

**SMALL BUSINESS MANAGEMENT - Certificate of Proficiency**  
**Effective Catalog Year 2017-2018**

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.

___ ENGL 151	English I	3 cr.
___ BUSN 131	Introduction to Business Administration	3cr.
___ BUSN 134	Principles of Marketing	3 cr.
___ ACCT 121	Fundamental of Accounting	
or	or	
___ ACCT 161	Principles of Accounting I	3 cr.
___ BUSN 170	Small Business Management	3 cr.
___ BUSN 251	Business Law I	3 cr.
___ BUSN 271	Principles of Management	3 cr.
___ CSIT 123	Integrated Office Software	3 cr.
___	Small Business Management Certificate Course Selection*	3 cr.
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<b>Total Credits</b>		<b>36 cr.</b>

**\*Small Business Management Certificate Course Selections:**

ACCT 162	Principles of Accounting II	3 cr.
BUSN 132	Business Calculations	3 cr.
BUSN 210	Business Communications	3 cr.
BUSN 215	Integrated Software Applications	3 cr.
BUSN 220	Career Management and Organizational Behavior	3 cr.
BUSN 252	Business Law II	3 cr.
BUSN 270	Principles of Advertising	3 cr.
CSIT 126	Intermediate Spreadsheets and Database	3 cr.
MATH 156	Introduction to Statistics	3 cr.

Board of Trustees Approval Date: August 28, 2006  
Board of Trustees Approval Date: April 25, 2011  
Board of Trustees Approval Date: December 2, 2013