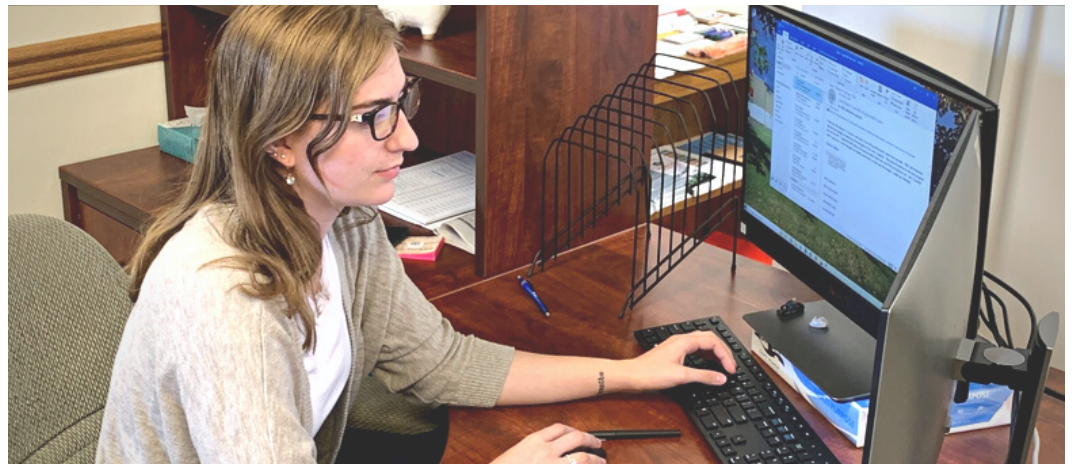# MILES
COMMUNITY COLLEGE

A.A.S.
Associate of Applied Science
(Two-year program)

SMALL BUSINESS MANAGEMENT

Why 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

START HERE — Go Anywhere

SMALL BUSINESS MANAGEMENT

Degree Requirements

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.

First Year

Fall Semester: 15 Credits
CAPP 131 Basic MS Office 3
M 108 Business Math 3
WRIT 122 Intro to Business Writing 3 -OR-
Written Communication Elective 3
BGEN 235 Business Law 3
Electives 3

Spring Semester: 13 Credits
CAPP 151 MS Office 3
BMGT 235 Management 3
COMX 111 Intro to Public Speaking 3 -OR
COMX 115 Interpersonal Communications 3
COLS 111 Career Development and
  Interpersonal Skills 1
Electives 3

Second Year

Fall Semester: 16 Credits
ACTG 201 Principles Of Financial Accounting 4
BMGT 215 Human Resource Management 3
ECNS 201 Principles of Microeconomics 3
BMKT 225 Marketing 3
CAPP 156 MS Excel 3

Spring Semester: 16 Credits
ACTG 202 Principles of Managerial Accounting 4
BMGT 210 Small Business Entrepreneurship 3
BGEN 298 Business Internship 3
BFIN 205 Personal Finance 3
Electives 3

TOTAL CREDITS
60