

RCTC SUPERVISORY MANAGEMENT
Associate in Applied Science Degree
64 Credits

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.

Program Requirements: (see next page for A.A.S. Credit Detail)

Supervisory Leadership Certificate (12 credits)

Quality/Continuous Improvement Certificate (12 credits)

Human Resource Development Certificate (12 credits)

****Required A.A.S. Degree Technical Courses (7 credits)**

****General Education Requirements (21 credits)**

**Contact: Paula Theisen,
Program Coordinator
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SUPERVISORY MANAGEMENT

Associate in Applied Science Degree

I. General Education Requirements21 Credits

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

Goal 1: Written and Oral Communications7 cr

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

Goal 4: Mathematics/Symbolic Systems..... 3 cr

MATH 1111 Contemporary Concepts in Mathematics, or higher except
 MATH 2051 and 2052.

Goal 5: History and the Social and Behavioral Sciences.....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.....3 cr

Electives from Art, English Literature, Foreign Language, Humanities,
 Journalism, Music, Philosophy, Speech/Theater

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 Certificate12 Credits

BUS 2232 Principles of Management 3 cr
 SMGT 1110 Interpersonal Skills for Supervisors 1 cr
 SMGT 1120 Leadership Development 2 cr
 SMGT 1130 Ethics in the Workplace 1 cr
 SMGT 1140 Managing Change 1 cr
 SMGT 1150 Resolving Conflict 1 cr
 SMGT 1160 Strategies for Personal Effectiveness 1 cr
 SMGT 1199 Supervisory Leadership Field Study 2 cr

III Quality/Continuous Improvement & Productivity Certificate.....12 Credits

SMGT 1200 Quality and Productivity Improvement 2 cr
 SMGT 1210 Problem Solving/Decision Making 2 cr
 SMGT 1220 Bldg Teamwork and Internal Partnerships 1 cr
 SMGT 1230 Planning and Project Management 1 cr
 SMGT 1240 Facilitating Groups and Managing Meetings 1 cr
 SMGT 1250 Managing Customer Service 1 cr
 SMGT 1260 Time Management 1 cr
 SMGT 1270 Creativity and Innovations 1 cr
 SMGT 1299 Quality and Productivity Field Study 2 cr

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)	3 cr
		Advisor Approved Electives 3	
TOTAL CREDITS		64 Credits

ARTICULATION AGREEMENTS: A.A.S. and Concordia University College of Graduate and Continuing Studies School of Human Services (CSAL) Articulation Agreement. A.A.S. and Concordia University College of Graduate and Continuing Studies School of Accelerated Learning (CSAL) Articulation Agreement.

ADDITIONAL REQUIREMENTS:

- A resume documenting a minimum of three years adult work experience
- Currently employed a minimum of 20 hours per week

For more information contact:
Paula Theisen, Program Coordinator
507-285-7221
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Supervisory Management promotional web site: <http://www.acd.roch.edu/smg/>

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Implementation: January 13, 2003

Supervisory Leadership Certificate

12 Credits

Certificate Program

Program Description

The Supervisory Leadership Certificate is an individually available component of the Supervisory Management A.A.S. Degree program. It is specifically designed to provide *employed* students with the skills necessary to be successful in a position of supervisory leadership. Courses in the certificate program focus on skills and techniques directly related to supervisory leadership issues.

Students will have the opportunity to increase their skills in leadership, interpersonal skills, workplace ethics, managing change, resolving conflict, developing productive work relationships, and many more supervisory leadership related topics.

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.

Course Requirements:

Course ID#	Course Title	Credits
BUS2232	Principles of Management	3
SMGT1110	Interpersonal Skills for Supervisors	1
SMGT1120	Leadership Development	2
SMGT1130	Ethics in the Workplace	1
SMGT1140	Managing Change	1
SMGT1150	Resolving Conflict	1
SMGT1160	Strategies for Personal Effectiveness	1
SMGT1199	Supervisory Leadership Field Study	2
--	Total Credits	12

Quality/Continuous Improvement Certificate

12 Credits

Certificate Program

Program Description

The Quality/Continuous Improvement Certificate is an individually available component of the Supervisory Management A.A.S. Degree program. It is specifically designed to provide *employed* students with the skills necessary to be successful in a position of supervisory leadership. Courses in the certificate program focus on skills and techniques directly related to quality issues.

Students will have the opportunity to increase their skills in continuous improvement strategies and tools, creative problem solving, work teams, project and meeting management, customer service, managing priorities, and many more quality related topics.

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.

Course Requirements :

Course ID#	Course Title	Credits
SMGT1200	Quality & Productivity Improvement	2
SMGT1210	Problem Solving/Decision Making	2
SMGT1220	Building Teamwork and Internal Partnerships	1
SMGT1230	Planning and Project Management	1
SMGT1240	Facilitating Groups and Managing Meetings	1
SMGT1250	Managing Customer Service	1
SMGT1260	Time Management	1
SMGT1270	Creativity & Innovation	1
SMGT1299	Quality and Productivity Field Study	2
--	Total Credits	12

Human Resource Development Certificate

12 Credits

Certificate Program

Program Description

The Human Resource Development Certificate is an individually available component of the Supervisory Management A.A.S. Degree program. It is specifically designed to provide *employed* students with the skills necessary to be successful in a position of supervisory leadership. Courses in the certificate program focus on skills and techniques directly related to human resource development issues.

Students will have the opportunity to increase their skills in performance management, coaching, managing diversity, employee selection and training, managing workplace stress, safety, and many more human resource development related topics.

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.

Course Requirements :

Course ID #	Course Title	Credits
SMGT1300	Performance Management	2
SMGT1310	Employee Coaching	1
SMGT1320	Managing a Diverse Workforce	1
SMGT1330	Employment Law	1
SMGT1340	Employee Selection	1
SMGT1350	Employee Training	2
PL1104	Stress Management	1
SMGT1370	Safety & Compliance Management	1
SMGT1399	Organizational Development Field Study	2
--	Total Credits	12

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