

**Program Information**

The Anoka Technical College Associate of Applied Science (AAS) degree in Supervisory Management is a 60-credit program that includes certificates in Supervisory Leadership, Human Resource Development and Quality Supervision. The certificates are the building blocks of the AAS degree. Each certificate can stand alone or the three certificates can be combined with 15 general education credits, for a total of 60 credits needed for the AAS degree. The certificate and degree requirements are listed.

**Program Learning Outcomes**

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

1. Apply effective diversity strategies in the workplace.
2. Demonstrate analytical skills in identifying and solving problems.
3. Develop and implement change strategies.
4. Understand contemporary behavior and apply human relations skills.
5. Demonstrate leadership skills and identify approaches to motivation and achieve a productive work environment.
6. Apply marketing, management, and organizational theories in a supervisory setting.
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.
11. Apply strategies for customer-focused decisions to individual supervisory responsibilities—service, quality, and productivity.
12. Demonstrate administrative management skills.
13. Exercise creativity and innovation.
14. Demonstrate interpersonal communication skills.
15. Understand the opportunities and challenges of globalization.

**Course Prerequisites**

Some courses may require appropriate test score or completion of basic math, basic English and/or reading courses with a “C” or better.

**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 supervisory 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: 45 Credits**

<b>Human Resources Development Certificate.....</b>	<b>15</b>
<input type="checkbox"/> SMGT 1612 Human Resources Management .....	3
<input type="checkbox"/> SMGT 1614 Performance Management .....	3
<input type="checkbox"/> SMGT 1616 Employment Law .....	2
<input type="checkbox"/> SMGT 1618 Employee Training & Coaching .....	3
<input type="checkbox"/> SMGT 1620 Work Teams & Facilitation Skills .....	2
<input type="checkbox"/> SMGT 1622 Field Study II .....	2
<b>Quality Supervision Certificate .....</b>	<b>16</b>
<input type="checkbox"/> SMGT 1624 Quality Tools & Creativity .....	3
<input type="checkbox"/> SMGT 1626 Management of Safety .....	2
<input type="checkbox"/> SMGT 1628 Documentation/Written Communication Skills ..	2
<input type="checkbox"/> SMGT 1630 Field Study III .....	2
<input type="checkbox"/> SMGT 2600 Accounting for Non-Financial Managers .....	2
<input type="checkbox"/> SMGT 2602 Project Management/Problem Solving .....	3
<input type="checkbox"/> SMGT 2604 Leadership Development .....	2
<b>Supervisory Leadership Certificate.....</b>	<b>14</b>
<input type="checkbox"/> SMGT 1600 Management Education Planning .....	2
<input type="checkbox"/> SMGT 1602 Supervision Fundamentals .....	3
<input type="checkbox"/> SMGT 1604 Interpersonal Skills/Customer Service .....	2
<input type="checkbox"/> SMGT 1606 Managing Change & Conflict .....	2
<input type="checkbox"/> SMGT 1608 Personal Leadership .....	3
<input type="checkbox"/> SMGT 1610 Field Study I .....	2

**General Education/MnTC Requirements: 15 Credits**

Fifteen (15) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to select classes from three or more MnTC goal areas.

- General Education/MnTC Courses..... 15
- Refer to Anoka Technical College website for a list of MnTC courses and goal areas.

*Also see: Human Resources Development certificate, Supervisory Leadership certificate, and Quality Supervision certificate*

(continued)

2018-2019

# Supervisory Management

Associate of Applied Science (AAS) Degree

### Start Dates

Fall Semester.....August  
Spring Semester.....January

### Faculty Contact

[Nick Hockert](#).....763-576-4195  
[Frank Plachecki](#).....763-576-4157

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](mailto:EnrollmentServices@anokatech.edu)

### Sample Program Sequence

\*Courses are only offered certain semesters.

*Fall Semester	*Spring Semester
SMGT 1600.....2	SMGT 1606.....2
SMGT 1602.....3	SMGT 1608.....3
SMGT 1604.....2	SMGT 1610.....2
SMGT 1612.....3	SMGT 1616.....2
SMGT 1614.....3	SMGT 1618.....3
SMGT 1622.....2	SMGT 1620.....2
SMGT 1624.....3	SMGT 1628.....2
SMGT 1626.....2	SMGT 1630.....2
SMGT 2600.....2	SMGT 2602.....3
	SMGT 2604.....2