

Program Information

Font-line supervisors and managers are critical to organizational effectiveness and are essential personnel in business and industry. The Human Resources (HR) certificate prepares learners to develop foundational and operational knowledge of the HR function, including recruiting, interviewing, selecting, scheduling, performance appraisal process, benefits administration, compensation, equal employment opportunity (EEO), diversity, inclusive cultures, and strategic talent management. Learners complete essential coursework and a final applied project in partnership with an actual organizations' HR department.

Program Learning Outcomes

By completing this program, students will achieve the following learning outcomes.

1. Apply effective diversity strategies in a global workplace.
2. Demonstrate critical and analytical thinking skills.
3. Practice professional behavior and interpersonal communication skills.
4. Develop and implement change strategies.
5. Demonstrate visionary leadership.
6. Apply ethical marketing, management, and organizational theories.
7. Apply human resource management practices.
8. Plan, prepare, and deliver effective oral and written communications.
9. Demonstrate financial management skills.
10. Utilize current technology in the workplace.
11. Apply customer-focused strategies.
12. Apply continuous improvement strategies by exercising creativity and innovation.

Course Prerequisites

None.

Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certificate must meet the cumulative grade point average (GPA) of 2.0 or higher.

Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- [Minnesota Transfer](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx) (www.anokatech.edu/BecomeStudent/Transfers.aspx)

Industry Information

The human resources field covers all areas of the private and public sector. Business and industry consistently seek out qualified employees who can move into the supervisory ranks. Anoka Technical College's Supervisory Management program prepares individuals to perform successfully as supervisors.

Wage/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](https://mn.gov/deed/job-seekers/job-outlook/) (https://mn.gov/deed/job-seekers/job-outlook/).

Technical Education: 15 Credits

- SMGT 1612 Human Resources Management 3
- SMGT 1614 Performance Management 3
- SMGT 1616 Employment Law 2
- SMGT 1618 Employee Training & Coaching 3
- SMGT 1620 Work Teams & Facilitation Skills 2
- SMGT 1622 Field Study II 2

Also see: Supervisory Management AAS, Supervisory Leadership certificate, and Quality Supervision certificate

Start Dates

Fall Semester..... August
Spring Semester January

Faculty Contact

[Nick Hockert](mailto:Nick.Hockert@anokatech.edu)..... 763-576-4195

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or EnrollmentServices@anokatech.edu

Sample Program Sequence

	*Fall Semester	*Spring Semester
1st YEAR	SMGT 1612..... 3	SMGT 1616..... 2
	SMGT 1614 3	SMGT 1618 3
	TOTAL 6	SMGT 1620..... 2
		SMGT 1622..... 2
		TOTAL 9

**Courses are only offered certain semesters.*