

Small Business Accounting

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. Many courses may apply toward an Associate in Science degree and/or an Associate in Applied Science degree in accounting or business. For additional information, visit our Web site at <http://www.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.
3. Appropriately use technology to solve business problems.

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:

18 credits

<input type="checkbox"/>	BUS 1103	Human Relations in the Workplace.....	3
<input type="checkbox"/>	BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/>	BUS 1125*	Financial Accounting	4
<input type="checkbox"/>	BUS 1130	Accounting Fundamentals	1
<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

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/Small%20Business%20Accounting%20-%20Certificate.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. 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.

