

**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 of 12 semester credits 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 accounting courses should be completed within the last seven years.
- All computer courses should be completed within the last 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/](http://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 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

**Program Sequence:**

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	BUS 1101 .....3	BUS 1104 .....3
	BUS 1103 .....3	BUS 2125 .....4
	BUS 1112 .....3	
	<b>TOTAL ..... 9</b>	<b>TOTAL ..... 7</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.