

BUSINESS: MANAGEMENT - LEVEL II (CERTIFICATE N0473)

Business Division

Certificate N0473

This certificate builds upon the Level I Certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable successes. Business presentations, business planning, team building, conflict resolution, and computer use are core skills developed in this certificate.

Required Courses

| Course Prefix | Course Name | Units |
|--------------------|--|-------------|
| | Completion of the Business: Management - Level I coursework | 9 |
| PLUS | | |
| | Completion of the Business: Management - Level II coursework | 9.5 |
| Total Units | | 18.5 |

| Course Prefix | Course Name | Units |
|--|--------------------------------------|----------|
| Business: Management - Level I Coursework | | |
| BUSM 20 | Principles of Business | 3 |
| BUSM 61 | Business Organization and Management | 3 |
| BUSS 36 | Principles of Marketing | 3 |
| Total Units | | 9 |

| Course Prefix | Course Name | Units |
|---|-----------------------------|------------|
| Business: Management - Level II Coursework | | |
| BUSM 60 | Human Relations in Business | 3 |
| BUSM 62 | Human Resource Management | 3 |
| CISB 15 | Microcomputer Applications | 3.5 |
| Total Units | | 9.5 |

Special Information

Students receiving financial aid need to declare the Level II or 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:

- Define organizational culture, socialization, and mentoring.
- Analyze social perception.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.