

BUSINESS ADMINISTRATION, WORKPLACE ESSENTIALS – CERTIFICATE

BUSN 1145	Introduction to Entrepreneurship	
	Hours	9-10
	Total Hours	18-19



WPEC

This focused Certificate program provides students with an opportunity to develop basic business skills to better understand the workplace providing a blend of soft skills, theory, and practical application to support entry or re-entry into the workforce.

Successful completion of this certificate provides students with both an academic foundation and practical skills for navigating the workplace. It is ideal for individuals re-entering the workplace, or for those already working in the business world who seek opportunities for personal and professional growth in for-profit and non-profit firms.

Note: All credits earned in this certificate program can be applied toward the A.S. Degree in Business Administration, A.A. Degree in General Studies. Two courses require prerequisites, corequisites and/or testing. See course descriptions for details.

Certificate Requirements:

Code	Title	Hours
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
BUSN 2050	Principles of Management	3
COMI 1100	Introduction to Computers	3
COMM 1010	Communication Fundamentals	3
Select one of the following ACCT or BUSN electives:		3-4
ACCT 1010	Financial Accounting	
BUSN 1050	Small Business Administration	
BUSN 1060	Leadership Development	
BUSN 1145	Introduction to Entrepreneurship	
Total Hours		18-19

Course	Title	Hours
Year 1		
Semester 1		
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
COMI 1100	Introduction to Computers	3
Hours		9
Semester 2		
COMM 1010	Communication Fundamentals	3
BUSN 2050	Principles of Management	3
Select one of the following ACCT or BUSN electives:		3-4
ACCT 1010	Financial Accounting	
BUSN 1050	Small Business Administration	
BUSN 1060	Leadership Development	