

# Small Business Management/ Entrepreneurship Certificate in Business

## Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma

## Type of Program:

Day or night

## Type of Degree:

Certificate

## Employment Opportunities:

Small business owners and aspiring entrepreneurs

- This program provides students with the foundation for starting and/or managing a small business.
- Basic knowledge of Microsoft Excel is suggested before enrolling in BUS 110 (Entrepreneurship) and MGT 120 (Small Business Management).

## Recommended Program Schedule

### *First Semester*

ACC 101	Accounting Principles I	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics* <i>or higher*</i>	3.0
MKT 101	Marketing	3.0

### *Second Semester*

ACC 150	Payroll Accounting	3.0
BUS 110	Entrepreneurship	3.0
MKT 245	Promotional Strategies	3.0
SPC 205	Public Speaking	3.0

### *Third Semester*

MGT 120	Small Business Management	3.0
MGT 270	Managerial Communications	3.0
MKT 130	Customer Service Principles	3.0

**Total credit hours** **33.0**

\*General Education course

Note: Please contact your advisor for recommended evening, part-time or online course schedules.