

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

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## 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
<b>Total Units</b>		<b>18</b>

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
<b>Total Units</b>		<b>9</b>

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
<b>Total Units</b>		<b>9</b>

## 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) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.