

**ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATE OF ACHIEVEMENT
SMALL BUSINESS OPERATIONS**

The Small Business Operations associate degree and certificate curriculum is designed to prepare students for success in small business management—starting, operating, and expanding a small business. It is geared to the potential or current entrepreneur and to persons who serve as employees of small business firms.

For the Certificate of Achievement in Small Business Operations, complete the units of coursework listed. Consult a Los Medanos College counselor to develop your education plan.

For the Associate of Science Degree in Small Business Operations, complete the units of coursework listed as well as the General Education requirements. Consult a Los Medanos College counselor to develop your education plan.

REQUIRED COURSES: UNITS

BUS-181 Accounting: Applied Principles 3

or

BUS-186 Financial Accounting 4

BUS-027 Small Business Management 3

BUS-035 Microsoft Office 3

or

BUS-035 A/B/C Microsoft Word/Excel/PowerPoint 4.5

MANGT-075 Managing Human Resources 3

TOTAL UNITS 12-14.5

AND SELECT A MINIMUM OF 17 UNITS- DEGREE; OR 12 UNITS- CERTIFICATE FROM:

BUS-018 Introduction to Excel 3

BUS-058 Business English 3

BUS-059 Business Communications 3

BUS-091 Managing/Working in a Diverse Workplace.5

BUS-092 Business Ethics .5

BUS-093 Dealing with Difficult People .5

BUS-095 Developing Customer Service Satisfaction .5

BUS-096 Time Management and Goal Setting .5

BUS-109 Introduction to Business 3

BUS-160 Personal Finance 3

BUS-185 Computer Assisted Accounting- Quickbooks 3

BUS-294 Business Law 3

ART-015 Graphic Design 3

COMSC-030 Web Site Development-Part I 1.5

COMSC-031 Web Site Development-Part II 1.5

COMSC-060 Information Technologies 4

JOURN-100 Mass Communication 3

MANGT-050 Introduction to Management 3

MANGT-060 Making Effective Decisions 3

MANGT-065 Mastering Management's Essential Tools 3

MANGT-070 Conflict Management, Team Development, Leadership 3

TOTAL UNITS FOR THE MAJOR 29-31.5

TOTAL UNITS FOR THE DEGREE 60

TOTAL UNITS FOR THIS CERTIFICATE 29-31.5

Program Student Learning Outcomes

1. Describe starting, operating, and expanding a small business that supports an ethical, legal, and social responsibility focused approach.
2. Explain sound financial management principles and procedures.
3. Discuss effective communication, human resources management, and decision-making practices and techniques.