

## Certificate in Small Business Management

Course Title	Course#	Credits	Prerequisites
_____ English Composition I	EN 1103	3	EN 1101 or placement by exam
_____ Introduction to Business	BU 1101	3	EN 2013 or higher placement
_____ Small Business Management	BU 1119	3	BU 1101 or *
_____ Business Communications <b>OR</b> _____ Interpersonal Communications in Business	BU 1123 BU 1124	3	EN 1103
_____ Introduction to Accounting I (3cr) <b>AND</b> _____ Introduction to Accounting II (3cr) <b>OR</b> _____ Financial Accounting (4cr)	BU 2101  BU 2102 BU 2104	4-6	MA 1101 and placement above or successful completion of EN 2103. Corequisite: MA 1103  BU 2101  EN 2103 or placement above EN 2103, CA 1101 and MA 1103 or placement above MA1103
_____ Small Business Practicum	BU 1244	3	
_____ Principles of Marketing <b>OR</b> _____ Sales Principles <b>OR</b> _____ E-Commerce Marketing	BU 4101  BU 4125 BU 4135	3	BU 1101*  Placement above or successful completion of EN 2103.  Basic computer skills. Familiarity with the World Wide Web and Internet browser.
_____ Microcomputer Applications	CA 1101	3	EN 2103 or higher placement. Students

			should be either taking, have successfully completed or tested out of EN 1101 and MA 1103.
<b>Total credits 25-27</b>			

For a Certificate in Small Business Management, a total of 25-27 credits and a minimum cumulative GPA of 2.00 are required for graduation.

\*permission of instructor

## Welcome to Middlesex Community College

Middlesex Community College has graduated more than 12,000 people since 1971, and during the past two decades, has grown from a single building in Bedford to a major, two-campus institution of higher education located in Lowell and Bedford.

Today, you have to take future prospects into consideration at every stage of your education. At Middlesex, we help you connect your goals and ambitions with the knowledge and skills you will need to achieve them. Middlesex offers 71 certificate and associate degree programs, many of them designed to equip you for the current and future job market.

The college is committed to educational opportunity and instructional excellence. Faculty, advisors, counselors and other professional staff are actively involved in support systems that give students the confidence and study skills needed for academic progress.

### Certificate in Small Business Management

Certificate programs are designed for individuals who need to acquire specific job skills in a short period of time in order to advance or expand employment and career opportunities. Courses taken in certificate programs may also be directly applied to related Associate in Science degree programs. The Small Business Management certificate prepares students to enter a family business or start one of their own.



Springs Road, Bedford MA 01730-9124  
33 Kearney Square, Lowell MA 01852-1987

# Certificate

## *Small Business Management*

Fall 2006

For first-time students enrolled:

Fall 2006