

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Computer Applications Certificate focuses on the mastery of computer software programs with an emphasis on business applications. This certificate is earned after completing 11-12 credits. Students can add value to their skill set and résumé by completing this technology-focused certificate or updating skills by learning new versions of software. Many courses may apply toward the Associate of Science in Business degree and Associate of Applied Science Business: Office Technology degree.

Program Goals

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

1. Demonstrate the ability to utilize current business software programs and Internet technologies in the creation and distribution of business communications and in the creation, analysis, and retrieval of data; and
2. Use critical thinking skills to analyze and solve business problems.

Completion Requirements

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- All computer courses must be completed within the last four years. Students may petition to extend the window beyond the four years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 11-12 credits

Complete four of the six following courses:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> BUS 1112* | Computer Concepts and Applications | 3 |
| <input type="checkbox"/> BUS 1118** | Presentations Using Microsoft PowerPoint | 2 |
| <input type="checkbox"/> BUS 1119** | Database Management Using Microsoft Access..... | 3 |
| <input type="checkbox"/> BUS 1143** | Decision Making Using Excel | 3 |
| <input type="checkbox"/> BUS 1155** | Word Processing Using Microsoft Word | 3 |
| <input type="checkbox"/> BUS 1180* | Developing Web Pages..... | 3 |

*Suggested pre-course: BUS 1153 Beginning Keyboarding

**Suggested pre-course: BUS 1112 Computer Concepts and Applications

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.

	Fall Semester	Spring Semester
1 st YEAR	BUS 1112..... 3	BUS 1143..... 3
	BUS 1118*..... 2	BUS 1155***..... 3
	BUS 1119**..... 3	TOTAL
	BUS 1180..... 3	6
	TOTAL	
	11	

*Offered even years fall only

**Offered every year fall only

***Offered every year
spring only

◆ *Course has prerequisite - see course schedule or catalog description.*

^ *Course requires Instructor permission.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.