

# BUSINESS & MANAGEMENT

## BUSINESS MANAGEMENT

**Delivery:** Evening and Online Classes

**Start:** Fall, Spring or Summer Session, Full- or Part-Time

### Outcomes

Business Management A.A.S. Degree. . . . . 60 cr.  
Human Resource Development Certificate. . . . . 17 cr.  
Multicultural Supervision Certificate. . . . . 17 cr.  
Quality Improvement Certificate. . . . . 17 cr.  
Supervisory Leadership Certificate. . . . . 17 cr.

### Major Description

This program provides working adults with the essential knowledge, skills and abilities to succeed in today's increasingly competitive business environment. Students acquired the competencies that can be universally applied to global and local organizations in the profit, non-profit and public sectors. Students can individualize their degree by selecting an emphasis area through the completion of two of the following certificates:

- Human Resources Development Certificate
- Multicultural Supervision Certificate
- Quality Improvement Certificate

### Work Environment

Graduates with this training perform successfully in leadership positions in entrepreneurial enterprises, government agencies, companies, corporations and organizations in the public, private and nonprofit sectors.

### Potential Job Titles

- Team Leader
- Supervisor
- Manager
- Human Resources Specialist/Manager
- Quality Specialist
- Event Manager

### Salary Data

- Average wage: \$26.87/hour
- Top earners: \$33.23/hour

### BUSINESS MANAGEMENT - A.A.S. DEGREE

BUSN1000	Foundations of Management	3
BUSN1010	Leadership	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3
<b>Total Credits</b>		<b>14</b>

### Technical Paths

#### Select two of the following three certificates:

Human Resources Development Certificate	14	
Multicultural Supervision Certificate	14	
Quality Improvement Certificate	14	
<b>Total Credits</b>		<b>28</b>

### Graduation Project or Internship

#### Choose one of the following:

BUSN2010	Graduation Project*	3
BUSN2970	Internship	3
<b>Total Credits</b>		<b>3</b>

### General Education

ENGL1150	Composition I	3
SPEE1020	Interpersonal Communication	3
	General Education (MnTC Goal 3 or 4)	3
	General Education Electives (Any MnTC area)	6
<b>Total Credits</b>		<b>15</b>

**TOTAL PROGRAM REQUIREMENTS 60**

\* Graduation Project must have advisor approval and registration in the last semester of attendance. See advisor for details.

## HUMAN RESOURCE DEVELOPMENT - CERTIFICATE

BUSN1100	Human Resource Management	3
BUSN1110	Business Law & Ethics	3
BUSN1120	Managing Performance	3
BUSN1130	Risk Management	2
BUSN1140	Training & Developing Employees	3
<b>Total Credits</b>		<b>14</b>

### General Education

SPEE1020	Interpersonal Communication	3
<b>Total Credits</b>		<b>3</b>

**TOTAL PROGRAM REQUIREMENTS 17**

## MULTICULTURAL SUPERVISION - CERTIFICATE

BUSN1300	Multicultural Mentoring I	2
BUSN1310	Multicultural Mentoring II	1
BUSN1320	Managing Diversity	3
BUSN1330	Leading a Multicultural Workforce	3
BUSN1340	International Business	3
BUSN1350	Multicultural Conflict Resolution	2
<b>Total Credits</b>		<b>14</b>

### General Education

General Education Electives (Any MnTC area)		3
<b>Total Credits</b>		<b>3</b>

**TOTAL PROGRAM REQUIREMENTS 17**

## QUALITY IMPROVEMENT - CERTIFICATE

BUSN1200	Quality Management	3
BUSN1210	Project Management	3
BUSN1220	Effective Business Communication	3
BUSN1240	Creativity and Problem Solving	2
BUSN1260	Managing Customer Service	1
BUSN1350	Multicultural Conflict Resolution	2
<b>Total Credits</b>		<b>14</b>

### General Education

ENGL1150	Composition I	3
<b>Total Credits</b>		<b>3</b>

**TOTAL PROGRAM REQUIREMENTS 17**

## SUPERVISORY LEADERSHIP - CERTIFICATE

BUSN1000	Foundations of Management	3
BUSN1010	Leadership	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3
<b>Total Credits</b>		<b>14</b>

### General Education

General Education Electives (Any MnTC area)		3
<b>Total Credits</b>		<b>3</b>

**TOTAL PROGRAM REQUIREMENTS 17**



**DAKOTA COUNTY**  
TECHNICAL COLLEGE

**Real Education. Real Results.**

2017-2018 CATALOG