

(B97) Certificate

The Supervisory Management certificate program is designed with a core of specialized business courses that allow a student to become a front-line supervisor. After becoming familiar with business, human relations, supervision, management, and basic computers a student may desire to move on toward the completion of a certificate in management. The certificate is well designed for those individuals who are first-line supervisors with a need to upgrade their skills.

Work and Employment

Front-line supervisors are employed by all sectors of the economy including manufacturing and service industries. Supervisors are employed in large and small organizations with diverse responsibilities depending on the structure of the organization.

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

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

Total Hours Required for Certificate: 15

Suggested Program

First Semester - Sem/Hrs: 9

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

Second Semester - Sem/Hrs: 6

- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)

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