

*This program prepares students for the operation of a small business and to become small business owners/entrepreneurs. This program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.*

*This program will also enhance the knowledge and competencies of those presently employed.*

*This program is an intermediate step toward an Associate in Science degree in Business Administration.*

**If you need additional information after seeing an advisor, please send an email to [BCCInfo@SJRstate.edu](mailto:BCCInfo@SJRstate.edu).**

**CERTIFICATE SPECIFIC COURSES:**

+	ACG	2021C	Principles of Financial Accounting .....	3
	BUL	1241	Business Law I .....	3
	CGS	1100	Microcomputer Applications Software .....	3
	FIN	1100	Personal Finance .....	3
	GEB	1011	Introduction to Business .....	3
+	GEB	2214	Business Communications .....	3
	MAN	2021	Principles of Management .....	3
	MAR	2011	Principles of Marketing .....	3

**REQUIRED TOTAL CREDIT HOURS 24**

+Prerequisite course required. See course descriptions in catalog.

