

# SMALL BUSINESS MANAGEMENT – LEVEL 3

---

## #24034

Upon completion of the Small 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 small business environment. Computer skills applicable to small business will be developed. Students will have a strategic perspective across all small business functions. Students will acquire the skills and abilities necessary to build a successful business career.

### Certificate Requirements

Qualification for this certificate requires:

Completion of Small Business Management - Level 1 coursework

PLUS

Completion of Small Business Management - Level 2 coursework

PLUS

Completion of Small Business Management - Level 3 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

Small Business Management - Level 3 Coursework

VOC BA07 Principles of Accounting - Financial

VOC BM10 Principles of Continuous Quality Improvement

VOC CSB15 Microcomputer Applications

### 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 contrast quality management theory and previous management thought.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.