Administrative Specialist
Certificate

Program Requirements.....................16
Total Credits 16

Program Information

Earning the Administrative Specialist certificate prepares students for many types of business employment opportunities. Students gain knowledge and experiences in using current business office practices as they create and share business communications inside and outside of the traditional office setting. All Administrative Specialist 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. 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.
- 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

- ☐ 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.

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

ANOKA-RAMSEY
COMMUNITY COLLEGE
A member of Minnesota State