



Management Certificate

The Management Certificate is for students who want to learn the essentials involved with managerial and supervisory positions.

Management Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
BUS 1100	Introduction to Business	View-BUS 1100	n/a	3
BUS 1110	Human Relations & Professional Skills	View-BUS 1110	n/a	3
BUS 1220	Effective Supervision	View-BUS 1220	n/a	3
BUS 2200	Principles of Management	View-BUS 2200	n/a	3

NHCC Residency and GPA

4 Credits must be earned at NHCC

Total Credits Required

12

Program Overview

2024-2025

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 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.
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Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- **[Management Certificate Program Roadmap Full Time](https://www.nhcc.edu/academics/degree-pathways/business-and-information-systems/management-certificate)**

- [Management Certificate Program Roadmap Part Time](#)
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Career Opportunities

Information on careers, including career descriptions, salary data, and employment outlook is available on the [Bureau of Labor Statistics website](#) and [O*Net Online website](#).

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](#)

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

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 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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