# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**BUSINESS ADMINISTRATION/**

**SMALL BUSINESS OPERATIONS CERTIFICATE (C25120C11)**

Effective: Fall 2022

Revised: 02/03/22

The Small Business Operations certificate provides training in how to write a business plan, market your product or service, manage your business operations, and maintain your business records. Small business owners and managers need to understand financial statements, conduct market research, and analyze data to make effective decisions.

Course work includes marketing, human resources management, accounting, and small business operations.

Upon completion, students should be able to prepare a business plan and effectively manage a small business. Students may transfer these course credits into the Associate degree Business Administration programs.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| CIS110 | Introduction to Computers | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| CIS111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| MKT120 | Principles of Marketing | 3 | 0 | 0 | 3 |
| MKT223 | Customer Service | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **7** | **2** | **0** | **8** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC120 | Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| BUS153 | Human Resource Management | 3 | 0 | 0 | 3 |
| BUS230 | Small Business Management | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **9** | **2** | **0** | **10** |

# TOTAL REQUIRED CREDITS.... 18

**Work-Based Learning Option:** NA