

# SMALL BUSINESS MANAGEMENT

## Certificate

<http://www.sandburg.edu/Academics/Degree-Certificates/Small-Business-Management/index.html>

The Small Business Management certificate is designed for students wishing to start their own business in an entrepreneurial environment or for students who are interested in managing a small business in a variety of business sectors, including wholesale, manufacturing, health care, food service, and governmental agencies. This certificate will provide students with an introduction to business organization and operations. It will also provide students with the knowledge and insight necessary to develop strong management skills, which are often necessary for advancement to supervisory positions in a small business. Students pursuing this certificate are permitted six semester hours of directed electives. This level of flexibility will allow students to select courses specific to their individual strengths, interests, and goals.

### Admission to the Program: Open First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5254

### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

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Course	Title	Semester Hours
<b>First Year</b>		
<b>Summer Session</b>		
BOC.100	Business Mathematics	3
ENG.101	Freshman Composition 1	3
<b>Fall Semester</b>		
ACC.101	Principles of Financial Accounting	3
BLA.202	Business Law	3
BUS.100	Introduction to Business	3
BUS.111	Small Business Principles	3

ICT.110	Computer Software Applications	3
<b>Spring Semester</b>		
ACC.102	Principles of Managerial Accounting	3
ACC.203	Accounting Software	3
BOC.120	Customer Service	2
BUS.201	Management Fundamentals	3
Directed Electives		6
<b>Total Semester Hours</b>		<b>38</b>

\* Students who do not satisfy the course prerequisites for ICT.110 Computer Software Applications will be required to enroll in preparatory coursework.

### Directed Electives

BUS.291	Professional Internship 1	3
BUS.292	Professional Internship 2	3
BUS.101	Marketing Fundamentals	3
BUS.102	Sales Fundamentals	3
BUS.200	Advertising Fundamentals	3
BOC.107	Tech Skills for Business Environment	3
ENG.120	Report Writing	3
BUS.212	Human Resources Management	3

Students are strongly encouraged to meet with the Dean of Social/Business Sciences prior to enrolling in a directed elective course.

#### Johnson, Jill L

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associate dean of social & business sciences

#### Williams, Keith W

instructor, economics/business administration  
coordinator, business programs