

### 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: [AnokaRamsey.edu/](http://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 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: 17 credits

- |                          |           |  |   |
|--------------------------|-----------|--|---|
| <input type="checkbox"/> | BUS 1112  | Computer Concepts and Applications ..... | 3 |
| <input type="checkbox"/> | BUS 1134♦ | Computerized Accounting.....             | 2 |
| <input type="checkbox"/> | BUS 1135♦ | Payroll Accounting .....                 | 2 |
| <input type="checkbox"/> | BUS 1143  | Decision Making Using Excel.....         | 3 |
| <input type="checkbox"/> | BUS 2125  | Financial Accounting .....               | 4 |
| <input type="checkbox"/> | BUS 2215  | Legal Environment of Business.....       | 3 |

### Program Sequence:

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

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1112.....	BUS 1134*.....
	BUS 2125.....	BUS 1135*.....
	BUS 2215.....	BUS 1143.....
	<b>TOTAL.....</b>	<b>TOTAL.....</b>
	<b>10</b>	<b>7</b>
		*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.