

BUSINESS STUDIES

SMALL BUSINESS MANAGEMENT

Certificate of Proficiency

The program of study is a core of business courses, which are designed to prepare the student for ownership and operation of a small enterprise. These specialized courses stress the role of the entrepreneur.

- 3 s.h. Introduction to Business Administration (BUSN 131)
- 3 s.h. Principles of Marketing (BUSN 134)
- 3 s.h. Fundamentals of Accounting (ACCT 121) or
Principles of Accounting I (ACCT 161)
- 3 s.h. Small Business Management (BUSN 170)
- 3 s.h. Business Law (BUSN 251)
- 3 s.h. Principles of Management (BUSN 271)
- 3 s.h. Integrated Office Software (CSIT 123)
- 12 s.h. Business Electives *
- 33 s.h.

TOTAL CREDITS 33

***Business Electives:**

- 3 s.h. Principles of Accounting II (ACCT 162)
- 3 s.h. Business Communications (BUSN 210)
- 3 s.h. Retailing (BUSN 247)
- 3 s.h. Business Law II (BUSN 252)
- 3 s.h. Salesmanship (BUSN 279)
- 3 s.h. Computer Literacy (CSIT 110)
- 3 s.h. Database Operations with VBA (CSIT 153)
- 3 s.h. Intermediate Spreadsheet Applications VBA (CSIT 152)
- 3 s.h. Principles of Advertising (BUSN 270)