

Program Information

The Associate of Applied Science (AAS) in Accounting Practitioner degree program is designed for students interested in preparing for entry-level positions in accounting. 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. 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. A student who completes this degree will have met the educational requirements for licensure as a Registered Accounting Practitioner (RAP) in the state of Minnesota and may sit for the RAP exam. An individual must pass the RAP exam and also satisfy a one-year experience requirement to be awarded the RAP license. See an advisor for further information or assistance in planning. For additional information about our business programs, visit our website at: AnokaRamsey.edu/.

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;
4. Demonstrate knowledge of business law and ethics to direct action in business scenarios;
5. Determine tax treatment of basic individual and business situations; and
6. 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.
- 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: 45 credits

- BUS 1101 Introduction to Business..... 3
- BUS 1104 Written Business Communications..... 3
- BUS 1105 Individual/Corporate Income Tax..... 3
- BUS 1112 Computer Concepts and Applications..... 3
- BUS 1122 Business Ethics and Social Issues..... 3
- BUS 1134♦ Computerized Accounting..... 2
- BUS 1135♦ Payroll Accounting..... 2
- BUS 1143 Decision Making Using Excel..... 3
- BUS 2125 Financial Accounting..... 4
- BUS 2126♦ Managerial Accounting..... 4
- BUS 2215 Legal Environment of Business..... 3

Choose one of the following:

- BUS 1108 Business Math..... 3
- MATH 1200♦ College Algebra..... 3

Electives: Select CNET 1100, CNET 1105, CNET 1212, or any other business course(s) to meet the 45 credit program requirement.

- Electives: 9

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). One course may satisfy more than one goal area, but the course credits may be counted only once.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program.

	Fall Semester	Spring Semester
1st YEAR	BUS 1101.....3	BUS 1104.....3
	BUS 1108 or MATH 1200.....3	BUS 1143.....3
	BUS 1112.....3	BUS 2125.....4
	GenEd/MnTC.....3	BUS 2215.....3
	GenEd/MnTC.....3	GenEd/MnTC.....3
	TOTAL..... 15	TOTAL..... 16
2nd YEAR	Fall Semester	Spring Semester
	BUS 1105.....3	BUS 1122.....3
	BUS 2126.....4	BUS 1134.....2
	BUS or CNET 1100, 1105, 1212 electives..... 1-8	BUS 1135.....2
	GenEd/MnTC.....3	BUS or CNET 1100, 1105, 1212 electives..... 1-7
	TOTAL..... 11-18	GenEd/MnTC.....3 TOTAL..... 11-17

♦ 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.