



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 for 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.

Program Outcomes:

Graduates of the Small Business Management Certificate program are prepared to:

- Explain and apply knowledge of small-business management operations, including sales and marketing, accounting practices, customer service and human resource management;
- Demonstrate successful entrepreneurial behaviors, including the management of multiple responsibilities and the ability to adapt to change;
- Demonstrate knowledge of computer applications software, including word, spreadsheets and presentation software skills;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presentation of information;
- Interpret and analyze information in order to engage in critical thinking and problem solving with regard to the performance of small-business operations.

Program Description:

The Studio Art Certificate program is appropriate for students intending to pursue a future degree program in art, or who choose art studies for noncareer goals.

Career and Transfer Outlook:

Students with a Certificate in Studio Art may pursue careers in illustration, painting, photography and other art-related fields. Students may transfer studio art courses into a degree program at MCC or another institution.

Helpful Hints:

Students should meet with an art advisor to design a course of study that meets their needs, interests and background. Many Studio Art Certificate graduates continue to take additional courses to complete the Studio Art associate degree.

SMALL BUSINESS MANAGEMENT • Certificate

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BUS 110	Introduction to Business	3	ENG 060 or higher placement
_____	BUS 112	Interpersonal Communications in Business or		
_____	BUS 213	Business Communications	3	ENG 101
_____	BUS 120	Introduction to Accounting I AND	4-6	MAT 060 and ENG 060 or higher placement. Corequisite: MAT 070
_____	BUS 220	Introduction to Accounting II or		BUS 120
_____	BUS 221	Financial Accounting		CAP 101; ENG 060 and MAT 070 or higher placement
_____	BUS 140	Sales Principles or		ENG 060 or higher placement
_____	BUS 141	E-Commerce Marketing		Basic computer skills, familiarity with the World Wide Web and Internet browser
_____	BUS 240	Principles of Marketing or	3	BUS 110 or permission of instructor
_____	BUS 211	Small Business Management	3	BUS 110 or permission of instructor
_____	BUS 310	Small Business Practicum	3	BUS 110
_____	CAP 101	Microcomputer Applications	3	ENG 060 or higher placement and either taking, have successfully completed or tested out of ENG 071 and MAT 070
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
			25-27	

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.

STUDIO ART • Certificate

BEDFORD CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	ART 101	Art Appreciation	3	Eligible for ENG 101
_____	ART 105	Art History I	3	
_____	ART 106	Art History II	3	
_____	ART 113	Color and Design	3	
_____	ART 121	Drawing I	3	
_____	ART 123	Figure Drawing I	3	
_____	ART 126	Painting I	3	
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
_____	ENG 102	English Composition II: An Introduction to Literature Social Science or Behavioral Science Elective	3 3 3	ENG 101
			30	