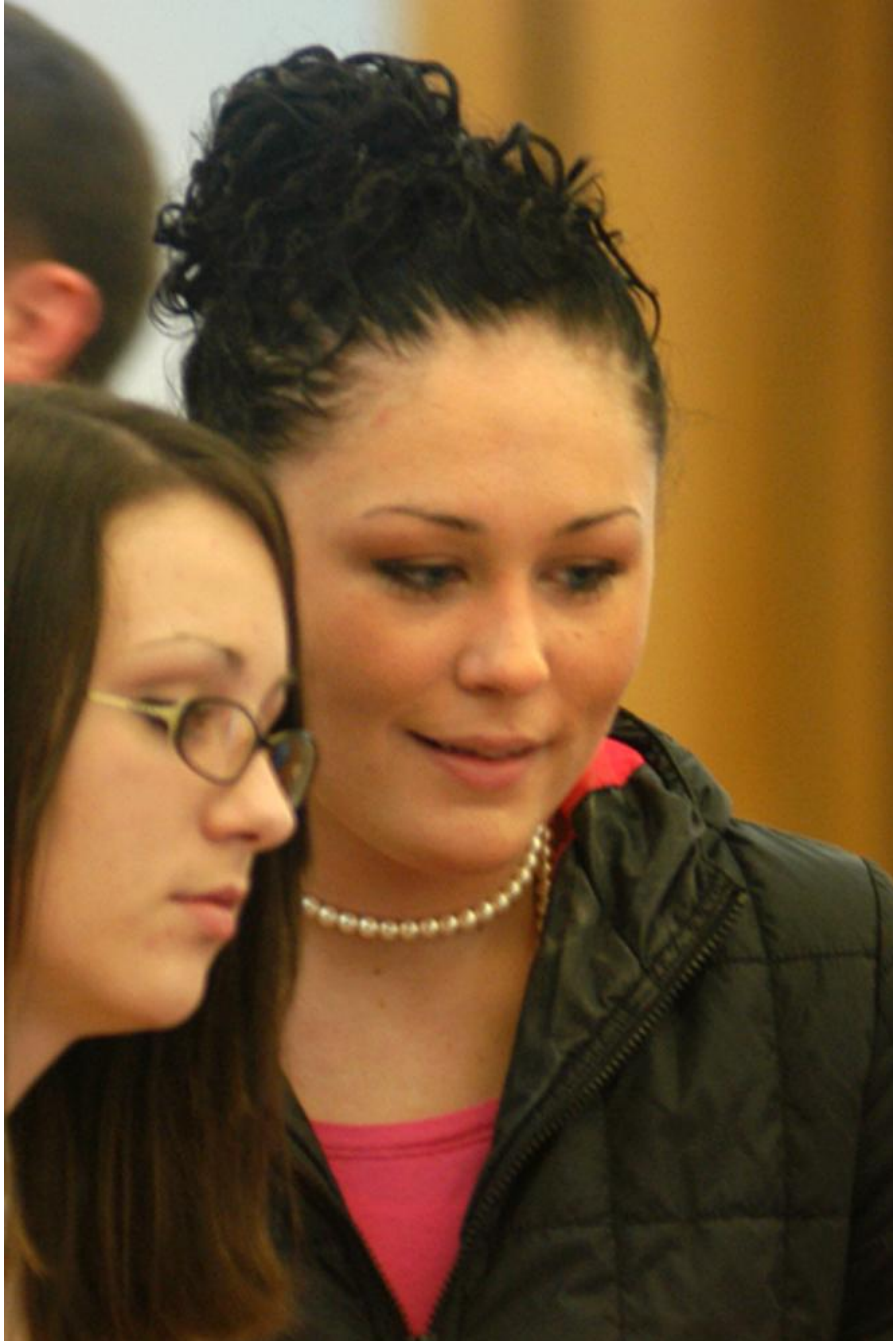




**GRAYS HARBOR
COLLEGE**

SMALL BUSINESS/ENTREPRENEURSHIP AS A CAREER

Program Instructor/Advisor: Doug Jones, (360) 538-4021



<http://www.ghc.edu/voc/smbusiness.pdf>

SMALL BUSINESS/ENTREPRENEURSHIP AS A CAREER

Grays Harbor College has worked with the industry to develop these leading-edge programs to reflect current state requirements in the small business/entrepreneurship field.

This program provides the knowledge and understanding of the field in areas such as:

- Creating an effective business plan
- Leadership and supervisory skills
- Components necessary to start a small business
- Salesmanship techniques
- Retailing concepts
- Marketing theories
- Basic accounting principles

Employment Opportunities

Some of the typical employment opportunities for graduates of these programs include:

- Start your own business
- Buy an existing business
- Purchase a franchise

Earnings Potential

Earnings can be anywhere from negative to very large positive, depending on the type of business, where it's located, and the planning learned from this program.

Salary Expectations

For job opportunities and salary expectations, please see: <http://www.workforceexplorer.com/>

What Do I Need To Do First?

- **Apply for Admission** (<https://admissions.ctc.edu/applicant/welcome.cfm>)
- **Request Official Transcripts** from high school, previous colleges or GED certificate. Have them sent directly to GHC.
- **Take the College Placement Test (CPT).** Make an appointment at GHC Counseling Center (360-538-4099 or toll-free 1-800-562-4830). The CPT is not required if 100 level English and math were completed at another college.
- **Meet with an entry advisor.**



SMALL BUSINESS/ENTREPRENEURSHIP Certificate of Completion

<u>Core Courses</u>		<u>Credits</u>
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 201	Business Law	5
<i>Credits Required</i>		20
<u>Support Courses</u>		
ACCT 113	Introduction to Accounting I	5
ACCT 175	Business/Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
<i>Credits Required</i>		19
<u>General Education Courses</u>		
BA 140	Business English	3
SPCH 101	Fundamentals of Speech	3-5
or		
SPCH 201	Fundamentals of Group Discussion	
PSYC& 100	General Psychology	3-5
or		
PSYCH 106	Applied Psychology	
or		
SOC& 101	Introduction to Sociology	
<i>Credits Required</i>		9-13
 <i>Minimum Credits Required</i>		48

Grays Harbor College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.

SMALL BUSINESS/ENTREPRENEURSHIP PROGRAM COURSE DESCRIPTIONS

ACCT 113 **5 Credits**
Introduction to Accounting I

Prerequisites: READ 090, completion of or current enrollment in MATH 093 or instructor permission.

Theory and practice of double-entry bookkeeping and accounting for professional, service and merchandising business organizations. Coverage of both cash and accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

ACCT 175 **3 Credits**
Business and Payroll Tax Accounting

Prerequisites: ACCT 113 or ACCT& 201 or instructor permission.

A study of the various aspects of federal, state and local taxes levied upon business. Emphasis placed on federal income and Social Security tax withholding, sales tax requirements and various state regulations regarding employee health, safety, unemployment insurance and business and occupation tax. Students will practice completion of various tax reports and maintenance of accurate tax related records. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

ACCT 176 **3 Credits**
Computerized Accounting Functions

Prerequisites: ACCT 113 or ACCT& 201; CIS 102 or instructor permission.

Introduction to computer applications in an accounting environment. Students will analyze transactions, enter data into a computerized accounting system and prepare various financial reports. Included are integrated general ledgers, accounts receivable and payable, depreciation, inventory and payroll systems. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BA 140 **3 Credits**
Business English

Prerequisite: A grade of "C" or better in ENGL 095 or placement in ENGL& 101; READ 090 or placement in READ 120.

The study of English grammar, spelling, and punctuation as particularly applied to business applications. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 174 **5 Credits**
Small Business Management

Prerequisites: READ 090; ENGL 095; MATH 095 or instructor permission.

A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 240 **5 Credits**
Principles of Marketing

Prerequisites: READ 090; ENGL 095 or instructor permission.

Inquiry into the institutions engaged in the movement of goods and services from producers to consumers. Primary emphasis on basic marketing with a managerial approach. Required for business management. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 258 **5 Credits**
Principles of Management

Prerequisites: READ 090; ENGL 095 or instructor permission.

A study of leadership and executive behavior and how to develop a successful leadership style. Employee motivation, managerial environment, planning, controlling, and organizing are also studied. A "systems" approach to management is emphasized. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BUS& 201 **5 Credits**
Business Law

Prerequisite: READ 080 or instructor permission.

A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions, agency and business organizations. Includes legal reasoning. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

CIS 102 **3 Credits**
Microcomputer Applications

Recommended Preparation: CIS 100 and CIS 101 or concurrent enrollment.

Prerequisite: READ 080.

This course introduces computer systems with emphasis on applications. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

SMALL BUSINESS/ENTREPRENEURSHIP PROGRAM COURSE DESCRIPTIONS

CIS 125

5 Credits

Internet Fundamentals

Prerequisite: CIS 102 with a grade of "C" or better or demonstrated proficiency using Windows XP measured by the ability to use the command line and Windows Explorer to locate, create, and manipulate folders and files; or instructor permission.

The goal of this course is to provide an introduction to Web Browsers, E-mail clients and Basic HTML. This course prepares students to work with and understand the basic concepts and terminology associated with the tools we use today when working with the Internet. Students will learn how to use and configure a web browser, how to use e-mail and finally how to be able to put together a basic web page using HTML tags. Optional lab components will be used to enhance student learning. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

PSYC& 100

5 Credits

General Psychology

Recommended Preparation: Placement in ENGL& 101.

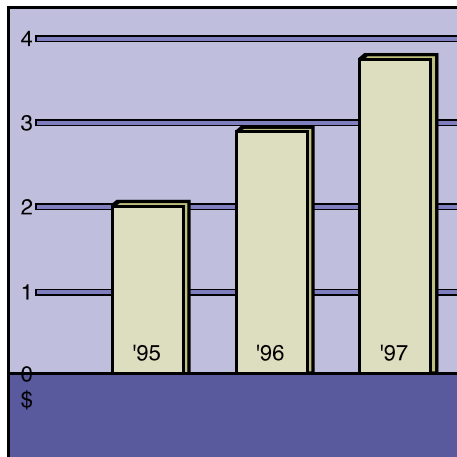
An introduction to psychology utilizing lectures and group exercises. Deals with the psychology of behavior, development, learning, cognition, motivation and emotion, perception, memory, and both normal and abnormal personalities. Provides an overview of modern psychology in terms of biological, social and intrapsychic factors. 5 lecture hours. Satisfies social science distribution area D requirement or specified elective for the AA degree.

PSYCH 106

3 Credits

Applied Psychology

Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth. 3 lecture hours. May be used as a general elective in the AA degree.



SOC& 101 (formerly SOC 110)

5 Credits

Introduction to Sociology

Recommended Preparation: ENGL 095 or placement in ENGL& 101.

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

SPCH 101

5 Credits

Fundamentals of Speech

Principles of effective oral communication including delivery, organization, content, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

SPCH 201

3 Credits

Fundamentals of Group Discussion

Introduction to problem solving in small groups. Emphasis is given to practical experience in group discussion participation and leadership. Additional attention is given to meeting management and panel discussion. 3 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.



GRAYS HARBOR COLLEGE - Typical Student Schedule
SMALL BUSINESS/ENTREPRENEURSHIP – CERTIFICATE OF COMPLETION

1st Quarter

Course #	Course Title	Credits
ACCT 113	Introduction to Accounting I	5
BUS& 201	Business Law	5
CIS 102	Microcomputer Applications	3
TOTAL QUARTER CREDITS		13

2nd Quarter

Course #	Course Title	Credits
SPCH 101	Fundamentals of Speech	5
BA 140	Business English	3
PSYC& 100	General Psychology	5
TOTAL QUARTER CREDITS		13

3rd Quarter

Course #	Course Title	Credits
ACCT 176	Computerized Accounting Function	3
BA 174	Small Business Management	5
BA 258	Principles of Management	5
CIS 125	Internet Fundamentals	5
TOTAL QUARTER CREDITS		18

4th Quarter

Course #	Course Title	Credits
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
ACCT 175	Business/Payroll Tax Accounting	3
TOTAL QUARTER CREDITS		13

*PLEASE NOTE: Students may substitute BA 159 for BA 200;
 PSYCH 106 or SOC& 101 for PSYC& 100; SPCH 201 for SPCH 101.*