

**Northern Virginia Community College 2007-2008 Catalog**

**BUSINESS MANAGEMENT:**

**Small Business Management**

Certificate AL, AN, LO, MA, WO, ELI\*

*Purpose:* The one-year certificate program is designed to acquaint present and potential small business owners and employees with the business fundamentals essential to starting a small business.

*Recommended Preparation:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

\* Graduation requirements are certified by a faculty advisor at a campus offering this major.

**One Year Credits**

**1st Semester**

ACC 211 Principles of Accounting I	3
BUS 125 Applied Business Math	3
BUS 241 Business Law I	3
ECO 120 Survey of Economics	3
ENG 111 College Composition I	3
SDV Elective	<u>1</u>
<b>Total</b>	<b>16</b>

**2nd Semester**

BUS 111 Principles of Supervision I or BUS 201 Organizational Behavior	3
BUS 165 Small Business Management	3
BUS 226 Microcomputer Business Applications or AST 236 Specialized Software Applications or ITE 115 Intro to Computer Applications & Concepts	3
BUS 242 Business Law II	3
FIN 215 Financial Management	3
MKT 201 Intro. to Marketing	<u>3</u>
<b>Total</b>	<b>18</b>

**Total credits for the Small Business Management Certificate = 34.**

*ECO 201 or 202 may be substituted for ECO 120.*

*Revised 8/3/07*