

# CERTIFICATE PROGRAMS IN BUSINESS

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The Lubin School of Business offers a number of certificate programs for students whose educational objectives can best be met by short-term concentrated study in business.

**Admission Requirements:** The certificate programs are open to non-degree adult students only. Admission to the certificate programs in business, with the exception of the certificate program in general business, requires junior standing (the completion of 64 college credits) or the equivalent. Completion of ENG 110-120 or the equivalent is a prerequisite for all certificate programs in business. Some certificate programs require students to also meet specific course prerequisite requirements. In special cases, prerequisites may be waived for students who have equivalent knowledge or preparation.

**Transfer Credits:** Students may transfer only one course (excluding ENG 110-120) completed with a grade of "C" or better to a certificate program. The acceptance of transfer credit for a specific certificate program is determined by the appropriate Lubin department

**Requirements:** Students are required to complete all course requirements for the certificate chosen and achieve a minimum cumulative GPA of 2.00 in order to receive a certificate. Application for the certificate should be made to the Office of the Registrar prior to completion of the program. In general, courses completed for a business certificate program may be applied to a BBA degree program in a related area.

**Academic Advisement:** Students who have questions about the certificate programs or need assistance in determining whether they qualify for admission should contact the Lubin Office of Undergraduate Academic Advisement located on the New York City and Pleasantville campuses.

Certificate Programs are offered in the following business areas:

- Basic Accounting Certificate (<http://catalog.pace.edu/undergraduate/schools/lubin-school-business/certificate-programs-business/basic-accounting-certificate/>)
- General Business Certificate (<http://catalog.pace.edu/undergraduate/schools/lubin-school-business/certificate-programs-business/general-business-certificate/>)
- Human Resources Management Certificate (<http://catalog.pace.edu/undergraduate/schools/lubin-school-business/certificate-programs-business/human-resources-management-certificate/>)