

Administrative Specialist

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 Administrative Specialist certificate program is earned after completing 16 credits. Courses may apply toward the Business Transfer Pathway Associate of Science (AS) degree, and the Business: Workplace and Technology Emphasis Associate of Applied Science (AAS) degree.

Program Goals

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

1. Exhibit interpersonal skills, professional attitudes, and ethical principles in business practices and communications;
2. Apply appropriate information technology in the business environment; and
3. Apply appropriate methods to effectively manage a business environment.

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 course requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online at AnokaRamsey.edu/resources/forms/ under Records and Registration. Alternative formats of the form are available at the Records and Registration Office per request.
- The requirements of this program are subject to change without notice.

Program Requirements: 16 credits

- BUS 1104 Written Business Communications..... 3
- BUS 1112 Computer Concepts and Applications 3
- BUS 1115 Internet Essentials..... 1
- BUS 1174 Office Systems 3
- BUS 2265 Administrative Office Management 3

Choose one of the following:

- BUS 1154* Advanced Keyboarding 3
- BUS 1155* Word Processing Using Microsoft Word 3

*Recommended 40 WPM keying skill or BUS 1153 Beginning Keyboarding

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program.

	Fall Semester	Spring Semester
1st YEAR	BUS 1104 3	BUS 1115..... 1
	BUS 1112..... 3	BUS 1154 or BUS 1155**.. 3
	BUS 1174* 3	BUS 2265** 3
	TOTAL 9 *Offered Fall Semester only	TOTAL 7 **Offered Spring Semester 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.



A member of Minnesota State

AnokaRamsey.edu