



# Business Certificates

## Earning a Business Certificate Could Help Make You More Competitive.

Today's business environment is undergoing a rapid, revolutionary change. E-commerce now brings competition from around the globe. You could hone your skills and enhance your knowledge of global business in the setting in which it functions—online. Kaplan University offers several business certificate programs designed to help postbaccalaureate students develop the critical knowledge and skills to advance in their fields.<sup>1</sup>

### WHAT'S INSIDE:

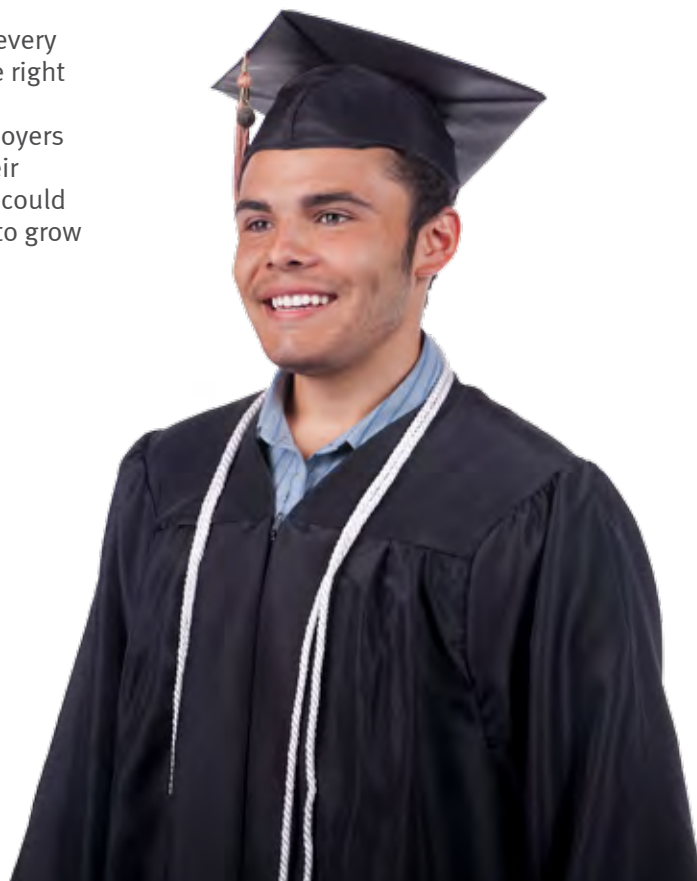
- [> Career Outcomes](#)
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To enroll, call your Admissions Advisor today.  
For more information, visit [www.kaplanuniversity.edu](http://www.kaplanuniversity.edu).



# Meet Today's Business Challenges— Pursue a Business Certificate.

Careers in business and management exist in just about every industry, offering many prospects for job seekers with the right knowledge, skills, and credentials. To keep up with the increasingly complex advances in business, today's employers may require a higher level of skills and expertise from their employees. A business certificate from Kaplan University could provide an edge for bachelor's-degree holders who wish to grow and take advantage of exciting new opportunities.<sup>1</sup>



## Diverse Certificates to Serve Diverse Business Fields

### Human Resources Postbaccalaureate Certificate

- › Designed to provide foundational knowledge of employee recruitment, employee training and development, compensation and reward systems, and employment law

### Graduate Certificate in Accounting

- › Designed to provide knowledge of accounting and financial reporting systems, business law, auditing techniques, and cost accounting
- › Students pursuing this certificate must hold a bachelor's degree in accounting

### Graduate Certificate in Human Resources

- › Designed to provide knowledge of employment and labor law; employee training and development programs; reward systems; and employee recruitment, selection, and assessment models

### Graduate Certificate in Project Management

- › Designed to provide knowledge of project initiation; project planning and execution; project cost and scheduling; and project risk, quality, and assessment

# Real-World Knowledge for Real-World Success

Kaplan University’s certificate programs are designed to help students excel in business and management, and prepare them to seek specific professional certifications. Each certificate is composed of four or five Kaplan University courses.<sup>2</sup>

Certificate	Potential Career Outcome <sup>1</sup>	Exams and Certifications <sup>3</sup>
Human Resources Postbaccalaureate Certificate	Entry-level positions in human resources	Helps students prepare for the Professional in Human Resources (PHR) certification exam
Graduate Certificate in Accounting	Midlevel positions in accounting	N/A
Graduate Certificate in Human Resources	Midlevel positions in human resources	Helps students prepare for the Senior Professional in Human Resources (SPHR) certification exam
Graduate Certificate in Project Management	Midlevel positions in project management	Helps students prepare for the Project Management Professional (PMP) certification exam

## Here Is What One Graduate Had to Say

Terri Perkins<sup>4</sup>

› Kaplan University MBA Graduate

“After having attended colleges in both the brick-and-mortar and online worlds, I found that not only did I get more from [online learning] and develop closer bonds with classmates than I did in the traditional schools . . . but we were able to, and usually compelled to, work with others. This provided a very realistic experience closely related to the real corporate world.”

Views and opinions stated herein are the individual’s and not necessarily those of Kaplan University. Individual student schedules and experiences may vary. Individual is not a graduate of any of the programs advertised. This testimonial was solicited by Kaplan University.

# Kaplan University— A Different School of Thought®

Kaplan University is an institution of higher learning dedicated to providing innovative undergraduate, graduate, and continuing professional education. Our programs are designed to foster student learning with opportunities to launch, enhance, or change careers in today's diverse global society.

## Military Student Benefits

We provide specialized support and benefits that include military-friendly leave of absence and drop policies, and a tuition reduction for spouses of members of the military.

## Other Programs

In addition to this program, Kaplan University also offers:

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

### Note From the Dean

“Technology and global business have combined to change the way business functions. Come join us and our innovative curriculum in making your career aspirations a reality, by pursuing your academic goals in the very setting in which global business now operates. Our certificates enable you to maintain currency or develop a new skill to prepare you to take on the next challenge and move forward in your career.”



**Dr. Thomas Boyd, Dean**  
School of Business and  
Information Technology



#### IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer information, visit [www.kaplanuniversity.edu/student-consumer-information.aspx](http://www.kaplanuniversity.edu/student-consumer-information.aspx).

- <sup>1</sup> Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, Kaplan University 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.
- <sup>2</sup> Certificates are not eligible for Title IV federal financial aid.
- <sup>3</sup> Although certain programs at Kaplan University are designed to prepare students to take various certification or licensing exams, the University cannot guarantee the student will be eligible to sit for or pass those exams. In some cases, work experience, additional coursework beyond the Kaplan University program, fieldwork, and/or background checks may be necessary to be eligible to take or to successfully pass the exams. Students should research the requirements in the state in which they intend to seek employment.

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