ENTREPRENEURIAL TECHNOLOGY, CERTIFICATE OF PROFICIENCY

The Entrepreneurial Technology certificate prepares graduates with knowledge of business practices and application software that will serve as the basis for organization, management and coordination of a variety of small offices and workplaces. Students can apply earned credits from this certificate to the Business Technology degree.

This program is available to be completed 100% online.

Program contact: Learn more

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more about how certificate credits apply to the related degree.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

a. Work independently and collaboratively to meet the needs of the organization.
b. Exhibit professional and ethical conduct in personal and professional relationships according to office protocol.
c. Communicate verbally and in writing to co-workers, clients and other professionals using appropriate media.
d. Determine and use various office applications software to develop, document, and manage office project, procedures and systems.
e. Apply knowledge of time, resources, and office management to support effective office operations, guidelines and goals.

First Semester		Credit Hours
BADM-1020	Introduction to Business	3
BT-1150	Word for Business Documents	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
	Credit Hours	**12**

Second Semester		
BT-1700	Business Spreadsheets (Excel)	3
BT-2510	Project Management Software	3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
	Credit Hours	**9**
Summer Completion		
BT-2040	Emerging Workplace Technology	3
BT-2300	Business Database Systems (Access)	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
	Credit Hours	**9**
	Total Credit Hours	**30**

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.