2015-2016

Administrative Specialist

Certificate Program

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 of science and associate of 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 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:

- A minimum of 12 semester credits in courses numbered 1000 or above 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.
- You must apply in order to receive your certificate.
- 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.
- The requirements of this program are subject to change without notice.

Program Requirements: 18 credits

- ☐ BUS 1103 Human Relations in the Workplace.....3
- ☐ BUS 1104 Written Business Communications 3
- ☐ BUS 1112 Computer Concepts & Applications 3
- ☐ BUS 1154¶ Advanced Keyboarding.....3
- ☐ BUS 1155¶¶ Word Processing Using Microsoft Word.....3
- ☐ BUS 1174 Office Systems 3

¶Recommended 40 WPM keying skill or BUS 1153, Beginning Keyboarding
¶¶Recommended pre-course: BUS 1112, Computer Concepts & Applications

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_3622_1/gedt.html for the "Gainful Employment Disclosure Report" .

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.

	Fall Semester	Spring Semester
FIRST YEAR	BUS 1103 or 1174~ ..... 3 BUS 1104 ..... 3 BUS 1112 ..... 3 **TOTAL 9**	BUS 1154~~ ..... 3 BUS 1155 ..... 3 **TOTAL 6**
SECOND YEAR	Fall Semester	
	BUS 1103 or 1174~ ..... 3 **TOTAL 3**	~ offered odd years fall only ~~ offered every year spring only

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.