



Curriculum Outline
Ana G. Méndez University System
Recinto Cupey
School for Technical Programs
Program Title: Small Business Operation
Credential Issued: Diploma
Requirements: 36 credits

Core Professional Courses (36 credits)

Course Number	Course Title	Credit Hours	Credits
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
ENGL 103-O or SPAN 103-O	Introductory English Language Course Basic Level II or Introducción a la Lengua Española II	3	
MATH 101-O	Mathematical Reasoning I	3	
MANC 101-O	Introduction to Business	3	
MANC 210-O	Administrative Theory	3	
MANC 126-O	Business Communication	3	
MGMT 101-O	Management and Leadership Principles	3	
MANC 213-O	Personnel Administration	3	
MANC 204-O	Legal Environment in Business	3	
FINA 101-O	Principles in Finance Accounting	3	
ACCO 101-O	Principles of Managerial Accounting	3	
SBOT 101-O	Principles of Selling	3	

Total 36

This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 3/2019