

Career Studies Certificates: Small Business Management; Supervision

AREA: Small Business Management 221-212-24

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

Course#	Title	Credits
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 221-212-25

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

Course#	Title	Credits
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

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