

**Certificate
Small Business Management**

Summer Session

BOC 100	Business Math.....	3
ENG 101	Freshman Composition 1	<u>3</u>
	Semester Total	6

First Semester

ACC 101	Principles of Accounting 1.....	3
BLA 202	Business Law	3
BUS 100	Introduction to Business	3
* CIS 112	Computer Software Applications.....	3
	Directed Elective.....	<u>3</u>
	Semester Total	15

Second Semester

ACC 102	Principles of Accounting 2.....	3
ACC 203	Accounting Software	3
BOC 120	Customer Service	2
BUS 201	Management Fundamentals	3
	Directed Elective.....	<u>6</u>
	Semester Total	17

Total Program Requirements38

*CIS 105 or the ability to keyboard 20 wpm is the prerequisite for the CIS 112 course. Therefore, students who need to develop keyboarding skills should enroll in CIS 101 during their first semester and CIS 112 in the second semester.

The electives in this program should be selected from the Directed Electives that will meet the career objectives of each individual student. These electives should be approved by the program coordinator or the Dean of Occupational Programs.

- Directed Electives:
- BOC 110 Small Business Principles
 - BOC 201 Professional Internship 1
 - BOC 202 Professional Internship 2
 - BUS 101 Marketing Fundamentals
 - BUS 102 Sales Fundamentals
 - BUS 200 Advertising Fundamentals
 - CIS 101 Computer Keyboard Orientation 1
 - ENG 102 Freshman Composition 2
 - SPE 110 Interpersonal Communications
 - OMS 201 Supervision Fundamentals