**Business Administration**

This program is designed to provide individuals with the skills and knowledge necessary to start, operate, maintain, and improve their own firm. Entrepreneurs face unique challenges; some 70% see their ventures fail by the third year. This program, therefore, trains participants to be expert generalists, competitive, creative, and flexible enough to succeed in a volatile market. The schedule and duration of this certificate program are tailored to the demands of business employees and owners. Participants are expected to apply small business techniques in both hypothetical and real operations. Certificate courses can be applied to the AAS Business Administration degree program.

**Core Requirements (12 credits required)**
- SBM 1001 Franchising (1)
- SBM 1101 Organization of the Small Business (1)
- SBM 1102 Time Management for Entrepreneurs (1)
- SBM 1103 Buying and Selling the Small Business (1)
- SBM 1110 Books and Records Management in the Small Business (1)
- SBM 1121 Financing the Small Business (1)
- SBM 1122 Pricing and Income in the Small Business (1)
- SBM 1123 Cost Control in the Small Business (1)
- SBM 1131 Insurance Needs and Risk Management in Small Business (1)
- SBM 1132 Taxing the Small Business (1)
- SBM 1141 Working With the Public (1)
- SBM 1142 Advertising, Marketing and Promotion in the Small Business (1)
- SBM 1143 Effective Selling in Small Business (1)
- SBM 1151 Human Relations and Hiring Practices (1)
- SBM 1161 Regulations and Legal Problems in Small Business (1)
- SBM 1171 Computers for the Small Business (1)

**Electives (18 credits required)**
- ACG 2021 Financial Accounting (3)
- BUL 2241 Business Law I (3)
- BUL 2242 Business Law II (3)
- CGS 1000C Introduction to Computer Science (3)
- CTS ---- Microcomputer Software (3)
- FIN 1000 Principles of Finance (3)
- GEB 1011 Introduction to Business (3)
- HUM 1020 Introduction to Humanities (3)
- MAR 2011 Principles of Marketing (3)
- MKA 1021 Salesmanship (3)
- SBM 2000 Small Business Management (3)
- STA 2023 Introduction to Probability & Statistics I (3)

**XXX 2949 Cooperative Education (3)**

**Total Credits Required: 30**