

## **(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. Click here for further career information: <https://www.svcc.edu/academics/programs/individual/022.html>

### **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**

Academic Advising, 815/835-6354.

## **Total Hours Required - 61 Hours**

---

### **Major Field Requirements - 45 Hours**

---

- ELECTIVES (ACC, BUS, CIS, OAS) 3 SEMESTER HOUR(S)
- ACC 101 - Financial Accounting (4 Semester Hours)
- ACC 102 - Managerial Accounting (4 Semester Hours)
- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 105 - Fundamentals Personal Selling (3 Semester Hours)
- BUS 106 - Business Mathematics I (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- BUS 205 - Principles of Management (3 Semester Hours)
- BUS 210 - Marketing (3 Semester Hours)
- BUS 211 - Intro to Internatl Business (3 Semester Hours)
- BUS 218 - Supervision Techniques (3 Semester Hours)
- BUS 222 - The Legal Environment of Bus (3 Semester Hours)
- BUS 231 - Occupational Seminar I (1 Semester Hours)
- BUS 235 - Occupational Internship I (3 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)

### **General Education Requirements - 15 Hours**

---

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

### **SVCC Requirement - 1 Hours**

---

- FYE 101 - First Year Experience (1 Semester Hours)

## **Suggested Program 8-week - Cohort Online Course Option**

---

### **Summer Semester - 3 Hours**

---

- The following course can also be shifted down to 16-week course.
- BUS 103 - Intro to Business (3 Semester Hours)

### **First Semester - (Fall) 1st 8 Weeks - 7 Hours**

---

- BUS 205 - Principles of Management (3 Semester Hours)
- ENG 101 - Composition I (3 Semester Hours)
- FYE 101 - First Year Experience (1 Semester Hours)

### **First Semester - (Fall) 2nd 8 Weeks - 6 Hours**

---

- CIS 109 - Introduction to Computers (3 Semester Hours)
- ECO 211 - Principles of Macroeconomics (3 Semester Hours)

### **Second Semester - (Spring) 1st 8 Weeks - 6 Hours**

---

- BUS 211 - Intro to Internatl Business (3 Semester Hours)
- BUS 218 - Supervision Techniques (3 Semester Hours)

### **Second Semester - (Spring) 2nd 8 Weeks - 7 Hours**

---

- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 106 - Business Mathematics I (3 Semester Hours)

### **Summer Semester - 6 Hours**

---

- The following courses can also be shifted down to 16-week course.
- BUS 112 - Human Relations (3 Semester Hours)
- MAT 106 - Applied Mathematics (3 Semester Hours)

**OR**

HIGHER

### **Third Semester - (Fall) 1st 8 Weeks - 7 Hours**

---

- ACC 102 - Managerial Accounting (4 Semester Hours)
- BUS 222 - The Legal Environment of Bus (3 Semester Hours)

### **Third Semester - (Fall) 2nd 8 Weeks - 6 Hours**

---

- Humanities/Fine Arts 3 Semester hour(s)
- COM 131 - Intro to Oral Communication (3 Semester Hours)

### **Fourth Semester - (Spring) 1st 8 Weeks - 6 Hours**

---

- BUS 106 - Business Mathematics I (3 Semester Hours)
- BUS 210 - Marketing (3 Semester Hours)

### **Fourth Semester - (Spring) 2nd 8 Weeks - 7 Hours**

---

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

- BUS 231 - Occupational Seminar I (1 Semester Hours)
- BUS 235 - Occupational Internship I (3 Semester Hours)

## **Suggested Program 16-week - Online Course Option**

---

### **First Semester - (Fall) - 14 Hours**

---

- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- ENG 101 - Composition I (3 Semester Hours)
- FYE 101 - First Year Experience (1 Semester Hours)

### **Second Semester - (Spring) - 16 Hours**

---

- Humanities/Fine Arts 3 Semester hour(s)
- ACC 102 - Managerial Accounting (4 Semester Hours)
- BUS 106 - Business Mathematics I (3 Semester Hours)
- BUS 218 - Supervision Techniques (3 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)

### **Third Semester - (Fall) - 15 Hours**

---

- BUS 210 - Marketing (3 Semester Hours)
- BUS 211 - Intro to Internatl Business (3 Semester Hours)
- COM 131 - Intro to Oral Communication (3 Semester Hours)
- ECO 211 - Principles of Macroeconomics (3 Semester Hours)
- MAT 106 - Applied Mathematics (3 Semester Hours)

**OR**

HIGHER

### **Fourth Semester - (Spring) - 16 Hours**

---

- Electives (ACC, BUS, CIS, OAS) 3 Semester hour(s)
- BUS 105 - Fundamentals Personal Selling (3 Semester Hours)
- BUS 205 - Principles of Management (3 Semester Hours)
- BUS 222 - The Legal Environment of Bus (3 Semester Hours)
- BUS 231 - Occupational Seminar I (1 Semester Hours)
- BUS 235 - Occupational Internship I (3 Semester Hours)

## **Suggested Program 16-week-online/in class course option\***

---

### **First Semester - (Fall) - 14 Hours**

---

- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- ENG 101 - Composition I (3 Semester Hours)
- FYE 101 - First Year Experience (1 Semester Hours)

### **Second Semester - (Spring) - 16 Hours**

---

- ACC 102 - Managerial Accounting (4 Semester Hours)
- BUS 106 - Business Mathematics I (3 Semester Hours)

- BUS 205 - Principles of Management (3 Semester Hours)
- BUS 218 - Supervision Techniques (3 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)

### **Third Semester - (Fall) - 15 Hours**

---

- Humanities/Fine Arts 3 Semester hour(s)
- BUS 210 - Marketing (3 Semester Hours)
- BUS 211 - Intro to Internatl Business (3 Semester Hours)
- COM 131 - Intro to Oral Communication (3 Semester Hours)
- ECO 211 - Principles of Macroeconomics (3 Semester Hours)

### **Fourth Semester - (Spring) - 16 Hours**

---

- Electives (ACC, BUS, CIS, OAS) 3 Semester hour(s)
- BUS 105 - Fundamentals Personal Selling (3 Semester Hours)
- BUS 222 - The Legal Environment of Bus (3 Semester Hours)
- BUS 231 - Occupational Seminar I (1 Semester Hours)
- BUS 235 - Occupational Internship I (3 Semester Hours)
- MAT 106 - Applied Mathematics (3 Semester Hours)

**OR**

HIGHER

### **Footnotes**

---

- \*Although this suggested course sequence is mostly 16-week online options, there are four courses that will be in the 8-week online format.