

BUSINESS

BUSINESS MANAGEMENT

Delivery: Fully online or on campus during the evening

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

AWARDS

Business Management A.A.S. Degree	60 cr.
Multicultural Human Resources Management Diploma	33 cr.
Multicultural Leadership Diploma	33 cr.
Multicultural Quality Management Diploma	33 cr.
Human Resource Management 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 acquire 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 a technical path. Certificates may be combined to earn diplomas.

- Human Resource Management Certificate
- Multicultural Supervision Certificate
- Quality Improvement Certificate
- Multicultural Leadership Diploma
- Multicultural Human Resources Management Diploma
- Multicultural Quality Management Diploma

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 Resource Specialist/Manager
- Quality Specialist
- Event Manager

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$31.47/hour
- Top Earners: \$39.51/hour

ADDITIONAL INFORMATION

Scan the QR code for more program information and specific program costs; some courses may have additional lab or instructional fees.



BUSINESS MANAGEMENT

A.A.S. DEGREE

Required Curriculum **14 cr**

Supervisory Leadership Certificate - Required

BUSN1000	Foundations of Management	3
BUSN1010	Leadership.....	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3

Technical Paths **28 cr**

Select two of the following three certificates:

Human Resources Management Certificate.....	14
Multicultural Supervision Certificate	14
Quality Improvement Certificate.....	14

Graduation Project or Internship **1-6* cr**

Choose one of the following:

BUSN2010	Graduation Project**	1-6
BUSN2970	Internship**	1-3

General Education **15 cr**

COMS1020	Interpersonal Communication.....	3
ENGL1150	Composition I.....	3
	General Elective (MnTC Goal 3 or 4).....	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

* Total degree credits must equal 60 credits

** Graduation Project/Internship registration is in the last semester of attendance. Credits vary based on your certificate and diploma choices. You must have advisor approval to ensure you have enough credits to graduate.

MULTICULTURAL HUMAN RESOURCES MANAGEMENT

DIPLOMA

This diploma provides students, of all cultural backgrounds, opportunities to meaningfully engaging in a transformational process, acquiring cultural fluency and intentionally developing multicultural awareness, knowledge, skills and abilities. Graduates of this program learn about the appropriate interventions, tools and techniques to better navigate the ever-changing work environment of human resources management.

This diploma is a combination of Multicultural Supervision Certificate, Human Resource Management Certificate and BUSN1030.

Required Curriculum **30 cr**

BUSN1030	Financial Management	2
BUSN1121	Employee & Labor Relations	3
BUSN1101	Workforce Planning	4
BUSN1130	Risk Management	2
BUSN1141	Human Resource Development	3
BUSN1150	Compensation & Benefits.....	2
BUSN1320	Managing Diversity.....	3
BUSN1330	Leading a Multicultural Workforce.....	3
BUSN1300	Multicultural Mentoring I.....	2
BUSN1310	Multicultural Mentoring II	1
BUSN1350	Multicultural Conflict Resolution.....	2
BUSN1340	International Business	3

General Education **3 cr**

COMS1020	Interpersonal Communication.....	3
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TOTAL PROGRAM REQUIREMENTS 33

MULTICULTURAL LEADERSHIP DIPLOMA

This diploma provides students, of all cultural backgrounds, opportunities to meaningfully engaging in a transformational process, acquiring cultural fluency and intentionally developing multicultural awareness, knowledge, skills and abilities. Graduates of this program apply interventions, tools and techniques to enhance continuous improvement practices in highly diverse organizational environments across private, public and non-profit sectors.

This Diploma is a combination of Multicultural Supervision Certificate, Supervisory Leadership Certificate, and BUSN1160.

Required Curriculum 30 cr

BUSN1000	Foundations of Management	3
BUSN1010	Leadership.....	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3
BUSN1160	Human Resource Essentials.....	2
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

General Education 3 cr

COMS1020	Interpersonal Communication.....	3
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TOTAL PROGRAM REQUIREMENTS 33

MULTICULTURAL QUALITY MANAGEMENT DIPLOMA

This program provides students, of all cultural backgrounds, opportunities to meaningfully engaging in a transformational process, acquiring cultural fluency and intentionally developing multicultural awareness, knowledge, skills and abilities. Graduates of this program apply the appropriate interventions, tools and techniques to better navigate the ever-changing work environment in the operations, quality and project management fields.

This Diploma is a combination of Multicultural Supervision Certificate, Quality Improvement Certificate, BUSN 1030 and BUSN1160.

Required Curriculum 30 cr

BUSN1030	Financial Management	2
BUSN1160	Human Resource Essentials.....	2
BUSN1200	Quality Management	3
BUSN1210	Project Management	3
BUSN1220	Effective Business Communication.....	3
BUSN1240	Creativity and Problem Solving	2
BUSN1260	Managing Customer Service	1
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

General Education 3 cr

ENGL1150	Composition I.....	3
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TOTAL PROGRAM REQUIREMENTS 33

HUMAN RESOURCE MANAGEMENT CERTIFICATE

This certificate is designed for supervisors and managers, as well as students interested in a career in Human Resources. Legal and ethical aspects of leading a business to ensure the organization is maximizing their human resources. Areas focused on are integrating Diversity, Equity and Inclusion and examining traditional HR practices such as safety and wellness, recruitment & hiring the right employees, providing essential training, managing employee performance and recognition and reward programs from an operational and strategic perspective. The certificate also prepares you for various human resource certifications.

Required Curriculum 14 cr

BUSN1121	Employee & Labor Relations	3
BUSN1101	Workforce Planning	4
BUSN1130	Risk Management	2
BUSN1141	Human Resource Development	3
BUSN1150	Compensation & Benefits	2

General Education 3 cr

COMS1020	Interpersonal Communication	3
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TOTAL PROGRAM REQUIREMENTS 17

MULTICULTURAL SUPERVISION CERTIFICATE

Students in this certificate program develop multicultural supervision competencies focusing on acquiring new multicultural awareness, knowledge, skills and abilities. The program focuses on increasing the awareness to create a positive personal, team and organizational impact by applying diversity, equity and inclusion best practices. A major emphasis is on applying leadership development to enhance creativity and innovation in highly diverse organizations in either private, public or non-profit sectors.

Required Curriculum 14 cr

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

General Education 3 cr

General Elective (any MnTC area)	3
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TOTAL PROGRAM REQUIREMENTS 17

QUALITY IMPROVEMENT CERTIFICATE

This certificate program prepares students to understand quality management best practices to create the conditions for effective continuous improvement. Students acquire project management knowledge, skills abilities focusing on enhancing quality systemically from the suppliers through input, process, outputs delivered to the customer. Students obtained knowledge, skills and abilities to lead quality initiatives across sectors with emphasis on customer service and manufacturing fields.

Required Curriculum 14 cr

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

General Education 3 cr

ENGL1150	Composition I	3
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TOTAL PROGRAM REQUIREMENTS 17

SUPERVISORY LEADERSHIP CERTIFICATE

Required Curriculum 14 cr

BUSN1000	Foundations of Management	3
BUSN1010	Leadership	3
BUSN1020	Management Effectiveness	3
BUSN1030	Financial Management	2
BUSN1040	Organizational Behavior	3

General Education 3 cr

General Elective (any MnTC area)	3
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TOTAL PROGRAM REQUIREMENTS 17



DAKOTA COUNTY
TECHNICAL COLLEGE

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This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.