

### Program Information

Completing the Business Communication certificate program will help strengthen your written, verbal, and interpersonal communication skills that are used in the business environment. This certificate is intended for students seeking to improve communication abilities before entering or returning to the workforce, or those interested in pursuing career growth opportunities. All Business Communication 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 methods to effectively manage a business environment; and
3. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

### 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.
- Courses must be completed within 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: 10 credits

- BUS 1102 Business Writing Essentials ..... 1
- BUS 1103 Human Relations in the Workplace ..... 3
- BUS 1104 Written Business Communications ..... 3
- BUS 1124 PowerPoint and Web Conferencing ..... 3

### Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	BUS 1102 ..... 1	BUS 1103 ..... 3
	BUS 1124* ..... 3	BUS 1104 ..... 3
	<b>TOTAL ..... 4</b>	<b>TOTAL ..... 6</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.