

**Program Information**

Students will learn how businesses will proactively adapt to global emergencies, community disasters, and the occurrence of an unexpected crisis. The students will gain an understanding of emergency management concepts, government agency awareness, associated legalities, and their impact on the diverse workplace while learning the functioning roles of human resources and management during a business crisis.

**Program Goals**

By completing this certificate, students will achieve the following learning goals:

1. Understand the role of effective managerial functions in emergency preparedness and crisis supervision;
2. Learn organizational, state, and national level governmental agency regulations and emergency preparedness practices;
3. Develop communication skills to coordinate and implement emergency management plans that respond to multiple types of business crises; and
4. Gain critical thinking and decision-making skills to effectively and legally educate and inform diverse constituents (employee groups, supervisors, team members) through communication channels targeted to their specific needs.

**Completion Requirements**

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All course requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online at [AnokaRamsey.edu/resources/forms/](http://AnokaRamsey.edu/resources/forms/) under Records and Registration. Alternative formats of the form are available at the Records and Registration Office per request.
- The requirements of this program are subject to change without notice.

**Program Requirements: 16 credits**

<input type="checkbox"/>	BUS 2010	Introduction to Human Resources.....	3
<input type="checkbox"/>	BUS 2215	Legal Environment of Business .....	3
<input type="checkbox"/>	BUS 2244	Principles of Management .....	4
<input type="checkbox"/>	CMST 2220	Interpersonal Communication.....	3
<input type="checkbox"/>	HPER 1109	Introduction to Public Health.....	3

Program note: Federal Emergency Management Agency (FEMA) and National Institutes of Health (NIH) Emergency Preparedness Courses are embedded into the program. These free, online, courses are offered by the U.S. government and cover a number of emergency management topics that would be highly advantageous for the student to take. Although not required, the courses are recommended for the students who wish to add them to their skill set and resume.

**Program Sequence:**

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	BUS 2215.....3	BUS 2010.....3
	CMST 2220.....3	BUS 2244.....4
	HPER 1109.....3	
	<b>TOTAL.....9</b>	<b>TOTAL.....7</b>

◆ *Course has prerequisite - see course schedule or catalog description.*

^ *Course requires Instructor permission.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.