

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

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

Total Hours Required - 61 Hours

Major Field Requirements - 45 Hours

- ELECTIVES (ACC, BUS, CIS) 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

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 205 - Principles of Management (3 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)

Third Semester - (Fall) - 15 Hours

- BUS 210 - Marketing (3 Semester Hours)
- BUS 218 - Supervision Techniques (3 Semester Hours)
- BUS 222 - The Legal Environment of Bus (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) 3 Semester hour(s)
- Mathematics 3 Semester Hour(s)
- BUS 105 - Fundamentals Personal Selling (3 Semester Hours)
- BUS 211 - Intro to Internatl Business (3 Semester Hours)
- BUS 231 - Occupational Seminar I (1 Semester Hours)
- BUS 235 - Occupational Internship I (3 Semester Hours)