Small Business Accounting
Certificate

Program Requirements.................17
Total Credits 17

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward an Associate of Science (AS) degree and/or an Associate of Applied Science degree (AAS) in Accounting or Business. For additional information, visit our website at: http://www.anokaramsey.edu.

Program Goals

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

1. Prepare journal entries and financial statements;
2. Use critical thinking skills to analyze and solve business problems; and
3. Appropriately use technology to solve business problems.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- 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 in order to transfer into this program.
- 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: 17 credits

☐	BUS 1103	Human Relations in the Workplace	3
☐	BUS 1112	Computer Concepts and Applications	3
☐	BUS 1134♦	Computerized Accounting	2
☐	BUS 1135♦	Payroll Accounting	2
☐	BUS 1143	Decision Making Using Excel	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_5684_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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