

PROGRAM OF STUDY

Entrepreneurship and Small Business Management Certificate of Achievement

This Department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The Department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate Degrees and Certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

Student Learning Outcome:

Demonstrate the management skills unique to the successful operation of a small business enterprise, including financial, marketing, and management strategies.

Program Requirements:

		Units
BUS 100	Introduction to Business	3 - 0
	or	
BUS 110	Principles of Management	3 - 0
BUS 101	Bookkeeping and Accounting	5 - 0
BUS 117	Business Entrepreneurship	3 - 0
BUS 140	Principles of Marketing	3 - 0
BUS 132	Negotiation and Conflict Resolution	3 - 0
BUS 126	Managing Diversity in the Workplace	3 - 0
BUS 160	Business Ethics	3 - 0

Recommended electives:

		Units
CIT 145	Quickbooks	3 - 0

Total Units

23

PID 182