

# Administrative Specialist Certificate

Program Requirements..... 18  
Total Credits ..... 18

## Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Administrative Specialist certificate program is earned after completing 18 credits. Many courses may apply toward Associate of Science (AS) and Associate of Applied Science (AAS) degrees. For additional information about our business programs, please schedule a meeting with an academic advisor.

## Program Goals

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

1. Apply office and business procedures to effectively manage an office environment, employees, and systems;
2. Use appropriate technology to accurately and efficiently prepare business documents; and
3. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

## 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.
- A minimum grade of C must be earned in all program requirements.
- 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: 18 credits

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace .....	3
<input type="checkbox"/> BUS 1104	Written Business Communications .....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications .....	3
<input type="checkbox"/> BUS 1154*	Advanced Keyboarding .....	3
<input type="checkbox"/> BUS 1155**	Word Processing Using Microsoft Word .....	3
<input type="checkbox"/> BUS 1174	Office Systems .....	3

\*Recommended 40 WPM keying skill or BUS 1153 Beginning Keyboarding

\*\*Recommended pre-course: BUS 1112 Computer Concepts and Applications

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\\_3622\\_1/gedt.html](http://www.minnstate.edu/admissions/ge/anokaramsey/GEDT_0152_3622_1/gedt.html).

## 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 <sup>st</sup> YEAR	BUS 1103 or 1174* ..... 3	BUS 1154** ..... 3
	BUS 1104 ..... 3	BUS 1155 ..... 3
	BUS 1112 ..... 3	<b>TOTAL ..... 6</b>
	<b>TOTAL ..... 9</b>	
2 <sup>nd</sup> YEAR	Fall Semester	
	BUS 1103 or 1174* ..... 3	* offered odd years fall only ** offered every year spring only
	<b>TOTAL ..... 3</b>	

◆ 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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