

## **Small Business Management, Career Studies Certificate**

Plan 221.212.24

### **Purpose**

The Small Business Management Career Studies Certificate prepares individuals to assume entry-level supervisor positions. It also designed for individuals who are already employed to improve management skills for promotional purposes and for individuals who are interested in starting or owning a business.

Students enrolled in the Career Studies Certificate may apply all credits earned to the college's AAS degree in Management.

### **Program Requirements and Special Conditions**

Students must demonstrate proficiency in basic math and reading equivalent to MTT 2 and ENF 1 before enrolling in the program. Students must maintain a 2.0 GPA.

### **Program Learning Outcomes**

Students will be able to:

- Demonstrate the ability to apply business management concepts and practices to practical business situations.
- Identify business management related problems.

### **Program Curriculum and Suggested Sequence of Courses**

| <b>1<sup>st</sup> Semester</b>                             | <b>Credits</b> | <b>Course Details</b> |
|--|----------------|-----------------------|
| ACC 211 Principles of Accounting I                         | 4              |                       |
| BUS 100 Introduction to Business                           | 3              |                       |
| BUS 165 Small Business Management                          | 3              |                       |
| ITE 115 Introduction to Computer Applications and Concepts | 3              |                       |
| <i>Total Credits</i>                                       | 13             |                       |
| <b>2<sup>nd</sup> Semester</b>                             | <b>Credits</b> | <b>Course Details</b> |
| BUS 111 Principles of Supervision                          | 3              |                       |
| BUS 190 Coordinated Internship in Business                 | 3              |                       |
| MKT 100 Principles of Marketing                            | 3              |                       |
| <i>Total Credits</i>                                       | 9              |                       |
| <b>Total Credits For Program</b>                           | <b>22</b>      |                       |