



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business Management Entrepreneurship & Small Business Management Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Business Management Entrepreneurship and Small Business Management Certificate will give students a strong foundation of skills in entrepreneurship and small business management. Small businesses contribute a significant portion of job creation both nationally and locally. Running or starting a small business requires a unique combination of skills in management, finance, marketing, technology, and communication.

The skills learned in this certificate, together with work experience are intended to qualify graduates to enter management in an existing small business or start a new venture. Courses from this certificate may apply to the Business Management Department's Associate of Technical Arts Degree. Many courses are available online. Refer to the class quarterly schedule.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **45** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

General Education/Related Instruction Requirements Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communications, computation/quantitative skills, and human relations/group interaction.

Cultural Diversity Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as “:CD” on the requirement sheet and/or “Meets Cultural Diversity Requirement” in the quarterly class schedule.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

Advisers The advisers for this program are

Claudia Levi	claudia.levi@edcc.edu	425-640-1388
Ann Paulson	apaulson@edcc.edu	425-640-1613
Marie Tran	marie.tran@edcc.edu	425-640-1637

College Resources

Department Website	http://mgmt.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

Course	Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (15 credits)			
Communication Skills – 5 credits			
BSTEC 110 Business Communications:CD OR	_____	_____	_____
ENGL 100 Introduction to College Writing OR	_____	_____	_____
ENGL& 101 English Composition I *	_____	5	_____
Computation/Quantitative Skills – 5 credits			
BUS 130 Business Math OR	_____	_____	_____
MATH _____ * / **	_____	5	_____
Human Relations/Group Interaction – 5 credits			
MGMT 100 Human Relations/Organization:CD	_____	5	_____
II. Required Courses (30 credits)			
ACCT 101 Accounting Fundamentals OR	_____	_____	_____
ACCT& 201 Principals of Accounting I	_____	5	_____
BSTEC 130 Computer Fundamentals OR	_____	_____	_____
BSTEC 222 Database (Access) OR	_____	_____	_____
BSTEC 224 Spreadsheet (Excel) OR	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
MGMT 130 Principles of Marketing	_____	5	_____
MGMT 214 Principles of Management	_____	5	_____
MGMT 260 Small Business Management	_____	5	_____
<i>Select 5 credits from the following</i>			
BUS& 101 Introduction to Business *	_____	5	_____
BUS& 201 Business Law	_____	5	_____
BUS 290 Professional Development Seminar AND	_____	1	_____
BUS 291 Business Internship	_____	1-4	_____
MGMT 101 Introduction to E-Commerce	_____	5	_____
MGMT 110 Sustainable Business Practices	_____	5	_____
MGMT 122 Customer Relations Management	_____	3	_____
MGMT 131 Introduction to Sales	_____	5	_____
MGMT 132 Time Management	_____	5	_____
MGMT 134 Leadership	_____	2	_____
MGMT 180 Finance-Money Management	_____	5	_____
MGMT 220 Human Resource Management	_____	5	_____
MGMT 255 Special Topics	_____	1-5	_____
MGMT 270 Project Management I	_____	5	_____
MGMT 275 Business Strategies	_____	5	_____

Explanatory Notes:

* This course may meet a requirement for an Edmonds Community College AA degree. Business transfer requirements vary by institution. See a transfer adviser for specific information

** Any college-level course in designated department

_____ Adviser's Signature	_____ Date	_____ Dean's Signature	_____ Date
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