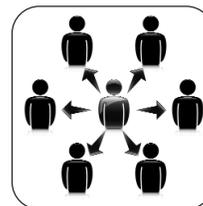




# MIDDLESEX COMMUNITY COLLEGE STRATEGIES FOR SUCCESS ADVISING GUIDE: *Entrepreneurship in Small Business Management Certificate*

The **Entrepreneurship in Small Business Management Certificate** program is designed to provide students with 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.



This advising guide includes information that will help you to explore your academic and career interests and determine whether the **Entrepreneurship in Small Business Management Certificate** major will support your long-term goals.



## EXPLORE YOUR OPTIONS WITH ACADEMIC ADVISING

Throughout each semester, meet with your advisor so that he/she can guide you through a self-exploration process that will help you identify your academic and career interests.

### Beginning of Semester:

\_\_\_ Schedule an appointment to meet with your academic advisor during the first few weeks to discuss future plans and how a Psychology Degree can help you achieve your goals.

\_\_\_ Explore your personal interests by completing Focus2, an online career assessment tool:  
<https://www.middlesex.mass.edu/careerservices/focus2.aspx>

### Mid-Semester:

\_\_\_ Schedule an appointment with academic advisor review your academic progress, Focus2 results and create an academic plan in Degree Works.

### Before Semester Ends:

\_\_\_ Schedule an appointment to discuss and register for the classes you will take the following semester.  
(Early November for spring, Early April for fall and summer)

\_\_\_ Visit the Academic Career & Transfer Center or call 1-800-818-3434 to schedule an appointment.

## INSIDE THIS GUIDE

- Exploring Your Options
- Personality Inventory
- Career Path
- Transfer Path

## ENTREPRENEURSHIP IN SMALL BUSINESS MANAGEMENT CERTIFICATE PROGRAM OUTCOMES

Graduates of the 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

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## STRATEGIES FOR SUCCESS ADVISING GUIDE: *Entrepreneurship in Small Business Management Certificate*



### IS THE ENTREPRENEURSHIP IN SMALL BUSINESS MANAGEMENT CERTIFICATE MAJOR THE RIGHT FIT FOR ME?

An entrepreneur often has the following characteristics:

- Displays leadership qualities;
- Enjoys interacting with people;
- Is interested in Project Management;
- Is able to communicate well both verbally and in writing;
- Possesses good time management and planning skills;
- Is able to maintain high standards of professionalism;
- Is able to use computer software packages



#### **THE CAREER PATH**

##### **Career Planning Activities:**

- \_\_\_ Work with advisor to discuss *MassTransfer*, Articulations and transfer agreements
- \_\_\_ Visit your selected campuses in person. Every college looks good online or in a glossy photo, but you can get a better feel when you visit
- \_\_\_ Meet with transfer counselor to identify transfer scholarships.
- \_\_\_ Research admissions requirements and deadlines at 4-year colleges and universities



#### **THE TRANSFER PATH**

While our Business Administration Transfer major is designed specifically for students wishing to transfer to a bachelor degree program, graduates of the **Entrepreneurship in Small Business Management Certificate major** can apply to transfer; however, colleges will evaluate transcripts on a course-by-course basis. This certificate does not qualify for the *MassTransfer* program.

##### **Transfer Planning Activities:**

- \_\_\_ Work with Advisor to discuss *MassTransfer*, articulations and transfer agreements
- \_\_\_ Visit your selected campus in person. Every college looks good online or in a glossy photo but you can get a better feel when you visit
- \_\_\_ Meet with transfer counselor to identify transfer scholarships
- \_\_\_ Research admissions requirements and deadlines at 4-year colleges and universities

#### **MCC ADVISING RESOURCES**

##### **Career Services:**

<https://www.middlesex.mass.edu/careerservices>

##### **Transfer Services:**

<https://www.middlesex.mass.edu/transfer>

##### **MassTransfer:**

<https://www.middlesex.mass.edu/transfer/mastransfer.aspx>

##### **Financial Aid:**

<https://www.middlesex.mass.edu/financialaid>

##### **Foundation Scholarships:**

<https://www.middlesex.mass.edu/foundation/scholarships>

##### **College Board Match Maker:**

<https://bigfuture.collegeboard.org/college-search>