

SMALL BUSINESS MANAGEMENT, ASSOCIATE IN SCIENCE

The Associate in Science in Small Business Management is intended for students who wish to be successful in the business environment, especially those wishing to start, own, or operate a small business. This program is designed to establish a foundation for successfully creating, running, and growing small businesses.

Students will acquire the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. Students who complete this program will have a comprehensive understanding of the general environment of business, accounting, information technology, marketing, law, and general management principles.

Course ID	Title	Units/Hours
Required Core Courses		
ACCT V03	Introduction to Accounting	3
ACCT V09	Ethics for Business and Accounting	3
BUS V30	Introduction to Business	3
BUS V31	Organization and Management	3
BUS V32	Human Resource Management	3
BUS V33	Business Law	3
BUS V45	Business Communications	3
BUS V62	Microsoft Excel	3
Required Core Units		24
Required Additional Courses		
ACCT V08	Quickbooks	3
BUS V38	Small Business Management	3
BUS V46	Marketing	3
or BUS V49	Introduction to Social Media Marketing	
BUS V48	Principles of Electronic Commerce	3
or BUS V50	Public Relations	
BUS V75	Managing Workplace Diversity	3
Required Additional Units		15
Total Major Units		39
VCCCD General Education Pattern		
Required Major Units		39
VCCCD General Education Units		24
Double-Counted Units		(3)
Elective Units		0
Total Units for the A.S. Degree		60

This Plan of Study applies to the VCCCD General Education Pattern and illustrates one sequence of courses to meet the Small Business Management, AS degree requirements in two years. Students are

encouraged to meet with a counselor to design a plan of study which will best meet their specific educational needs.

Year 1		
Fall Semester		Units/Hours
BUS V30	Introduction to Business (VCCCD GE Area 4 (Double Count))	3
BUS V31	Organization and Management	3
BUS V33	Business Law	3
ENGL C1000	Academic Reading and Writing (VCCCD GE Area 1A)	4
Select course VCCCD GE Area 6		3
Units/Hours		16
Spring Semester		
ACCT V03	Introduction to Accounting	3
BUS V32	Human Resource Management	3
BUS V38	Small Business Management	3
Select course VCCCD GE Area 1B		3
Select course VCCCD GE Area 2		3
Units/Hours		15
Year 2		
Fall Semester		
ACCT V09	Ethics for Business and Accounting	3
BUS V45	Business Communications	3
BUS V62	Microsoft Excel	3
Select course VCCCD GE Area 5		3
Select 3 units minimum. . . . VCCCD GE Area 7		3
Units/Hours		15
Spring Semester		
ACCT V08	Quickbooks	3
BUS V46	Marketing	3
or BUS V49	or Introduction to Social Media Marketing	
BUS V75	Managing Workplace Diversity	3
BUS V48	Principles of Electronic Commerce	3
or BUS V50	or Public Relations	
Select course VCCCD GE Area 3		3
Units/Hours		15
Total Units/Hours		61

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

- Develop an understanding of business and the business environment, locally and globally, with an awareness of markets and feasibility.
- Analyze business problems, including uses of technology, issues of sustainability, and ethics, while comparing costs and benefits.
- Synthesize modes of effective communication in business utilizing traditional, digital, and developing media.
- Analyze, process and prepare financial information within established protocols.