

## FREQUENTLY ASKED QUESTIONS

- **Will these credits be accepted toward a degree at Huntington University?**

Yes. Students may apply credits toward the Associate of Science degree in Organizational Management in the EXCEL Adult Degree Programs.

- **Can our business offer more than one certificate?**

To ensure the program is carefully customized to your company's needs, a Business Partner may offer only one certificate.

- **Can our business select fewer than 12 credit hours for this program?**

The Business Partnership Certificate is only available as a fixed package of 12 credit hours of your selection at this reduced rate. However, if your business would like EXCEL to conduct a single course onsite at your facility at the regular tuition rate, please contact us.

- **If we have fewer than 7 students enroll in the class, can there be an adjustment to the fee structure?**

The fee structure has been set as low as possible to provide the greatest value to our Business Partners. Our staff will help you encourage up to 18 employees to enroll in the program.

## HIGHLIGHTS

- Pay for 7 students but enroll up to 18. Tuition may be paid in installments.
- You choose which courses fit your distinct needs and define your own certificate.
- Earned credits can be applied toward an Associate Degree at Huntington University or transferred to another college.
- Convenient delivery. Courses can be taught at any Huntington University location or at your business.

*Call today to discuss the Business Partnership Certificate with an EXCEL representative.*



PHONE: 800-600-4888

FAX: 260-359-4329

EXCEL@HUNTINGTON.EDU

WWW.HU-EXCEL.COM



## BUSINESS PARTNERSHIP CERTIFICATE



**Affordable employee education focused on *your* business needs**

## HOW THE PARTNERSHIP WORKS

Today's economy demands employees with higher skills and greater proficiency. A well-educated workforce gives your company a competitive advantage. How can you help your employees to develop their skills? **The EXCEL Business Partnership Certificate is the answer.**

Businesses in partnership with Huntington University's EXCEL Adult Degree Programs can define and offer a Business Certificate to their employees at a fixed cost far below the tuition rate for typical college credits.

In this program, the Business Partner selects 12 credit hours from among our most popular courses. You can customize the curriculum to meet the needs of your business. These courses can be taught either at your location or on one of EXCEL's campus sites.

### 18 students for the price of 7

The cost to the Business Partner equals the tuition for seven students for 12 credit hours. (Books must be purchased separately.) **The Business Partner may enroll up to 18 students in these courses at no additional charge** (saving as much as \$42,900). Businesses may pay the tuition in installments.

## COURSES AVAILABLE

The Business Partnership Program enables your business to select 12 credit hours from the list below.

These courses will constitute the certificate curriculum for your business.

Course #	Course Name	Credit
ACX241	Accounting 1	3
OAX170	Beginning MS Access	1
OAX240	Intermediate MS Word	1
OAX250	Intermediate MS Excel	1
OAX260	Intermediate MS PowerPoint	1
OAX270	Intermediate MS Access	1
OM116	Business Math	3
OM202	Small Business Management	3
OM204	Personal Finance	3
OM211	Fundamentals of Economics	2
OM213	Management Concepts	3
OM223	Introduction to Computer App.	3
OM233	Computer Information Systems	3
OM243	Introduction to Marketing	3
OM253	Human Resource Administration	3
SPX111	Professional Presentations	3

## GUIDELINES

- The Business Partner selects 12 credit hours from among 17 popular courses.
- The Business Partner may pay EXCEL the fixed costs for the program in installments.
- The cost of the program is calculated on the basis of 7 students taking 12 credit hours at the current tuition rate for EXCEL at the time the contract is made.
- The Business Partner may enroll as many as 18 of their full-time employees in the courses selected.
- The courses may be offered onsite at the Business Partner, provided there is an appropriate classroom available as determined by EXCEL staff.
- To qualify for the certificate, the employee must receive a grade of 'C' or better in each course.
- College credit is awarded for each course completed and is available on a transcript.
- The cost of books is NOT included in the contract and must be paid by the Business Partner or the employee.