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 planning to pursue an Associate degree or Bachelor's degree should consult with an advisor for the business programs.

Requirement	Hours
Minimum Credit Hours	**30**
General Requirements	9
Program Requirements	21

Code	Title	Credits
General Requirements		
Written and Oral Communication Skills		
Select two of the following (6 credits):		6
BA S163	Business English	
BA S263	Business Communications	
COMM S111	*Fundamentals of Oral Communication [1]	
COMM S235	*Small Group Communication and Team Building [1]	
COMM S237	*Interpersonal Communication [1]	
WRTG S111	*Writing Across Contexts	
Computational Skills		
MATH S105	Intermediate Algebra (or higher math)	3-4
or BA S116	Business Mathematics	
Program Requirements		
ACCT S201	Principles of Financial Accounting	3
or ACCT S100	Recordkeeping for Small Businesses	
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 [2]		3
Advisor approved elective		3
Total Credits		**30**

[1] Grade C 2.00 or better

[2] Business administration, economics, law science or accounting.

Upon completion of the Small Business Management Certificate, the student will be able to successfully:

1. Develop and draft a small business plan.

2. Select an appropriate business structure to match a business plan.

3. Identify the basic elements of marketing strategy.

4. Utilize effective management skills to communicate at interpersonal and group levels.

5. Use spreadsheets to support accounting, financial, and managerial reporting needs of an entity.