

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**

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**

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- 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 - 19 Hours**

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### **Major Field Requirements**

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- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- BUS 205 - Principles of Management (3 Semester Hours)
- COM 131 - Intro to Oral Communication (3 Semester Hours)
- ECO 211 - Principles of Macroeconomics (3 Semester Hours)

## **Suggested Program**

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### **First Semester - 10 Hours**

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- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)

### **Second Semester - 9 Hours**

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- BUS 205 - Principles of Management (3 Semester Hours)
- COM 131 - Intro to Oral Communication (3 Semester Hours)
- ECO 211 - Principles of Macroeconomics (3 Semester Hours)