



SMALL BUSINESS MANAGEMENT

CERTIFICATE

Curriculum Requirements: 18 Credits START HERE

1

| First Year, Fall Semester | Credits | Milestone | Completed |
|----------------------------------|----------|-----------|--------------------------|
| ACC 111 Accounting I | 3 | ★ | <input type="checkbox"/> |
| BUS 110 Introduction to Business | 3 | ★ | <input type="checkbox"/> |
| CIS 115 Software Applications | 3 | | <input type="checkbox"/> |
| Total Credits | 9 | | |



Program Milestones

Program milestone courses should be taken in the term and order noted.

2

| First Year, Spring Semester | Credits | Milestone | Completed |
|-----------------------------------|----------|-----------|--------------------------|
| BUS 260 Small Business Management | 3 | ★ | <input type="checkbox"/> |
| Any ACC, FIN or BUS Course | 6 | | <input type="checkbox"/> |
| Total Credits | 9 | | |

General Advising Notes

It is best to take classes in the semester noted. All classes can be applied to the Business Administration degree.

- ❖ All certificate courses can be applied to the Business Administration degree program.

YOU'VE FINISHED!

The sequencing of courses in this program begins in the fall semester for non-accelerated courses. Students entering in the spring or summer may take more or less time depending on the course format selected.

Program Description

The Small Business Management Certificate is designed to meet the needs of people seeking a career running a small business. The courses represent the basic business courses to understand the general environment of business, accounting, information technology, marketing, law and general management principles. This program is designed to establish a foundation for creating, running and growing a small business.

Career Opportunities

Small businesses in Maine employ slightly more than 50% of the private sector workforce and account for 96.9% of state employers (SUSB, 2012). Small firms also had a higher percentage of employees whose highest degree was a high school diploma (52.2% of workforce or 34.9 million people; Bureau of Labor Statistics, 2000). This degree helps students prepare for jobs in an organizational environment as worker/supervisor/manager; in a small business or non-profit environment. This certificate is ideally suited for people in transition into the workforce in entry level and first time supervisory/managerial positions.

Articulation agreements exist between York County Community College and various colleges and universities. Please work with your advisor for information regarding these agreements.

DISCLAIMER

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