

SMALL BUSINESS MANAGEMENT

CERTIFICATE (C)

DESCRIPTION: 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 REQUIREMENTS CREDITS: 6

CIS 151,152,153 WORD PROCESSING I, II, III (3/3.75)
ECN 231 ECONOMICS (MICRO) (3/3)

CORE PROGRAM COURSES CREDITS: 18

BUS 121 INTRODUCTION TO BUSINESS (3/3)
BUS 122 PERSONAL SELLING (3/3)
BUS 125 BUSINESS MATHEMATICS (3/3)
BUS 128 SMALL BUSINESS MANAGEMENT (3/3)
BUS 131 APPLIED ACCOUNTING (3/4)
BUS 221 BUSINESS LAW (3/3)

SUGGESTED ELECTIVES CREDITS: 9

BUS 257 *or* COMPUTER ELECTIVE (3/3-4)
CIS 120 *or*
MTH 119

BUS 123 *or* BUSINESS ELECTIVE (6/6)
BUS 234 *or*
BUS 241 *or*
BUS 248 *or*
CIS 171, 172, 173

MINIMUM 33 CREDIT HOURS/34.75 CONTACT HOURS

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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 18

BUS 121 INTRODUCTION TO BUSINESS (3/3)
BUS 122 PERSONAL SELLING (3/3)
BUS 128 SMALL BUSINESS MANAGEMENT (3/3)
BUS 221 BUSINESS LAW (3/3)
CIS 151,152,153 WORD PROCESSING I, II, III (3/3.75)
ECN 231 ECONOMICS (MICRO) (3/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 15

BUS 131 APPLIED ACCOUNTING (3/4)
BUS 125 BUSINESS MATHEMATICS (3/3)
COMPUTER ELECTIVE (3/3-4)
BUSINESS ELECTIVE (6/6)