

# SMALL BUSINESS MANAGEMENT – LEVEL 3

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## Certificate of Completion

#24235

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.

## 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 \(SLOs\)](#) for this program.

## Certificate Requirements

Column 1	Column 2
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	
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	