

# BUSINESS CERTIFICATES

## GIVE YOURSELF THE EDGE TO SUCCEED IN A DYNAMIC, GLOBAL ECONOMY

On top of your bachelor's degree, earning a specialized credential in your field can help keep your skills sharp, your knowledge current, and your resume competitive. Purdue University Global's business certificates prepare you with the technical skills to stay up to date with increasingly complex advances in the world of business. Gain relevant industry knowledge to make an immediate impact in your workplace today—and get ready to take advantage of exciting new opportunities tomorrow.

### Certificates:

- Graduate Certificate in Accounting
- Graduate Certificate in Human Resources
- Human Resources Postbaccalaureate Certificate
- Graduate Certificate in Project Management

# WHY STUDY BUSINESS AT PURDUE GLOBAL?

## ONLINE FLEXIBILITY FOR WORKING ADULTS

Earn your degree 100% online, on your schedule. You can also visit one of our regional locations to take advantage of local, onsite support and services.

## CAREER-FOCUSED CURRICULUM

Prepare to meet the demand for skilled professionals in growing fields such as accounting, human resources, and project management.

## PRACTICAL, HANDS-ON LEARNING

Gain real-world skills to build your resume, and immediately apply the concepts you learn in the classroom to tackle challenges in your workplace.

## FACULTY EXPERTISE

Learn from practicing professionals with extensive experience in business and education. All professors possess advanced academic degrees.

## ONE-ON-ONE SUPPORT

Work directly with faculty through online discussion boards and faculty office hours, and enjoy no-cost individual tutoring. In addition, academic and career advisors are dedicated to helping you balance school with your career and life responsibilities.

## NATIONALLY RANKED AND RESPECTED

Purdue Global is part of the respected Purdue University system. One of the most prestigious research universities in the world, Purdue University is ranked in the top 10 best public universities in the U.S. by *The Wall Street Journal/Times Higher Education*.<sup>1</sup>

# TAKE THE NEXT STEP IN YOUR EDUCATION AND CAREER

## GET A HEAD START ON YOUR MASTER'S DEGREE

Qualified credits earned in fulfillment of your online graduate certificate may be applied toward the requirements of certain Purdue Global degree programs.<sup>2</sup>

## PREPARE FOR CERTIFICATION

Keep building your credentials—our certificate programs are designed to prepare students for the following professional certification exams.<sup>3</sup>

Certificate Program	Industry Credentials
Graduate Certificate in Accounting	Uniform Certified Public Accountant (CPA)
Graduate Certificate in Human Resources	Senior Professional in Human Resources (SPHR)
Human Resources Postbaccalaureate Certificate	Professional in Human Resources (PHR)
Graduate Certificate in Project Management	Project Management Professional (PMP)

# CURRICULUM

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Courses are designed to help students excel in business and management. The curriculum is reviewed and revised continually by our dedicated curriculum department and advisory board to ensure they reflect the most recent developments in the field.

## **Graduate Certificate in Accounting**

Focus on accounting and financial reporting systems, business law, auditing techniques, and cost accounting.

## **Graduate Certificate in Human Resources**

Focus on employment and labor law, employee training and development, reward systems, employee recruitment and selection, and assessment models.

## **Human Resources Postbaccalaureate Certificate**

Focus on employee recruitment, employee training and development, compensation and reward systems, and employment law.

## **Graduate Certificate in Project Management**

Focus on project initiation, project planning and execution, project cost and scheduling, and project risk, quality, and assessment.

## **PROGRAM DETAIL**

### **Credit Hours:**

Graduate Certificates: 16 credits (4 courses)

Postbaccalaureate Certificate: 30 credits (5 courses)

### **Program Length:**

Graduate Certificates: 6 months of full-time study

Postbaccalaureate Certificate: 8 months of full-time study

### **Course Load:**

Graduate Certificates: 1 course per term

Postbaccalaureate Certificate: 2 courses per term

### **Terms:**

Graduate Certificate: 6 weeks long

Postbaccalaureate Certificates: 10 weeks long

**Start Dates:** Throughout the year

**Delivery:** 100% online

These certificate programs are not eligible for Title IV federal financial aid.



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## **ADDITIONAL PROGRAMS**

- Master of Business Administration
- Master of Science in Accounting
- Master of Science in Management and Leadership
- Master of Science in Information Technology

# CAREER AND NETWORKING OPPORTUNITIES

## INDUSTRY OUTLOOK

### Accounting<sup>4</sup>

- Employment of accountants and auditors is projected to grow faster than the average from 2016 to 2026, resulting in nearly 140,000 new jobs.
- Globalization, a growing economy, and a complex tax and regulatory environment are expected to continue to lead to strong demand for accountants and auditors.

### Human Resources<sup>5</sup>

- Employment of human resources specialists and human resources managers is projected to grow between 2016 and 2026.
- This growth will add 683,900 new HR positions in that time frame.

### Project Management<sup>6</sup>

- There is a growing demand for project managers, along with a widening gap in the supply of professionals to fill those roles.
- By 2027, employers will need 87.7 million individuals working in project management-oriented roles. That's 2.2 million new jobs per year.



## CAREER OUTCOMES<sup>7</sup>

Certificate	Potential Roles
Graduate Certificate in Accounting	Mid-level accounting positions
Graduate Certificate in Human Resources	Mid-level positions in human resources
Human Resources Postbaccalaureate Certificate	Entry-level positions in human resources
Graduate Certificate in Project Management	Mid-level positions in project management

## CAREER SERVICES

Our Career Specialists connect business students with job and networking opportunities and offer the following assistance:

- Career assessment/exploration
- Resume and cover letter review
- Interview preparation/mock interviews
- Portfolio development to showcase your skills
- Assistance in building an online presence
- Job search and networking support
- Virtual career fairs
- 24/7 online access to job openings and career development tools

### Accredited by The Higher Learning Commission

This accreditation covers all academic programs, all regional locations, and all programs provided via distance education. Contact the HLC at [HLCcommission.org](http://HLCcommission.org) or call 800-621-7440.

**Contact an Admissions Advisor at 844-PURDUE-G or visit [www.PurdueGlobal.edu](http://www.PurdueGlobal.edu).**

#### IMPORTANT INFORMATION: PLEASE READ

For comprehensive consumer and gainful employment information, visit [Info.PurdueGlobal.edu](http://Info.PurdueGlobal.edu).

<sup>1</sup> Source: [www.timeshighereducation.com/student/best-universities/best-public-universities-united-states](http://www.timeshighereducation.com/student/best-universities/best-public-universities-united-states). Rankings apply to Purdue University West Lafayette and not to Purdue Global.

<sup>2</sup> The University cannot guarantee that students will be granted admission to any future programs. Speak to an Advisor about admissions requirements and transfer credit opportunities and see the University Catalog for the Prior Learning Assessment policy.

<sup>3</sup> Students are responsible for understanding the requirements of optional certification exams. To sit for the CPA Exam, students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements. This program was not designed to meet any specific state's requirements for licensure or certification, and Purdue Global makes no representations or warranties as to whether the degree or any individual courses meet such requirements. Refer to the University Catalog for additional information. The University cannot guarantee students will be eligible to sit for or pass exams. In some cases, work experience, additional coursework beyond the Purdue Global program, fieldwork, and/or background checks may be necessary to be eligible to take or to successfully pass the exams.

<sup>4</sup> Source: U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, Accountants and Auditors. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

<sup>5</sup> Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Human Resource Specialists.

<sup>6</sup> Source: Project Management Institute, *Project Management, Job Growth and Talent Gap, 2017–2027*.

<sup>7</sup> Purdue Global cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.