Business Computer Systems and Management AAS

The Business Computer Systems and Management AAS degree program is designed for students interested in immediate employment or enhancing current career skills.

Business Computer Systems and Management Curriculum

Curriculum

Program Courses - Business Foundation

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
BUS 2200	Principles of Management	View-BUS 2200	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3
CIS 1310	The Whole Internet	View-CIS 1310	n/a	3
CIS 1700	Project Management Software Tools	View-CIS 1700	n/a	3

Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Program Electives - 18 credits				
ACCT 2112	Managerial Accounting **or**	**View-ACCT 2112**	n/a	4
BUS 1100	Introduction to Business **or**	**View-BUS 1100**	n/a	3
BUS 2600	Principles of Marketing **or**	**View-BUS 2600**	n/a	3
CIS 1000	Computer and Keyboarding Essentials **or**	**View-CIS 1000**	n/a	3
CIS 1102	Business Computer Systems II **or**	**View-CIS 1102**	n/a	3
CIS 1200	Word Processing **or**	**View-CIS 1200**	n/a	3
CIS 1210	Desktop Publishing **or**	**View-CIS 1210**	n/a	3
CIS 1230	Business Presentations: PowerPoint **or**	**View-CIS 1230**	n/a	3
CIS 1240	Information Management: Access **or**	**View-CIS 1240**	n/a	3
CIS 1250	Photoshop Essentials for Business **or**	**View-CIS 1250**	n/a	3
CIS 1400 **or**				
CIS 2010	CIS Internship **or**	**View-CIS 2010**	n/a	3
CIS 2310	Introduction to E-Commerce	**View-CIS 2310**	n/a	3

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking **and**	**View-COMM 1010**	n/a	3
ECON 1070	Principles of Microeconomics **and**	**View-ECON 1070**	n/a	3
College Writing I				
ENGL 1200	Gateway College Writing **or**	**View-ENGL 1200**	n/a	4
ENGL 1201	College Writing I **and**	**View-ENGL 1201**	n/a	4
Choose 1 MATH Course				
MATH 1140	Finite Mathematics **or**	**View-MATH 1140**	n/a	3
MATH 1120	College Algebra **or**	**View-MATH 1120**	n/a	3
MATH 1150				

MnTC Electives

MnTC Electives - 7 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
Total Credits Required		60		

Program Overview

2024-2025

The Business Computer Systems and Management program is designed for students interested in immediate employment or enhancing current career skills. The program is designed for students interested in a business management background with an opportunity to concentrate on utilizing the computer in managerial decision making. Careers exist in administration, management, sales, marketing, or technology departments of a business or organization. This degree combines essential knowledge of business and advanced technology skills using the latest computer technology and software programs. The courses from this program are delivered in the classroom and/or online.

Program Outcomes

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

- Effective use of up to date technology and computer applications.
- Develop management and business principles, advanced technical and communication skills along with critical, independent and creative problem solving skills.

Intellectual and Practical Skills, focused by:

- Competent use of digital resources to access and evaluate information using current technology to perform basic business tasks.
- Demonstrate global thinking, working in teams, applying knowledge and focusing on hands on real world situations.
- Develop teamwork, and critical and creative thinking practices to become more effective, efficient and productive.

Personal and Social Responsibility and Engagement, focused by:

- Collaborate as a member of a team solving diverse and complex problems common in business today.
- Develop ethical practices in using technology.

Integrative and Applied Learning, including:

- Integrate computer technology as it relates to a career in a variety of business career pathways.

Upon completion of the program the student will be prepared for entry level work in the business, computer, or management field.

Courses in this degree may transfer to four year colleges. Consult with an advisor for further information.

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- **Business Computer Systems and Management AAS Program Roadmap Full Time**
- **Business Computer Systems and Management AAS Program Roadmap Part Time**

Career Opportunities

Information on careers, including career descriptions, salary data, and employment outlook is available on the **Bureau of Labor Statistics website** and **O*Net Online website.**

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 in Applied Science (A.A.S.) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The A.A.S. degree includes a minimum of 20 semester credits in general education selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). The MnTC courses within the A.A.S. programs transfer to any Minnesota State College or University. Many of the A.A.S. degree programs have articulation agreements with four year institutions for transfer of the program.

A student shall:

- Earn a minimum of 6071 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 15 semester credits at North Hennepin Community College.

- Earn 20 credits in at least 3 MnTC goal areas

Completion of an A.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 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (**hlcommission.org**), an institutional accreditation agency recognized by the U.S. Department of Education.

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