

DEGREES & CERTIFICATES

SMALL BUSINESS MANAGEMENT CERTIFICATE OF COMPLETION (NL)

About the Program

This small business management program is a short-term (typically one year) non-credit program. It is a career technical education program designed to prepare students and managers of all levels in operating, managing, and growing a small business. Learning from real-life small business management cases and projects, 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. The program will also aid students in preparing for college-level courses in Business.

Career Opportunities

Students will be prepared to launch new enterprises, assume responsibility for existing businesses, or work as a manager in others' organizations. Additional employment opportunities include working in fields related to management, marketing, sales, operations, and entrepreneurship. In addition to a traditional career, this will prepare students for the gig economy. It is estimated by the Department of Labor and the Small Business Administration that 80% of new jobs are initially created by small businesses.

Program Outcomes

- Upon completion of the Certificate of Completion in Small Business Management, students are able to demonstrate the ability to comprehend, apply, and evaluate standards of ethical behavior in various business settings.
- Upon completion of the Certificate of Completion in Small Business Management, students are able to evaluate the feasibility of success when starting a new business venture.
- Upon completion of the Certificate of Completion in Small Business Management, students are able to recognize the advantages and disadvantages of the various forms of business ownership relative to a business opportunity.
- Upon completion of the Certificate of Completion in Small Business Management, students are able to research and compose a business plan that can be used for planning as well as financing.

Required Core: (18 Hours)

Course Number	Course Title	Hours
NBUS 212	Developing Your Business Plan	9
NBUS 213	Legal Aspects of Small Business	9

List A: Select Three (27 Hours)

Course Number	Course Title	Hours
NBUS 211	Design Thinking for the Entrepreneur	9
NBUS 214	Success in the Gig Economy	9
NBUS 200	Communication in the Workplace	9
NBUS 201	Writing Skills for Managers	9
NBUS 202	Attitude in the Workplace	9
NBUS 203	Decision Making and Problem Solving	9
NBUS 204	Managing Organizational Change	9
NBUS 205	Team Building	9
NBUS 206	Time Management	9
NBUS 207	Conflict Resolution	9
NBUS 208	Stress Management in the Workplace	9
NBUS 209	Values and Ethics	9
NBUS 210	Customer Service	9

Total Hours: 45