

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. This certificate provides individuals who seek immediate employment or career advancement foundational knowledge and skills in general management principles, core functions of management, leadership, legal limitations of their authority over personnel and budgets, and communication practices to effectively develop high performing teams.

Required Courses – 18 Credits

BUSN 1107	Leadership in the Workplace	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2155	Legal Environment of Business	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.