

### Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Computer Applications certificate program focuses on the mastery of computer software programs with an emphasis on business applications. This certificate is earned after completing 16 credits. Students can add value to their skill set and résumé by completing this technology-focused certificate or updating skills by learning new versions of software. 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. 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.
- 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

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

\*Suggested pre-course: BUS 1153 Beginning Keyboarding

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

BUS 1155 offered Spring Semester only

### 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
<b>1<sup>st</sup> YEAR</b>	BUS 1112.....3	BUS 1115.....1
	BUS 1119* .....3	BUS 1143 .....3
	BUS 1124* .....3	BUS 1180 .....3
	<b>TOTAL ..... 9</b>	<b>TOTAL ..... 7</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.