## Program Requirements Guide 2021-2022

### Business CERTIFICATE

#### Program Overview
The business certificate consists of five business core classes that are required for all business degree majors. After completion, students may decide at that time which business degree program they would like to complete. This certificate provides a basic understanding of business.

#### Career Opportunities
There are many opportunities in the business area based on the individual’s strengths and interests. Employment for entry level positions is expected to grow in the service and professional business industries. Students completing the Business Certificate can provide support for businesses.

#### Program Outcomes
1. Explain the major functional areas of the business organization including management, marketing, finance, information technology, human resources, and accounting.
3. Apply accounting or finance concepts and principles in making business decisions.
4. Create business documents using computer application programs.

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#### Program Start Dates
Fall, Spring, Summer

#### Course Sequence
The following sequence is recommended for a full-time student. Students can complete this certificate in one semester. All courses are offered fall, spring and summer semester.

**First Semester**
- ACCT 2410 Financial Accounting ............. 4
- BTEC 1421 Business Information Applications 1 .... 3
- BUSN 1410 Introduction to Business ............. 3
- BUSN 1449 Business Communications ............. 3
- BUSN 2465 Business Ethics ..................... 3

**Total Program Credits ............. 16**

#### Part-time/Full-time Options
Classes are offered day, evening, and online. Students may attend full-time or part-time.

#### Program Requirements
- ☑ Check off when completed

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<tbody>
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**Minimum Program Entry Requirements**

Students entering this program must meet the following minimum program entry requirements:

- **Reading:** Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
- **Writing:** Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
- **Arithmetic:** Score of 225+

**Assessment Results and Prerequisites:**

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Degree option may have a greater requirement than this certificate.

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Information is subject to change. This Program Requirements Guide is not a contract.