

# SMALL BUSINESS MANAGEMENT – LEVEL 2

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## #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 Requirements

Qualification for this certificate requires:

Completion of Small Business Management - Level 1 coursework

PLUS

Completion of Small Business Management - Level 2 coursework

### Required Courses

Small Business Management - Level 1 Coursework

VOC BM20 Principles of Business

VOC BM66 Small Business Management

VOC BS36 Principles of Marketing

Small Business Management - Level 2 Coursework

VOC BM60 Human Relations in Business

VOC BM61 Business Organization and Management

VOC BM62 Human Resource Management

### 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) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.