

2017-2018

Certificate of Achievement in Small Business Management

Complete the following program of study (Major C.2030.CA). Major requirements (27 units minimum). This associate degree is intended for students who wish to be successful in the business environment, especially those wishing to start, own, or operate a small business. The course of study will prepare the student to successfully operate a small business. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in their efforts to establish a small business.

Name: _____ **Student ID:** _____ **Date:** _____

Course Overview and Selection

Core Courses:

Course	Course Description	Units	Completed	In Progress	Planned
ACCTG 40	Applied Accounting	4			
BA 10	Introduction to Business	3			
BA 18	Business and the Legal Environment	4			
BA 33	Human Relations in Business	3			
BA 38	Operation of the Small Business	3			
BA 47	Careers - Business	1			
IS 15	Computer Concepts	3			
MKTG 10	Marketing	3			
MKTG 12	Advertising and Promotion	3			

Notes:

Accounting 4A (ACCTG 4A- Financial Accounting) will be allowed as a substitute for ACCTG 40.

Business Administration 27 (BA 27 – Students in Free Enterprise SIFE/Collegiate Entrepreneurs Organization) will be allowed as a substitute for BA 47.

Comments: