

VOC: 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:

Course Prefix	Course Name	Units
Small Business Management - Level 1 Coursework		
VOC BM20	Principles of Business	
VOC BM66	Small Business Management	
VOC BS36	Principles of Marketing	

Course Prefix	Course Name	Units
Small Business Management - Level 2 Coursework		
VOC BM60	Human Relations in Business	
VOC BM61	Business Organization and Management	
VOC BM62	Human Resource Management	

Course Prefix	Course Name	Units
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.