

PROGRAM LEARNING OUTCOMES

*Upon successful
completion, students
will be able to:*

1. Explain the major concepts of accounting, marketing, finance, and management.
2. Describe and explain the ethical obligations and responsibilities of business.
3. Apply knowledge of business concepts and functions in an integrated manner.

FOR FURTHER INFORMATION, CONTACT:

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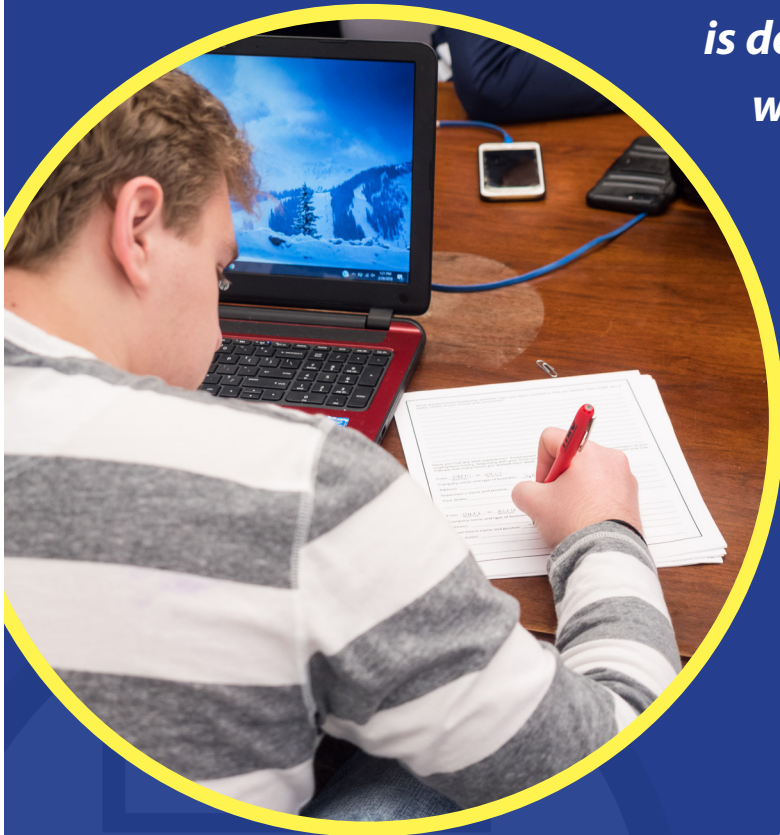
SMALL BUSINESS MANAGEMENT

Career Studies Certificate

WWW.MECC.EDU

SMALL BUSINESS MANAGEMENT Career Studies Certificate

*is designed for students
who seek an entry-level
managerial position
in a small business
or who wish to
operate their own
small business.*



**Small Business Management
Career Studies Certificate** provides
training in the effective and efficient
management and operation of a
small business. The curriculum includes
coursework in accounting, management,
marketing, and finance.

SMALL BUSINESS MANAGEMENT PROGRAM OF STUDY

Course #	Course Title	Cr.
FIRST YEAR FALL		
ACC 115	Applied Accounting	3
BUS 205	Human Resource Management	3
FIN 107	Personal Finance	3
MKT 100	Principles of Marketing	3
MKT 170	Customer Service Management	1
FIRST YEAR SPRING		
ACC 124	Payroll Accounting	3
ACC 134	Small Business Tax	3
ACC 215	Computerized Accounting	3
(Pre-requisite- ACC 115)		
<i>ELIGIBLE FOR QUICKBOOKS ONLINE CERTIFIED USER CERTIFICATION UPON COMPLETION OF ACC 215</i>		
BUS 165	Small Business Management	3
MKT 284	Social Media Marketing	3
TOTAL PROGRAM CREDITS		28

*Course substitutions may be available.
Please see your advisor.*



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