

# Business

## AWARDS

Business Transfer Pathway A.S. Degree	60 cr
Contemporary Business Practice A.A.S. Degree	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

## CAMPUS CONTACT FOR THIS PROGRAM

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## BUSINESS TRANSFER PATHWAY

### A.S., 60 CREDITS

Business Curriculum	30 cr
Liberal Arts Curriculum	30 cr

## PURPOSE

The Business Transfer Pathway A.S. degree 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.

\*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.



## TRANSFER PATHWAYS

With this transfer pathway, you will be able to transfer to the following majors at:

### **Bemidji State University**

Business Administration – BS

### **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

### **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

### **Minnesota State University, Moorhead**

Business Administration – BS

### **Southwest Minnesota State University**

Management – BS

General Management Concentration

Human Resource Management Concentration

Supply Chain Management Concentration

### **St. Cloud State University**

Management – BS

Operations Management Concentration

Human Resources Concentration

### **Winona State University**

Business Administration – BS

**Transfer Pathway Curriculum** **30 credits**

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- BUS 1100 Introduction to Business Applications and Computing . . . . 4
- BUS 1131 Legal Environment of Business . . . . . 3
- BUS 2004 Principles of Marketing . . . . . 3
- BUS 2021 Principles of Management . . . . . 3
- ACCT 2101 Financial Accounting . . . . . 4
- ACCT 2102 Managerial Accounting . . . . . 4
- Business Electives . . . . . 9

*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** **30 credits**

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- ENG 1108 Writing and Research Skills . . . . . 4
- ENG 1130 Writing and Research for the Professions . . . . . 3
- ECON 1105 Principles of Macroeconomics . . . . . 3
- ECON 1106 Principles of Microeconomics . . . . . 3
- COMM 1110 Public Speaking . . . . . 3
- MATH 1103 Introduction to Statistics . . . . . 4
- MATH 1118 College Algebra or higher-level math . . . . . 4
- MnTC Goal 6 elective . . . . . 3
- Liberal Arts elective (MnTC courses only) . . . . . 3

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**TOTAL CREDITS 60**

### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

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#### Semester 1 15 credits

ENG 1108 Writing and Research Skills . . . . .	4
BUS 1100 Introduction to Business Applications and Computing . . . . .	4
BUS 2004 Principles of Marketing . . . . .	3
MATH 1118 College Algebra or higher level math . . . . .	4

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#### Semester 2 16 credits

BUS 2021 Principles of Management . . . . .	3
BUS 1131 Legal Environment of Business . . . . .	3
ECON 1105 Principles of Macroeconomics . . . . .	3
ENG 1130 Writing and Research for the Professions . . . . .	3
MATH 1103 Introduction to Statistics . . . . .	4

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#### Semester 3 16 credits

ACCT 2101 Financial Accounting . . . . .	4
COMM 1110 Public Speaking . . . . .	3
ECON 1106 Principles of Microeconomics . . . . .	3
Business elective . . . . .	3
Liberal Arts elective (MnTC courses only) . . . . .	3

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#### Semester 4 13 credits

ACCT 2102 Managerial Accounting . . . . .	4
Business electives . . . . .	6
MnTC Goal 6 elective . . . . .	3

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**TOTAL CREDITS 60**

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

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#### Semester 1 8 credits

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

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#### Semester 2 9 credits

BUS 2004 Principles of Marketing . . . . .	3
BUS 2021 Principles of Management . . . . .	3
MnTC Goal 6 elective . . . . .	3

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#### 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

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#### Semester 4 10 credits

Business elective . . . . .	3
ACCT 2101 Financial Accounting . . . . .	4
COMM 1110 Public Speaking . . . . .	3

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#### 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

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#### Semester 6 10 credits

ACCT 2102 Managerial Accounting . . . . .	4
Business electives . . . . .	6

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#### Semester 7 3 credits

Liberal Arts elective (MnTC courses only) . . . . .	3
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**TOTAL CREDITS 60**

# CONTEMPORARY BUSINESS PRACTICE

A.A.S., 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 Contemporary Business Practice A.A.S. 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 <b>OR</b> 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 <b>OR</b> ECON 1106 Principles of Microeconomics . . . . .	3
<input type="checkbox"/> MnTC Goal 3 (with lab) <b>OR</b> MnTC Goal 4 elective . . . . . (Recommend: MATH 1103 or MATH 1118)	3
<input type="checkbox"/> MnTC Goal 6 elective . . . . .	3
<input type="checkbox"/> Liberal Arts elective (MnTC courses only) . . . . .	3

**TOTAL CREDITS 60**

## BUSINESS CERTIFICATES

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### 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

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### PURPOSE

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 Curriculum **16 credits**

- BUS 1100 Introduction to Business Applications and Computing . . . . 4
- BUS 1105 Sales and Negotiating Skills . . . . . 3
- BUS 2004 Principles of Marketing . . . . . 3
- BUS 2021 Principles of Management . . . . . 3
- BUS 2320 Project Management and Planning Skills . . . . . 3

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**TOTAL CREDITS 16**

## SMALL BUSINESS DEVELOPMENT CERTIFICATE, 17 CREDITS

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### PURPOSE

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 Curriculum **17 credits**

- BUS 1100 Introduction to Business Applications and Computing . . . . 4
- BUS 1160 Entrepreneurship and Small Business Management . . . . . 3
- BUS 1131 Legal Environment of Business . . . . . 3
- BUS 2320 Project Management and Planning Skills . . . . . 3
- ACCT 2101 Financial Accounting . . . . . 4

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**TOTAL CREDITS 17**

## HUMAN RESOURCE MANAGEMENT CERTIFICATE, 18 CREDITS

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### PURPOSE

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.

#### Human Resource Management Curriculum **18 credits**

- BUS 1119 Human Relations in Business . . . . . 3
- BUS 1122 Human Resource Management . . . . . 3
- BUS 1141 Workforce Planning . . . . . 3
- BUS 1143 Total Reward and Compensation . . . . . 3
- BUS 1145 Risk Management . . . . . 3
- BUS 2130 Employment Law for Business . . . . . 3

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**TOTAL CREDITS 18**

## PROJECT MANAGEMENT CERTIFICATE, 13 CREDITS

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### PURPOSE

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 Curriculum **13 credits**

- BUS 1100 Introduction to Business Applications and Computing . . . . 4
- BUS 1176 Project Management Software . . . . . 3
- BUS 2021 Principles of Management . . . . . 3
- BUS 2320 Project Management and Planning Skills . . . . . 3

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**TOTAL CREDITS 13**

**SUPERVISION**  
**CERTIFICATE, 12 CREDITS**

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**PURPOSE**

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 Curriculum** **12 credits**

- BUS 1118 Business Ethics . . . . . 3
- BUS 1119 Human Relations in Business . . . . . 3
- BUS 1150 Supervisory Techniques for Business . . . . . 3
- BUS 2021 Principles of Management . . . . . 3

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**TOTAL CREDITS 12**

**CUSTOMER SERVICE**  
**CERTIFICATE, 12 CREDITS**

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**PURPOSE**

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 Curriculum** **12 credits**

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

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**TOTAL CREDITS 12**

**OFFICE TECHNOLOGY**  
**CERTIFICATE, 15 CREDITS**

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**PURPOSE**

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

**Office Technology Curriculum** **15 credits**

- BUS 1100 Introduction to Business Applications and Computing . . . . 4
- BUS 1170 Microsoft Word . . . . . 3
- BUS 1172 Intermediate Excel . . . . . 1
- BUS 1175 Intermediate Access . . . . . 1
- BUS 1176 Project Management Software . . . . . 3
- BUS 2021 Principles of Management . . . . . 3

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**TOTAL CREDITS 15**



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