

- Accounting Program**
 Small Business Accounting
Marketing/Management Programs
 Business Generalist
 Retail Management
Office Technology Programs
 Administrative Specialist
 Business Computer Applications

Business Certificates 2008-2009

Certificate Information: Choose a Business Occupational Certificate to focus on the development of job- or career-specific skills in a short-term, concentrated format. Occupational Certificates are earned after completion of 12-19 credits. Many courses may apply toward Associate in Science and Associate in Applied Science degrees in business. For additional information about our business programs, visit our Web site at www.AnokaRamsey.edu.

Application: To receive one of these certificates, submit a Certificate Application to the Records and Registration Office. Applications are available in Counseling and Advising Services, or the Records and Registration Offices on either campus, or at the business web site. A minimum of 12 semester credits must be completed at Anoka-Ramsey Community College (ARCC). Students may earn more than one certificate.

Program Goals: By completing a business certificate, students will achieve the following learning goals: 1) function effectively in a diverse, global business community; 2) use critical thinking skills to analyze and solve business problems; 3) demonstrate effective interpersonal skills and professional attitudes; and, 4) demonstrate effective business communication skills.

Developmental Courses: Some students may need preparatory courses in the area of English, mathematics, or typing/keyboarding. Courses numbered below 1000 will not apply toward the certificate.

ACCOUNTING			
Small Business Accounting		15 credits	
BUS 1103 Human Relations in the Workplace	3		
BUS 1125 Financial Accounting	4		
BUS 1130 Accounting Fundamentals	1	♦ <i>BUS 1125 Financial Accounting (4 credits) or BUS 1130 Accounting Fundamentals or the consent of the instructor is the prerequisite.</i>	
BUS 1134♦ Computerized Accounting	2		
BUS 1135♦ Payroll Accounting	2	♦♦ <i>BUS 1112 Computer Concepts and Applications (3 credits) or the consent of the instructor is a prerequisite.</i>	
BUS 1143♦♦ Electronic Spreadsheets	3		
MANAGEMENT AND MARKETING			
Business Generalist		16 credits	
BUS 1101 Introduction to Business	3		
BUS 1103 Human Relations in the Workplace	3		
BUS 1104 Written Business Communications	3		
BUS 1112♦ Computer Concepts and Applications	3		
BUS 1125 Financial Accounting	4		
♦ <i>BUS 1153 Beginning Keyboarding (2 credits) or keyboarding experience is a prerequisite.</i>			
		Retail Management	
		19-20 credits	
		BUS 1101 Introduction to Business	3
		BUS 1103 Human Relations in the Workplace	3
		BUS 1108 Business Math (3 credits) OR	3-4
		BUS 1125 Financial Accounting (4 credits)	
		BUS 1221 Supervision	3
		BUS 2142 Principles of Marketing	4
		BUS 2242♦ Principles of Retailing	3
		♦ <i>BUS 1101 Introduction to Business (3 credits) is a prerequisite.</i>	
OFFICE TECHNOLOGY			
Administrative Specialist		18 credits	
BUS 1103 Human Relations in the Workplace	3		
BUS 1104 Written Business Communications	3		
BUS 1112♦ Computer Concepts and Applications	3		
BUS 1154♦ Advanced Keyboarding	3		
BUS 1155♦♦ Microcomputer Word Processing	3		
BUS 1174♦ Office Systems	3		
♦ <i>BUS 1153 Beginning Keyboarding (2 credits) or keyboarding experience is a prerequisite.</i>			
♦♦ <i>BUS 1112 Computer Concepts and Applications (3 credits) or the consent of instructor is a prerequisite.</i>			
		Business Computer Applications	
		14-15 credits	
		Complete five of the six following courses:	
		BUS 1112♦ Computer Concepts and Applications	3
		BUS 1118♦♦ Computerized Presentation Graphics	2
		BUS 1119♦♦ Introduction to Relational Databases	3
		BUS 1143♦♦ Electronic Spreadsheets	3
		BUS 1155♦♦ Microcomputer Word Processing	3
		BUS 1180♦♦ Developing Web Pages	3
		♦ <i>BUS 1153 Beginning Keyboarding (2 credits) or keyboarding experience is a prerequisite.</i>	
		♦♦ <i>BUS 1112 Computer Concepts and Applications (3 credits), previous experience with Windows-based programs, or the consent of instructor is a prerequisite.</i>	
		♦♦♦ <i>BUS 1112 Computer Concepts and Applications (3 credits) or the consent of instructor is a prerequisite.</i>	

Certificate Requirements: (1) A minimum of 12 semester credits must be completed at Anoka-Ramsey Community College. (2) A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC. (3) All course requirements must be complete before a certificate will be awarded. You are encouraged to contact a counselor or an advisor, Cambridge Campus 763.433.1840 or Coon Rapids Campus 763.433.1230, for course planning assistance and information about transfer credit evaluation.

NOTE: The requirements of these certificates are subject to change without notice. All accounting and computing courses should have been completed within the last seven years in order to transfer into this program.