

# SMALL BUSINESS MANAGEMENT CERTIFICATE

## Juneau, e-Learning

The one-year Small Business Management certificate enables the student to explore business career options and gives entry-level job or upgrade skills for employment advancement. It may also be the first year of training towards the two-year Associate of Applied Science in Business Administration. The Small Business Management curriculum is designed to provide education in business theory and practical applications necessary for owners, managers, and employees of small business firms. Students develop both the technical and human relations skills necessary to succeed in today's competitive business environment.

| Requirement                 | Hours     |
|-----------------------------|-----------|
| <b>Minimum Credit Hours</b> | <b>30</b> |
| General Requirements        | 9         |
| Program Requirements        | 21        |

| Code  | Title   | Credits   |
|---|---|-----------|
| <b>General Requirements</b>                   |   |           |
| <i>Written Communication Skills</i>           |   |           |
| BA S163<br>or WRTG S111                       | Business English<br>Writing Across Contexts   | 3         |
| <i>Oral Communication Skills</i> <sup>1</sup> |   |           |
| COMM S111<br>or COMM S237                     | Fundamentals of Oral<br>Communication<br>Interpersonal Communication                  | 3         |
| <i>Computational Skills</i>                   |   |           |
| MATH S105<br>or BA S116                       | Intermediate Algebra (or higher<br>math)<br>Business Mathematics                      | 3-4       |
| <b>Program Requirements</b>                   |   |           |
| ACCT S201<br>or ACCT S100                     | Principles of Financial Accounting <sup>2</sup><br>Recordkeeping for Small Businesses | 3         |
| BA S151                                       | Introduction to Business  | 3         |
| BA S166                                       | Small Business Management   | 3         |
| BA S251                                       | Management Skills   | 3         |
| CIS S235                                      | Spreadsheet Concepts and<br>Applications  | 3         |
| Advisor approved electives <sup>3</sup>       |   | 3         |
| Advisor approved elective                     |   | 3         |
| <b>Total Credits</b>                          |   | <b>30</b> |

<sup>1</sup> Grade C 2.00 or better

<sup>2</sup> ACCT S121 and ACCT S122 will meet ACCT S201 requirement

<sup>3</sup> Business administration, economics, law science or accounting.