

SMALL BUSINESS RECORD KEEPING
Mini-Certificate

This mini-certificate in Small Business Record Keeping will prepare students to manage the daily record keeping systems for a small business and teach them how to prepare informational and summary reports for use by a company's internal management and external accounting professionals. Graduates will be qualified to function as office managers or bookkeepers

Course	Number		Credit Hours
Major Field Courses			
MGMT	2207	Small Business Management	3
MGMT	2212	Managing Financial Performance	3
OADM	1101	Office Accounting Procedures	3
OADM	1102	Intermediate Office Accounting Procedures	3
Electives			
Select one three credit hour course:			
OADM	1104	Small Business Accounting Systems	3
OADM	1242	Spreadsheet Applications	<u>3</u>
		Total	15

Students applying for this mini-certificate must complete a Dalton State College application and meet other entrance requirements for certificate programs as indicated in the DSC catalog under "Admission to Certificate Programs."