

# 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 or WRTG S111	Business English Writing Across Contexts	3
<i>Oral Communication Skills</i> <sup>1</sup>		
COMM S111 or COMM S237	Fundamentals of Oral Communication Interpersonal Communication	3
<i>Computational Skills</i>		
MATH S105 or BA S116	Intermediate Algebra (or higher math) Business Mathematics	3-4
<b>Program Requirements</b>		
ACCT S201 or ACCT S100	Principles of Financial Accounting <sup>2</sup> 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 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.