

Business

AWARDS

BUSINESS TRANSFER PATHWAY DEGREE A.S.	60 cr
CONTEMPORARY BUSINESS PRACTICE A.A.S.	60 cr
INTERNATIONAL BUSINESS A.S.	60 cr
MARKETING & SALES CERTIFICATE.	16 cr
SMALL BUSINESS DEVELOPMENT CERTIFICATE.	17 cr
HUMAN RESOURCE MANAGEMENT CERTIFICATE.	18 cr
PROJECT MANAGEMENT CERTIFICATE	13 cr
SUPERVISION CERTIFICATE	12 cr
CUSTOMER SERVICE CERTIFICATE	12 cr
OFFICE TECHNOLOGY CERTIFICATE	15 cr

BUSINESS TRANSFER PATHWAY DEGREE A.S.

(60 CREDITS)

Business Curriculum	30 cr
Liberal Arts Curriculum	30 cr

CAMPUS CONTACT FOR THIS PROGRAM

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PURPOSE

The Business Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree whose course credits will directly transfer to designated Business bachelor's degree programs at Minnesota State universities. The entire curriculum has been carefully designed to guarantee junior-year status to students who have been admitted to one of the seven Minnesota State universities. There, students can complete their bachelor's degree by earning 60 additional credits.

TRANSFER PATHWAYS

With this transfer pathway, you will be able to transfer to the following designated baccalaureate degree majors:

At Bemidji State University

Business Administration – BS

At Metropolitan State University

Business Administration – BS
Management – BS
Entrepreneurship and Innovation – BS
Human Resource Management – BS
Finance – BS
Marketing – BS
Supply Chain and Operations – BS
International Business – BS

At Minnesota State University, Mankato

Management – BS
Business Management Emphasis
Human Resource Management Emphasis
Finance – BS
General Finance Emphasis, Investment Analysis Emphasis
Institutional Finance Emphasis
Financial Planning and Insurance Emphasis
Corporate Finance Emphasis
Marketing – BS
International Business – BS

At Minnesota State University, Moorhead

Business Administration – BS

At Southwest Minnesota State University

Management – BS
General Management Concentration
Human Resource Management Concentration
Supply Chain Management Concentration

At St. Cloud State University

Business Management – BS
Management – BS
Operations Management Concentration,
Human Resources Concentration

At Winona State University

Business Administration – BS

BUSINESS TRANSFER PATHWAY CURRICULUM 30 CREDITS

- BUS 1100 Introduction to Business Applications and Computing. . . .4
- BUS 1131 Legal Environment of Business.3
- BUS 2004 Principles of Marketing3
- BUS 2021 Principles of Management3
- ACCT 2101 Financial Accounting 4
- ACCT 2102 Managerial Accounting4
- Business Electives9

Electives may be chosen from any business course. Students may also choose to focus electives within the certificate areas of human resource management, marketing and sales, project management, small business development, supervision, office technology, or customer service in an effort to qualify for a certificate in conjunction with the degree. Alternatively, students can focus on International Business core courses to obtain their dual degrees.

LIBERAL ARTS 30 CREDITS

- ENG 1108 Writing and Research Skills4
- ENG 1130 Writing and Research for the Professions3
- ECON 1105 Principles of Macroeconomics3
- ECON 1106 Principles of Microeconomics3
- COMM 1110 Public Speaking3
- MATH 1103 Introduction to Statistics4
- MATH 1118 College Algebra or higher-level math4
- Humanities/Fine Arts/Literature (MnTC Goal 6)3
- Liberal Arts Electives (MnTC courses only)3



RECOMMENDED COURSE OF STUDY FOR BUSINESS TRANSFER PATHWAY A.S. DEGREE

Here is the recommended course of full-time study for the Business Transfer Pathway A.S.. If you are studying part time, please see, "Recommended Part-Time Course of Study," or follow the order of the courses listed here. Note: Not all courses will be available every semester. For a complete list of MnTC Goal Area course choices, please visit:

www.inverhills.edu/MnTC

BUSINESS AS-TRANSFER PATHWAY SEMESTER 1 15 CREDITS

- ENG 1108 Writing and Research Skills4
- BUS 1100 Introduction to Business Applications and Computing.4
- BUS 2004 Principles of Marketing3
- MATH 1118 College Algebra or higher level MATH4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 2 16 CREDITS

- BUS 2021 Principles of Management3
- BUS 1131 Legal Environment of Business3
- ECON 1105 Principles of Macroeconomics3
- ENG 1130 Writing and Research for the Professions3
- MATH 1103 Introduction to Statistics.4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 3 16 CREDITS

- ACCT 2101 Financial Accounting4
- COMM 1100 Public Speaking3
- ECON 1106 Principles of Microeconomics.3
- BUS Business Electives3
- Liberal Arts Electives (MnTC courses only)3

BUSINESS AS-TRANSFER PATHWAY SEMESTER 4 13 CREDITS

- ACCT 2102 Managerial Accounting4
- BUS Business Electives6
- Humanities/Fine Arts/Literature (MnTC Goal 6)3

TOTAL CREDITS60

**RECOMMENDED PART-TIME COURSE OF STUDY FOR
BUSINESS TRANSFER PATHWAY A.S. DEGREE**

Here is the recommended course of part-time study for the Business Transfer Pathway A.S. For a complete list of MnTC Goal Area course choices, please visit:

www.inverhills.edu/MnTC

BUSINESS AS-TRANSFER PATHWAY SEMESTER 1 8 CREDITS

ENG 1108	Writing and Research Skills	4
BUS 1100	Introduction to Business Applications and Computing	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 2 9 CREDITS

BUS 2004	Principles of Marketing	3
BUS 2021	Principles of Management	3
	Humanities/Fine Arts/Literature (MnTC Goal 6)	3

BUSINESS AS-TRANSFER PATHWAY SEMESTER 3 10 CREDITS

BUS 1131	Legal Environment of Business	3
ECON 1105	Principles of Macroeconomics	3
MATH 1118	College Algebra or higher level MATH	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 4 10 CREDITS

BUS	Business Electives	3
ACCT 2101	Financial Accounting	4
COMM 1100	Public Speaking	3

BUSINESS AS-TRANSFER PATHWAY SEMESTER 5 10 CREDITS

ENG 1130	Writing and Research for the Professions	3
ECON 1106	Principles of Microeconomics	3
MATH 1103	Introduction to Statistics	4

BUSINESS AS-TRANSFER PATHWAY SEMESTER 6 10 CREDITS

ACCT 2102	Managerial Accounting	4
BUS	Business Electives	6

BUSINESS AS-TRANSFER PATHWAY SEMESTER 7 3 CREDITS

	Liberal Arts Electives (MnTC courses only)	3
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TOTAL CREDITS 60

A.A.S., CONTEMPORARY BUSINESS PRACTICE

(60 CREDITS)

Business Curriculum	38 cr
Liberal Arts Curriculum	22 cr

PURPOSE

This program is designed to prepare students for increased responsibilities in management, supervision, marketing, sales or small business management. The A.A.S. degree provides additional business coursework for individuals who wish to seek new employment after graduation or who wish to enhance their advancement opportunities with their current employers.

PROGRAM INFORMATION

The A.A.S., Contemporary Business Practice degree is fully accredited by the Accreditation Council for Business Schools and Programs. As such, the business department has adopted a continuous improvement process centered on offering coursework that meets the demands of today's business environment. The program provides for electives in business that allow students to customize their program to meet individual learning objectives as well as fulfill various requirements for four-year bachelor's degree programs at selected colleges and universities. Because there are fewer liberal arts credits, the A.A.S. degree is not typically recommended for students who plan to earn a bachelor's degree. Students planning to earn a bachelor's degree typically consider the Business Transfer Pathway A.S. degree as well as meet with an Inver Hills counselor or advisor early in the program to determine the most appropriate course of action based on educational and career goals.

BUSINESS CURRICULUM

38 CREDITS

<input type="checkbox"/> BUS 1100 Introduction to Business Applications and Computing	4
<input type="checkbox"/> BUS 1101 Introduction to Business in Society	3
<input type="checkbox"/> BUS 1112 Business Math	3
<input type="checkbox"/> BUS 1131 Legal Environment of Business	3
<input type="checkbox"/> BUS 2004 Principles of Marketing	3
<input type="checkbox"/> BUS 2021 Principles of Management OR BUS 1119 Human Relations in Business	3
<input type="checkbox"/> ACCT 2101 Financial Accounting	4
<input type="checkbox"/> Business Electives	15

Electives may be chosen from any business course. Students may also choose to focus electives within the certificate areas of human resource management, marketing and sales, project management, small business development, supervision, office technology or customer service in an effort to qualify for a certificate in conjunction with the degree.

LIBERAL ARTS

22 CREDITS

<input type="checkbox"/> ENG 1108 Writing and Research Skills	4
<input type="checkbox"/> ENG 1130 Writing and Research for the Professions	3
<input type="checkbox"/> COMM 1110 Public Speaking	3
<input type="checkbox"/> ECON 1105 Principles of Macroeconomics OR ECON 1106 Principles of Microeconomics	3
<input type="checkbox"/> Math or Science with Lab (MnTC Goal 3 or 4) Recommend: MATH 1103 Introduction to Statistics or MATH 1118 College Algebra	3
<input type="checkbox"/> Humanities/Fine Arts/Literature (MnTC Goal 6)	3
<input type="checkbox"/> Liberal Arts Electives (Restricted to MnTC courses)	3



A.S., INTERNATIONAL BUSINESS

(60 CREDITS)

PURPOSE

This program was developed to provide students an understanding of the forces and the effects of their dynamics on business professionals and systems. It helps prepare students for transfer into four-year degree programs that focus on international business, global studies or international affairs.

PROGRAM INFORMATION

Courses in this program are designed to expose students to a wide variety of business practices, belief systems and perspectives, and give them skills for understanding and incorporating this information into their work in practical ways. Those who plan to transfer should consult with the intended transfer school and an Inver Hills counselor or advisor early in the program to determine the most appropriate course of action.

A.S., INTERNATIONAL BUSINESS CURRICULUM 30 CREDITS

- BUS 1101 Introduction to Business in Society3
- BUS 1109 Introduction to International Business3
- BUS 1111 Principles of International Marketing3
- BUS 1112 Business Math OR
MATH 1103 Introductory Statistics OR
MATH 1118 College Algebra I or higher-level math3
- BUS 1119 Human Relations in Business OR
BUS 2021 Principles of Management3
- BUS 1113 Introduction to International Law3
- BUS 1115 Principles of International Trade3
- ACCT 2101 Financial Accounting4
- BUS 1189 Business Internship2
- BUS Business Electives (any business course)3

LIBERAL ARTS 30 CREDITS

- ENG 1108 Writing and Research Skills4
- ENG 1130 Writing and Research for the Professions3
- ECON 1105 Principles of Macroeconomics OR
ECON 1106 Principles of Microeconomics3
- COMM 1110 Public Speaking3
- Math or Science with Lab (MnTC Goal 3 or 4)3
- Humanities/Fine Arts/Literature (MnTC Goal 6)3
- MnTC Goals 7-10, any course3
- Liberal Arts Electives (MnTC courses only)8

BUSINESS CERTIFICATES

(12-18 CREDITS)

PURPOSE

Students can earn a distinct career credential in these concentrated areas of study within business, each designed to complement work experience or a previous college degree. Credits from the certificate can be applied toward the A.A.S. Contemporary Business Practice degree or Business Transfer Pathway A.S. degree. Students who have any questions related to these certificates as areas of concentration may wish to discuss them with either a business instructor, an academic counselor or an advisor.

MARKETING AND SALES CERTIFICATE

(16 CREDITS)

PURPOSE

This program is designed to provide the foundational knowledge necessary to launch a career in sales and marketing. It is intended for those new to the job market or those wishing to make a career switch to sales and marketing.

MARKETING AND SALES CERTIFICATE CURRICULUM 16 CREDITS

- BUS 1100 Introduction to Business Applications and Computing4
- BUS 1105 Sales and Negotiating Skills3
- BUS 2004 Principles of Marketing3
- BUS 2021 Principles of Management3
- BUS 2320 Project Management and Planning Skills3

SMALL BUSINESS DEVELOPMENT CERTIFICATE

(17 CREDITS)

PURPOSE

This program is designed to provide foundational knowledge for those seeking to start a new business venture and/or better manage an existing small business.

SMALL BUSINESS DEVELOPMENT CERT. CURRICULUM 17 CREDITS

- BUS 1100 Introduction to Business Applications and Computing4
- BUS 1160 Entrepreneurship and Small Business Management3
- BUS 1131 Legal Environment of Business3
- BUS 2320 Project Management and Planning Skills3
- ACCT 2101 Financial Accounting4

HUMAN RESOURCE MANAGEMENT CERTIFICATE

(18 CREDITS)

PURPOSE

Human Resources Management: A program that generally prepares individuals with experience in the human resource field for taking Professional Human Resource/ Senior Professional Human Resource certification or individuals without experience for human resource entry level positions. Accelerated options are available for this program, providing the opportunity for participants to complete the certificate program, when taking two courses simultaneously, in less than two terms. Specific course calendar should be consulted. This certificate program's topics include business management and strategy, work force planning and employment, human resource development, compensation and benefits, employee and labor relations, and risk management.

HUMAN RESOURCES MANAGEMENT CURRICULUM 18 CREDITS

- BUS 1119 Human Relations in Business3
- BUS 1122 Human Resource Management3
- BUS 1141 Workforce Planning3
- BUS 1143 Total Reward and Compensation3
- BUS 1145 Risk Management3
- BUS 2130 Employment Law for Business.3

PROJECT MANAGEMENT CERTIFICATE

(13 CREDITS)

PURPOSE

A program that prepares individuals with critical tools, techniques and skills to work in a dynamic project management environment and learn to run projects within any industry.

PROJECT MANAGEMENT CERTIFICATE CURRICULUM 13 CREDITS

- BUS 1100 Introduction to Business Applications and Computing. . . .4
- BUS 1176 Project Management Software3
- BUS 2021 Principles of Management3
- BUS 2320 Project Management and Planning Skills3

SUPERVISION CERTIFICATE

(12 CREDITS)

PURPOSE

A program that prepares individuals with responsibility for the day-to-day performance of an individual, group, team, or shift. The program prepares individuals with the knowledge and skills to effectively supervise a group to reach its goals, and resolve problems as they arise.

SUPERVISION CERTIFICATE CURRICULUM 12 CREDITS

- BUS 1118 Business Ethics3
- BUS 1119 Human Relations in Business3
- BUS 1150 Supervisory Techniques for Business3
- BUS 2021 Principles of Management3

CUSTOMER SERVICE CERTIFICATE

(12 CREDITS)

PURPOSE

A program that prepares individuals for a career as a customer service representative. The program allows students to become proficient in key areas of customer service, including customer communications, conflict resolution, strategic customer retention, and customer service management.

CUSTOMER SERVICE CERTIFICATE CURRICULUM 12 CREDITS

- BUS 1101 Intro to Business in Society3
- BUS 1102 Principles of Customer Service.3
- BUS 1119 Human Relations in Business OR
BUS 2021 Principles of Management3
- BUS 1125 Management of Customer Service.3

OFFICE TECHNOLOGY CERTIFICATE

(15 CREDITS)

PURPOSE

Prepares learners with foundational Microsoft software application knowledge useful in a wide variety of office settings.

OFFICE TECHNOLOGY CERTIFICATE CURRICULUM 15 CREDITS

- BUS 1100 Introduction to Business Applications and Computing. . . .4
- BUS 1170 Microsoft Word3
- BUS 1172 Intermediate Excel1
- BUS 1175 Intermediate Access1
- BUS 1176 Project Management Software3
- BUS 2021 Principles of Management3