

# Business Data Technician

Associate in Applied Science (AAS) Degree

Technical Requirements ..... 45  
 General Education/MnTC ..... 15  
 Total Credits ..... 60

## Program Information

The Anoka Technical College Business Data Technician Associate in Applied Science (AAS) degree is a 60-credit program that focuses on developing leadership and data analysis capabilities in students at all levels in organizations.

The Business Data Technician will design, develop, implement, and maintain business solutions for information delivery. In addition to very strong technical skills, the student will have superb business process analysis and interpersonal skills, the ability to extract and analyze data, patterns, and ability to synthesize the data into information consumable by senior business decision makers.

## Prerequisites

Some courses may require an Accuplacer/ACT score or completion of basic math, basic English, and/or reading courses with a “C” or better.

## Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS) degree, diploma, or certification must meet the grade-point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

## Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- [Minnesota Transfer](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s\_agreements.php?numResults=25&archive=false&from\_inst=70&from\_prog=&to\_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (www.anokatech.edu/BecomeStudent/Transfers.aspx)

## Industry Information

Anoka Technical College Business Data Technician graduates are specialists in their field. Business Data Technicians use computers with specialized software to analyze data. The Business Data Technician extracts and analyzes data, patterns, synthesizes the data into comprehensible information and conducts tests to find out the data’s reliability and validity.

Business Data Technicians present the findings from their analyses and discuss the data’s limitations to prevent inaccurate conclusions from being drawn. They may present written reports, tables, charts, and graphs to other team members and to clients.

## Wages/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://mn.gov/deed/job-seekers/job-outlook/index.jsp) (http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

## Technical Education: 45 Credits

- ACCT 1015 Principles of Accounting I ..... 4
- ADSC 1010 Keyboarding I ..... 3
- ADSC 1045 Administrative Office Procedures..... 4
- BDAT 1000 Business Concepts ..... 2
- BDAT 1010 Integrated Business Software ..... 3
- BDAT 1020 Data Mining ..... 3
- BDAT 1030 Data Analysis ..... 4
- ITEC 1025 Project Management ..... 4
- ITEC 2120 DB Design & SQL ..... 4
- ITEC 2127 Information Systems Analysis ..... 4
- ITEC 2140 Business Intelligence ..... 4
- ITEC 2150 Advanced Business Intelligence ..... 2
- TLIT 1005 Technology Fundamentals ..... 3

## General Education/MnTC Requirements: 15 Credits

Fifteen (15) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:

- ENGL 2105 Business and Technical Writing ..... 4
- MATH 1550 Introduction to Statistics ..... 4

## Start Dates

Fall Semester ..... August, October  
 Spring Semester ..... January, March  
 (Also multiple start options each semester)

## Faculty Contact

[Vicki Baumgartner](#) ..... 763-576-4146  
[Julie Myers](#) ..... 763-576-4072

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or [EnrollmentServices@anokatech.edu](mailto:EnrollmentServices@anokatech.edu)

## Sample Program Sequence:

Full Time

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	ADSC 1010..... 3	ACCT 1015 ..... 4
	ADSC 1045..... 4	BDAT 1010 ..... 3
	BDAT 1000 ..... 2	ITEC 2120..... 4
	TLIT 1005 ..... 3	MATH 1550..... 4
	Gen Ed ..... 3	<b>TOTAL ..... 15</b>
	<b>TOTAL ..... 15</b>	
<b>2<sup>nd</sup> YEAR</b>	BDAT 1020 ..... 3	BDAT 1030 ..... 4
	ITEC 2127 ..... 4	ITEC 1025..... 4
	ITEC 2140..... 4	ITEC 2150..... 2
	ENGL 2105 ..... 4	Gen Ed ..... 4
	<b>TOTAL ..... 15</b>	<b>TOTAL ..... 14</b>

