Business Generalist

Certificate Program 2012-2013

Program Requirements.....16
TOTAL CREDITS.....16

Program Information:
Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Generalist Certificate is earned after completion of 16 credits. Many courses may apply toward Associate in Science and Associate in Applied Science degrees in business. 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. Function effectively in a diverse, global business community.
2. Use critical thinking skills to analyze and solve business problems.
3. Demonstrate effective interpersonal skills and professional attitudes.
4. Demonstrate effective business communication skills.

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.
- All course requirements must be complete before a certificate will be awarded.
- All accounting and computing courses should be completed within the last seven years in order to transfer into this program.

Program Requirements: 16 credits

- ☐ BUS 1101 Introduction to Business.....3
- ☐ BUS 1103 Human Relations in the Workplace 3
- ☐ BUS 1104 Written Business Communications.....3
- ☐ BUS 1112 Computer Concepts and Applications 3
- ☐ BUS 1125♦ Financial Accounting 4

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/classes/Certificates/BusGenCert.aspx and click on the "Gainful Employment Disclosure Report" link at the bottom of the page.

♦ ***Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.***

NOTE: The requirements of this program are subject to change without notice. All accounting and computing courses should have been completed within the last seven years in order to transfer into this program. 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.

Anoka-Ramsey Community College
Cambridge • Coon Rapids