

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

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)