

Program Core Requirements	22
Program Requirements	23
General Education	15
Total Credits	60

Business

Associate in Applied Science Degree

2009-2010

Program Information: This program is designed for students interested in preparing for entry-level positions in management/marketing or 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. Each emphasis area (management/marketing and office technology) 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. Although the program is not intended for transfer to a four-year degree program, some institutions do accept some credits (for example, all of these courses transfer to the First College's individualized program at Metropolitan State University). See an advisor for further information or assistance in planning. For additional information about our business programs, visit our Web site at www.AnokaRamsey.edu.

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 the AAS degree.

Program Core Requirements	22 credits	2) Office Technology	23 credits
BUS 1101 Introduction to Business	3	BUS 1118♦ Computerized Presentation Graphics (♦BUS 1112)	2
BUS 1103 Human Relations in the Workplace	3	BUS 1119♦ Relational Databases (♦BUS 1112)	3
BUS 1104 Written Business Communication	3	BUS 1143♦ Electronic Spreadsheets (♦Windows-based software experience)	3
BUS 1108 Business Math	3	BUS 1154♦ Advanced Keyboarding (♦BUS 1153)	3
BUS 1112♦ Computer Concepts & Applications (♦BUS 1153)	3	BUS 1155♦ Microcomputer Word Processing (♦Windows-based software experience)	3
BUS 1125 Financial Accounting	4	BUS 1174♦ Office Systems (♦BUS 1153)	3
Select one of the following:		BUS 2228♦ Office Technology Internship and Seminar (♦Office Tech Internship Coordinator Approval)	3
BUS 1221 Supervision	3	Electives:	3
BUS 2265♦ Administrative Office Management (♦BUS 1174)	3	<i>Select any BUS course(s) to fulfill the 23-credit requirement.</i>	
Program Requirements		General Education/MnTC Requirements	15 credits
Choose one of the following two emphasis areas:		Complete a minimum of 15 credits in at least three of the ten goal areas of the Minnesota Transfer Curriculum, including the courses listed below.	
1) Management/Marketing	23 credits	Goal Area 1. Communications	
BUS 1122 Business Ethics & Social Issues	3	ENGL 1121♦ College Writing and Critical Reading (♦ C or better in ENGL 0950 or English placement test score)	4
BUS 2142 Principles of Marketing	4	Select one SPCH class from the following three:	3
BUS 2215 Legal Environment of Business	3	SPCH 1110 Introduction to Speech Communication or	
BUS 2244 Principles of Management	4	SPCH 2215 Public Speaking	
Select two of the following five courses:	6	SPCH 2220 Interpersonal Communications	
BUS 1149 Professional Selling		Goal Area 5. History/Social/Behavioral Sciences	3
BUS 2141 Personal Finance		Select one ECON class from the following three:	
BUS 2227♦ Management/Marketing Internship & Seminar (♦Approval of Business Mgmt & Mktg Internship Coordinator)		ECON 1100 Introduction to American Economics	
BUS 2240 Introduction to International Business		ECON 2205 Principles of Macroeconomics	
BUS 2242♦ Principles of Retailing (♦BUS 1101)		ECON 2206 Principles of Microeconomics	
Electives:	3	Select the remaining 5 credits from courses in	5
<i>Select any BUS course to fulfill the 23-credit requirement.</i>		at least one of the remaining 8 Goal Areas of the MnTC.	

Graduation Requirements: 1) A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC. 2) A minimum of 60 semester credits numbered 1000 or above with a minimum of 20 semester credits taken at ARCC (reduced to 12 if 8 credits are transferred from another MnSCU institution or the University of Minnesota).

Business Associate In Applied Science Degree Requirements 2009-2010

Choose Program Emphasis A. Marketing/Management
Areas A or B: B. Office Technology

Career	22
Program Emphasis Area	23
General Education	15
TOTAL CREDITS	60

	COURSE	CREDITS	REQ MET		COMMENTS:
			YES	NO	
CAREER REQUIREMENTS 22 CREDITS	BUS 1101				
	BUS 1103				
	BUS 1104				
	BUS 1108				
	BUS 1112 (BUS 1153 or equivalent)				
	BUS 1125				
	BUS 1221 or BUS 2265				
TOTAL:					
OPTION A: MARKETING/ MANAGEMENT EMPHASIS AREA 23 CREDITS	BUS 1122				
	BUS 2142				
	BUS 2215				
	BUS 2244				
	BUS 1149, 2227, 2240, 2141, or 2242				
TOTAL:					
OPTION B: OFFICE TECHNOLOGY PROGRAM EMPHASIS AREA 23 CREDITS	BUS 1118 (BUS 1112 or Windows-based software experience)				
	BUS 1119 (BUS 1112 or Windows-based software experience)				
	BUS 1143 (Windows-based software experience)				
	BUS 1154 (BUS 1153 or keyboarding experience)				
	BUS 1155 (Windows-based software experience)				
	BUS 1174 (BUS 1153 or keyboarding experience)				
	BUS 2228 (Office Tech Internship Coordinator Approval)				
BUS ELECTIVE					
TOTAL:					
GENERAL EDUCATION REQUIREMENTS 20 CREDITS	ENGL 1121 (See college catalog)				
	SPCH 1110, 2215 or 2220				
	ECON 1100 or 2205 or 2206				
	Additional course(s) from MnTC (5 credits)				
TOTAL:					
TOTAL:					
20 resident credits					
60 Degree Credits					
Overall GPA 2.0 or above					

Course prerequisites are shown in parentheses behind course numbers.