

SMALL BUSINESS MANAGEMENT, CERTIFICATE OF COMPLETION

This program will provide students with the foundational English language skills needed to start and manage a small business. Students who complete the program will have the fundamental linguistic fluency, cultural proficiency, and social competence to enter the Business Administration, Accounting, and Management career pathways.

Program Learning Outcomes

1. Compose a variety of business documents for various business tasks using the five-step writing process while integrating both formal and informal language.
2. Utilize technical business terminology and effective conversation strategies in workplace interactions with business partners, employees, vendors, and customers across various mediums.
3. Explain the necessary practices, requirements, and regulations for starting and running a small business.
4. Evaluate the financial and legal requirements for launching and operating a small business.

Potential careers students may enter upon completion are as follows:

- Small business ownership
- Business administration and management

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#noncredittext>).

Course	Title	Hours
Required Courses		
BUS G011N	Small Business Essentials	36
BUS G012N	Launching a Small Business	18
ELL G050N	Reading and Writing for Small Business	36
ELL G051N	Listening and Speaking for Small Business	36
Total Units		126