

VOCATIONAL RE-ENTRY

Microenterprise

Certificate of Completion

#38725

This certificate is designed to prepare students to start and manage a home-based business for self-employment or obtain a job in the field of business management. Includes instruction in the essentials of starting a small business, recognizing the requirements of local, state, and federal organizations, identify best practices in hiring as well as sales and marketing strategies.

Program Learning Outcomes

- Students will gain knowledge and skills in the essentials of starting a small business, including legal requirements, financial management, and business planning.
- Students will understand and comply with the local, state, and federal regulations related to small businesses, and gain knowledge of best practices in business management.
- Students will demonstrate a proficient understanding of business management, incorporating best practices for sales and marketing strategies.

Review Student Learning Outcomes (SLOs) (<https://www.mtsac.edu/slo/>) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC HBB1	Starting a Home-Based Business	
VOC HBB2	Managing and Growing Your Home-Based Business	
VOC MIT	Mobile Information Technology for the Beginner	

Recommended Electives

Course Prefix	Course Name	Units
VOC ESD02	Production of Boutique Crafts for Retail Sales	
VOC ESD03	Lettering Styles and Advertising Calligraphy	
VOC ESD07	Handcrafted Needlework for Retail Sales	
VOC ESD08	Jewelry Production and Design for Retail Sales	
VOC ESD10	Beginning Decorative Art Production for Retail Sales	
VOC ESD11	Intermediate Decorative Art Production for Retail Sales	
VOC ESD15	Jewelry and Lapidary Production Design	
VOC QLT	Artisan Quilting for Retail Sales	
VOC AGR-G	Home Gardening	