

# SMALL BUSINESS MANAGEMENT – LEVEL 2

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## Certificate of Completion #24034

The Small Business Management – Level 2 Certificate provides students with practical small business tools. It focuses on issues such as motivation, teamwork and leadership skills that lead to enhanced productivity through the development of people. Completion of this certificate will lead to new career opportunities for those currently employed in the small business arena.

### Program Learning Outcomes

- Students will define organizational culture, socialization and mentoring.
- Student will apply management concepts and functions.
- Students will explain theory and practical application of Equal Employment Opportunity current employment laws.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

### Program Requirements

Column 1	Column 2
Qualification for this certificate requires:	
Completion of Small Business Management - Level 1 coursework	
PLUS	
Completion of Small Business Management - Level 2 coursework	

### Required Courses

Course Prefix	Course Name	Units
Small Business Management - Level 1 Coursework		
VOC BM20	Principles of Business	
VOC BM66	Small Business Management	
VOC BS36	Principles of Marketing	

Course Prefix	Course Name	Units
Small Business Management - Level 2 Coursework		
VOC BM60	Human Relations in Business	
VOC BM61	Business Organization and Management	
VOC BM62	Human Resource Management	