

# Specialty Certificate in Small Business Management/Entrepreneurship

## Program Outcomes

Upon completion of this certificate, students will get a broad overview of running a business as well as the necessary skills to help the accounting and record keeping aspects of the business.

## Employment Opportunities or Additional Educational Options

With this certificate, students can possibly start a small business or go to work in a small business. Students could also take the credits earned in the certificate program and apply them to the pursuit of an associate degree.

## To Learn More About This Program

Contact James Benak at 269-782-1221 or [jbenak@swmich.edu](mailto:jbenak@swmich.edu).

## Certificate Requirements

To earn this certificate, students must have an overall GPA of 2.0 or higher, fulfill the course requirements of the program listed below, and complete a minimum of 21 credit hours. Additionally, each prerequisite course and the internship (if selected as an elective) must be completed with a minimum grade of "C."

### Certificate Courses

Course ID	Course	Credits
EDUC 120	Educational Exploration and Planning	1 credit
ACCO 201	Principles of Accounting 1	4 credits
BUSI 200	Small Business Management	3 credits
BUSI 210	Personal Finance	3 credits
BUSI 220	Marketing	3 credits
BUSI 240	Professionalism Workshop	1 credit

### Complete 2 courses from the list below

Course ID	Course	Credits
BUSI 212	Supervision	3 credits
BUSI 214	Business Communication	3 credits
BUSI 225	Human Resource Management	3 credits
BUSI 255	Internship	3 credits
ISYS 110	Intro to Computer Technology	3 credits
ISYS 181	Spreadsheets	3 credits

**Total Program Credits: 21**

## Additional Notes About the Certificate in Small Business Management/Entrepreneurship Program

- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog. A summary of the prerequisites are listed below in the Example Course Sequence.
- Courses taken out of sequence may delay a student's ability to complete the program in a timely manner. Please consult your advisor regularly.
- Each student should submit a graduation application at least one full semester before he/she plans to graduate.
- This program is subject to change. Students should consult with their advisor for program updates.

### Example Course Sequence

The following is a sample of a semester-by-semester approach to completing this program.

#### FIRST SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
EDUC 120 Educational Exploration and Planning	1 credit	ENGL 115 or test score (concurrent enrollment allowed)
ACCO 201 Principles of Accounting 1	4 credits	BUSI 200 (concurrent enrollment allowed)
BUSI 200 Small Business Management	3 credits	ENGL 115 or test score (concurrent enrollment allowed)
BUSI 210 Personal Finance	3 credits	None

#### SECOND SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
BUSI 220 Marketing	3 credit	BUSI 200 or permission of Dean. BUSI 214 recommended
BUSI 240 Professionalism Workshop	1 credit	None
Program Elective	3 credits	See Course Description for Details
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