

## **(B93) Certificate**

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The management certificate program is designed with a core of specialized business courses that allow a student to become familiar with the various aspects of business and industrial management. After becoming familiar with business, accounting, and human relations, a student may desire to move on toward the completion of an associate degree in management. The certificate is well designed for those individuals wanting to enter management or for those in management with a need to upgrade their skills.

### **Work and Employment**

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Supervisors direct the activities of their employees and make sure the work is done correctly. They teach employees safe work practices, train new workers to learn different aspects of the job, and ensure that equipment and materials are used properly and efficiently.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 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**

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- ACC 101 - Financial Accounting 4 Semester hour(s)
- 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)
- ECO 211 - Principles of Economics 3 Semester hour(s)
- SPE 131 - Introduction to Oral Communication 3 Semester hour(s)

Total Hours Required for Certificate: 19

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#### **Suggested Program**

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First Semester - Sem/Hrs: 10

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- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)

Second Semester - Sem/Hrs: 9

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- BUS 205 - Principles of Management 3 Semester hour(s)
- ECO 211 - Principles of Economics 3 Semester hour(s)
- SPE 131 - Introduction to Oral Communication 3 Semester hour(s)

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