Northwest Technical College

BUSINESS AAS/BUSINESS AS TRANSFER PATHWAY

PROGRAM INFORMATION

EQUIP YOURSELF WITH A FOUNDATION OF KNOWLEDGE AND SKILLS. THEN GO FIND YOUR FUTURE IN BUSINESS.

The General Business program at Northwest Technical College is designed to provide students with the fundamental training necessary for a rewarding career in today's professional workplace. Students gain the knowledge and skills necessary to succeed as an employee, business owner or entrepreneur. Coursework provides a strong foundation in business skills, including effective communication practices, financial management and customer relations, as well as offering the opportunity to choose a subject for more in-depth study.

NTC offers a Business Foundations certificate and an Associate of Applied Science (AAS) degree in Business for students who plan to seek immediate employment.

OUR GRADUATES

NTC PLACES 100% OF ITS GRADUATES IN CAREERS SUCH AS:

- Human Resources Professional
- General Manager
- Assistant Manager
- Office Support
- Business Operations Specialist

data from: NTC Career Services, MN DEED

THINGS TO KNOW

CREDENTIALS AVAILABLE: CERTIFICATE, ASSOCIATE'S DEGREE, TRANSFER PATHWAY

FAST: Complete a certificate in **1** semester

AFFORDABLE: Total tuition and fees of approximately **$3,100** (certificate), **$11,600** (degree)ˆ

FLEXIBLE: Fully online, on campus, or hybrid

PROGRAM START: Fall, spring, and summer terms

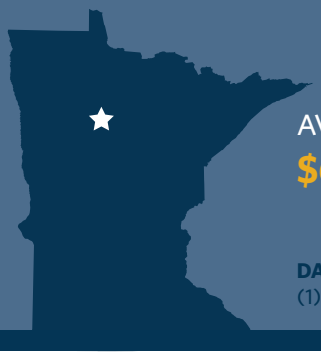
Things to know about General Business at Northwest Technical College:

- Students who choose the Associate of Science (AS) degree in Business can transfer to Bemidji State University or elsewhere to complete a four-year degree.
- Students completing the AAS choose two of five different areas in which to earn certificates as part of their coursework: Accounting, Administrative Business Specialist, Computer Support, Human Resources, Sales & Marketing, and Management & Entrepreneurship.

FUTURE OPPORTUNITIES

An associate's degree in General Business from Northwest Technical College offers graduates the foundational knowledge and skills to open up a range of career opportunities in the diverse world of business. Graduates could become entrepreneurs or business owners, or depending on their interests, could seek a position as a general or operations manager, operations manager or administrative manager.

ˆ estimated total tuition and fees of $3,104.00 (certificate) and $11,640 (degree) based on Spring 2021 rates. Learn more at https://www.ntcmn.edu/myntc/aid/tuition/



CAREER OUTLOOK

AVERAGE SALARY IN MN
$69,180 PER YEAR (1)

AN IN-DEMAND CAREER
★ ★ ★ ★ ★ RATED

JOB OPENINGS IN MN, NEXT DECADE
26,620+ (1)

DATA: NTC CAREER SERVICES; MINNESOTA DEED.
(1) FOR JOB CATEGORY BUSINESS OPERATIONS SPECIALIST.

MORE INFORMATION

Admissions Office
(218) 333-6600 or (800) 942-8324
ntc.admissions@ntcmn.edu
TTY: (800) 627-3529

Northwest Technical College
905 Grant Ave | Bemidji, MN 56601-4907

A member of the colleges and universities of Minnesota State,
Northwest Technical College is an affirmative action, equal opportunity educator and employer.

Northwest Technical College

BUSINESS AAS/BUSINESS AS TRANSFER PATHWAY

PROGRAM REQUIREMENTS

Required Courses –
BUSINESS AAS (Associate of Applied Science)

COURSE #	NAME	CREDITS
Business Foundations Certificate		
ACCT 1100	Financial Info for Life	3
MKTG 1108	Customer Relations Management	3
ADMS 1116	Business Communications	3
SUPL 1104	Intro to Business	3
CPTR 1104	Computerized Business Applications	3
Select 2 Certificate Options:		
• Accounting Certificate:		
ACCT 1120	Legal Environment	3
ACCT 1134	Computerized Accounting Applications	3
ACCT 2201	Accounting I: Financial Accounting	4
ACCT 2203	Accounting II: Managerial Accounting	4
CRLT 1102	Contemporary Career Search	1
• Administrative Business Specialist Certificate:		
ADMS 1100	Keyboarding I	3
ADMS 1112	Desktop Publishing/Presentation Graphics	3
ADMS 1126	Business Office Management	3
ADMS 2124	Advanced Micro Computer	3
ADMS 2226	Advanced Administrative Office Applications	3
• Computer Support Certificate:		
CPTR 1138	Information Systems	3
CPTR 1142	Network Essentials	3
CPTR 1148	Microcomputer Operating Systems	3
CTEC 1106	Helpdesk Operations	3
CTEC 1108	E-Merging Technologies	3
• Human Resources Certificates:		
ACCT 1104	Payroll	3
ACCT 1120	Legal Environment	3
MKTG 2220	Human Resource Management	3
MKTG 2200	Prin of Management	3
SUPL 1120	Supervisory Leadership	3
• Sales Marketing Certificates:		
MKTG 1106	Professional Sales	3
MKTG 1116	Advertising & Promotion	3
MKTG 1112	Retailing Management	3
MKTG 2100	Principles of Marketing	3
MKTG 2214	E-Marketing	3
• Management Entrepreneurship Certificate:		
MKTG 2200	Prin of Management	3
MKTG 2236	Small Business Management	3
MKTG 2220	Human Resource Management	3
MKTG 2232	Marketing Management	3
BUSN 1100	Entrepreneurial Finance	3

Required Courses –
GENERAL EDUCATION - BUSINESS AAS

COURSE #	NAME	CREDITS
General Education Courses:		
ENGL 1111	College Writing - Category 1, 2	3
PSYCH 1105	General Psychology – Category 5	3
SPCH 1114	Intro to Public Speaking – Category 1	3
PHIL 1201	Ethics - Category 6, 9	3
MATH 1100/1930	College Algebra OR Intro to Math Sciences - Category 4	3
	Total Credits	**15**

Required Courses – **BUSINESS AS (Associate in Science)**
MINNESOTA STATE TRANSFER PATHWAY

COURSE #	NAME	CREDITS
ACCT 1120	Legal Environment	3
ACCT 2201	Accounting I: Financial Accounting	4
ACCT 2203	Accounting II: Managerial Accounting	4
CPTR 1104	Computerized Business Applications	3
MKTG 2100	Principles of Marketing	3
MKTG 2200	Prin of Management	3
ENGL 1111	College Writing I	3
SPCH 1110	Intro to Public Speaking	3
MATH 1110	College Algebra	3
MATH 2200	Statistics	3
PHIL 1201	Ethics	3
ECON 2204	Markets & Resource Allocation	3
ECON 2404	Macroeconomics and the Business Cycle	3
	General Education Electives	9
	General Electives	10
	Total Credits	**60**

ADMISSION REQUIREMENTS

GENERAL BUSINESS APPLICANTS MUST:

- **Apply & be accepted** to Northwest Technical College:
  - » complete application & pay application fee
  - » provide all academic transcripts *(high school and/or previous college or university)*
- **Take or receive a waiver** for the Accuplacer test.
- If required, **complete** college readiness courses. Students may be required to enroll in college readiness courses in reading, writing, and/or mathematics. Enrollment in readiness courses is determined by Accuplacer test scores.