2013-2014

# Business Computer Applications

Certificate Program

Program Requirements..... 11-12
**TOTAL CREDITS.....11-12**

## 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 focuses on the mastery of computer software programs with an emphasis on business applications. This certificate is earned after completing 11-12 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. Many courses may apply toward the Associate in Science in Business degree and Associate in Applied Science Business: Office Technology degree. For additional information about our business programs, visit our Web site at http://www.anokaramsey.edu/.

## Program Goals:

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

1. Demonstrate the ability to utilize current business software programs and Internet technologies in the creation and distribution of business communications and in the creation, analysis, and retrieval of data.
2. Use critical thinking skills to analyze and solve business problems.

## Application:

To receive this certificate, submit a Certificate Application to the Office of Records and Registration. Applications are available in Academic Advising Services, or the Office of Records and Registration on either campus. Students may earn more than one business certificate.

## Completion Requirements:

- All program requirements must be completed at Anoka-Ramsey Community College with a minimum grade of C.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- All course requirements must be complete before a certificate will be awarded.
- All computer courses should be completed within the last four years in order to transfer into this program. Students may petition to extend the window beyond the four years.

## Program Requirements: 11-12 credits

Complete four of the six following courses:

- ☐ BUS 1112¶ Computer Concepts & Applications.....3
- ☐ BUS 1118¶¶ Presentations Using Microsoft PowerPoint.....2
- ☐ BUS 1119¶¶ Database Management Using Microsoft Access .....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 & Applications

## Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program; many courses are offered in the evening.

| FIRST YEAR | Fall Semester | Spring Semester |
|---|---|---|
| | BUS 1112 .....3 | BUS 1143 .....3 |
| | BUS 1118~ .....2 | BUS 1155~~~ .....3 |
| | BUS 1119~~ .....3 | **TOTAL .....6** |
| | BUS 1180 .....3 | |
| | **TOTAL .....11** | |

~Offered even years fall only
~~Offered every year fall only
~~~Offered every year spring only

**NOTE:** The requirements of this program are subject to change without notice. Students may earn only one AA degree, regardless of emphasis. You are encouraged to contact an academic advisor, Cambridge Campus 763-433-1840 or Coon Rapids Campus 763-433-1240, for course planning assistance and information about transfer credit evaluation.

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