

**Program Information**

This program is designed for students interested in preparing for entry-level positions in management/marketing. 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. Function effectively in a diverse, global business community;
2. Use critical thinking skills to analyze and solve business problems;
3. Demonstrate effective interpersonal skills and professional attitudes; and
4. Demonstrate effective business communication skills.

**Developmental Courses**

Some students may need preparatory courses in the areas of English, mathematics, 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.

**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 1122	Business Ethics and Social Issues .....	3
<input type="checkbox"/> BUS 2142	Principles of Marketing .....	4
<input type="checkbox"/> BUS 2215	Legal Environment of Business .....	3
<input type="checkbox"/> BUS 2244	Principles of Management .....	4

**Select two of the following courses (6 credits):**

<input type="checkbox"/> BUS 1149	Professional Selling .....	3
<input type="checkbox"/> BUS 2141	Personal Finance .....	3
<input type="checkbox"/> BUS 2227 <sup>^</sup>	Management/Marketing Internship and Seminar ..	3
<input type="checkbox"/> BUS 2240	Introduction to International Business .....	3
<input type="checkbox"/> BUS 2242	Principles of Retailing .....	3
<input type="checkbox"/> Elective Courses	.....	3

*Select any BUS course(s) to fulfill the 23-credit requirement.*

NOTE: Additional course work/experience in electronic spreadsheet skills (such as BUS 1143) is strongly encouraged.

**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.....

**Select one ECON class from the following three:**

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

♦ Course has prerequisite - see course schedule or catalog description.

<sup>^</sup> Course requires Instructor permission.