

A.A.S. Small Business Management

This two-year (60 credit) program is designed to provide students with the skills necessary to start their own business or qualify for employment in middle-level management positions in wholesale or retail businesses. This degree can be completed online.

Upon completion of this program, graduates will demonstrate:

- Knowledge of communication, organizational and managerial skills
- Ability to market and promote products
- Working knowledge of application software used in the field of small business
- Understanding of the elements of the accounting cycle and general financial statements
- Understanding of the global economy and its impact on and opportunity for small business

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites and should consult their advisor regarding the order in which to take courses. [General Education Elective Courses](#).

First Year Fall Semester	
CAPP 131 Basic MS Office	3 credits
M 108 Business Math	3 credits
WRIT 122 Intro To Business Writing, or Written Communication elective	3 credits
BGEN 235 Business Law	3 credits
Elective	3 credits
Total	15 credits
First Year Spring Semester	
CAPP 151 MS Office	3 credits
BMGT 235 Management	3 credits
COMX 111 Intro to Public Speaking, or COMX 115 Interpersonal Communications	3 credits
COLS 111 Career Development and Interpersonal Skills	1 credits
Elective	3 credits
Total	13 credits
Second Year Fall Semester	
ACTG 201 Principles Of Financial Accounting	4 credits
BMGT 215 Human Resource Management	3 credits
ECNS 201 Principles Of Microeconomics	3 credits
BMKT 225 Marketing	3 credits
CAPP 156 MS Excel	3 credits
Total	16 credits
Second Year Spring Semester	
ACTG 202 Principles Of Managerial Accounting	4 credits
BMGT 210 Small Business Entrepreneurship	3 credits

BGEN 298 Business Internship	3 credits
BFIN 205 Personal Finance	3 credits
Elective	3 credits
Total	16 credits
Program Total	60 credits