

Program Information

The Associate of Applied Science (AAS) in Business: Management/Marketing emphasis degree 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, 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: 22 credits

- BUS 1101 Introduction to Business..... 3
- BUS 1103 Human Relations in the Workplace 3
- BUS 1104 Written Business Communications..... 3
- BUS 1108 Business Math 3
- BUS 1112 Computer Concepts and Applications 3
- BUS 2125 Financial Accounting 4

Select one of the following:

- BUS 1221 Supervision 3
- BUS 2265 Administrative Office Management 3

◆ *Course has prerequisite - see course schedule or catalog description.*
 ^ *Course requires Instructor permission.*

Emphasis Requirements: 23 credits

- BUS 1122 Business Ethics and Social Issues 3
- BUS 2142 Principles of Marketing..... 4
- BUS 2215 Legal Environment of Business 3
- BUS 2244 Principles of Management 4

Select two of the following courses (6 credits):

- BUS 1149 Professional Selling 3
- BUS 2141 Personal Finance 3
- BUS 2227^ Management/Marketing Internship and Seminar .. 3
- BUS 2240 Introduction to International Business..... 3
- BUS 2242 Principles of Retailing..... 3
- 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. Communication
 - ENGL 1120◆ OR ENGL 1121◆ 4
 - CMST 1110 OR CMST 2215 OR CMST 2220 3
- 2. History/Social/Behavioral Sciences.....3

Select one ECON course from the following:

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

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
1 st YEAR	BUS 11013	BUS 11043
	BUS 11033	BUS 11083
	BUS 11123	BUS 1221 or BUS 2265.....3
	BUS 11223	BUS 22153
	ENGL 1120/11214	BUS Electives3
	TOTAL 16	TOTAL 15
	2 nd YEAR	Fall Semester
BUS 21254		BUS 2244.....4
BUS 21424		BUS Emphasis Area (2 of 6 courses).....6
CMST 1110, 2215, or 2220 ...3		GenEd/MnTC remaining goal areas5
ECON 1100, 2205 or 2206 ..3		
TOTAL 14	TOTAL 15	