

# AS: Business Administration

2014 - 2015

The Associate in Science degree in Business Administration is designed for students who are interested in pursuing a baccalaureate or a professional degree in business, marketing, education, or training, as well as students preparing for career entry positions. This business track transfers into selected upper division programs at a variety of 4-year institutions. Careers exist in the administration, management, marketing, sales, merchandising, or accounting departments of a business or organization. The courses from this program are delivered in the classroom and/or online.

The Associate of Science in Business Administration is designed to articulate to:

- Concordia University B.A. in Organizational Management and Leadership
- Concordia University B.A. in Business Management
- Bethel University B.A. in Business Management
- Metropolitan State University B.S. in Business Administration
- Minnesota State University Moorhead B.S. in Project Management
- Kaplan University B.A. in Business
- University of Minnesota Crookston B.S. Business Management

## Program Courses

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
ACCT2111	Financial Accounting	4		
BUS1100	Introduction to Business	3		
BUS1110	Human Relations & Professional Skills	3		
BUS1220	Effective Supervision	3		
BUS1600	Principles of Marketing	3		
CIS1101	Business Computer Systems I	3		

## Program Concentration Courses

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
<b>Concentration Courses - Management (ACCT 2112, BUS 1200, BUS 1810) OR Marketing (BUS 1610, BUS 1620, BUS 1630):</b>				
ACCT2112	Managerial Accounting <i>and</i>	4		
BUS1200	Principles of Management <i>and</i>	3		
BUS1810	Entrepreneurship <i>or</i>	4		
BUS1610	Consumer Behavior <i>and</i>	4		
BUS1620	Advertising and Sales Promotion <i>and</i>	3		
BUS1630	Professional Sales and Management	4		

## General Education Courses

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
COMM1010	Fundamentals of Public Speaking	3		
ECON1060	Principles of Economics Macro	3		
ECON1070	Principles of Economics Micro	3		
ENGL1201	College Writing I (minimum grade 2.0)	4		
ENGL1202	College Writing II	2		
<b>PSYC1150 or SOC1110 - 1 Course:</b>				
PSYC1150	General Psychology <i>or</i>	3		
SOC1110	Introduction to Sociology	3		

## MnTC Electives

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
<b>Natural Sciences or Mathematics/Logical Reasoning (Goal Area 3 or 4) - 3 credits<sup>1</sup></b>				
<b>The Humanities and Fine Arts (Goal Area 6) - 3 credits<sup>2</sup></b>				
<b>MnTC Electives - 6 additional credits for a total of 12 MnTC credits<sup>3</sup></b>				

## NHCC Residency and GPA

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
<b>15 Credits must be earned at NHCC:</b>				
<b>2.00 overall GPA for NHCC courses</b>				

**Total Credit Required 60**

### Degree Requirements

2.00 overall GPA for NHCC courses

#### Program Outcomes

##### Management Concentration Option

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world and apply to daily business practice.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.
- Use quantitative analysis of financial information and accounting concepts to interpret information.

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Develop a managerial strategic plan that includes critical elements of planning, organizing, leading, and controlling.
- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Production of a business model and business plan.

##### Marketing Concentration Option

Knowledge of Human Cultures and the Physical and Natural World, focused by:

- Describe the major functional areas of American businesses and the global aspects and legal and ethical responsibility of businesses operating profitably in a changing world and apply to daily business practice.
- Describe supervisory issues in planning, human resources, team building, and motivation and apply basic supervisory concepts to develop proactive solutions.

Intellectual and Practical Skills, focused by:

- Apply effective listening, written, verbal, persuasive and nonverbal communication appropriate to professional situations locally and globally.
- Effectively use prevalent business software and technology to access information and solve basic business tasks.
- Use quantitative analysis of financial information and accounting concepts to interpret information.

- Analyze marketing communication situations and develop promotional strategic solutions

Personal and Social Responsibility and Engagement, focused by:

- Identify and appreciate differences in personality, differences in communication styles and diversity in general and demonstrate behavior that respects those differences.

Integrative and Applied Learning, including:

- Illustrate the marketing concept through the completion of a comprehensive marketing plan.
- Produce a comprehensive sales plan that reflects specific sales concepts and tactics.

#### Program Accreditation

Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, KS 66123

#### Notes

Recommendations:

- Math 1130 - Elementary Statistics (Goal Area 4)
- Math 1150 - College Algebra or Math 1140 - Finite Math (Goal Area 4)
- Lab Science (Goal Area 3)
- Metropolitan State will require Math 1150 for Natural Science/Mathematics elective.

### Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

### Degree Information

The Associate of Science (A.S.) degree is intended for students whose primary goal is to complete the credentials for a specific career and/or prepare for transfer to complete a bachelor's degree at a college or university with whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 20 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

### Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

### Equal Opportunity Employer and Disability Access Information

North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529.

### Accreditation

North Hennepin Community College is accredited by the:  
Higher Learning Commission of the North Central Association of Colleges and Schools  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
1-800-621-7440

### Career Opportunities

Information on careers, including salary and employment outlook data, is available on the [iseek](http://www.iseek.org) and Bureau of Labor Statistics websites: [www.iseek.org](http://www.iseek.org) and [www.bls.gov](http://www.bls.gov).

1. Natural Sciences or Mathematics/Logical Reasoning (Goal Area 3 or 4) - 3 credits: ANTH1020(3), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), GEOG1010(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1850(3), GEOL1851(1), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(3), MATH2400(3), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1050(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1501(5), PHYS1502(5), PHYS1511(1), PHYS1512(1), PHYS1601(5), PHYS1602(5)
2. The Humanities and Fine Arts (Goal Area 6) - 3 credits: AMST1010(3), AMST1020(3), AMST2210(3), AMST2220(3), ARBC1030(3), ART1040(3), ART1101(3), ART1102(3), ART1140(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1311(3), ART1312(3), ART1320(3), ART1330(3), ART1340(3), ART1341(3), ART1342(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1500(3), ART1510(3), ART1651(3), ART1652(3), ART1770(3), ART1810(1), ART1820(2), ART1851(3), ART1852(3), ART2180(3), ART2190(3), ART2300(2), ART2400(3), ART2611(3),

ART2612(3), ART2613(3), ART2640(3), ART2641(3), ART2642(3), ART2700(1), ART2740(1), ART2741(1), ART2742(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2850(1), ART2860(1), ART2900(1), ART2970(1), ENGL1150(3), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1910(3), ENGL1920(3), ENGL1930(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2450(3), ENGL2460(3), ENGL2550(3), ENGL2560(3), ENGL2580(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GERM1030(3), GERM2201(4), GERM2202(4), HIST1110(3), HIST1120(3), HUM1100(3), HUM1200(3), HUM1210(3), HUM1220(3), HUM1300(3), INTD1030(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1840(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1060(3), PHIL1220(3), SPAN1030(3), SPAN2201(5), SPAN2202(5), TFFT1200(3), TFFT1210(3), TFFT1250(3), TFFT1260(3), TFFT1270(3), TFFT1280(3), TFFT1310(3), TFFT1320(3), TFFT1350(3), TFFT1500(3), TFFT1510(3), TFFT1520(3), TFFT1531(3), TFFT1532(3), TFFT1540(3), TFFT1600(1), TFFT1610(1), TFFT1700(1), TFFT2010(3), TFFT2500(3), TFFT2950(1), WOST0101(4), WOST0999(3), WOST1110(3)

3. MnTC Electives - 6 additional credits for a total of 12 MnTC credits: AMST1010(3), AMST1020(3), AMST2210(3), AMST2220(3), ANTH1010(3), ANTH1020(3), ANTH1130(3), ANTH1140(3), ARBC1030(3), ARBC1101(4), ARBC1102(4), ARBC2201(4), ART1040(3), ART1101(3), ART1102(3), ART1140(3), ART1160(3), ART1170(3), ART1270(3), ART1301(3), ART1302(3), ART1310(3), ART1311(3), ART1312(3), ART1320(3), ART1330(3), ART1340(3), ART1341(3), ART1342(3), ART1361(3), ART1362(3), ART1401(3), ART1402(3), ART1500(3), ART1510(3), ART1651(3), ART1652(3), ART1770(3), ART1810(1), ART1820(2), ART1851(3), ART1852(3), ART2180(3), ART2190(3), ART2300(2), ART2400(3), ART2611(3), ART2612(3), ART2613(3), ART2640(3), ART2641(3), ART2642(3), ART2700(1), ART2740(1), ART2741(1), ART2742(1), ART2750(1), ART2780(1), ART2781(1), ART2782(1), ART2800(1), ART2820(1), ART2850(1), ART2860(1), ART2900(1), ART2970(1), ASL1101(4), ASL1102(4), ASL1300(3), ASL2201(4), ASL2202(4), BIOL1000(4), BIOL1001(4), BIOL1002(4), BIOL1030(4), BIOL1101(4), BIOL1102(4), BIOL1120(3), BIOL1130(4), BIOL1140(4), BIOL1160(4), BIOL1200(4), BIOL1350(3), BIOL1360(4), BIOL1600(1), BIOL1610(1), BIOL1650(1), BIOL2020(4), BIOL2030(4), BIOL2100(4), BIOL2111(4), BIOL2112(4), BUS1110(3), BUS1700(3), CHEM1000(4), CHEM1010(4), CHEM1030(4), CHEM1061(4), CHEM1062(4), COMM1010(3), COMM1110(3), COMM1210(3), COMM1310(3), COMM1410(3), COMM1510(3), COMM1610(3), COMM1710(3), COMM1810(3), COMM1910(3), ECON1050(3), ECON1060(3), ECON1070(3), ENGL1111(3), ENGL1112(3), ENGL1140(3), ENGL1150(3), ENGL1200(4), ENGL1201(4), ENGL1202(2), ENGL1250(2), ENGL1400(3), ENGL1450(3), ENGL1900(3), ENGL1910(3), ENGL1920(3), ENGL1930(3), ENGL1950(3), ENGL2010(3), ENGL2020(3), ENGL2030(3), ENGL2270(3), ENGL2300(3), ENGL2310(3), ENGL2320(3), ENGL2330(3), ENGL2340(3), ENGL2350(3), ENGL2360(3), ENGL2370(3), ENGL2380(3), ENGL2390(3), ENGL2450(3), ENGL2460(3), ENGL2550(3), ENGL2560(3), ENGL2590(3), ENGL2900(3), ENGL2950(3), GCST1030(3), GCST1040(3), GCST1210(3), GCST1211(3), GCST1212(3), GCST1213(3), GCST1220(2), GCST1320(3), GEOG1000(2), GEOG1010(3), GEOG1040(3), GEOG1050(3), GEOG1100(3), GEOG1120(2), GEOG1190(3), GEOL1010(2), GEOL1020(2), GEOL1030(2), GEOL1040(2), GEOL1110(4), GEOL1120(4), GEOL1130(4), GEOL1150(4), GEOL1160(4), GEOL1045(3), GEOL1851(1), GERM1030(3), GERM2201(4), GERM2202(4), HIST1010(3), HIST1020(3), HIST1030(3), HIST1110(3), HIST1120(3), HIST1130(3), HIST1140(3), HIST1200(3), HIST1210(3), HIST1220(3), HIST1240(3), HIST1270(3), HIST1390(3), HIST1700(3), HIST1800(3), HIST1900(1), HIST2500(3), HIST2600(3), HIST2700(3), HLTH1030(3), HLTH1050(3), HLTH1060(3), HLTH1070(3), HLTH1900(3), HUM1100(3), HUM1200(3), HUM1210(3), HUM1220(3), HUM1300(3), INTD1030(3), INTD1040(3), INTD1210(3), INTD1211(3), INTD1212(3), MATH1010(3), MATH1031(3), MATH1032(3), MATH1080(3), MATH1090(4), MATH1130(3), MATH1140(3), MATH1150(3), MATH1160(4), MATH1170(4), MATH1180(5), MATH1190(5), MATH1200(3), MATH1221(5), MATH1222(5), MATH2010(3), MATH2220(5), MATH2300(3), MATH2400(3), MUSC1130(1), MUSC1160(1), MUSC1170(1), MUSC1180(1), MUSC1200(3), MUSC1220(3), MUSC1241(3), MUSC1242(3), MUSC1300(3), MUSC1320(1), MUSC1350(3), MUSC1500(2), MUSC1501(2), MUSC1502(2), MUSC1510(1), MUSC1560(1), MUSC1600(2), MUSC1610(1), MUSC1800(2), MUSC1801(2), MUSC1802(2), MUSC1810(1), MUSC1830(1), MUSC1840(1), MUSC1850(1), MUSC1860(1), MUSC1870(1), MUSC2010(2), MUSC2170(3), MUSC2180(3), MUSC2241(3), MUSC2242(3), MUSC2970(1), NSCI1000(4), NSCI1010(1), NSCI1020(1), NSCI1030(1), NSCI1050(4), NSCI1060(3), NSCI1061(1), NSCI1070(3), NSCI1071(1), NSCI1110(4), NSCI1120(4), PHIL1010(3), PHIL1020(3), PHIL1030(3), PHIL1040(3), PHIL1050(3), PHIL1060(3), PHIL1070(3), PHIL1110(3), PHIL1200(3), PHIL1210(3), PHIL1220(3), PHYS1000(4), PHYS1030(4), PHYS1050(4), PHYS1060(3), PHYS1061(1), PHYS1070(3), PHYS1071(1), PHYS1120(4), PHYS1140(3), PHYS1201(5), PHYS1202(5), PHYS1400(3), PHYS1410(1), PHYS1450(3), PHYS1460(1), PHYS1501(5), PHYS1502(5), PHYS1511(1), PHYS1512(1), PHYS1601(5), PHYS1602(5), POLS1100(3), POLS1140(3), POLS1600(3), POLS1700(3), POLS2130(3), PSYC1110(3), PSYC1150(3), PSYC1160(4), PSYC1165(3), PSYC1170(3), PSYC1210(3), PSYC1220(3), PSYC1250(4), PSYC2110(3), PSYC2320(3), PSYC2330(3), PSYC2340(3), PSYC2350(3), SOC1110(3), SOC1130(3), SOC1140(3), SOC1210(3), SOC1710(3), SOC1750(3), SOC2110(3), SOC2200(3), SOC2210(3), SOC2310(3), SOC2410(3), SOC2730(3), SPAN1030(3), SPAN1101(5), SPAN1102(5), SPAN2201(5), SPAN2202(5), TFFT1200(3), TFFT1210(3), TFFT1250(3), TFFT1260(3), TFFT1270(3), TFFT1280(3), TFFT1310(3), TFFT1320(3), TFFT1350(3), TFFT1500(3), TFFT1510(3), TFFT1520(3), TFFT1531(3), TFFT1532(3), TFFT1540(3), TFFT1600(1), TFFT1610(1), TFFT1700(1), TFFT1710(3), TFFT2010(3), TFFT2500(3), TFFT2950(1), WOST0101(4), WOST0999(3), WOST1110(3)