

# VOC: BUSINESS MANAGEMENT - LEVEL 2

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#24110

This certificate builds upon the Level 1 Certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable successes. Business presentations, business planning, team building, conflict resolution, and computer use are core skills developed in this certificate.

## Program Learning Outcomes

- Students will define organizational culture, socialization and mentoring.
- Students will analyze social perception.
- Students will explain theory and practical application of Equal Employment Opportunity current employment laws.  
Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Program Requirements

This certificate requires:

Completion of the Business  
Management - Level 1 coursework

PLUS

Completion of the Business  
Management - Level 2 coursework

## Required Courses

Course Prefix	Course Name	Units
Business Management - Level 1 Coursework		
VOC BM20	Principles of Business	
VOC BM61	Business Organization and Management	
VOC BS36	Principles of Marketing	

Course Prefix	Course Name	Units
Business Management - Level 2 Coursework		
VOC BM60	Human Relations in Business	
VOC BM62	Human Resource Management	
VOC CSB15	Microcomputer Applications	