

COLLEGE OF CONTINUING EDUCATION

UNIVERSITY OF MINNESOTA

Certificate in Applied Business: *Managing the Professional Practice*

The *Managing the Professional Practice* focus within the Certificate in Applied Business is designed to serve an inter-professional cohort of students and practitioners in professions where...

- The private or franchise practice remains a common model
- Intense clinical or technical training leaves little room for developing business skills
- A formal business credential is considered an asset by employers and lenders

Who is the intended audience for this certificate?

Examples include students working towards or practitioners in a career in the dental, human and veterinary medicine, pharmacy, advance practice nursing, and alternative medicine, including chiropractic, acupuncture, and massage.

Why should I invest in this certificate?

- **You'll have an edge in job interviews and salary negotiations.** Employers struggle to find candidates with *formal* business education.
- **Once you have a job, you'll earn more money.** Numerous studies show a correlation between business education and higher earnings. You may be able to recoup the cost of the certificate in your first job offer.
- **You'll have a better chance at acquiring business loans.** At some point you'll need a loan. Lenders and investors look for credit-based business education as a hedge against investment risk.
- **You'll have a much greater chance at long-term success.** Business education will shorten the time it takes for you to become profitable.
- **You'll be exposed to successful business practices from across the health professions.** Not only will this expose your professional to a broader range of successful models, but you'll be better prepared to do business with individuals in related health professions.

Which courses are required for the *Managing the Professional Practice* focus?

Foundation Courses

ABus 4703 Marketing for the Professional Practice, 3 cr.

ABus 4705 Leadership and Management for the Professional Practice, 3 cr.

ABus 4707 Financial Management for the Professional Practice, 3 cr.

Building the Professional Practice Series

ABus 4709 Building the Professional Practice I: Anatomy of the Practice, 3 cr.

ABus 4711 Building the Professional Practice II: Physiology of the Practice, 3 cr. (New, summer 2012)

Notes:

- The fully online Certificate in Applied Business requires 5 courses, for a total of 15 credits.
- Visit <http://www.cce.umn.edu/Course-Search/index.html> to access course descriptions. For more information about online study, visit <http://www.cce.umn.edu/Online-Distance-and-Evening-Courses>.

Will my Applied Business coursework appear on the same transcript as my professional school courses?

No. Your certificate coursework, including GPA, will be recorded on a separate transcript from your professional program.

Will my certificate tuition be included in my professional school tuition?

No. CCE certificate tuition and billing will be handled separately from your professional school tuition arrangements.

Is financial aid available for the certificate?

According to the University’s Office of Student Finance, private loans are the only aid option available to professional students pursuing the Certificate in Applied Business (one example is the Wells Fargo Education Connection Loan).

What will the certificate cost?

While most professional/graduate students at the University are required to pay professional/graduate-level tuition for undergraduate courses, a special arrangement with the Academic Health Center allows professional students to take undergraduate-level courses through CCE at the undergraduate tuition rate.

**Online Certificate in Applied Business – 2011-12 Tuition and Fees* Schedule
For Admitted Academic Health Center (AHC) Students Taking Online Classes**

Undergraduate tuition**	\$448.08 per credit	Assessed per credit up to 13 credits
Online and Distance Learning (ODL) course fee	2-5 ODL credits: \$90 6-10 ODL credits: \$180 11 or more ODL credits: \$270	Assessed by credit range

*Tuition and fees are subject to change without notice. The University fee is now included in the 2011-12 tuition rate. For the most up-to-date information, go to http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/index.html.

** Students with reciprocity agreements for AHC coursework will pay resident tuition rate if dual-enrolled in ABUS certificate coursework and an AHC program. If you have questions about your 2011-12 tuition rate, please contact the College of Continuing Education at 612-624-4000.

Estimated total cost of enrollment per term:

- For one course (3 credits) – \$1,434.24
- For two courses (6 credits) – \$2,868.48
- Full certificate (15 credits total/5 courses) – \$6,991.20

When will I officially earn my Certificate in Applied Business?

Required courses will be scheduled to allow completion of your Certificate in Applied Business over two summer terms (e.g., 2012 and 2013). During your final term of coursework, please contact Teresa Fruen or Jennifer Koontz in CCE at 612-624-4000 or cceinfo@umn.edu for assistance with completion of your certificate.

How do I get started?

1. The first step to starting on your Applied Business coursework is to apply for admission* to the certificate program through the College of Continuing Education (CCE). Simply complete and submit the Application for Certificate Admission form found at <http://cce.umn.edu/documents/DCP/Undergrad-Certificate-Application.pdf>. The application form includes instructions, deadlines, and materials needed to apply.

*NOTE: Although you will be considered admitted to the Certificate in Applied Business by CCE, your official UM student record and transcript will list you with “non-degree” student status until you complete your coursework.

2. Next, register for your classes.

- Download, complete, print, and sign a Registration and Cancel/Add Request at <http://policy.umn.edu/forms/otr/otr022.pdf>. (To find ABUS course listings for a particular semester, go to <http://onestop.umn.edu> and click on the “Quick Link” to the Class Schedule.)
- Bring in-person or mail your completed Registration and Cancel/Add Request to CCE in 20 Ruttan Hall, 1994 Buford Avenue, St. Paul 55108, or fax it to 612-625-2402, attention Jennifer Koontz.
- Your registration will be processed and a confirmation will be mailed to you.

3. After you receive confirmation of enrollment, please make sure your UM internet ID account** is active.

**NOTE: You will use the same account and login for professional school and CCE records. Additional information about non-degree student status (including billing and payment information) is available online at <http://onestop.umn.edu/non-degree/index.html>.

**While you are enrolled in Certificate in Applied Business coursework,
CCE is your college office for all advising needs.
If you have any questions about your CCE admission or registration,
please contact Teresa Fruen or Jennifer Koontz in CCE
at 612-624-4000 or cceinfo@umn.edu.**