

**Program Information**

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Retail Management certificate program is earned after completion of 22-23 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 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.
- 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: 22-23 credits**

<input type="checkbox"/> BUS 1101	Introduction to Business .....	3
<input type="checkbox"/> BUS 1103	Human Relations in the Workplace .....	3
<input type="checkbox"/> BUS 1108	Business Math .....	3
<b>OR</b>		
<input type="checkbox"/> BUS 2125	Financial Accounting .....	4
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications .....	3
<input type="checkbox"/> BUS 1221	Supervision .....	3
<input type="checkbox"/> BUS 2142	Principles of Marketing .....	4
<input type="checkbox"/> BUS 2242	Principles of Retailing .....	3

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\\_5686\\_1/gedt.html](http://www.minnstate.edu/admissions/ge/anokaramsey/GEDT_0152_5686_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.