



ENTREPRENEUR PATHWAY
 Checklist
 Revised 2/11/2020



To earn a certificate of completion in the Business Office Pathway, you will need to fulfill the following pathway requirements:

Pathway Requirements	Completed (Record Date Completed)
Core Requirements	
Cottage Foods Start Up (Culinary Option)	
Entrepreneurship	
Customer Service	
Completed Business Plan and Panel Presentation	Entrepreneur gets advance faculty approval for panel members then extends invitations
At Least One Resume Builder:	
<ul style="list-style-type: none"> • Intro to Business and Finance <u>OR</u> Financial Algebra • Digital Media • Translator-Interpreter • Medical Insurance Billing & Coding • Keyboarding/Basic Computer Skills • Computer Business Applications (at least 15 WPM required to enroll) • Office Occupations (at least 15 WPM required to enroll) • Work Experience 	
Recommended for ESL Students	
Oral Communications	

When you have completed all requirements for your certificate, please turn this form in to the Administration Office. Please allow three weeks for processing. The office staff will contact you to give you the status and let you know when you can receive your certificate.

Student Name: _____ Signature: _____

Student ID: _____

<i>Date Received:</i>	<i>Approved By:</i>	<i>Date Approved:</i>	<i>Scheduled Award Date:</i>