

Administrative Specialist

Certificate Program 2012-2013

Program Requirements..... 18
TOTAL CREDITS..... 18

PROGRAM INFORMATION:

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Administrative Specialist Certificate is earned after completing 18 credits. Many courses may apply toward Associate in Science and Associate in Applied Science degrees. 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. Apply office and business procedures to effectively manage an office environment, employees, and systems.
2. Use appropriate technology to accurately and efficiently prepare business documents.
3. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

APPLICATION:

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

COMPLETION REQUIREMENTS:

- A minimum of 12 semester credits must be completed at Anoka-Ramsey Community College.
- 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 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:

18 credits

- BUS 1103 Human Relations in the Workplace.....3
- BUS 1104 Written Business Communications3
- BUS 1112♦ Computer Concepts and Applications.....3
- BUS 1154♦ Advanced Keyboarding**3
- BUS 1155♦♦ Processing Using Microsoft Word3
- BUS 1174♦ Office Systems3

♦ BUS 1153 Beginning Keyboarding (2 credits) or keyboarding experience is a prerequisite.

♦♦ BUS 1112 Computer Concepts and Applications (3 credits) or the consent of instructor is a prerequisite.

**Recommended 40 WPM keying skill or BUS 1153, Beginning Keyboarding

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit our Web Site at <http://anokaramsey.edu/en/classes/Certificates/AdminSpecCert.aspx> and click on the "Gainful Employment Disclosure Report" link at the bottom of the page.

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 11123	BUS 11543
	BUS 1174 or BUS 1103.....3	BUS 11553
	BUS 11043	BMED 2500.....3
	TOTAL 9	TOTAL 9

NOTE: The requirements of this program are subject to change without notice. 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.

