

ENTREPRENEURSHIP- SMALL BUSINESS MANAGEMENT

This degree program provides a course of study for students who are interested in developing an appreciation and understanding of the functional areas within the small business environment. The degree provides a working knowledge of small business operations to both the prospective business person as well as the owner/manager of an existing business, and is co-sponsored by the Small Business Administration.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or entrepreneurial opportunities and effectively communicate recommendations for courses of actions.
- Demonstrate an understanding of the requirements to start a new venture, including the basics of leadership, team building, finance, marketing and management.

CAREER OPPORTUNITIES

Administrative Assistant
Assistant Manager
Bookkeeper
Small Business Owner/Manager

Associate in Science Degree Requirements:

| Course | Title | Units |
|-----------|---|-------|
| BUS 109 | Elementary Accounting | 3 |
| or | | |
| BUS 120 | Financial Accounting | 4 |
| BUS 110 | Introduction to Business | 3 |
| BUS 111 | Entrepreneurship: Starting and Developing a Business | 3 |
| BUS 125 | Business Law: Legal Environment of Business | 3 |
| BUS 128 | Business Communication | 3 |
| | | 15-16 |

Select two of the following:

| | | |
|---------|---|---|
| BUS 156 | Principles of Management | 3 |
| BUS 176 | Computerized Accounting Applications | 2 |
| | | 5 |

Select at least three units from the following:

| | | |
|-----------|---|-------|
| BOT 100 | Basic Keyboarding | 1 |
| BOT 101AB | Keyboarding/ Document Processing I-II | 3 |
| BOT 102AB | Intermediate Keyboarding/ Document Processing I-II | 3 |
| BOT 114 | Essential Word | 1 |
| BOT 115 | Essential Excel | 1 |
| BOT 116 | Essential Access | 1 |
| BOT 117 | Essential PowerPoint | 1 |
| CIS 105 | Introduction to Computing | 2 |
| CIS 110 | Principles of Information Systems | 4 |
| | | 3 |
| | Total Required | 23-24 |
| | Plus General Education Requirements | |

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Entrepreneurship–Small Business Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.