

SUPERVISORY MANAGEMENT

Delivery: Daytime, Evening or Online Program
 Start: Fall, Spring or Summer Semester, Full- or Part-Time
 Location: Apple Valley Site

Outcomes

Supervisory Management A.A.S. Degree 64 credits
 Supervisory Leadership Certificate 17 credits
 Business Entrepreneur Certificate 18 credits
 Human Resource Development Certificate 17 credits
 Meeting and Event Management Certificate 16 credits
 Quality Improvement Certificate 16 credits

Major Description

This program provides working adults with the skills and knowledge necessary to succeed in today's increasingly competitive business environment. Skills learned are universal and can be applied to business entrepreneurship or any type of business or enterprise, including manufacturing, event hospitality, retail, health services and other for-profit and nonprofit organizations. Students can individualize their degrees by selecting an emphasis area through the completion of two of the following certificates:

- Business Entrepreneur
- Human Resources
- Quality Improvement
- Meeting and Event Management
- Multicultural Supervision

Work Environment

Graduates with this training perform successfully in leadership positions in entrepreneurial enterprises, government agencies, companies, corporations and organizations in the public, private and nonprofit sectors.

Potential Job Titles

- Team Leader
- Supervisor
- Manager
- Human Resources Specialist/Manager
- Quality Specialist
- Event Manager

Salary Data

- Average wage: \$27.61/hour
- Top earners: \$39.38/hour

SUPERVISORY MANAGEMENT – A.A.S. DEGREE

Fall Semester – First Year

| Course# | Course Title | Credits |
|----------------------|------------------------------------|-----------|
| | Supervisory Leadership Certificate | |
| Total Credits | | 17 |

Spring Semester – First Year

| Course# | Course Title | Credits |
|----------------------|------------------------|--------------|
| | Certificate of choice* | |
| Total Credits | | 16-18 |

Fall Semester – Second Year

| Course# | Course Title | Credits |
|----------------------|------------------------|--------------|
| | Certificate of choice* | |
| Total Credits | | 16-18 |

Spring Semester – Second Year

| Course# | Course Title | Credits |
|----------------------|---------------------|--------------|
| SMGT1605 | Graduation Project | 1-3 |
| | General Education** | 11-17 |
| Total Credits | | 12-18 |

TOTAL PROGRAM REQUIREMENTS 64

This is a sample course sequence resulting in an A.A.S. degree. Please consult your program advisor regarding your academic plans.

*** See General Education requirements in the college catalog.*

** Students must select a certificate from those listed on the following page.*

SUPERVISORY LEADERSHIP – CERTIFICATE

Fall or Spring Semester

| Course# | Course Title | Credits |
|----------------------|---------------------------|-----------|
| SMGT1000 | Principles of Supervision | 3 |
| SMGT1022 | Leadership | 3 |
| SMGT1028 | Management Effectiveness | 3 |
| SMGT1601 | Financial Management | 2 |
| SMGT1776 | Organizational Behavior | 3 |
| COML1400 | Introduction to Computers | 3 |
| Total Credits | | 17 |

TOTAL PROGRAM REQUIREMENTS 17

This is a sample course sequence resulting in a certificate. Please consult your program advisor regarding your academic plans.

BUSINESS ENTREPRENEUR – CERTIFICATE ***Fall or Spring Semester**

| Course# | Course Title | Credits |
|-----------------------------------|--|-----------|
| ENTR1150 | The Successful Entrepreneur | 2 |
| ENTR1440 | Successful Marketing Strategies for Small Business | 4 |
| ENTR1650 | Selling Success for the Entrepreneur | 3 |
| ENTR1860 | Business Plan Development | 3 |
| ENTR1900 | Capitalizing a Small Business | 2 |
| | or OFFC1240 or SMGT1601 | 2 |
| SMGT1033 | Business Law and Ethics | 3 |
| SMGT1250 | Managing Customer Service | 1 |
| Total Credits | | 18 |
| TOTAL PROGRAM REQUIREMENTS | | 18 |

*This is a sample course sequence resulting in a certificate.
Please consult your program advisor regarding your academic plans.*

MEETING AND EVENT MANAGEMENT – CERTIFICATE ***Fall or Spring Semester**

| Course# | Course Title | Credits |
|-----------------------------------|---|-----------|
| SMGT1160 | Fundamentals of Meeting, Conference, and Event Management | 2 |
| SMGT1161 | Advanced Meeting, Conference, and Event Management | 3 |
| SMGT1162 | Special Event Coordination and Management | 3 |
| SMGT1163 | Event Promotion | 3 |
| SMGT1167 | Meeting and Event Sponsorship | 3 |
| SMGT1695 | Hospitality Risk Management | 2 |
| Total Credits | | 16 |
| TOTAL PROGRAM REQUIREMENTS | | 16 |

*This is a sample course sequence resulting in a certificate.
Please consult your program advisor regarding your academic plans.*

HUMAN RESOURCE DEVELOPMENT – CERTIFICATE ***Fall or Spring Semester**

| Course# | Course Title | Credits |
|-----------------------------------|------------------------------------|-----------|
| SMGT1033 | Business Law & Ethics | 3 |
| SMGT1405 | Managing Performance | 3 |
| SMGT1441 | Intro to Human Resource Management | 3 |
| SMGT1470 | Safety and Compliance Management | 2 |
| SMGT1875 | Training and Developing Employees | 3 |
| SPEE1020 | Interpersonal Communication | 3 |
| Total Credits | | 17 |
| TOTAL PROGRAM REQUIREMENTS | | 17 |

*This is a sample course sequence resulting in a certificate.
Please consult your program advisor regarding your academic plans.*

QUALITY IMPROVEMENT – CERTIFICATE ***Fall or Spring Semester**

| Course# | Course Title | Credits |
|-----------------------------------|-----------------------------------|-----------|
| SMGT1205 | Total Quality Management | 4 |
| SMGT1260 | Managing Teams | 3 |
| SMGT1242 | Effective Business Communications | 3 |
| SMGT1231 | Planning and Project Management | 2 |
| SMGT1250 | Managing Customer Service | 1 |
| ENGL1100 | Writing and Research Skills | 3 |
| Total Credits | | 16 |
| TOTAL PROGRAM REQUIREMENTS | | 16 |

*This is a sample course sequence resulting in a certificate.
Please consult your program advisor regarding your academic plans.*