

## BUSINESS-ENTREPRENEURSHIP CERTIFICATE

Students who choose the Entrepreneurship Certificate will receive instruction pertaining to skills necessary to begin the journey of becoming an entrepreneur. In this program students will explore basic marketing, accounting, sales, and the first step in opening a business—the written business plan. All coursework in the Entrepreneurship Certificate program will apply as full credit towards an Associate of Arts Degree.

### Required Program of Study for Certificate (48 weeks)

FALL SEMESTER		FALL SEMESTER	
Course	Credits	Course	Credits
ACCT1200 Basic Accounting I* .....	3	ENTR 2090 Entrepreneurship Business Plan .....	3
BSAD 2520 Principles of Marketing .....	3		3
BSAD 2700 Business Law I .....	3		
ENTR 1050 Introduction to Entrepreneurship .....	3	Total Credit Hours	20
	12		
SPRING SEMESTER		*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to Principles of Accounting I.	
Course	Credits		
ENTR 2040 Entrepreneurship Feasibility Study .....	3		
ACCT 2020 Accounting with Quickbooks .....	2		
	5		

## COMPUTER APPLICATION SPECIALIST CERTIFICATE

The computer application specialist certificate is designed to prepare individuals for work in any setting that requires extensive knowledge and skills of computer application software. It is specifically intended for individuals needing to update their skills in various software applications. Intensive study in word processing, spreadsheet, database, and web page development software applications will prepare individuals for today's modern office or workplace. Through these courses, students will have the opportunity to complete up to seven Microsoft Office Specialist certifications, which provide industry-leading assessment of skills and knowledge through project-based testing. These certifications give students a commanding competitive edge in today's academic and professional environments.

### Required Program of Study for Certificate (32 weeks)

FALL SEMESTER		SPRING SEMESTER	
Course	Credits	Course	Credits
OFFT 1500 Microsoft Office .....	3	OFFT 2090 Advanced Word Certification .....	3
OFFT 1580 Microsoft Outlook .....	1	OFFT 2110 Excel Spreadsheet Applications .....	3
INFO 2230 Web Page Development .....	3	OFFT 2500 Advanced Office Integration <b>OR</b>	
	7	INFO 1800 Micro Computer Applications II* .....	3
			9
		Total Credits	16

\*Students in the Computer Applications Specialist certificate program that take INFO 1800 rather than OFFT 2500 may use OFFT 1500 as the prerequisite to INFO 1800. See advisor for more information.