

Business Communication

Certificate Program 2012-2013

Program Requirements..... 10
TOTAL CREDITS..... 10

PROGRAM INFORMATION:

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Communication Certificate strengthens written, verbal, and interpersonal communication skills used in the business environment. It is intended for students seeking to improve communication abilities before entering the workforce, returning to the workplace, or those interested in pursuing career growth opportunities. This certificate is earned after completing 10 credits. Courses may apply toward the Associate in Science in Business degree and Associate in Applied Science Business: Office Technology degree. For additional information about our business programs, visit our Web site at <http://www.anokaramsey.edu/>.

PROGRAM GOALS:

By completing this program, students will achieve the following learning goals:

1. Exhibit interpersonal skills and professionalism when working with company stakeholders.
2. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

APPLICATION:

To receive this certificate, submit a Certificate Application to the Records and Registration Office. Applications are available in Academic Advising Services, or the Records and Registration Offices on either campus. Students may earn more than one business certificate.

COMPLETION REQUIREMENTS:

- A minimum cumulative GPA of 2.0 in courses numbered 1000 or above at ARCC is required to complete this certificate.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within 4 years. Students may petition to extend the window beyond the 4 years.
- All course requirements must be complete before a certificate will be awarded.

Program Requirements:

10 credits

- BUS 1102 Business Writing Essentials..... 1
- BUS 1103 Human Relations in the Workplace 3
- BUS 1104 Written Business Communication..... 3
- BUS 1121 Delivering Effective Business Presentations 3

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program; many courses are offered in the evening.

FIRST YEAR	Fall Semester	Spring Semester
	BUS 1102 1	BUS 1104 3
	BUS 1103 3	BUS 1121 3
	TOTAL 4	TOTAL 6

• *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: The requirements of this program are subject to change without notice. You are encouraged to contact an academic advisor, Cambridge Campus 763-433-1840 or Coon Rapids Campus 763-433-1240, for course planning assistance and information about transfer credit evaluation.

