

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Small Business Exploration
Certificate of Completion

Curriculum Code: 0903 (Effective Fall 2006 – Summer 2011)

This program consists of practical hands-on courses that provide students with the basic business knowledge and skills necessary to consider when starting a small business.

PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

INFORMATION

Contact the Business Department, Gannon Vocational-Technical Center, Room 190, telephone number (517) 483-1522 or Counseling and Advising Centers, Gannon Vocational-Technical Center, Room 204, telephone number (517) 483-1904.

REQUIREMENTS

| CODE | TITLE | TOTAL: 13 CREDITS CREDIT HOURS |
|---------|------------------------------------|-----------------------------------|
| ACCG161 | Accounting with Quickbooks | 2 |
| BUSN160 | Starting a Business | 2 |
| BUSN161 | Writing a Business Plan | 2 |
| BUSN295 | Small Business Management Capstone | 2 |
| LEGL150 | Legal Issues for Small Business | 2 |
| MKTG200 | Principles of Marketing | 3 |

LIMITED CHOICE REQUIREMENTS

TOTAL: 9-10 CREDITS

Complete the indicated number of credits from **EACH CHOICE** listed below.

| | | |
|--|---------------------------------------|--------------------|
| CHOICE 1: Accounting (See Note 2) | | 3-4 Credits |
| ACCG100 | Practical Accounting for Non-Majors | 3 |
| ACCG101 | Accounting Information for Management | 3 |
| ACCG210 | Principles of Accounting I | 4 |
| CHOICE 2: Management Related (See Note 3) | | 3 Credits |
| MGMT150 | Managing Customer Relations | 3 |
| MGMT223 | Developing Supervisory Skills | 3 |
| MGMT225 | Principles of Management | 3 |
| MGMT290 | TIME Series Topics | 3 |
| CHOICE 3: Computer Related | | 3 Credits |
| CITA110 | Introduction to Microsoft Office | 3 |
| CITW150 | Internet Literacy | 3 |
| MKTG210 | Marketing on the Internet | 3 |
| MINIMUM TOTAL | | 22 |

NOTES:

1. It is recommended that BUSN295 be taken during the last semester of this certificate program. Students must confer with a Business Department Program Advisor to choose a project. This capstone experience will result in a completed business plan.
2. ACCG210 is required to earn an Associate in Business Degree.
3. MGMT225 is required to earn an Associate in Business Degree.

SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

| I | II |
|----------|-----------|
| BUSN160 | ACCG161 |
| BUSN161 | BUSN295 |
| Lim.Ch.1 | LEGL150 |
| Lim.Ch.2 | MKTG200 |
| Lim.Ch.3 | |