

SUPERVISORY MANAGEMENT

Associate in Applied Science

I. General Education Requirements21 Credits

Minnesota Transfer Curriculum (MNTC) general education credits must be selected from each of the following approved MNTC Goal areas listed below.

Goal 1: Written and Oral Communication (CM).....7 cr

ENGL 1117*, Reading and Writing Critically I, 4 cr
 SPCH 1114, Fundamentals of Speech **OR**
 SPCH 1130, Interpersonal Communications, 3 cr

Goal 2: Critical Thinking (CT) MAY BE MET BY ANY COURSE IN MNTC 1-10 GOALS

Goal 4: Mathematics/Logical Reasoning (MA)..... 3 cr

MATH 1111 Contemporary Concepts in Mathematics, 3 cr **OR**
 higher level mathematics course that meets MnTC Goal 4

Goal 5: History and the Social and Behavioral Sciences (SS).....6-8 cr

ECON 1101* Introduction to Economics, 3 cr **OR**
 ECON 2214 Principals of Economics: Microeconomics, 4 cr
 PSYC 1611 Psychology of Adjustment, 3 cr **OR**
 PSYC 2618 General Psychology, 4 cr **OR**
 SOC 1614* Introduction to Sociology, 3 cr

Goal 6: Humanities – the Arts, Literature, and Philosophy (HA).....3 cr

Electives from Art, English Literature*, Foreign Culture, Humanities*,
 JOUR 1106, Music, Philosophy*, that meet the competencies of MnTC Goal 6

Additional General Education Electives.....0-2 cr

Students should choose elective credits from goals 1, 4, 5, 6 so that general education requirements of 21 credits are met.

***Honors equivalents available**

II. Supervisory Leadership Certificate

BUS 2232	Principles of Management	3 cr
SMGT 1115	Strategies for Personal Leadership	3 cr
SMGT 1125	Leadership Development and Ethics	3 cr
SMGT 1135	Managing Change and Conflict	2 cr
SMGT 1199	Supervisory Leadership Field Study	1-2 cr

III. Quality/Continuous Improvement & Productivity Certificate

SMGT 1200	Quality and Productivity Improvement	2 cr
SMGT 1210	Problem Solving/Decision Making	2 cr
SMGT 1225	Team Building and Facilitation Skills	2 cr
SMGT 1230	Planning and Project Management	1 cr
SMGT 1250	Managing Customer Service	1 cr
SMGT 1270	Creativity and Innovations	1 cr
SMGT 1299	Quality and Productivity Field Study	2-3 cr

Total Credits required for Supervisory Leadership + Quality/Cont Improvement Certificates.....24 Credits

For more information contact:

http://www.rctc.edu/counseling_career_center/pdf/AdvisorList-2008-09.pdf

IV. Human Resource Development Certificate.....12 Credits

SMGT 1300	Performance Management	2 cr
SMGT 1310	Employee Coaching	1 cr
SMGT 1320	Managing a Diverse Workforce	1 cr
SMGT 1330	Employment Law	1 cr
SMGT 1340	Employee Selection	1 cr
SMGT 1350	Employee Training	2 cr
PL 1104	Stress Management	1 cr
SMGT 1370	Safety and Compliance Management	1 cr
SMGT 1399	Organizational Development Field Study	2 cr

V. Required A.A.S. Technical Credits..... 7 Credits

SMGT 1400	Portfolio Development	1 cr
ACCT 1410	Supervisory Budgeting and Cost Control	2 cr
SMGT 1420	Documentation and Written Communication Skills for Supervisors	1 cr
BUS 1101	Intro to Business (OR) Advisor Approved Electives 3	3 cr

TOTAL CREDITS.....64 Credits

ARTICULATION AGREEMENTS: SMGT AAS with Concordia University (CSAL)- BA in Organizational Management, Information Technology Management, Marketing Management, Human Resources Management. SMGT AAS with Concordia University School of Human Services- BA in Youth Development, Criminal Justice, Management & Leadership, Human Services. SMGT AAS with Crossroads College- BS in Organizational Management. SMGT AAS with Saint Mary's University of Minnesota School of Graduate and Special Programs Bachelor of Science Degree (BS).

ADDITIONAL REQUIREMENTS:

- A resume documenting a minimum of three years adult work experience
- Currently employed a minimum of 15 hours per week

Program Description

The Supervisory Management program is specifically designed to provide *employed* students with the skills necessary to be successful in a position of supervisory leadership. Students can benefit from this program by becoming qualified for advancement into a supervisory position, to enhance current skills for persons who are already supervising others, or for advancement into a position of greater responsibility and influence.

Students will have the opportunity to increase their skills in leadership, communications, team building, employee motivation, creative problem solving, performance management, coaching, managing priorities, building productive working relationships, project management, conducting effective meetings, and many more supervisory leadership techniques and tools.

Organizations today are demanding higher levels of supervisory and leadership competence from their frontline leaders. The Supervisory Management Program can provide students with the supervisory expertise and leadership skill to meet those challenges.

This program is structured to allow students to remain employed while attending classes on a part-time basis. Classes are scheduled primarily at night and on weekends. Upon approval students may transfer applicable transcribed course credits and/or experiential learning to satisfy required or elective program credits.

Implementation: Fall 2009; Revised: 02/25/2009; Reviewed: 03/2009

For more information contact:

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