

Cert: Management

2021-2022

This certificate is for students who want to learn the essentials involved with managerial and supervisory positions. All of the courses can be taken online. Courses can be applied to the Business Administration A.S. Degree - Management Concentration or various A.A.S. degrees.

Program Courses

| Course No. | Course Title | Credits |
|------------|---------------------------------------|---------|
| BUS1100 | Introduction to Business | 3 |
| BUS1110 | Human Relations & Professional Skills | 3 |
| BUS1220 | Effective Supervision | 3 |
| BUS2200 | Principles of Management | 3 |

NHCC Residency and GPA

| Course No. | Course Title | Credits |
|--|--------------|---------|
| 4 Credits must be earned at NHCC: | | |
| 2.00 overall GPA for NHCC courses | | |

Total Credit Required 12

Degree Requirements

2.00 overall GPA for NHCC courses

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.

Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information

North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529.

Career Opportunities

Information on careers, including salary and employment outlook data, is available on the [Bureau of Labor Statistics](https://careers.bls.gov) websites: <https://careerwise.minnstate.edu/careers/> and www.bls.gov.

Accreditation

North Hennepin Community College is accredited by the: Higher Learning Commission 30 N. LaSalle Street, Suite 2400 Chicago, IL 60602-2504 1-800-621-7440

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)