



**Small Business Management
Certificate
Estimated Costs
2016 - 2017**

Tuition : \$ 155.00/cr.hr.

Program Fees: \$ 15.00/cr.hr.

**Registration Fee:
\$25.00/semester**

SUMMER SEMESTER				Semester hours	Tuition	Program Fees	Total
BOC	100	Business Math		3	465.00	45.00	
ENG	101	Freshman Composition 1		3	465.00		
		Books (approximately)			425.00		
		Registration Fee				25.00	
TOTALS (approximately)				6	\$ 1,355.00	\$ 70.00	\$ 1,425.00
FIRST SEMESTER				Semester hours	Tuition	Program Fees	Total
ACC	101	Principles of Financial Accounting		3	465.00		
BLA	202	Business Law		3	465.00		
BUS	100	Introduction to Business		3	465.00		
BUS	111	Small Business Principles		3	465.00		
ICT	110	Computer Software Applications		3	465.00	45.00	
		Books (approximately)			985.00		
		Registration Fee				25.00	
TOTALS (approximately)				15	\$ 3,310.00	\$ 70.00	\$ 3,380.00
SECOND SESSION				Semester hours	Tuition	Program Fees	Total
ACC	102	Principles of Managerial Accounting		3	465.00		
ACC	203	Accounting Software		3	465.00		
BOC	120	Customer Service		2	310.00	30.00	
BUS	201	Management Fundamentals		3	465.00		
***	***	Directed Electives		6	900.00		
		Books (approximately)			750.00		
		Registration Fee				25.00	
TOTALS (approximately)				17	\$ 3,355.00	\$ 55.00	\$ 3,410.00
SMALL BUSINESS MANAGEMENT CERTIFICATE				38	\$ 8,020.00	\$ 195.00	\$ 8,215.00
Total costs (approximately)							

****** Directed Electives**

each course is 3 semester hours

- BUS 291 Professional Internship 1
- BUS 292 Professional Internship 2
- BUS 101 Marketing Fundamentals
- BUS 102 Sales Fundamentals
- BUS 200 Advertising Fundamentals
- BOC 107 Tech Skills for Business Environment
- ENG 120 Report Writing
- OMS 200 Human Resources Management

** Students are strongly encouraged to meet with the program coordinator or Associate Dean of Social and Business Sciences prior to enrolling in a Directed Elective

The *Small Business Management certificate* is designed for students wishing to start their own business in an entrepreneurial environment or for students who are interested in managing a small business in a variety of business sectors, including wholesale, manufacturing, health care, food service, and governmental agencies. This certificate will provide students with an introduction to business organization and operations. It will also provide students with the knowledge and insight necessary to develop strong management skills, which are often necessary for advancement to supervisory positions in a small business. Students pursuing this certificate are permitted six semester hours of directed electives. This level of Students are strongly encouraged to meet with the program coordinator or Associate Dean of Social and Business Sciences prior to enrolling in a Directed Elective flexibility will allow students to select courses specific to their individual strengths, interests, and goals.