

**Program Information**

This program is designed for students interested in preparing for entry-level positions in office technology. The AAS degree combines general education and business concepts and procedures to fully prepare the graduate for employment. Students can complete the coursework on a full- or part-time basis; however, it is recommended that the degree be completed within four years. This degree offers an on-the-job internship to help bridge the gap from academics to the workplace. Students may petition to substitute an alternative business course for the internship and seminar if they have recent relevant work experience. 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. Apply critical thinking skills in the identification, analysis, resolution, and assessment of business problems;
2. Exhibit interpersonal skills and professional attitudes while working with company stakeholders;
3. Express ideas, information, proposals and reactions clearly and professionally, in written and spoken form;
4. Apply knowledge of financial concepts used in personal and business environments that translate into positive financial outcomes;
5. Use ethical principles in business decision making;
6. Identify the major factors of competitive success utilized by domestic and global business organizations;
7. Apply office and business procedures to effectively manage an office environment, employees, and systems; and
8. Demonstrate the ability to utilize current business software programs and information technologies in the creation and distribution of company communications and the creation, analysis, and retrieval of data.

**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.
- 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.

◆ *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.

**Program Requirements: 22 credits**

<input type="checkbox"/> BUS 1101	Introduction to Business .....	3
<input type="checkbox"/> BUS 1103	Human Relations in the Workplace .....	3
<input type="checkbox"/> BUS 1104	Written Business Communications .....	3
<input type="checkbox"/> BUS 1108	Business Math .....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications .....	3
<input type="checkbox"/> BUS 2125	Financial Accounting .....	4

**Select one of the following:**

<input type="checkbox"/> BUS 1221	Supervision .....	3
<input type="checkbox"/> BUS 2265	Administrative Office Management .....	3

**Emphasis Requirements: 23 credits**

<input type="checkbox"/> BUS 1118	Presentations Using Microsoft PowerPoint .....	2
<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access .....	3
<input type="checkbox"/> BUS 1143	Decision Making Using Excel .....	3
<input type="checkbox"/> BUS 1154	Advanced Keyboarding .....	3
<input type="checkbox"/> BUS 1155	Word Processing Using Microsoft Word .....	3
<input type="checkbox"/> BUS 1174	Office Systems .....	3
<input type="checkbox"/> BUS 1180	Developing Web Pages .....	3
<input type="checkbox"/> BUS 2228^	Office Technology Internship and Seminar .....	3

**General Education/MnTC Requirements: 15 credits**

Complete a minimum of 15 credits in at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC), including the courses listed below.

- ☐ 1. Communications
  - ☐ ENGL 1120◆ **OR** ENGL 1121◆ .....
  - ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 .....
- ☐ 2. History/Social/Behavioral Sciences..... 3
 

*Select one ECON class from the following:*

  - ☐ ECON 1100
  - ☐ ECON 2205
  - ☐ ECON 2206
- ☐ Select the remaining five credits from courses in at least one of the remaining MnTC goal areas..... 5