

Career Studies Certificate: Small Business Management; Supervision

AREA: Small Business Management

PURPOSE: To introduce students to small business management principles and techniques

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
ACC 211	Principles of Accounting I	3
ACC 262	Principles of Federal Taxation II	3
BUS 165	Small Business Management	3
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
ITE 115	Intro to Computer Apps & Concepts	3
MKT 100	Principles of Marketing	3
	Total	21

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

AREA: Supervision

PURPOSE: To introduce students to small business management principles and techniques

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision I	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
	Total	18

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.