

# Business: Workplace & Technology Emphasis

Associate of Applied Science (AAS) Degree

Program Requirements.....	22
Additional Requirements.....	23
General Education/MnTC.....	15
Total Credits.....	60

## Program Information

The Associate of Applied Science (AAS) in Business: Workplace and Technology Emphasis degree program is designed to prepare students to use business technologies in the workplace. 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.

## 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, professional attitudes, and ethical principles in business practices and communications;
3. Apply appropriate information technology in the business environment;
4. Identify the major factors of competitive success utilized by domestic and global business organizations;
5. Apply appropriate methods to effectively manage a business environment; and
6. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

## 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 complete your program, please submit the appropriate application found [here](#).
- 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
<input type="checkbox"/> BUS 2265	Administrative Office Management.....	3

## Additional Requirements: 23 credits

<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access.....	3
<input type="checkbox"/> BUS 1124	PowerPoint and Web Conferencing.....	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"/> Elective Courses	.....	2

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

## 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 <sup>st</sup> YEAR	BUS 1101.....	BUS 1104.....
	BUS 1103.....	BUS 1108.....
	BUS 1112.....	BUS 1143.....
	BUS 1124*.....	BUS 2265.....
	BUS 1174*.....	ENGL 1120/1121.....
	<b>TOTAL.....</b>	<b>TOTAL.....</b>
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	BUS 1119*.....	BUS 1154**.....
	BUS 2125.....	BUS 1155**.....
	CMST 1110/2215/2220.....	BUS 1180**.....
	GenEd/MnTC remaining goal areas.....	ECON 1100/2205/2206.....
	<b>TOTAL.....</b>	<b>TOTAL.....</b>
*Offered Fall Semester only		**Offered Spring Semester only



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