

How long will it take to earn a certificate?

That depends on the number of units successfully completed each semester. Generally, it takes students one to two years to earn the certificate of achievement.

Why choose DVC's Business Administration Department?

DVC's Business Administration Department offers a wide selection of high-quality business courses throughout the year. Its dedicated faculty and helpful staff are committed to helping students meet their business education goals. The expert faculty includes business practitioners, small-business owners, attorneys, technical writers, consultants, CPAs, human resource specialists, corporate executives, and other professionals.



MISSION STATEMENT Diablo Valley College is passionately committed to student learning through the intellectual, scientific, artistic, psychological, and ethical development of its diverse student body. Diablo Valley College prepares students for transfer to four-year universities; provides career and technical education; supports the economic development of the region; offers pre-collegiate programs; and promotes personal growth and lifelong learning.

PERKINS STATEMENT This project was funded fully or in part by Carl D. Perkins Career Technical Education Act of 2006, awarded to Diablo Valley College and administered by the California Community Colleges Chancellor's Office. It is the policy of Diablo Valley College not to discriminate against any person on the basis of race, color, national origin, sex or disability in all of its educational and employment programs and activities.



**I'M INTERESTED.
WHAT SHOULD I DO NOW?**

For more information:

Business Department

925-969-2680

or visit: www.dvc.edu/programs

Enrollment information:

DVC website: www.dvc.edu

Admissions Office: 925-685-1310

Counseling Office: 925-969-2140

last updated: 7-17

PLEASANT HILL CAMPUS
321 Golf Club Road, Pleasant Hill, CA 94523

SAN RAMON CAMPUS
1690 Watermill Road, San Ramon, CA 94582

NON-DISCRIMINATION STATEMENT The district shall not discriminate based on ethnic group identification, race, color, age, citizenship, ancestry, religion, marital status, national origin, sex, sexual orientation, mental or physical disability, medical condition, veteran status, parental status, or because a student is perceived to have one or more of these characteristics

SMALL BUSINESS MANAGEMENT/ ENTREPRENEURSHIP CERTIFICATE PROGRAM



DVC
DIABLO VALLEY COLLEGE

The small business management/entrepreneurship certificate provides a foundation of business management strategies that will enable students to succeed as an entrepreneur, small business owner, partner, manager, or inventor.



What is the small business management/entrepreneurship program?

Small businesses are a vital part of the American economy, driving innovation, growth, and prosperity. They reflect the American dream and “can-do” spirit of entrepreneurship in which a good idea, strong business skills, and hard work can build a substantial and fulfilling career, and leave a lasting legacy. DVC’s Certificate in Small Business Management and Entrepreneurship can help you work toward this goal through a sharp focus on critical business, management, and communication skills.

As a student of the small business management/entrepreneurship program, you will learn:

- how to develop a business plan,
- how to develop a marketing plan,
- how to analyze financial resources,
- how to allocate financial resources,
- business procedures from startup to selling a business,
- general accounting principles,
- general legal principals and how they apply to business,
- group dynamics and leadership tools.



What can I do with a small business management/entrepreneurship certificate or degree?

You’ll be prepared to launch new enterprises, assume responsibility for existing businesses, or work as a manager in others’ organizations. With a title such as business owner, franchisee, or store manager, your responsibilities could include:

- Creating and implementing new business plans
- Managing staff, payroll, and benefits
- Securing financial resources for initial funding or expansion activities
- Identifying and exploring new opportunities

Why study small business management/entrepreneurship?

Learning from real-life small business management and entrepreneurship case studies, you’ll develop the business acumen and technical expertise needed to launch a new enterprise, take over an existing business, or be the one employee who can make a difference to the future of the company.

When and where are classes offered?

You can choose from day, evening, weekend, short-term, online, and summer classes. Take them at our convenient campus locations in Pleasant Hill and in San Ramon.



“I have been in business already for 8 years, and this was the first time I actually put together a formal business plan. Having the opportunity to share ideas and issues with fellow students and my professor was something I really looked forward to each class.” - Kari Hall, business owner