

EDISON COLLEGE
SMALL BUSINESS MANAGEMENT
Certificate Code: PSVC SBMN

COURSE PREREQUISITES: Refer to specific course descriptions listed in the current catalog.
PROGRAM PREREQUISITES: NONE

CERTIFICATE CORE REQUIREMENTS:

			Credit Hours		
SLS	1331	Personal Business Skills	3		
SBM	2000	Small Business Management	3		
GEB	1011	Introduction to Business	3		
CGS	1100	Microcomputer Skills	4		
MTB	1103	Business Mathematics	<u>3</u>		
TOTAL			16		

Fall _____

Spring _____

Sum A _____

Sum B _____

(Choose Specialization Area)

Hospitality Specialization

HFT	1000	Introduction to Hospitality Management	3
HFT	2410	Front Office Procedures	3
		Electives	<u>2</u>
TOTAL			8

Fall _____

NAME _____ **ID#** _____

Academic Advisor _____ **Date** _____

Sandi Towers **K-116** **(239) 489-9067**

Contact Office Phone

Customer Service Specialization

MKA	1161	Introduction to Customer Service	3
		Electives	<u>5</u>
TOTAL			8

Any courses taken through the Department of Learning Assistance are non-transferable. These courses include:

REA 9001	ENC 9010	MAT 9002
REA 9002	ENC 9020	MAT 9012
REA 9003	ENC 9021	MAT 9020
		MAT 9024

International Business Specialization

INR	2002	International Relations	3
BAN	2155	International Banking and Finance	3
		Electives	<u>2</u>
TOTAL			8

Marketing

MAR	2011	Marketing	3
MKA	1511	Advertising and Sales Promotion	3
		Electives	<u>2</u>
TOTAL			8

Electives may be chosen from any Business, Hospitality, Management, Customer Service, Computer Technology, Banking, Finance, or Real Estate courses.

Banking

BAN	1004	Principles of Banking	3
		Electives	<u>5</u>
TOTAL			8

TOTAL CREDIT HOURS **24**