

Small Business Management (Certificate) (Business)

Curriculum Code: 0933

Semester Hours Required for Graduation: 30–31

PROGRAM GOALS:

This program provides a basic yet solid background of skills and knowledge for a wide range of entry-level positions in business. Whether the desire is to run one's own business or work for a firm, students can acquire the basic information and skills necessary to start a business career in retailing, wholesaling, government, private industry, and banking and insurance.

PROGRAM OUTCOMES:

- Demonstrate a basic understanding of business principles.
- Demonstrate data-entry and accounting skills in maintaining business records.
- Demonstrate use of applications of computer technology.
- Demonstrate proficiency in written and oral communication.

ACADEMIC PREPARATION:

12th-grade reading level is required (readiness to begin EN 101 – Composition). (A score of 80 or higher on the placement exam is required.)

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

LIBERAL ARTS REQUIREMENTS

0 Semester Hours

PROGRAM REQUIREMENTS

30–31 Semester Hours

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
BU 104	Human Resource Management	3
BU 105	Business Communications	3
BU 107	Business Law I	3
BU 113	Small Business Management	3
BU 116	QuickBooks	3
CS ELE	Computer Science Elective	
	<i>or</i>	
CI ELE	Computer Information Elective	3
MA ELE	Mathematics Elective	3–4
MK 101	Principles of Marketing	3

Grand Total **30–31**

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SUGGESTED PROGRAM SEQUENCE

<i>1st Semester</i>			<i>2nd Semester</i>		
AC 101	Financial Accounting	3	BU 116	Quickbooks	3
BU 103	Foundations of Business	3	BU 105	Business Communications	3
BU 104	Human Resource Management	3	BU 113	Small Business Management	3
BU 107	Business Law I	3	CS ELE	Computer Science Elective	
MA ELE	Mathematics Elective	3-4	<i>or</i>		
Total		15-16	CI ELE	Computer Information Elective	3
			MK 101	Principles of Marketing	3
			Total		15

Career Opportunities: Trainee positions for manager, purchasing agent/buyer, front-end manager, personnel, customer service, marketing, advertising, sales.