Business Generalist
Certificate

Program Requirements 16
Total Credits 16

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Generalist certificate program is earned after completion of 16 credits. Many courses may apply toward Associate of Science (AS) and Associate of Applied Science (AAS) degrees in Business.

Program Goals

By completing this 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.

Completion Requirements

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- All accounting and computer courses should be completed within the last seven 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: 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 2125 Financial Accounting 4

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at: http://www.minnstate.edu/admissions/ge/anokaramsey/GEDT_0152_5683_1/gedt.html.

♦ *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.

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