

SMALL BUSINESS MANAGEMENT Certificate

Minimum Credits: 33.0
Contact Hours: 34.75

INTRODUCTION: Self-employment is the goal of many individuals and one method of achieving this goal is to own a business. Alpena Community College has designed the Small Business Management program specifically to help people to become prepared to manage a small firm. The curriculum includes courses to provide a general business background with specific emphasis on salesmanship, applied accounting, management, business law, marketing, and retailing. This two-semester program leads to a Certificate of Achievement.

GENERAL EDUCATION COURSES

COURSE	TITLE	CREDITS	CONTACT HOURS
CIS 151, CIS 152, CIS 153	Word Processing I, II, III	3.0	3.75
ECN 231	Economics (Micro)	<u>3.0</u>	<u>3.0</u>
GENERAL EDUCATION CREDITS/CONTACT HOURS:		6.0	6.75

CORE PROGRAM COURSES

(MEET WITH ACADEMIC ADVISOR TO DETERMINE CORE PROGRAM COURSES FOR CONCENTRATION AND TRANSFER)

COURSE	TITLE	CREDITS	CONTACT HOURS
BUS 121	Introduction to Business	3.0	3.0
BUS 122	Personal Selling	3.0	3.0
BUS 125	Business Mathematics	3.0	3.0
BUS 128	Small Business Management	3.0	3.0
BUS 131	Applied Accounting	3.0	4.0
BUS 221	Business Law	<u>3.0</u>	<u>3.0</u>
CORE PROGRAM CREDITS/CONTACT HOURS:		18.0	19.0

SUGGESTED ELECTIVES

(MEET WITH ACADEMIC ADVISOR TO DETERMINE ELECTIVES FOR CONCENTRATION AND TRANSFER)

Computer Elective, choose from: BUS 257, CIS 120, MTH 119	3.0	3.0-4.0
Business Elective, choose from: BUS 123, BUS 234, BUS 241, BUS 242, BUS 248, CIS 171,172, 173	<u>6.0</u>	<u>6.0</u>
ELECTIVE CREDITS/CONTACT HOURS:		<u>9.0</u> <u>9.0-10.0</u>
TOTAL MINIMUM PROGRAM CREDITS/CONTACT HOURS:		33.0 34.75

SUGGESTED SEQUENCING OF COURSES:

YEAR 1 (FALL SEMESTER) <u>18.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 1 (SPRING SEMESTER) <u>15.0</u> CREDITS		CREDITS	CONTACT HRS
BUS 121 Intro to Business	3.0	3.0	BUS 131 Applied Accounting	3.0	4.0		
BUS 122 Personal Selling	3.0	3.0	BUS 125 Business Math	3.0	3.0		
BUS 128 Sm Business Mgt	3.0	3.0	Computer Elective	3.0	3.0-4.0		
BUS 221 Business Law	3.0	3.0	Business Elective	<u>6.0</u>	<u>6.0</u>		
CIS 151, 152, 153 Word Processing I, II, III	3.0	3.75	TOTAL	15.0	16.0-17.0		
ECN 231 Economics (Micro)	<u>3.0</u>	<u>3.0</u>					
TOTAL	18.0	18.75					

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