

BUSINESS: RETAIL MANAGEMENT - LEVEL III (CERTIFICATE T0521)

Business Division

Certificate T0521

Students completing the advanced Level III Certificate will have knowledge and practical experience in business communication, leadership and financial controls. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern retail management.

Required Courses

Course Prefix	Course Name	Units
	Completion of the Retail Management - Level I coursework	9.5
	PLUS	
	Completion of the Retail Management - Level II coursework	12
	PLUS	
	Completion of the Retail Management - Level III coursework	11
	Total Units	32.5

Course Prefix	Course Name	Units
Business: Retail Management - Level I Coursework		
BUSO 25	Business Communications	3
BUSS 50	Retail Store Management and Merchandising	3
CISB 15	Microcomputer Applications	3.5
	Total Units	9.5

Course Prefix	Course Name	Units
Business: Retail Management - Level II Coursework		
BUSA 11	Fundamentals of Accounting	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSS 36	Principles of Marketing	3
	Total Units	12

Course Prefix	Course Name	Units
Business: Retail Management - Level III Coursework		
BUSA 7	Principles of Accounting - Financial	5
BUSM 60	Human Relations in Business	3
BUSO 26	Oral Communications for Business	3
	Total Units	11

Special Information

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business Management Website (<http://www.mtsac.edu/management/>)

Guided Pathways of Study Suggested Course Sequence
(<https://www.mtsac.edu/guided-pathways/pathway-results.html?pthwyvar=T0521&desc=Business%3A+Retail+Management%2C+Certificate+Level+III+T0521+%28Levels+I-III%29>)

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Describe the basic accounting system and how it is used to serve business needs.
- Define organizational culture, socialization, and mentoring.
- Apply communication skills in simulated business situations such as conferences and business groups.

Review Student Learning Outcomes (SLOs) for this program.