

BUSINESS: SMALL BUSINESS MANAGEMENT - LEVEL III (CERTIFICATE N0647)

Business Division Certificate N0647

Upon completion of the Business: Small Business Management - Level III 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 small business career.

Required Courses

| Course Prefix | Course Name | Units |
|---------------|--|-------|
| | Completion of the Business: Small Business Management - Level I coursework | 9 |
| PLUS | | |
| | Completion of the Business: Small Business Management - Level II coursework | 9 |
| PLUS | | |
| | Completion of the Business: Small Business Management - Level III coursework | 11.5 |
| Total Units | | 29.5 |

| Course Prefix | Course Name | Units |
|---|---------------------------|-------|
| Business: Small Business Management - Level I Coursework | | |
| BUSM 20 | Principles of Business | 3 |
| BUSM 66 | Small Business Management | 3 |
| BUSS 36 | Principles of Marketing | 3 |
| Total Units | | 9 |

| Course Prefix | Course Name | Units |
|--|--------------------------------------|-------|
| Business: Small Business Management - Level II Coursework | | |
| BUSM 60 | Human Relations in Business | 3 |
| BUSM 61 | Business Organization and Management | 3 |
| BUSM 62 | Human Resource Management | 3 |
| Total Units | | 9 |

| Course Prefix | Course Name | Units |
|---|--|-------|
| Business: Small Business Management - Level III Coursework | | |
| BUSA 7 | Principles of Accounting - Financial | 5 |
| BUSM 10 | Principles of Continuous Quality Improvement | 3 |
| CISB 15 | Microcomputer Applications | 3.5 |
| Total Units | | 11.5 |

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=N0647&desc=Business%3A+Small+Business+Management%2C+Certificate%2C+Levels+I-III++N0647>)

Program Learning Outcomes

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

- I am able to describe the basic accounting system and how it is used to serve business needs.
- I am able to define and outline the key principles of continuous quality management.
- I am able to contrast quality management theory and previous management thought.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.