers a student the opportunity to combine classroom instruction with on-the-job work experience. The program is designed to prepare a student for positions in human resources, sales, advertising, merchandising and production.

Work and Employment

Managers are needed in every business to plan, control and direct major functions toward organizational goals. The many job titles used for managers demonstrate the variety of responsibilities and positions in which managers work.

Mid-level managers hold intermediary positions between supervisory and top management. They might be responsible for a specific region, division, or activity in sales, service, or production.

Special Considerations

Managers usually have the following skills and aptitudes: maintain high employee morale; communicate clearly in speech and in writing; show organization, objectivity, tactfulness, fairness and responsibility; think logically; and make good decisions.

Program Contacts at Sauk Valley Community College

Counseling Office, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

John Nelson, Assistant Professor of Business, 815/835-6429.

Major Field Requirements - Sem/Hrs: 45

- Electives (ACC, BUS, CIS, OAS) 3 Semester hour(s)

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 211 - Introduction to International Business 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

General Education Requirements - Sem/Hrs: 18

- Communications (ENG 101, SPE 131 required) 6 Semester hour(s)
- Social/Behavioral Science (ECO 211 required) 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics 3 Semester hour(s)

SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 64

Suggested Program

First Semester - Sem/Hrs: 17

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

Second Semester - Sem/Hrs: 16

- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 211 - Introduction to International Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- SPE 131 - Introduction to Oral Communication 3 Semester hour(s)

Third Semester - Sem/Hrs: 15

- Mathematics or Science 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- ECO 211 - Principles of Economics 3 Semester hour(s)

Fourth Semester - Sem/Hrs: 16

- Electives (ACC, BUS, CIS, OAS) 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Mathematics or Science 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)

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