

Program Description:

The Small Business Management certificate program gives students a strong foundation in small business management, accounting, communications and business plan development. The program is appropriate for students planning to start or buy a small business, as well as students planning to play a key management role in a small business.

Career and Transfer Outlook:

This certificate prepares students to investigate, start and/or grow a small business enterprise. It also prepares students to contribute to the management of a small business.

Helpful Hints:

Students are encouraged to begin taking courses aimed at completing their English and math prerequisites immediately upon entering the college. Also, students who place into reading courses on the college placement test should complete that requirement without delay.

SMALL BUSINESS MANAGEMENT • Certificate**BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING**

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BU 1103	Business Law	3	
_____	BU 1119	Small Business Management	3	BU 1101 or *
_____	BU 1123	Business Communications	3	EN 1103
_____	BU 2101	Introduction to Accounting I	3	MA 1101 and placement above or successful completion of EN 2103. Corequisite: MA 1103
_____	BU 2102	Introduction to Accounting II	3	BU 2101
_____	BU 2221	Taxation or		BU 2102 or *
_____	BU____	Business Elective or		
_____	SO____	Economics Elective	3	
_____	CA 1101	Microcomputer Applications or		EN 2103 or higher placement and either taking, have successfully completed or tested out of EN 1101 and MA 1103
_____	CA____	Computer Applications Elective**	3	
_____	BU____	Marketing Elective	<u>3</u>	
			24	

*Permission of instructor

**CA 1100 will not satisfy this requirement