

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/>)

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.

Looking for guidance? A counselor can help. *This Guided Pathways for Success (GPS) is a suggested sequence of coursework needed for program completion. It is not an official educational plan. Schedule an appointment (<https://esars2012.mtsac.edu/appointments/counseling/eSARS.asp?WCI=Init&WCE=Settings>) with a counselor or advisor as soon as possible to create an individualized Mountie Academic Plan (MAP) specific to your goals and needs.*

Course	Title	Units
Fall Term 1		
ENGL 1A	Freshman Composition ⁴	4
CISB 15	Microcomputer Applications ^{3,5}	3.5
BUSS 50	Retail Store Management and Merchandising ³	3
	Units	10.5
Winter Term 1		
BUSO 25	Business Communications ³	3
Certificate: Business Retail Management, L1 E0500 ⁰		
Submit petition to Admissions Records ^{Submit petition to Admissions Records}		
	Units	3
Spring Term 1		
BUSA 11	Fundamentals of Accounting ³	3
BUSM 61	Business Organization and Management ³	3
BUSM 62	Human Resource Management ³	3
BUSS 36	Principles of Marketing ³	3
Certificate: Business Retail Management, L2 N0474 ⁴		
Submit petition to Admissions Records ^{Submit petition to Admissions Records}		
	Units	12
Fall Term 2		
BUSM 60	Human Relations in Business ³	3
BUSO 26	Oral Communications for Business ³	3
BUSA 7	Principles of Accounting - Financial ⁵	5
Certificate: Business Retail L3 T0521 ¹		
Submit petition to Admissions Records ^{Submit petition to Admissions Records}		
	Units	11
	Total Units	36.5