

# SMALL BUSINESS MANAGEMENT LEVEL II, CERTIFICATE OF COMPLETION



Certificate of Completion: CCL 5978

16-18 Credits

Program Contacts

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## Program Description

The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A Certificate of Completion (CCL) in Small Business Management Level I is also available and fully embedded in this program.

## Program Notes

Students must earn a grade of "C" or better for all courses in the program. Overall program minimum GPA = 2.00.

++ indicates any suffixed course may be selected.

## Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
<b>Required Courses</b>			
EPS195	Business Start-Up and Planning	2-3	_____
or SBS216	Planning for a Small Business		_____
or MGT253	Owning and Operating a Small Business		_____
SBS200	Small Business Operations	2	_____
SBS202 & SBS203	Small Business Bookkeeping And Tax Preparation and Financing And Cash Management For A Small Business	2	_____
or SBS230	Financial and Tax Management for Small Business		_____
SBS204	Small Business Marketing And Advertising	2-3	_____
or SBS220	Internet Marketing For Small Business		_____

or MKT271	Principles of Marketing		_____
SBS213	Hiring and Managing Employees	1	_____
SBS214	Small Business Customer Relations	1	_____

**Restricted Electives**

Choose 6 credits from the restricted electives below. Courses cannot be shared with Required Courses.

EPS150	Introduction to Entrepreneurship		_____
EPS195	Business Start-Up and Planning		_____
MGT253	Owning and Operating a Small Business		_____
MKT271	Principles of Marketing		_____
SBS202	Small Business Bookkeeping And Tax Preparation		_____
SBS203	Financing And Cash Management For A Small Business		_____
SBS204	Small Business Marketing And Advertising		_____
SBS216	Planning for a Small Business		_____
SBS217	Starting/ Managing A Home Business		_____
SBS220	Internet Marketing For Small Business		_____
SBS221	Social Media Marketing for Small Business		_____
SBS230	Financial and Tax Management for Small Business		_____

**Total Credits** **16-18**