

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**

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- Academic Advising, 815-835-6354
- Emily Zimmerman, Assistant Professor of Business/CEO 815-835-6259
- Jonathan E. Devereueawax, Associate Professor, Economics 815-835-6393

## **Total Hours Required - 15 Hours**

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### **Major Field Requirements**

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- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 112 - Human Relations (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)

## **Suggested Program**

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### **First Semester - 9 Hours**

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- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)

### **Second Semester - 6 Hours**

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