

Business: Small Business Management – Level III

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60530

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.

Requirements for the Certificate

Completion of Business: Small Business Management Level I and II Certificates (18.5 Units) as follows:

Required courses:

BUSM 20	Principles of Business	3.0	CSU, UC
BUSM 66	Small Business Management	3.0	
BUSS 36	Principles of Marketing	3.0	CSU

Required courses:

BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	

Plus the following courses:

Level III as follows:

BUSA 7	Principles of Accounting – Financial	5.0	CSU, UC
BUSM 10	Principles of Continuous Quality Improvement	3.0	
CISB 15	Microcomputer Applications	4.0	CSU, UC

TOTAL UNITS 30.0

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.