

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/>)

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.

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		
BUSM 20	Principles of Business	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
Certificate: Business: Small Bus. Manag. L1 E0529 ⁹		
Submit petition to Admissions Records		Submit petition to Admissions Records
Units		9
Spring Term 1		
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Certificate: Business: Small Bus Mngt. L2 N0475 ⁵		
Submit petition to Admissions Records		Submit petition to Admissions Records
Units		9
Fall Term 2		
BUSA 7	Principles of Accounting - Financial	5
BUSM 10	Principles of Continuous Quality Improvement	3
CISB 15	Microcomputer Applications	3.5
Certificate: Business: Small Bus Mngt. L3 N0647 ⁷		
Submit petition to Admissions Records		Submit petition to Admissions Records
Units		11.5
Total Units		29.5