

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CTENTI** Program Name: **Entrepreneurship and Innovation**
 Division Code: **BCT** Department: **BUSD**

Effective Term: **W'13**

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): <u>specific electives (see attached)</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>general electives (see attached)</u> | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Many students at WCC may have a desire to start their own business. The change in courses reflects a focus on skill-based self-employment by connecting the 3 core entrepreneurship courses with all WCC certificate programs, rather than just business (BMG) courses .

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Cheryl Byrne		10-9-2012
Department Chair	Colette Young		10/25/12
Division Dean/Administrator	Rosemary Wilson		11/12/12
Vice President for Instruction	Stuart Blacklaw		12/20/12
President			

Do not write in shaded area. Entered in: Banner 12/21/12 C&A Database 12/21/12 Log File 12/21/12 Board Approval

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

John logged 11/14/12 sjh

Program Information Report

School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

Entrepreneurship

Learn how to recognize market opportunities and plan a small business through completion of this certificate program.

Entrepreneurship and Innovation (CTENTI)

Certificate

Program Effective Term: Fall 2013

This certificate provides students with the ability to continuously learn and adapt the business knowledge, skills and attitudes needed to succeed in business, whether as an entrepreneur starting and operating a small business or as an intrapreneur within an organization. Students learn to recognize market opportunities within an industry, plan a business initiative to develop their big idea, and evaluate its profit potential. This certificate is appropriate for students who wish to be self-employed.

Major/Area Requirements

BMG 101	Entrepreneurship I: Finding Your Opportunity	3
BMG 109	Entrepreneurship II: Starting Your Business	3
BMG 209	Entrepreneurship III - Running and Growing Your Business	3
Elective	Select 9 credits from any WCC certificate program.	9

Minimum Credits Required for the Program: 18

Entrepreneurship and Innovation (CTENTI)

Description

This certificate provides students with the ability to continuously learn and adapt the business knowledge, skills and attitudes needed to succeed in business, whether as an entrepreneur starting and operating a small business or as an intrapreneur within an organization. Students learn to recognize market opportunities within an industry, plan a business initiative to develop *their big idea* ~~that opportunity~~, and evaluate its profit potential. This certificate is appropriate for students who wish to ~~start their own business or improve their chances for finding employment and success at any business enterprise~~ *be self-employed.*

Contact Information

Division: Business/Computer Technologies

Department: Business Department

Advisors: Cheryl Byrne

Requirements

Major/Area Requirements

Class	Title	Credits
<u>BMG 101</u>	Entrepreneurship I: Finding Your Opportunity	3
<u>BMG 109</u>	Entrepreneurship II: Starting Your Business	3
<u>BMG 209</u>	Entrepreneurship III - Running and Growing Your Business	3
	Select a minimum of 9 credits from <i>any WCC certificate program.</i> the following: ACC 100, ACC 131, BMG 111, BMG 155, BMG 160, BMG 205, BMG 207, BMG 240, BMG 250, BMG 273, BMG 291	9
Total		18
	Total Credits Required	18

3D Animation CTANI
Accounting for Business CTACCB
Administrative Assistant I CTADA
Administrative Assistant II CVAAST
Apprentice Completion CTAC
Auto Body Repair CTAUBR
Automotive Services Technician CTASVT
Baking and Pastry CTBAKP
Business Sales and Marketing CTBSLM
C++ Programming CVCPGM
Cabinetmaking/Millwork Technology CVCMT
Child Care and Education CVCCE
Child Development CTCDA
Collision Repair Refinish Technician CVCRRT
Collision Repair Technician CVCLRT
Commercial Building Facility Maintenance CTCBFM
Commercial Property Maintenance Technology CVCPMT
Computed Tomography CPCTO
Computer Networking Academy I CVCNA1
Computer Networking Operating Systems I CVCNO
Computer Software Applications CTCSSC
Computer Systems Technology CTCSTC
Construction Supervision CTCNS
Construction Technology I CTCON1
Construction Technology II CVCON2
Culinary Arts CFCULC
Custom Auto Body Technician CVCABT
Custom Fabrication and Chassis Design CVCFCD
Dental Assisting CFDAC
Digital Video Production CTDVPC
Entrepreneurship and Innovation CTENTI
Fluid Power CTFPOW
Foundations of Computer Security CTFCS
Foundations of Information Systems CTFIS
Graphic Design CFGDTC
Health Care Foundations CTHCF
Heating, Ventilation, Air Conditioning and Refrigeration - Commercial Trade CVHVCT
Heating, Ventilation, Air Conditioning and Refrigeration - Industrial Trade CVHVIT
Heating, Ventilation, Air Conditioning, and Refrigeration - Residential CTHVRR
Hospitality Management CFHMC

Human Resource Management (HRM) CTHRMG
Industrial Electronics Technology CFIET
Industrial Electronics Technology II CVIET2
Linux/UNIX Systems I CTLUX1
Machine Tool Technology CTMTTC
Management CVMNGA
Medical Office Assistant (Clinical) CTMOS
Motorcycle Service Technology I CTMST1
Motorcycle Service Technology II CVMST2
Music Production/Engineering CTMPRO
Network Security CVNS
Numerical Control Programming CTNCPC
Pharmacy Technology CTPHAR
Photographic Imaging CTPHOI
Police Academy CTPA
Programming in Java CVJAV
Retail and Business Operations CTRBUS
Supply Chain Operations CTSCO
Sustainable Building Practices CTSBP
Technical Communications CTTC
Web Application Development CVWBDV
Web Database Programming CVWDPR
Web Graphic Design CTWBGC
Web Technology CTWBTC
Welding CTWLDC
Welding Mechanics CVWLDA

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~CTENT~~ **CTENTI** Program Name: Entrepreneurship + Innovation

Effective Term: F 2012

Division Code: BCT Department: School of Business & Entrepreneurial Studies

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Program admission requirements
XX Remove course(s): BMG 102 & 201	<input type="checkbox"/> Continuing eligibility requirements
XX Add course(s): BMG 209 plus electives	XX Program outcomes
<input checked="" type="checkbox"/> Program title (title was _____)	<input type="checkbox"/> Accreditation information
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
<input type="checkbox"/> Type of award	XX Other: Changes to Course Curriculum—better organized and more student centered
<input checked="" type="checkbox"/> Advisors	
<input type="checkbox"/> Articulation information	

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:
 Changes reflect a focus on skill-based self-employment or successful employment within an organization. Program is designed so that students can customize the program based on skill sets most needed by choosing from a number of electives in addition to the 3 core courses. In keeping with the existing focus on skill-based certificates being eligible for financial aid, the program is now 16 credits.

Financial/staffing/equipment/space implications:
 None

List departments that have been consulted regarding their use of this program.
 OccEd, Culinary, Child Care

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Cheryl S. Byrne	Cheryl S. Byrne (electronic)	Feb 13, 2012
Department Chair	Colette M. Young	<i>Colette M. Young</i>	2/15/12
Division Dean/Administrator	Rosemary Wilson	<i>Rosemary Wilson</i>	2/15/12
Vice President for Instruction	Shuart Blacklaw	<i>Shuart Blacklaw</i>	4/5/12
President			

Do not write in shaded area. Entered in: Banner 4/25 C&A Database 4/25/12 Log File 4/25/12 Board Approval h
 Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Indorse
logged 2/15/12 sjv
 Office of Curriculum & Assessment

Program Information Report

School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

Entrepreneurship

Learn how to recognize market opportunities and plan a small business through completion of this certificate program.

Entrepreneurship and Innovation (CTENTI)

Certificate

Program Effective Term: Fall 2012

This certificate provides students with the ability to continuously learn and adapt the business knowledge, skills and attitudes needed to succeed in business, whether as an entrepreneur starting and operating a small business or as an intrapreneur within an organization. Students learn to recognize market opportunities within an industry, plan a business initiative to develop that opportunity, and evaluate its profit potential. This certificate is appropriate for students who wish to start their own business or improve their chances for finding employment and success at any business enterprise.

BMG 101	Entrepreneurship I: Finding Your Opportunity	3
BMG 109	Entrepreneurship II: Starting Your Business	3
BMG 209	Entrepreneurship III - Running and Growing Your Business	3
Elective	Select a minimum of 9 credits from the following: ACC 100, ACC 131, BMG 111, BMG 155, BMG 160, BMG 205, BMG 207, BMG 240, BMG 250, BMG 273, BMG 291	9

Minimum Credits Required for the Program: 18

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTENT Program Name: Entrepreneurship

Effective Term: W 2007

Division Code: BUS Department: BMG

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): _____ | <input type="checkbox"/> Continuing eligibility requirements |
| X Add course(s): BMG 101: The Business of Your Career__ | <input checked="" type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Increasingly, students do not enter the program with the required industry knowledge and work place skills that they would acquire in BMG 101. WTMC, a major market for this program, indicates that 12 credits would improve its attractiveness. Program outcomes not previously defined and those that were developed now reflect the recent research findings by the Kauffman Institute concerning required abilities of entrepreneurs.

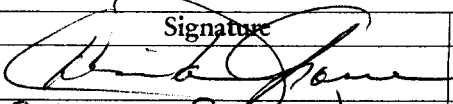
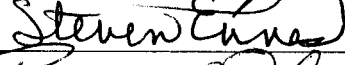
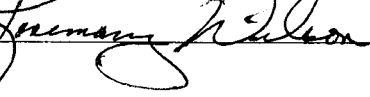
Financial/staffing/equipment/space implications:

No change. The courses need to be taught in a computer lab with access to the Internet and standard word processing, spreadsheet, e-mail, Internet browsers.

List departments that have been consulted regarding their use of this program.

None need be consulted

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	CHERYL GRACIE		11/09/06
Department Chair	STEVEN ENNES		11/09/06
Division Dean/Administrator	ROSEMARY WILSON		11/20/06

Vice President for Instruction		<i>Roger M. Polansky</i>	<i>3/28/07</i>
President	<i>CARRY WHITWORTH</i>	<i>Carry Whitworth</i>	<i>3/29/07</i>
Do not write in shaded area. Entered in: Banner <i>3/20</i> C&A Database <i>3/30</i> Log File <i>3/29</i> Board Approval			

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Program Information Report

Business

Entrepreneurship (CTENT)

Certificate

Program Effective Term: Fall 2007

This certificate provides students with the business knowledge, skills and attitudes that are needed to start and operate a small business. Students learn to recognize market opportunities within an industry of their choice, plan a business initiative to develop that opportunity, and evaluate its profit potential. This certificate is appropriate for students who wish to start their own business or improve their chances for finding employment at a small business enterprise.

Program Admission Requirements:

Basic computing skills including use of the Internet, CIS 099 or equivalent experience.

Major/Area Requirements		(12 credits)
BMG 101	The Business of Your Career	3
BMG 102	The Student Enterprise Zone	3
BMG 109	Entrepreneurship I - The Essentials	3
BMG 201	Entrepreneurship II - Market Planning	3

Minimum Credits Required for the Program: 12

PROGRAM CHANGE FORM

Program Code:
CTENT

Program Name:
Entrepreneurship

Effective Term:
F2005 W2006

Directions:

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|---|---|
| <input type="checkbox"/> Remove _____ course(s) | <input type="checkbox"/> Advisors |
| <input type="checkbox"/> Add _____ course(s) | <input type="checkbox"/> Articulation information |
| <input type="checkbox"/> Total program credits: Current credits _____ After changes _____ | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Program Title (title was _____) | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Type of award | Other <u>Change courses to reflect number and name changes to BMG 209</u> |

Show all changes on the attached page from the catalog.

Rationale for proposed changes:

- Reflects change of BMG 209 to BMG 102 in description of Major/Area Requirements
- Program description re-worded and condensed without major change.

Financial/staffing/equipment/space implications:

none

List departments that have been consulted regarding their use of this program.

BMG, INP, CIS, MUS, and others.....but only BMG for this particular change.

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator	Cheryl Gracie		4/25/2005
Department Chair	Steve Ennes		4/25/2005
Division Dean/Administrator			5/5/05
Vice President of Instruction			8/4/05

Please submit completed form to the Office of Curriculum and Assessment.

Access Program File 8/17

Log 8/17

Copied and Returned 8/24/05

Business

Entrepreneurship (CTENT) Certificate

Program Effective Term: Fall 2005

This certificate provides students with the business knowledge, skills, and attitudes they need to start and operate a small business. Students learn to prepare an in-depth evaluation of a business initiative that will allow them to develop the profit potential of a particular market. Studies include hands-on experience in running a business as well as networking with community agencies such as the local Small Business and Technology Development Center (SBTDC). This certificate is appropriate for students who wish to become self-employed or simply become more effective as an employee at a small business enterprise.

Program Admission Requirements:

A high school course in basic computing skills including use of the Internet or INP 099 or CIS 099. BMG 101: The Business of Your Career or equivalent work experience.

Major/Area Requirements		(9 credits)
BMG 102	The Student Enterprise Zone	3
BMG 109	Entrepreneurship I - The Essentials	3
BMG 201	Entrepreneurship II - Market Planning	3

Minimum Credits Required for the Program **9**

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM [PAF]**

1. Program Title: Small Business and Entrepreneurship 2. Program Code: SBEA
 3. Division: BUS 4. Department: BUS 5. CIP Code: 52.0701
 6. Type of Program: A.A. A.S. A.A.S. A.T.S.
 Advanced Certificate Mastery Certificate Achievement Certificate Certificate of Completion
 7. Will this program be Perkins funded? yes no 8. Effective Term: Fall 1998

9. Program Description (for Catalog, brochures, etc.):
 This Achievement Certificate Program offers learners the opportunity to explore the knowledge, skills and attitudes necessary to start, operate, and manage a home-based small business. Instruction in accounting and business computer systems provides important skills for the small business owner, while building the foundation for further work toward a mastery certificate.

10. Advisors: Granville Lee

11. Admissions Criteria/ Program Prerequisites:	12. Criteria for Continuing Program Eligibility:
1. High School diploma or GED certificate 2. One year of high school algebra or MTH 097, or MTH 163 3. ASSET writing score of 37 or above 4. One semester of high school keyboarding or BOS 101, or 101A is recommended.	

13. Course Requirements:

Course	Title	Sem.	Credits	Pre-requisites
BMG 109	Introduction to Home/Small Business Management	1	3	None
ACC 111	Principles of Accounting	1	3	MTH 163, 181, or higher
CIS 110	Business Computer Systems	1	4	Keyboarding proficiency recommended
Total Credits:			10	

14. Attach a Program Approval Document (PAD), which includes the following:
- | | | |
|---------------------------|--------------------------|---|
| A. Program Description | E. Program Cost Analysis | H. Analysis of Affected Instructional Units |
| B. Program Objectives | F. Program Requirements | I. Articulations |
| C. Needs Assessment | G. Course Descriptions | J. Licensure/Accreditation |
| D. Enrollment Projections | | |

15. Signatures:

	Print Name	Signature	Date
Program Initiator	Granville Lee		4/7/98
Department Chair/Area Director	Cheryl Gracie		4/7/98
Dean			4/7/98
VP, Instruction/Student Services			4/21/98
President	Couder Myran		4/5/98
Date of Board Approval			

cur file 5/6/98

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM [PAF]**

1. Program Title: Small Business and Entrepreneurship 2. Program Code: SBEC
 3. Division BUS 4. Department BUS 5. CIP Code 52.0701
 6. Type of Program: A.A. A.S. A.A.S. A.T.S.
 Advanced Certificate Mastery Certificate Achievement Certificate Certificate of Completion
 7. Will this program be Perkins funded? yes no 8. Effective Term Fall 1998

9. Program Description (for Catalog, brochures, etc.):
 By completing ~~an additional~~ ^{in addition to} 24 - 25 credits, students earn the Small Business and Entrepreneurship Mastery Certificate. The program offers a focused menu of proven business courses that build knowledge, skill, and attitudes that enhance success in the small, home-based, and family business marketplace. The program provides business skills training for entrepreneurial opportunities in small business, related to business plan development, marketing, operations and financial management, legal and tax preparation, and survival in a continuously changing technological global economy. Most of the courses in this program will apply toward an Associate in Applied Science Degree in Business Management or Marketing.

10. Advisors: Granville Lee

11. Admissions Criteria/ Program Prerequisites:	12. Criteria for Continuing Program Eligibility:
1. High School diploma or GED certificate 2. One year of high school algebra or MTH 097, or MTH 163 3. ASSET writing score of 37 or above 4. One semester of high school keyboarding or BOS 101, or 101A is recommended.	1. Plan of Work approved by program advisor by completion of first 10 credit hours of program.

13. Course Requirements:

Course	Title	Sem.	Credits	Pre-requisites
BMG 109	Introduction to Home/Small Business Management	1	3	None
ACC 111	Principles of Accounting	1	3	MTH 163, 181, or higher
CIS 110	Business Computer Systems	1	4	Keyboarding proficiency recommended
BMG 209	Home/Small Business Management Planning	2	2	BMG 109
BMG 174	Business Co-op Education I	2	1	Consent
ENG/COM Elec	Restricted Communications Elective (ENG 091 or higher, COM 101 or 102)	2	3-4	ASSET writing score of 37 or ENG 051
ACC 131	Computerized Accounting	2	3	ACC 111
BMG 111	Business Law I	3	3	None
BMG 200	Human Relations in Business and Industry	3	3	None
BMG 250	Principles of Marketing	3	3	None
TAX 101	Federal Income Taxes for Individuals and Small Business Owners	3	3	MTH 163
BMG Elective	Restricted Business Elective	3	3	
Total Credits:			34-35	

14. Attach a Program Approval Document [PAD], which includes the following:
 A. Program Description E. Program Cost Analysis H. Analysis of Affected Instructional Units
 B. Program Objectives F. Program Requirements I. Articulations
 C. Needs Assessment G. Course Descriptions J. Licensure/Accreditation
 D. Enrollment Projections

15. Signatures:

	Print Name	Signature	Date
Program Initiator	Granville Lee		4/7/98
Department Chair/Area Director	Cheryl Gracie		4/7/98
Dean			4/7/98
VP, Instruction/Student Services			
President	Cunder Myran		4/21/98
Date of Board Approval			4/21/98

lun fee 5/6/98

Small Business and Entrepreneurship

Achievement Certificate Program: Code SBEA (three courses)

Mastery Certificate Program Code: SBEC (two semesters)

Advisor: Granville Lee

The Small Business and Entrepreneurship Certificate programs offer students the opportunity to explore the knowledge, skills and attitudes necessary to start, operate and manage a home-based or small business. Individuals working within a large corporate environment may also apply these skills. The Achievement Certificate provides instruction in accounting and business computer systems for the small business owner, while building the foundation for further work toward a Mastery Certificate. Competency in keyboarding is necessary to be successful in this program. Students who need to improve their keyboarding skills should take BOS 101 or BOS 101A before beginning the program.

Admissions Criteria: (for the Achievement Certificate)

1. One year of high school algebra or MTH 097 or MTH 163
2. ASSET writing score of 37 or above

First Semester

ACC 111	Principles of Accounting	3
BMG 109	Introduction to Home/Small Business Management	3
CIS 110	Business Computer Systems.....	4
		10

Total credit hours for the Achievement Certificate: 10

By completing 24 - 25 credits in addition to the Achievement Certificate, students earn the Small Business and Entrepreneurship Mastery Certificate. The program offers a focused menu of proven business courses that build knowledge, skills and attitudes that enhance success in the small, home-based and family business marketplace. The program provides skills training in business plan development, marketing, operations and financial management, legal and tax preparation, and survival in a continuously changing technological global economy. Most of the courses in this program will apply toward an Associate in Applied Science Degree in Business Management or Marketing.

Admissions Criteria for the Mastery Certificate:

1. Students must have a plan of work approved by the program advisor.
2. One year of high school algebra or MTH 097 or MTH 163
3. ASSET writing score of 37 or above

First Semester

ACC 111	Principles of Accounting	3
BMG 109	Introduction to Home/Small Business Management	3
BMG 111	Business Law I.....	3
CIS 110	Business Computer Systems.....	4
ENG/COM	Restricted Communications Elective (ENG 091 or higher, COM 101 or 102)	3-4
		16-17

Second Semester

ACC 131	Computerized Accounting.....	3
BMG 174	Business Co-op Education.....	1
BMG 200	Human Relations in Business and Industry	3
BMG 209	Home/Small Business Management Planning	2
BMG 250	Principles of Marketing	3
*BMG	Restricted Business Elective	3
TAX 101	Federal Income Taxes for Individuals and Small Business Owners	3
		18

Total credit hours for Mastery Certificate program: 34 - 35

*Restricted Business Electives

BMG 100	Investments.....	1
BMG 122	Business Law II.....	3
BMG 140	Introduction to Business	3
BMG 150	Labor Management Relations	3
BMG 160	Principles of Sales	3
BMG 170	Introduction to International Business	3

BMG 208	Principles of Management	3
BMG 220	Principles of Finance.....	3
BMG 230	Supervisory Management	3
BMG 235	Women in Management	3
BMG 240	Human Resources Management	3
BMG 270	Advertising Principles	3
BMG 274	Business Co-op II	1-3
RES 100	Real Estate Principles and Prelicensure.....	4
TAX 121	Business Income Tax Basics	2