

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/.

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.
- To complete your program, please submit the appropriate application found [here](#).
- 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 st YEAR	BUS 1112.....3	BUS 1134*.....2
	BUS 2125.....4	BUS 1135*.....2
	BUS 2215.....3	BUS 1143.....3
	TOTAL	TOTAL
	10	7
		*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.



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