

## 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. Graduates will possess the basic knowledge and skills for entry level employment in related business support areas.
2. Graduates will be proficient in Microsoft Office applications.
3. Graduates will have understanding of core business practices.
4. Graduates will be knowledgeable in the use of business administration skills.

### Program Faculty

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### Part-time/Full-time Options

Classes are offered day, evening, weekend and online. Students may attend full-time or part-time.

### Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 2410 Financial Accounting . . . . .	4
<input type="checkbox"/> BTEC 1421 Business Information Applications 1 . . . . .	3
<input type="checkbox"/> BUSN 1410 Introduction to Business . . . . .	3
<input type="checkbox"/> BUSN 1449 Business Communications . . . . .	3
<input type="checkbox"/> BUSN 2465 Business Ethics . . . . .	3

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

### Program Start Dates

Fall, Spring

### 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.

### Fall 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**

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

### Minimum Program Entry Requirements

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

**Reading:** Score of 38+

**Arithmetic:** Score of 20+

### 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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