

## Human Resource Management Certificate

### 18 Credits

Business Enrichment certificates may be completed by students working toward an AS or AAS in Business or as stand alone certificates. These certificate programs are designed for the student who wants new skills to obtain a better job, needs new skills for a job upgrade or promotion or wishes to gain management skills in their current career or to change careers. The Higher Learning Commission has extended Normandale's accreditation to include online delivery of the Human Resources Management Certificate.

#### Required Courses – 18 credits

|           |                                                         |      |
|-----------|---------------------------------------------------------|------|
| BUSN 1145 | Supervision                                             | 3 cr |
| BUSN 1201 | Information Technology Concepts and Business Software 1 | 3 cr |
| BUSN 2100 | Human Relations and Effective Teams                     | 3 cr |
| BUSN 2155 | Legal Environment of Business                           | 3 cr |
| BUSN 2200 | Human Resource Management                               | 3 cr |
| BUSN 2300 | Principles of Management                                | 3 cr |

#### Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

## Individualized Studies (AS)

### 60 Credits

The Individualized Studies degree is ideal for working adults and/or students who have well-defined career goals and who wish to build their own program of study. In earning an Associate of Science degree, students have the opportunity to develop competencies in both distinct and emerging fields unavailable through existing degree programs. Students create an academic plan by combining complementary coursework from existing disciplines along with core Minnesota Transfer Curriculum requirements.

The program requires submission of a written degree plan initiated by the student with assistance from the dean of an appropriate division, or an academic counselor/faculty

member. Students use a plan template to guide the degree planning process that they submit to the relevant academic dean's office. The approval of an industry representative must also be obtained when the degree plan applies to a specific career field. The plan must also demonstrate transferability to at least one four-year accredited institution, even when it may not be the intention of the student to transfer immediately upon degree completion.

#### Core Courses – 30 Credits

Select coursework from at least two discipline areas

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| Coursework from selected discipline area 1                              | 9  |
| Coursework from selected discipline area 2                              | 9  |
| Additional courses to reach a minimum of 30 Specialized Program credits | 12 |

Note: Coursework will be determined in consultation with Normandale faculty and/or administration

#### Additional Required Courses 30 Credits

|          |                 |      |
|----------|-----------------|------|
| ENG 1101 | College Writing | 4 cr |
|----------|-----------------|------|

Complete one of the following three courses:

|           |                                 |      |
|-----------|---------------------------------|------|
| COMM 1101 | Fundamentals of Public Speaking | 3 cr |
| COMM 1111 | Interpersonal Communication     | 3 cr |
| COMM 1121 | Small Group Communication       | 3 cr |

Complete one course from MnTC Goal 3 or 4 (3 Credits)

Complete one course from MnTC Goal 5 (3 Credits)

Complete one course from MnTC Goal 6 (3 Credits)

Complete 6 credits from two different of the following MnTC Goals 7, 8, 9 or 10

Complete additional MnTC courses to reach a minimum of 30 MnTC Credits

#### Other Degree Requirements

- If needed, complete additional courses to reach 60 college-level credits total.
- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.

- Earn a minimum of 15 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.