

Program Information

This program is designed for possible employment at the associate-degree level. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

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

1. Prepare journal entries and financial statements;
2. Use critical thinking skills to analyze and solve business problems;
3. Appropriately use technology to solve business problems; and
4. Demonstrate effective business communication skills.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, reading, or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 27.
- A minimum grade of C must be earned in all program requirements.
- All accounting and computing courses should be completed within seven years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 29 credits

<input type="checkbox"/> BUS 1104	Written Business Communications.....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 2125	Financial Accounting	4
<input type="checkbox"/> BUS 2126♦	Managerial Accounting.....	4
<input type="checkbox"/> BUS 2142	Principles of Marketing.....	4
<input type="checkbox"/> BUS 2244	Principles of Management	4
<input type="checkbox"/> ECON 2206	Principles of Microeconomics.....	3
<input type="checkbox"/> MATH 1114♦	Introduction to Statistics.....	4

General Education/MnTC Requirements: 31 credits

Complete at least 31 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
 - ☐ ENGL 1120♦ **OR** ENGL 1121♦ 4
 - ☐ CMST 1110 **OR** CMST 2220..... 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
 - ☐ MATH 1200♦..... 3
- ☐ 5. History/Social/Behavioral Sciences
 - ☐ A. ECON 2205 3
 - ☐ B. Also select one course in HIST/POLS/ANTH/PSYC/SOC (PSYC 1110 is recommended)
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *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.