

Business Software and Administrative Management (AAS)

60 Credits

The Business Software and Administrative Management degree is designed for students interested in employment after graduation or enhancing current skills. The program offers a combination of business software applications and management coursework to prepare students for a rapidly changing business environment. Graduates from this program can enter careers in administration, management, sales, marketing, or technology departments within a business or organization.

Core Courses – 33-34 Credits

BUSN 1105	Introduction to Business	3 cr
BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1210	Exceptional Customer Service	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1240	Word: Document Processing	3 cr
BUSN 1260	PowerPoint: Graphic Presentations	3 cr
BUSN 2000	Computer Applications Training Practicum	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr

Note: BUSN 1000 Keyboard and Essential Computer Skills is required if keyboarding speed is less than 35 wpm with accuracy; skill will be measured in BUSN 2000. Three certificates are still available which include room for a student to take BUSN 1000.

Complete one of the following two courses:

ACCT 1053	Accounting Fundamentals for Business	3 cr
ACCT 2251	Financial Accounting	4 cr

Complete BUSN electives totaling 9 credits

The department recommends students complete a specialization that when combined with the required core courses above, leads to the award of a marketable business certificate. Accomplishment of the core courses fulfills the requirements of the Business Software and Administrative Management Certificate and students may apply for this certificate upon completion of the core coursework. Students may choose an additional specialization certificate listed below or complete any additional Business Electives to meet the minimum elective requirement.

Human Resources Management

BUSN 1145	Supervision	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN 2200	Human Resource Management	3 cr

Management

BUSN 1107	Leadership in the Workplace	3 cr
BUSN 2100	Human Relations and Effective Teams	3 cr
BUSN #####	Business Elective (any BUSN course not taken)	

Marketing

Choose two of the following three courses:

BUSN 1102	Social Media Marketing	3 cr
BUSN 2252	Professional Selling	3 cr
BUSN 2420	Digital Marketing	3 cr

Small Business Management:

BUSN 1125	Entrepreneurship	3 cr
BUSN 2310	Small Business Management	3 cr
BUSN 2400	Principles of Marketing	3 cr

Additional Required Courses – 17-18 Credits

ENG 1101	College Writing	4 cr
ENG 2102	Business and Technical Writing	3 cr

Complete one of the following four courses:

COMM 1101	Fundamentals of Public Speaking	3 cr
COMM 1111	Interpersonal Communication	3 cr
COMM 1121	Small Group Communication	3 cr
COMM 1131	Intercultural Communication	3 cr

Complete one of the following two courses:

ECON 2201	Principles of Microeconomics	3 cr
ECON 2202	Principles of Macroeconomics	3 cr

Complete at least one additional course from MnTC

Goal areas 3, 4, 6, 7, 8, or 10

Complete additional courses to reach 60 credits total.

Other Degree Requirements

If needed, complete additional courses to reach 60-level credits total.

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn a minimum of 15 college-level credits at Normandale.

Coursework in this degree program satisfies a portion of the Minnesota Transfer Curriculum (MnTC). Please see MnTC Degree Audit Report.