



Supervisory Management Program Description(s)

Industry Description

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.

Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the [Minnesota Department of Employment and Economic Development](#)

Program Description

The Supervisory Management program includes an AAS degree in Supervisory Management as well as 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 when you combine the three certificates along with 19 general education credits, you will have the total of 64 credits needed for the AAS degree. The Certificate and Degree requirements are listed.

IMPORTANT ACCUPLACER Test Requirement: ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

Length of Program

Associate of Applied Science	64 credits
Certificate(s)	14-16 credits

Start Dates

Fall Semester	August
Spring Semester	January

Program Contact

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This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

For information on how to apply or to schedule a campus tour please contact the [Admissions Office](#) by Phone (763) 576-4700 or by E-mail info@anokatech.edu

**Supervisory Management
Associate of Applied Science 64 Credits**

General Education 19 Credits

Nineteen general education credits of Minnesota Transfer Curriculum are required. You must select classes from three or more goal areas. Refer to ATC website for a list of the Minnesota Transfer Curriculum and their goal areas: [MN Transfer Curriculum](#)

Technical Education 45 Credits

The technical education courses from the Supervisory Leadership certificate	14
AND	
The technical education courses from the Human Resource Development certificate	15
AND	
The technical education courses from the Quality Supervision certificate	16

**Supervisory Leadership
Certificate 14 Credits**

Technical Education 14 Credits

SMGT1600 Management Education Planning	2
SMGT1602 Supervision Fundamentals	3
SMGT1604 Interpersonal Skills/Customer Service	2
SMGT1606 Managing Change & Conflict	2
SMGT1608 Personal Leadership	3
SMGT1610 Field Study I	2

**Human Resource Development
Certificate 15 Credits**

Technical Education 15 Credits

SMGT1612 Human Resource Management	3
SMGT1614 Performance Management	3
SMGT1616 Employment Law	2
SMGT1618 Employee Training & Coaching	3
SMGT1620 Work Teams and Facilitation Skills	2
SMGT1622 Field Study II	2

**Quality Supervision
Certificate**

16 Credits

Technical Education

16 Credits

SMGT1624	Quality Tools & Creativity	3
SMGT1626	Management of Safety	2
SMGT1628	Documentation/Written Communication Skills	2
SMGT1630	Field Study III	2
SMGT2600	Accounting for Non-Financial Managers	2
SMGT2602	Project Mgt/Problem Solving	3
SMGT2604	Leadership Development	2