

## Program Information

Develop business skills by completing the technology-focused Business Computer Applications certificate. This certificate focuses on the use of office technology programs to present business communications and analysis. Students receive training in word processing, spreadsheets, databases, presentation graphics and additional technology applications used inside and outside of today's business offices. All Business Computer Applications certificate courses may be applied to the Business: Workplace and Technology Emphasis AAS degree. This certificate's courses may also apply to other Business certificates and degrees.

## Program Goals

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

1. Apply critical thinking skills in the identification, analysis, resolution, and assessment of business problems; and
2. Apply appropriate information technology in the business environment.

## Completion Requirements

- 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 program requirements must be completed at ARCC.
- 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.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 16 credits

Complete at least 16 credits from the following courses:

- BUS 1112 Computer Concepts and Applications ..... 3
- BUS 1115 Internet Essentials..... 1
- BUS 1119 Database Management Using Microsoft Access..... 3
- BUS 1124 PowerPoint and Web Conferencing ..... 3
- BUS 1143 Decision Making Using Excel ..... 3
- BUS 1155 Word Processing Using Microsoft Word ..... 3
- BUS 1180 Developing Web Pages..... 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.....3	<b>Students should take a minimum of 7 credits.</b> BUS 1115.....1 BUS 1143 .....3 BUS 1155** .....3 BUS 1180 .....3  <b>TOTAL ..... 7</b> **Offered Spring Semester only
	BUS 1119* .....3	
	BUS 1124* .....3	
	<b>TOTAL ..... 9</b>	
	*Offered Fall 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.