

BUSINESS MANAGEMENT AND FINANCIAL SYSTEMS

Certificate of Completion #46371

The Business Management and Financial Systems program prepares students for entry-level careers as small business managers, administrative supervisors, or bookkeeping clerks in retail, services, and small enterprises. Students develop skills in creating business plans, applying marketing and pricing strategies, managing bookkeeping tasks with QuickBooks and Excel, and utilizing simple databases with queries and reports. The program emphasizes practical financial and entrepreneurial competencies for diverse learners, including adult re-entry students and adults seeking entry-level employment or career advancement. An understanding of basic computer literacy is recommended. Upon completion, students earn a Certificate of Completion, equipping them for immediate employment in high-demand business roles.

Program Learning Outcomes

- Students will identify appropriate business structures and legal ownership forms.
- Students will develop a small business plan that incorporates financing and marketing strategies.
- Students will create and manage simple databases, using queries and reports to organize and analyze business data effectively.
- Students will manage customer and vendor transactions, reconcile bank records, and generate financial reports using QuickBooks and Excel.
- Students will apply financial terminology in customer and vendor financial transactions.

Review Student Learning Outcomes (SLOs) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC BM66	Small Business Management	
VOC FDB1	Financial and Database Management 1	