

To Learn More

For more information about the Business/Accounting Certificate Program, contact the University Human Resources Professional Development Program at profdev@hr.rutgers.edu or call 732-932-3020, ext. 4070. Additional information can also be found on the program website at uhr.rutgers.edu/BACP.

To Enroll

Enroll online at uhr.rutgers.edu/profdevenroll. Log on to the system using your Rutgers NetID and password. Select one of the Business/Accounting Certificate options to register for the program.

When you enroll, you will be asked to select a course. We encourage you to complete foundation courses before scheduling elective classes.

Once your enrollment registration has been processed, you will receive an information packet via campus mail with materials that will help you manage your coursework. University Human Resources will maintain an electronic transcript for you that will track your progress. Upon completion of the program, you will receive a certificate acknowledging your accomplishment, and your online transcript will reflect that you have achieved the certificate designation.

Professional Development Program

The Business/Accounting Certificate Program is just one of many offerings of the Professional Development Program sponsored by University Human Resources and presented in collaboration with numerous other administrative departments throughout the university. Geared specifically to Rutgers employees, programs are offered on all three campuses throughout the calendar year. For subject areas and courses currently being offered, go to uhr.rutgers.edu/profdevenroll.

Contact us at:

Phone: 732-932-3020, ext. 4070

Email: profdev@hr.rutgers.edu

Web: uhr.rutgers.edu/profdev



RUTGERS

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RUTGERS

Business/
Accounting
Certificate Program
for Employees

*Sharpen Your
Business Skills!*



The Business/Accounting Certificate Program offers Rutgers employees a professional enrichment experience as well as a rewarding opportunity to network with Rutgers colleagues. The program aims to ensure that employees who are responsible for managing university assets and business functions develop essential knowledge, skills, and abilities specific to the Rutgers environment. These include being able to effectively:

- Procure and manage department assets
- Develop, request, and manage budgets
- Understand internal control concepts and applications
- Assess and minimize financial, operational, and informational risks
- Manage grants and gifts

The Business/Accounting Certificate Program draws on the expertise of a broad range of university staff and organizations and is a collaborative effort coordinated by University Human Resources in partnership with the Internal Audit Department, Office of the Controller, Division of Grants and Contract Accounting, Purchasing Department, and Rutgers University Foundation.

Two certificates are available:

- **Business/Accounting Certificate**
- **Business/Accounting Supervisor Certificate**

Who Should Enroll

The program is open to all full-time university employees. Employees newly hired or promoted into business and accounting job titles are required to enroll in the program within 90 days of their start date and to receive their certificate as a condition of continued employment. New employees, grade 6 and above, in business and accounting job titles are expected to complete the Business/Accounting Supervisor Certificate. All other employees can enroll in the program at any time.

Certificate program courses are offered on all three regional campuses.

Program Requirements

For the Business/Accounting Certificate, participants complete a series of six foundation courses and at least three elective courses. For the Business/Accounting Supervisor Certificate, participants complete a series of eight foundation courses and at least three elective courses.

Foundation Courses

- Principles of Fund Accounting
- Controlling Your Assets
- Purchasing Workshop
- Overview of Accounts Payable/Disbursement Control
- Internal Controls: Concepts and Applications
- Grants and Gifts: What's the Big Deal?

Additional Foundation Courses for Supervisors

- Setting Objectives and Analyzing Risks
- Entering into Contractual Agreements

Sample Elective Courses

- Discoverer Plus
- Cost Principles for Sponsored Programs
- Financial Management of Sponsored Programs
- Excel for Business/Accounting Staff
- Overview of the Online Financial Information System (OFIS)
- Internet Procurement for Preparers

Additional Elective Courses for Supervisors

- Internet Procurement for Approvers
- Accrual of Time and Attendance Matters
- Fair Labor Standards Act (FLSA)
- Supervisor Development Program (fulfills entire elective requirement)
- Recruiting and Hiring New Employees

For course descriptions and a complete list of elective courses, go to the program website at uhr.rutgers.edu/BACP. Note that some foundation and elective courses require prerequisites.

Participants have 18 months to finish the certificate program from the completion of their first course.

