

SMALL BUSINESS MANAGEMENT CERTIFICATE [6130]

19 CREDIT HOURS



This recommended sequence is based on a 2-semester schedule beginning in the fall. This program can also be started in the summer or spring semesters. See your academic advisor to adjust your plan of study.

Classes are offered at night or online.

FIRST YEAR	COURSE NAME	CREDIT HOURS	
		FALL	SPRING
ACCT 120*&	Small Business Accounting	3	
BUSN 115	Business Communications	3	
BUSN 150	Customer Relations	1	
BUSN 170*	Supervision	3	
ACCT 130**	Quickbooks Accounting		3
BUSN 210	Legal Environment of Business		3
BUSN 250**	Small Business Management		3
Total Credit Hours		10	9

& Students can take either ACCT 120 or BUSN 230 to fulfill requirements for Small Business Management Certificate. BUSN 230 is offered in SPRING only ; adjust your plan of study accordingly.

* denotes a fall only class

**denotes a spring only class

‡proficiency exam available

BUSINESS TECHNOLOGY – SMALL BUSINESS MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE [MIC 5121]

60 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Small Business Management Certificate (19 credit hours)

This recommended sequence is based on a full-time, 5-semester schedule beginning in the fall. This program can also be started in the summer or spring semesters, or taken part-time. See your academic advisor to adjust your plan of study.

Core classes offered in evening, online and open learning formats.

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 120*	Small Business Accounting	3		
ACSM 101 [‡]	Introduction to Microcomputers	3		
BUSN 170*	Supervision	3		
BUSN 210	Legal Environment of Business	3		
ENGL 101	Critical Reading & Writing	3		
ACCT 130**	Quickbooks Accounting		3	
BUSN 115	Business Communications		3	
BUSN 150	Customer Relations		1	
BUSN 250**	Small Business Management		3	
OTEC 101 [‡]	Keyboarding [open learning]		1	
Math	Any college level math course or TMAT 103 [‡]		3-4	
Social science	Any social science general education course			3
Total Credit Hours		15	14-15	3

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACSM 136 [‡]	Excel Level I [open learning]	1		
ACSM 137 [‡]	Excel Level II [open learning]	1		
ACSM 156 [‡]	Word Level I [open learning]	1		
ACSM 157 [‡]	Word Level II [open learning]	1		
BUSN 145	Employment Success Strategies	1		
DMED 101	Introduction to Digital Media	3		
Program Elective(s)	Choose from course(s) listed below	6		
ACSM 146 [‡]	Access Level I [open learning]		1	
ACSM 147 [‡]	Access Level II [open learning]		1	
ACSM 166	Outlook and OneNote [open learning]		2	
BUSN 299	Internship in Business		1	
Life/Physical Science	Any life/physical science general education course		3	
Humanities or fine arts	Any humanities or fine arts general education course		3	
Program Elective(s)	Choose from course(s) listed below		3	
Total Credit Hours		14	14	

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**denotes a spring only class

[‡]proficiency exam available

#**Electives:** at least 9 total hours needed. Choose any combination of:

- ACSM 138, 148 or 158 (you can also earn Microsoft Office Specialist credentials)
- ACCT 120, 200, ACCT 201
- BUSN 108, BUSN 110, BUSN 130, 220, 230, or BUSN 299 (add'l hour)
- SVL 101