

# BUSINESS: SMALL BUSINESS MANAGEMENT - LEVEL II (CERTIFICATE N0475)

## Business Division Certificate N0475

The Business: Small Business Management - Level II Certificate provides students with practical small business tools. This certificate focuses on issues such as motivation, teamwork, and leadership skills that lead to enhanced productivity through the development of people. Completion of this certificate will lead to new career opportunities for those currently employed in the small business arena.

## 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
Total Units		18

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

## Special Information

Students receiving financial aid need to declare the Level II 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.
- Apply management concepts and functions.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

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
<b>Fall Term</b>		
BUSM 20	Principles of Business	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
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Submit petition to Admissions Records		Submit petition to Admissions Records
Units		9
<b>Spring Term</b>		
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Certificate: Small Business Management L II N0475 <sup>5</sup>		
Submit petition to Admissions Records		Submit petition to Admissions Records
Units		9
Total Units		18