

Small Business Employment Readiness

Program **67180**
CIP 520701

Certificate of Proficiency

The Small Business Employment Readiness certificate program is designed to develop the essential skills and perspective needed to secure gainful employment in a small business.

Successful graduates of the program will be able to:

- use terminology common to the business environment in effective written and oral communications;
- use effective methods to attract and retain customers in a business setting;
- analyze and resolve real-world problems typical of a small business environment;
- perform entry-level skills in at least one marketable specialty area.

Success in this program requires the participant to possess the necessary reading, writing and math skills for beginning college-level work as well as a strong desire to work and succeed in a small business environment.

Most of the credits earned can be applied to an A.A.S. degree. Admission to the program requires a high school diploma or its equivalent.

Curriculum

Code	Course (lecture/lab hours)	Credits
ACC 106	Office Accounting I (3/0)	3
BUS 103	Business Mathematics (3/0)	3
BUS 105	Communication Skills for Business (3/0)	3
BUS 118	Introduction to Total Quality Management (3/0)	3
CMN 111	Speech: Human Communication (3/0)	3
	OR	
CMN 112	Public Speaking (3/0)	3
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2)	3
— —	Social Science general education elective	3
— —	Specialty Area electives ¹	6
		30

NOTE: Electives should be selected in consultation with an academic advisor in order to assure maximum transfer of credits.

¹ Select six credits from one specialty area:

Computer Systems Technology: NET 102, 103

Customer Service: MKT 101, 240

Office Systems Technology: OST 111, CIS 112

Communications: CMN 131, 231

Entertainment Technology: ETT 101, 103, 205

