

Northern Virginia Community College 2009-2010 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.

One Year

Credits

1st Semester

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

2nd Semester

BUS	111 Principles of Supervision I or BUS 201 Organizational Behavior	3
BUS	165 Small Business Management	3
BUS	226 Computer 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>
	Total	18

Total credits for the Small Business Management Certificate = 34

¹ ECO 201 or 202 may be substituted for ECO 120.