

Business Programs

Business

Course	Ct. Hours	Course Title and Description(s)
ACNT 1010*	24	QuickBooks
BMGT 1012	24	Principles of Management
HRPO 1041	24	Personnel Management
MRKG 1001	24	Customer Relations
POFT 1004	24	Business Writing
POFT 1021	48	Business Math
POFT 1045	48	Introduction to Shorthand

*Exit exam required

Small Business

The courses offered through the Small Business Institute are bilingual.

Course	Ct. Hours	Course Title and Description(s)
ACNT 1010	24	QuickBooks
BUSG 1008	24	How to Manage a Small Business
BUSG 1020	32	Record Keeping for Small Business
BUSG 1021	24	Tax Information for Small Business
BUSG 1023	48	Small Business Survival Skills
BUSG 1024	32	How to Prepare for a Small Business
BUSG 1026	32	Legal Considerations in Small Business Start-Up
BUSG 1027	32	How to Fund a Small Business