### SUPERVISORY MANAGEMENT

**Associate of Applied Science Degree**
Most Courses Offered at Elkhorn and Racine Campuses & Online

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<table>
<thead>
<tr>
<th>Semester</th>
<th>Suggested Sequence</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Requisites</th>
<th>Credits</th>
<th>Hrs/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>196-129 *</td>
<td>Management Orientation</td>
<td>(See Note 5)</td>
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<tr>
<td></td>
<td>196-137 *</td>
<td>Certified Service Specialist</td>
<td></td>
<td>3</td>
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<td></td>
<td>196-190 *</td>
<td>Leadership Development</td>
<td></td>
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<td></td>
<td>196-191 *</td>
<td>Supervision</td>
<td></td>
<td>3</td>
<td>3-0</td>
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<td></td>
<td>801-136 *</td>
<td>English Composition 1</td>
<td>Prereq: 831-103 (See Note 2)</td>
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<td>3-0</td>
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<td></td>
<td>801-198 OR</td>
<td>Speech</td>
<td>Prereq: 838-105 (See Note 2)</td>
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<td>801-196 OR</td>
<td>Oral/Interpersonal Communication</td>
<td>Prereq: 838-105 (See Note 2)</td>
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<td>2</td>
<td>196-134 *</td>
<td>Legal Issues for Supervisors</td>
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<td></td>
<td>196-169 *</td>
<td>Diversity and Change Management</td>
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<td>196-193 *</td>
<td>Human Resource Management</td>
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<td>804-123 *</td>
<td>Math with Business Applications</td>
<td>Prereq: 834-109 (See Note 2)</td>
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<td>809-166 *</td>
<td>Ethics: Theory &amp; Applications, Intro to</td>
<td>Prereq: 838-105 (See Note 2)</td>
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<tr>
<td>3</td>
<td>101-112 *</td>
<td>Accounting for Business</td>
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<td>196-136 *</td>
<td>Safety in the Workplace</td>
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<td>196-189 *</td>
<td>Team Building and Problem Solving</td>
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<td>196-192 *</td>
<td>Managing for Quality</td>
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<td>809-144 *</td>
<td>Macroeconomics</td>
<td>Prereq: 838-105 (See Note 2)</td>
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<td>4</td>
<td>196-138 *</td>
<td>Management for Supervisors Capstone</td>
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<td></td>
<td>196-168 *</td>
<td>Organizational Development</td>
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<td></td>
<td>196-188 *</td>
<td>Project Management</td>
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<td>809-172 *</td>
<td>Diversity Studies, Introduction to</td>
<td>Prereq: 838-105 (See Note 2)</td>
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<td>809-198 *</td>
<td>Psychology, Introduction to</td>
<td>Prereq: 838-105 (See Note 2 &amp; 6)</td>
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<td>Take 3 credits from the list in Note 1.</td>
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**Electives**

Take 6 elective credits. Any associate degree level course may be taken as an elective.

**Suggested Electives:**

- 104-101 Marketing Principles (3 Cr)
- 196-164 Personal Skills for Supervisors (3 Cr)
- 102-138 Biz Internship (3 Cr)

*Courses may be taken out of suggested sequence as long as requisites have been met.*

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**Minimum Program Total Credits Required**

69
PROGRAM DESCRIPTION
Supervisory Management provides opportunities for those interested in acquiring or improving managerial/supervisory skills. The curriculum provides a blend of human relations and management development disciplines. This background enables the supervisor or manager to better understand how to attain organizational goals through the positive motivation of employees. Emphasis is placed on the “how-to-approach” which allows the instruction to be transferred from the classroom to the job.

PROGRAM LEARNING OUTCOMES
Graduates of the Supervisory Management Associate Degree Program should be able to:
1. Utilize quality strategies and tactics.
2. Apply effective leadership skills.
3. Apply Human Resource policies and procedures.
4. Perform supervisory management functions to achieve organizational objectives.

ADMISSION REQUIREMENTS
1. Students must submit an application & $30 fee.
2. Students must complete reading, writing, math, and computer skills placement assessments.
3. Students must submit official high school, GED, or HSED transcript.

GRADUATION REQUIREMENTS
1. Minimum 69 credits with an average of 2.0 or above.
2. *Average of 2.0 ("C") or above for these major courses.

NOTES
1. Choose 3 credits from the following courses: 103-102; 103-109; 103-112; 103-110 or 103-143.
2. A satisfactory placement test score (or successful remediation) is required prior to enrollment. See an advisor for details.
3. Enrollment for this program is intended for people currently employed in a position closely related to Supervisory Management or who wish to acquire skills to become a supervisor.
4. Any course may be taken prior to entry in the program, assuming prerequisites and corequisites have been satisfied (or waived with department approval).
5. It is recommended that students enroll in 196-129 Management Orientation as the first course in the program.
6. Transfer credits in Social Science may substitute for this course. See an advisor for details.

CORE ABILITIES
Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed by all Gateway programs. All Gateway graduates should be able to:
1. Act responsibly
2. Communicate clearly and effectively
3. Demonstrate essential comp. skills
4. Demonstrate essential math skills
5. Develop job seeking skills
6. Respect themselves and others as a member of a diverse community
7. Think critically and creatively
8. Work cooperatively
9. Value learning

OTHER INFORMATION
Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult Web Advisor for exact fee amounts. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.

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To schedule an appointment with an advisor, please call 1-800-247-7122.
For a complete list of course descriptions (and possible online courses) for this program, please consult Web Advisor on our web page at www.gtc.edu.

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