



Summer 2017

Business Applications for Small Business Certificate of Proficiency 40 Credits

This certificate program provides students an opportunity to develop essential business skills. Earning this certificate provides students with the educational background and skills to be involved in a small business focusing on current business applications. Students in this program must complete class with a grade of 2.0 or higher.

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Dept./No.	Course Title	Credits
Required Classes		
ACCT 110	Practical Financial Accounting 1	5
BUS 164	Entrepreneurship and Small Business Management	5
† BTAC 101	Beginning Keyboarding	0-5
BTAC 130	Business Correspondence	5
BTAC 132	Business Communication Applications	5
BTAC 162 or BTAC 163	Introduction to Excel or Advanced Excel	5
BTAC 214	Introduction to Information Security	5
BTAC 266	Inside Microsoft Office	5
Electives: Select one from the following courses to total 40 credits:		
ACCT 111	Practical Financial Accounting 2	5
ACCT 112	QuickBooks for Accounting	5
BTAC 110	Business Math Applications	5
BTAC 112 or BTAC 255	Beginning Word or Advanced Word	5
BTAC 140	Records Management	5
BTAC 150	Introduction to Windows	5
BTAC 163	Advanced Excel	5
BTAC 184	Internet and Basic Web Design	5
BTAC 185	Introduction to Microsoft Access	5
BTAC 216	Computer Support Internship 1	5

† BTAC 101 Beginning Keyboarding may be waived by passing a 5-minute typing test at 40 wpm with five or less errors using the proper touch typing techniques. Elective credits may be used to meet the minimum degree credit requirements.