

# VOC: BUSINESS MANAGEMENT - LEVEL 3

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## #24249

Upon completion of the Business Management – Level 3 Certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing business environment. Students will have a strategic perspective of production, marketing, accounting, international business and human resources. Completion of the Business Management – Level 3 Certificate will lead to new opportunities and provide students with a solid foundation upon which to build a management career.

### Program Learning Outcomes

- Students will describe the basic accounting system and how it is used to serve business needs.
- Students will define and outline the key principles of continuous quality management.
- Students will identify how governments influence trade.

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

PLUS

Completion of the Business  
Management - Level 3 coursework

### Required Courses

Business Management - Level 1 Coursework

VOC BM20 Principles of Business

VOC BM61 Business Organization and Management

VOC BS36 Principles of Marketing

Business Management - Level 2 Coursework

VOC BM60 Human Relations in Business

VOC BM62 Human Resource Management

VOC CSB15 Microcomputer Applications

Business Management - Level 3 Coursework

VOC BA07 Principles of Accounting - Financial

VOC BM10 Principles of Continuous Quality  
Improvement

VOC BM51 Principles of International Business