Supervisory Management
Associate of Applied Science (AAS) Degree

Program Information
Today’s organizations demand exceptional front-line supervisors and managers, people who can lead and inspire others in challenging economic times. The Anoka Technical College Associate of Applied Science (AAS) degree in Supervisory Management program prepares students to excel in leadership positions, achieving mastery of business operations, human resources management, and continuous quality improvement. Our evening program is perfect for the working adult in a new supervisory role, people transitioning into new careers, and anyone seeking to inspire others.

Program 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.

Industry and Career Outlook
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 information is available from the Minnesota Department of Employment and Economic Development.

Fall Semester: August
Spring Semester: January

Program Courses
Courses can be completed in any order. Some courses are only offered in fall (F) and some only in spring (SP).

Human Resources Certificate
- ENGL 2105 Business and Technical Writing (Goal 1) ......... 4
- SMGT 1612 Human Resources Management (F) .............. 3
- SMGT 1614 Performance Management (F) .................... 3
- SMGT 1616 Employment Law (SP) .............................. 2
- SMGT 1618 Employee Training & Coaching (SP) ......... 3
- SMGT 1620 Work Teams & Facilitation Skills (SP) ....... 2
- SMGT 1631 Human Resources Capstone ................. 2

Leadership Certificate
- SMGT 1500 Personal Planning and Leadership (F) ....... 4
- SMGT 1510 Interpersonal Skills in the Workplace (F) .... 3
- SMGT 1520 Supervision Fundamentals (F) ................. 3
- SMGT 1530 Managing Change (SP) ............................ 2
- SMGT 1540 Leadership Capstone .............................. 2
- SPCH 1200 Interpersonal Communication ............... 3

Quality Management Certificate
- SMGT 1624 Quality Tools & Creativity (F) ................. 3
- SMGT 1626 Management of Safety (F) ...................... 2
- SMGT 1628 Documentation/Written Communication Skills (SP) ................................. 2
- SMGT 2600 Accounting for Non-Financial Managers (F) .......... 2
- SMGT 2602 Project Management/Problem Solving (SP) .......... 3
- SMGT 2604 Leadership Development (SP) ................. 2
- SMGT 2640 Quality Management Capstone .......... 2

Program Start Dates
Fall Semester: August
Spring Semester: January

Course Prerequisites
Some courses in this program may require a prerequisite. Please see course descriptions for more details.

MnTC General Education Requirements
This program requires completion of fifteen credits of general education from at least three goal areas of the Minnesota Transfer Curriculum (MnTC). Refer to the MnTC course list for elective courses:
- ENGL 2105 Business and Technical Writing (Goal 1) ......... 4
- SPCH 1200 Interpersonal Communication (Goal 1&7) .......... 3
OR
- SMGT 1500 Intercultural Communication (Goal 1&7) ....... 3
- MnTC Electives .............................................. 8

Recommended SOSC and/or PSYC

Graduation Requirements
Students must earn a cumulative 2.0 GPA or higher to be eligible for graduation from this program.

Faculty Contact
Nick Hockett .............................................. 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

Also see: Human Resources certificate, Leadership certificate, and Quality Management certificate