



According to a Dun and Bradstreet report of small businesses, inadequate management is a major contributor to business failures. The purpose of this curriculum is to enhance the success rate of entrepreneurs by providing managerial techniques and information that will be useful to anyone who wants to start a business or improve conditions in an established business.

Major Requirements for the Associate in Science Degree: (S390)

| | | GRADE | IP | NEED | UNITS |
|-------------|--|-------|----|------|-------|
| ACCTG 459 | Simplified Commercial Accounting Software | | | | 1.5 |
| ACCTGFS 450 | Tax Preparation for Small Business | | | | 1.5 |
| ACCTGFS 465 | Financial Accounting for the Non-Accounting Major (or ACCTG 1A, Principles of Accounting I, 4) | | | | 3 |
| BUS 10 | Introduction to Business | | | | 3 |
| BUS 40 | Marketing Principles | | | | 3 |
| BUS 45 | Small Business Ownership and Management | | | | 3 |
| BUS 402 | Introduction to Import/Export | | | | 3 |
| BUS 430 | Business Plan Preparation | | | | 1.5 |
| BUSMGT 40 | Introduction to Management | | | | 3 |

Plus nine units from the following:

| | | GRADE | IP | NEED | UNITS |
|------------|------------------------------------|-------|----|------|-------|
| ACCTG 435 | Payroll Accounting | | | | 3 |
| BUS 13 | Professional Selling | | | | 3 |
| BUS 28A | Business Law I | | | | 3 |
| BUS 28B | Business Law II | | | | 3 |
| BUS 55 | Advertising | | | | 3 |
| BUS 60 | Business Ethics | | | | 3 |
| BUS 61 | Introduction to Global Business | | | | 3 |
| BUSMGT 42 | Human Resource Management | | | | 3 |
| BUSMGT 44 | Introduction to Human Relations | | | | 3 |
| BUSMGT 440 | Principles of Leadership | | | | 2 |
| BUSMGT 460 | Quality Management Principles | | | | 3 |
| BUSMGT 480 | Principles of Supervision | | | | 3 |
| BUSOT 88 | Written Communication for Business | | | | 3 |

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Student Name: _____

ID #: _____

Date: _____

Counselor: _____

COUNSELOR NOTES:

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In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.



BUSINESS ADMINISTRATION/ SMALL BUSINESS ENTREPRENEUR

Requirements for the Small Business Entrepreneur Level I Certificate: (L390)

**Certificates of Career Preparation*

| | | GRADE | IP | NEED | UNITS |
|-------------|---|-------|----|------|-------|
| ACCTGFS 450 | Tax Preparation for Small Business | | | | 1.5 |
| ACCTGFS 465 | Financial Accounting for the Non-Accounting Major | | | | 3 |
| BUS 45 | Small Business Ownership and Management | | | | 3 |
| BUS 430 | Business Plan Preparation | | | | 1.5 |

Plus 6 units from the following:

| | | GRADE | IP | NEED | UNITS |
|-----------|---------------------------------|-------|----|------|-------|
| BUS 13 | Professional Selling | | | | 3 |
| BUS 28A | Business Law I | | | | 3 |
| BUS 28B | Business Law II | | | | 3 |
| BUS 40 | Marketing Principles | | | | 3 |
| BUS 55 | Advertising | | | | 3 |
| BUS 60 | Business Ethics | | | | 3 |
| BUS 61 | Introduction to Global Business | | | | 3 |
| BUS 402 | Introduction to Import/Export | | | | 3 |
| BUSMGT 40 | Introduction to Management | | | | 3 |
| BUSMGT 42 | Human Resource Management | | | | 3 |

Requirements for the Small Business Entrepreneur Level II Certificate: (L391)

Same as the major requirements for the A.S. Degree

*Certificates of Career Preparation do not appear on the transcript.

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.