

# Small Business Management

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## Certificate

This certificate is for individuals who wish to own or operate a small business. Emphasis is on the hands-on skills needed to operate a successful business enterprise. All of the courses can be applied toward an A.A.S. degree in Individual Studies. Many of the courses can be used in other business-related degree programs.

**Total Credit Hours: 30**

### Plan of Study:

|                                      |     |
|--------------------------------------|-----|
| AC115 Financial Accounting           | 3.0 |
| AC131 Business Law 1                 | 3.0 |
| BM120 Prin of Marketing              | 3.0 |
| BM129 Business Math                  | 3.0 |
| BM150 Principles of Entrepreneurship | 3.0 |
| IS101 Computers and Society          | 3.0 |
| BM251 Organizational Behavior        | 3.0 |
| Program Elective (a)                 | 3.0 |
| Business Management Elective (b)     | 3.0 |
| AA106 Business Communications        | 3.0 |

(a) Program Electives include: Any AC, BM (above 101), or IS course other than those already required in the program. BM294 Business Internship substitutes for two business electives.

(b) Business Management Electives include: BM254 Human Resources Management OR BM264 Professional Selling.