

# Master of Business Administration

The master of business administration program at the University of Southern Maine is composed of 30 credit hours of core courses and 9 credit hours of elective courses. In addition, up to 15 credit hours of foundation courses may be required depending on the student's previous academic background.

Foundation Courses Credits  
0-15

M.B.A. courses numbered below MBA 610 are not applicable toward the 39 credits needed for graduation. These courses are required for students whose previous undergraduate education has not included the equivalent content. Grades earned in M.B.A.-level foundation courses are included in the student's grade point average. However, any foundation courses in which a student earns less than a C grade (2.0) must be repeated.

Faculty strongly recommend that students, who do not have a solid recollection of foundation course content, retake or, at a minimum, review content material independently prior to enrolling in core courses. Students may consult the School of Business Web site or course instructors for information on course content.

Either a minimum grade of C (2.0) from a regionally accredited institution of higher education or successful completion of an equivalent CLEP exam or departmental exam (if available) is needed to meet a foundation course requirement. Coursework from non-accredited institutions will be evaluated on an individual basis. After admission, students may petition the director for permission to enroll in undergraduate equivalent courses to meet M.B.A.-level foundation course requirements. Any undergraduate courses taken will not be included in the computation of the student's graduate grade point average.

BUS 340 Managing Organizational Behavior 3

MBA 501 Economic Analysis:

An intensive survey of micro and macroeconomic theory 3

MBA 502 Financial Accounting 3

MBA 504 Probability and Statistics for Business Decision Making 3

MBA 505 Financial Management 3

*Computer application skills* All students are expected to have basic computer skills in word processing and spreadsheet usage, either through prior experience or education. Students lacking in computer application skills are responsible for seeking coursework that will fulfill these expectations.

## Orientation

All admitted students are required to participate in a one-day experiential learning exercise during the first year of enrollment. The experiential learning exercise is held in the fall semester. The exercise is geared toward developing a sense of community and enhanced communications and trust among the M.B.A. students and faculty. Information on the exercise will be provided. There is a fee for this experience.

## MBA Grade Policy

All graduate courses numbered MBA 610 or higher must be completed with a minimum grade of C (2.0) in order to carry graduate degree credit. If a student receives a grade below C (2.0) in a required graduate course, the student must repeat the course and has only one opportunity to raise the grade for that course to C (2.0) or higher. A student receiving two grades below C (2.0) will be dismissed from the program.

	<i>Credits</i>
Core Courses	30
Alpha Course	3
MBA 611 Introduction to Organizational Change	
Accounting:	3
ACC 630 Management Accounting Systems	
Ethical and Legal Issues	3
MBA 615 Ethical and Legal Issues in Business	
Finance (choose one)	3
MBA 625 International Finance	
MBA 626 Strategic Valuation	
MBA 627 Investment Management	

Information Systems	3
MBA 674 Topics in Information Systems Management	
International	3
MBA 612 Topics in International Business	
Marketing	3
MBA 660 Managerial Marketing	
Management Science	
MBA 670 Management Science	
Operations Analysis (choose one)	3
MBA 672 Supply Chain Management	
MBA 675 Production/Operations Management	
Capstone	3
MBA 698 Practicum	
Electives (Choose three)	9
<i>Courses used to fulfill core requirements above may not be used to fulfill elective choices.</i>	
ACC 631 Current Issues and Developments in Accounting	
ACC 632 Financial Statement Analysis	
ACC 633 Taxation for Business and Investment Planning	
ACC 636 Professional Responsibilities and Commercial Law	
ACC 650 Financial Statement Reporting: Accounting Standards Research and Analysis	
MBA 625 International Finance	
MBA 626 Strategic Valuation	
MBA 627 Investment Management	
MBA 642 Leadership	
MBA 643 Creative Problem Solving	
MBA 644 Strategic Management of Technology and Innovation	
MBA 647 Organizational Strategy	
MBA 649 Special Topics in Management: Introduction to System Dynamics	
MBA 657 Triple Bottom-Line Marketing	
MBA 665 Consumer Behavior	
MBA 669 Multivariate Methods for Marketing	
MBA 672 Supply Chain Management	
MBA 691 Independent Study	
MBA 695 Internship	

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**ACC 221 The Financial Accounting Cycle**

This course serves as a bridge between the introductory-level (user-focused) financial accounting course and Financial Reporting I, which is required for the accounting major. The course is primarily conducted as a self-study course facilitated by a self-study guide and related self-study software and online quizzes (a qualified graduate student assistant will be available for questions and guidance). The course reviews the complete accounting cycle: the journal entries for typical business transactions, including adjusting and closing entries, and the preparation of accounting statements. The course must be completed prior to enrollment in ACC 301/501. Prerequisites: ACC 110 or MBA 502. Cr 1.

**ACC 501 Financial Reporting I**

An examination of the conceptual framework, the primary financial statements, and the methods and rationale for recording and reporting assets. Emphasis is on the effect of present and potential economic events on the financial statements. The course discusses the advantages, limitations, and deficiencies associated with generally accepted principles in connection with presenting decision-useful information. Prerequisites: ACC 221 (with a grade of C or higher) and MBA 502 (or equivalent). Cr 3.

**ACC 502 Financial Reporting II**

An examination of the methods and rationale for recording liabilities and equity. The course also examines the statement of cash flows. Emphasis is on the effect of present and potential economic events on the primary financial statements. The course discusses the advantages, limitations, and deficiencies associated with generally accepted principles in connection with presenting decision-useful information. Prerequisites: ACC 501. Cr 3.

**ACC 529 Accounting Information Systems**

This course explores the theory and tools needed to select, use, and set up internal controls for, and obtain information from, accounting systems. The basic debits and credits of double-entry accounting are reviewed using a manual practice set that includes preparing typical business documents. The business activities performed in the expenditure, production, and revenue cycles are covered together with the documents, internal controls, and reporting needs relevant to each cycle. Significant emphasis is placed on the effects of errors on financial reports, the controls needed to prevent and detect errors in accounting systems, and the correction of system errors. The use of small business accounting software is introduced. Students use accounting software to set up accounts, process transactions, and produce managerial and standard financial accounting reports. Prerequisite: ACC 501. Cr 3.

**ACC 610 Auditing and Assurance**

This course examines the public accounting profession, auditing standards, and professional ethics. The course explores the process by which an auditor

forms an opinion as to the "fairness of presentation" of financial statements, giving an overview of audit evidence and audit evidence accumulation methodology. The course exposes students both to the demand for and supply of the profession's flagship service, financial statement audits, and to the nature of the value-added assurance and attestation services decision makers demand in the information age. The course illustrates with real companies, links class discussion and assignments to student skills, and encourages unstructured problem solving. This course provides an opportunity for students to study auditing concepts and theory at an advanced level by examining a number of issues, with extensive reading from the auditing research literature, in addition to textbook material. Students with prior coursework in external auditing may not enroll for M.S.A. degree credit. Prerequisite: ACC 502. Cr 3.

**ACC 613 Concepts and Strategies of Taxation**

This course provides a conceptual understanding of the federal tax system and its impact on individuals, corporations, and partnerships. The primary emphasis is on fundamental income tax concepts and principles, with an overview of other taxes. Detailed technical coverage and return preparation are minimized. The economic, political, social, and judicial reasoning underlying tax provisions are explored. Tax issues and changes under current consideration at the national, state, local, and international levels are discussed. Basic research skills and methodology are introduced. Prerequisites: MBA 501 and MBA 502. Cr 3.

**ACC 616 Governmental and Nonprofit Accounting**

An analysis of the environment and characteristics of government and nonprofit organizations, with an in-depth study of the basic concepts and standards of financial reporting for such entities. Financial management and accountability considerations specific to government and nonprofit organizations are emphasized. Prerequisite: ACC 501. Cr 3.

**ACC 630 Management Accounting Systems**

This course examines how management accounting systems can be used to establish and maintain competitive advantages in an increasingly competitive global economy. Emphasis is on designing management accounting systems which: (1) support both the operational and strategic goals of the organization, (2) provide feedback to senior management about organizational units' performance, and (3) serve as the linkage between the strategy of the organization and the execution of that strategy in individual operating units. A blend of contemporary theory with practical applications and actual company experiences will be utilized to accomplish the course objectives. Prerequisites: MBA 501, MBA 502. Cr 3.

**ACC 631 Current Issues and Developments in Accounting**

This course examines current issues and recent

developments across the accounting discipline, including coverage of topics in taxation, auditing, financial, and managerial accounting, among others. Prerequisites: ACC 529, ACC 610, and ACC 633 (or ACC 613). Cr 3.

#### **ACC 632 Financial Statement Analysis**

This case-oriented course (i) provides a framework for business analysis and valuation using financial statement data; and (ii) gives practical advice when using the framework to value a firm. The course assumes a good working knowledge of accounting, finance, economics, and business strategy. The course focuses on integrating key concepts from each of these areas and applying them to real world problems. The course places heavy emphasis on illustrating the latest techniques and information sources used by Wall Street professionals. At times the course draws on detailed understanding of financial statement data but more importantly the course assumes an understanding of the nuances of the accounting inputs used. Prerequisites: MBA 501, MBA 502, and MBA 505. Cr 3.

#### **ACC 633 Taxation for Business and Investment Planning**

This course provides an examination of the implications of federal income tax laws and policies for business management decisions. Coverage will include an overview of federal rules and recognition of tax planning opportunities and considerations in common business and investment transactions. Current federal and state of Maine tax policy issues will be researched, discussed, and debated. Prerequisites: MBA 501, MBA502, MBA 505. Cr 3.

#### **ACC 634 Advanced Taxation**

This course provides an overview of the federal tax treatment of various entities including corporations, partnerships, tax-exempt organizations, trusts, and estates. The course will also examine the tax treatment of transactions between the entity and its owners including distributions and changes in ownership. An overview of estate and gift taxation will be provided. Limited international applications and advanced individual income tax issues will also be covered. Tax research skills will be developed and applied. The course will also address the ethical responsibilities of tax practice. Prerequisites: ACC 613 or ACC 633. Cr 3.

#### **ACC 636 Professional Responsibilities and Commercial Law**

This course will address the ethical and professional responsibilities of accountants to various stakeholders including the public, the accounting profession, and governmental authorities. Professional and corporate codes of conduct will be examined along with comprehensive ethics management programs and ethics decision-making models. This course will also cover the legal implications of commercial transactions generally encountered by the practicing accountant. The law of contracts, negotiable instru-

ments, creditors' rights and bankruptcy, business organizations, property, and accountants' liability will be covered. Prerequisite: ACC 501. Cr 3.

#### **ACC 641 Advanced Accounting Topics**

This course explores a variety of advanced topics such as the theoretical and practical concepts of business combinations, partnerships, foreign currency, and other current issues. Prerequisite: ACC 502. Cr 3.

#### **ACC 650 Financial Statement Reporting: Accounting Standards Research and Analysis**

This course will develop student research skills that are necessary to identify a research question concerning U.S. or international accounting principles based upon a fact situation. The skills include the ability to find, analyze, and evaluate authoritative pronouncements and to effectively communicate the results of the research in clear, concise written and oral form. Problems and case studies will be utilized to examine controversial topics such as, but not limited to, asset impairment, accounting for intangibles, capitalization of software development costs, special purpose vehicles, lease accounting, income tax accounting, contingent liabilities, debt/equity hybrid securities, foreign currency translation, derivatives, pensions, and non-monetary compensation. Prerequisite: ACC 502. Cr 3.

#### **ACC 691 Independent Study**

Selected topics in the areas of accounting may be studied and researched on an independent basis. Enrollment is normally limited to M.S.A. degree candidates. Prerequisites: permission of instructor and curriculum chair. Cr 1-3.

#### **ACC 695 Internship**

This internship education course is described in the preceding text. Prerequisites: completion of foundation courses, 3.0 GPA or higher, and permission of instructor and curriculum chair. Enrollment is normally limited to M.S.A. majors who have not completed their degree requirements. A maximum of three credits of ACC 695 may be used toward the degree. Cr 1-3.

#### **BUS 340 Managing Organizational Behavior**

A survey of the disciplines of management and organizational behavior, and of the practices managers employ in planning, organizing, leading, and controlling organizations. Topics include self-awareness, perception and decision making, individual differences and diversity, motivation, group dynamics, communication, stress, power and politics, organizational design, and change. The environmental context, workforce diversity, the global economy, and managerial ethics are core integrating themes. Cr 3.

#### **MBA 501 Economic Analysis**

An intensive survey of microeconomic theory and macroeconomic theory. Economic problems such as

price and output decisions, resource allocations, inflation, and unemployment are analyzed. Cr 3.

#### **MBA 502 Financial Accounting**

This course offers an opportunity to gain a firm understanding of basic financial accounting concepts and issues including debits and credits, journal entries, and knowledge of the balance sheet, income statement, and statement of cash flows. This course will include insights into the fundamental strengths and limitations of the financial reporting process. This course covers the nature of the financial reporting process and the basic accounting principles, conventions, and concepts underlying the current reporting environment of GAAP basis financial statements. No prior knowledge of accounting is assumed. Cr 3.

#### **MBA 504 Probability and Statistics for Business Decision Making**

An introduction to the concepts and use of probability and statistics as tools for business decision making. Cr 3.

#### **MBA 505 Financial Management**

The primary objective of this course is to provide a balanced introduction to the theory and practice of financial management. Emphasis is placed on the management of capital to enhance shareholder wealth. Topics include time value of money, risk and return, stock and bond valuation, capital budgeting, and cost of capital. Prerequisites: MBA 501, MBA 502, MBA 504. Cr 3.

#### **MBA 611 Introduction to Organizational Change**

This course focuses on understanding the nature of organizational change. Process consulting forms the basis for much of the course. Prerequisite: BUS 340. Cr 3.

#### **MBA 612 Topics in International Business**

This course is taught by professors with different specialties and consists of two parts: (1) core topics which are included every time the course is taught, and (2) coverage of other topics in international business using either: (a) a multidisciplinary approach, (b) a legal approach, or (c) a marketing approach. Prerequisites: legal approach—none; multidisciplinary approach—MBA 501; marketing approach—MBA 660. Cr 3.

#### **MBA 615 Ethical and Legal Issues in Business**

This course examines business ethics and attempts to develop practical solutions to ethical issues which confront today's global managers. This course also examines legal issues including such topics as drug testing in the workplace, an employee's right to privacy, sexual harassment, and the rights and responsibilities of officers and directors. Cr 3.

#### **MBA 625 International Finance**

This course is intended to give students a solid introduction to the very important field of international

finance. It offers a rigorous examination of and the financial management of the multinational corporation and of international financial markets. Intensive coverage of foreign exchange markets and methods of managing exchange rate risk are emphasized. Topics include currency derivative markets and risk management, arbitrage and international parity conditions, market efficiency, short- and long-term asset management, and capital budgeting. Prerequisite: MBA 505 or equivalent. Cr 3.

#### **MBA 626 Strategic Valuation**

This is the M.B.A. corporate finance course, focusing on strategic and quantitative analyses of complex, real asset investments. It prepares students for making investment decisions and evaluating investment decisions made by others. Topics include incremental cash flows, traditional capital budgeting, capital structure, required rates of return, real options, and valuation of business entities for purposes of acquisition or divestiture. Prerequisite: MBA 505. Cr 3.

#### **MBA 627 Investment Management**

An introduction to the various investment media and financial markets from the viewpoint of institutional investors. The course provides an in-depth analysis of the nature, problems, and process of evaluating securities and managing portfolios. Emphasis is placed on the structure of the securities markets, portfolio theory, and trading strategies of portfolio managers. Theoretical and empirical research addressing recent developments in portfolio management will be examined. Prerequisite: MBA 505. Cr 3.

#### **MBA 642 Leadership**

The course integrates five perspectives of leadership: individual differences and diversity; transactional leadership; power and politics; transformational leadership; and the physical, psychological, and spiritual dimensions of leader well-being. Prerequisite: BUS 340. Cr 3.

#### **MBA 643 Creative Problem Solving**

This course provides an applications-oriented understanding of the creative problem-solving process. Students will learn how to be more creative at the individual, group, and organizational levels. This course focuses on divergent and convergent creativity techniques together with various models of creativity. Prerequisite: BUS 340. Cr 3.

#### **MBA 644 Strategic Management of Technology and Innovation**

Focuses on the strategic management of technology-based innovation in the firm. Specific topics include assessing the innovative capabilities of the firm, managing the corporate R&D function, managing the interfaces between functional groups in the development process, managing the new business development function in the firm, understanding and

managing technical entrepreneurs, building technology-based distinctive competencies and competitive advantages, technological leadership versus followership in competitive strategy, institutionalizing innovation, and attracting and keeping corporate entrepreneurs. Prerequisite: BUS 340. Cr 3.

#### **MBA 647 Organizational Strategy**

Using strategic tools such as competitive analysis and the value chain, this course provides an in-depth examination of the resource-based view of the firm. Emphasizes entrepreneurial strategy approaches in high-velocity business environments. Prerequisites: MBA 615 (or concurrent), MBA 505 and BUS 340. Cr 3.

#### **MBA 649 Special Topics in Management: Introduction to System Dynamics**

An examination of how the world can be understood through dynamic processes controlled by positive and negative feedback links. A general introduction to systems thinking, drawing on system dynamics, a computer-based technique for modeling systematically created problems. Requires an understanding of algebra. Prerequisite: BUS 340. Cr 3.

#### **MBA 657 Triple Bottom-Line Marketing**

How can marketers manage for the triple bottom line of financial, environmental, and social performance? This asynchronous, online course begins with an exploration of sustainable business (i.e., the pursuit of profits without causing pollution or social inequity). The course ends by examining green consumer behavior and the interrelationship between environmental issues and marketing strategy. Prerequisites: introductory marketing class (MBA 507, BUS 260, or MBA 660). Students will benefit if they have prior knowledge of economics (MBA 501), cost accounting (ACC 210), and production (BUS 375 or MBA 675). Cr 3.

#### **MBA 660 Managerial Marketing**

This course has a decision-based perspective, relying heavily on the case approach. It focuses on the logical development of market-driven strategies and assessment of their impact on other marketing functions within the organization. Students will gain experience in analyzing complex market behavior, recommending changes in marketing strategy, and articulating the development, implementation, and control of marketing plans. Prerequisite: MBA 502. Cr 3.

#### **MBA 665 Consumer Behavior**

Examines three aspects of consumer behavior: 1) cultural, sociological, and psychological influences on consumer motivation, 2) consumer acquisition of product information and formation of attitudes, and 3) the process consumers use to make consumption decisions. Implications for marketing strategy and segmentation will be discussed and students will apply marketing research techniques to analyze consumer behavior. Prerequisite: basic marketing course or instructor permission. Cr 3.

#### **MBA 669 Multivariate Methods for Marketing**

This course focuses on the application of multivariate statistical methods in the development of marketing strategy and the investigation of marketing problems. Building of descriptive and predictive models using multi-dimensional techniques such as factor analysis, regression analysis, cluster analysis, analysis of variance, conjoint analysis, and perceptual mapping. Use of statistical packages. Prerequisite: MBA 504. Cr 3.

#### **MBA 670 Management Science**

This course examines the role, perspective, and commonly used tools of quantitative analysis in business decision making. Emphasis is placed on developing students' abilities to recognize the need for quantification; to formulate business problems quantitatively; to select and test computer-based decision-support system models; to collect meaningful data; and to interpret the implications of analysis results. Prerequisite: MBA 504. Cr 3.

#### **MBA 672 Supply Chain Management**

This course examines supply chain concepts and current practice in the context of just-in-time production, total quality management, and continuous productivity improvement. Using practical applications, the focus is on the proactive management of movement and coordination of goods and services, and information, from raw material to end user through the value chain. Other topics include understanding the nature of demand for goods and services within business markets and the process of building relationships with suppliers. System-oriented managerial tools, models, and techniques are considered for their value-adding potential. Directed projects of the students' choosing are used to address specific, company-based supply-chain problem situations. Prerequisites: MBA 508 or MBA 670. Cr 3.

#### **MBA 674 Topics in Information Systems Management**

A topics course exploring major issues in the management of information technology. Students completing this course should have acquired an understanding of the strategic, tactical, and operational importance of information systems within an organization, and an understanding of how to leverage information technology in the management of an organization. Topics include, but are not limited to: strategic use of information technology, emerging technologies, systems development and project management, managing information systems resources, and knowledge management. Cr 3.

#### **MBA 675 Production/Operations Management**

An examination of the role of operations within manufacturing and service organizations. Emphasis is placed upon recognizing operational opportunities and tradeoffs, and employing computer simulation and other quantitative tools and decision support systems to assist strategic and operational decision making. Topics include: quality management,

capacity management, process design, facility location, layout, production planning, and manufacturing philosophies such as group technology, the theory-of-constraints, and just-in-time. Prerequisite: MBA 508 or MBA 670. Cr 3.

**MBA 691 Independent Study**

Selected topics in the areas of business and/or administration may be studied and researched on an independent basis. Enrollment is normally limited to M.B.A. degree candidates. Prerequisites: permission of the instructor and curriculum chair. Cr 1-3.

**MBA 695 Internship**

This internship education course is described in the preceding text. Prerequisites: completion of foundation courses, 3.0 GPA or higher, and permission of the instructor and curriculum chair. Enrollment is normally limited to M.B.A. majors who have not

completed their degree requirements. A maximum of three credits of MBA 695 may be used toward the degree. Cr 1-3.

**MBA 698 Practicum**

This course is organized around projects provided by organizations in the southern Maine business community. Working with a faculty coach, teams of three to five MBA students work in organizations as consultants. The student teams analyze their assigned projects and recommend courses of action. Business leaders help with the identification of problems and evaluate the team's analysis and recommendations. In addition, students attend discussion sessions designed to allow all the teams to discuss with and seek advice from other teams. This course is usually taken in a student's final semester. Prerequisites: MBA 611, MBA 674, and any MBA marketing course. Cr 3.

## Center for Entrepreneurship

*Director:* Valarie C. Lamont

In November 1996 the Board of Trustees of the University of Maine System approved the creation of the Center for Entrepreneurship. Housed within the School of Business, the Center is simultaneously developing academic courses for undergraduate students and non-credit offerings to serve the needs of start-up and existing small businesses statewide. In partnership with the Heart of Maine, the Center sponsors the FastTrac business development program in Maine. The Center also sponsors participation in the Price-Babson Fellows Program at Babson College and hosts the USM Student Business Plan Competition. More information can be found on the Center's Web site at [www.usm.maine.edu/cesb](http://www.usm.maine.edu/cesb) or by contacting the Center for Entrepreneurship Office at the University of Southern Maine, 68 High Street, Portland, ME 04101, (207) 780-5919, <http://cree.usm.maine.edu>.

## Center for Real Estate Education

*Director:* Valarie C. Lamont

The Center for Real Estate Education (CREE) provides prelicensing and continuing education courses in real estate, appraisal, banking, and property management. Courses are delivered using a variety of formats, including live classroom, public television, video, computer, Internet, and correspondence courses. Real estate courses can be used for academic credit. Persons interested in additional information may contact the Center for Real Estate Education, University of Southern Maine, 68 High St., Portland, ME 04101, (207) 228-8400, <http://cree.usm.maine.edu>.

## Maine Center for Business and Economic Research

*Director:* Bruce H. Andrews

*Associate Director:* Charles S. Colgan

*Senior Research Associates:* Aiello, Andrews, Artz, Barringer, Colgan, Grover, Hillard, Jensen, Sanders, Smoluk, Suleiman, Voyer

The Maine Center for Business and Economic Research (MCBER) was originally formed in 1974 as an EDA University Center, and now serves as a conduit for bringing the expertise and skills of faculty from the School of Business, the Muskie School, and other academic units at USM, to the challenges and opportunities facing the public and private sectors in Maine. As a joint center managed by the Business School and the Muskie School, MCBER is dedicated to helping the state prosper.

Supported by both public and private sources, the Center offers applied research and technical assistance services to Economic Development Districts, profit and nonprofit organizations, and individuals. These services include: survey-based research, economic impact analysis, forecasting, strategic planning, program evaluation, statistical/quantitative analysis, simulation modeling, feasibility studies, risk management, market research, financial/economic modeling, and other forms of customized business/economic analysis. For additional information, contact the Maine Center for Business and Economic Research, University of Southern Maine, P.O. Box 9300, Portland, ME 04104-9300, (207) 780-4187, [www.usm.maine.edu/cber](http://www.usm.maine.edu/cber).

## Maine Small Business Development Centers

*Interim State Director:* Meriby Sweet; *Associate State Director:* Alma H. Newell

Maine Small Business Development Centers (Maine SBDC) and its tech-focus group, Maine Small Business and Technology Development Centers (Maine SBTDC) provide comprehensive business management assistance, training, resource, and information services to Maine's micro, small, and technology-based

business communities. Professional certified counselors, who meet rigorous education and business experience standards, provide business assistance at no cost to Maine's existing and prospective business owners.

Maine SBDC/SBTDC is a partnership program of the U.S. Small Business Administration (SBA) in association with the SBA/SBDC, Maine Department of Economic and Community Development (Maine DECD), the University of Southern Maine, and leading economic and/or community development hosting organizations, with support from other contractors, allies, and stakeholders. Accredited by the Association of Small Business Development Centers (ASBDC) and administered by USM's School of Business for over 30 years, Maine SBDC/SBTDC operates a network of 12 service centers and numerous outreach offices located conveniently throughout the state.

Maine SBDC/SBTDC's mission is to engage itself and others in development activities that contribute to the improvement of the economic climate for and the success of micro, small, and technology-based businesses in the state of Maine. Its focus is to assist in the creation, growth, and maintenance of viable small businesses and the jobs these businesses provide. Maine SBDC/SBTDC serves those seeking assistance who are willing and able to build, sustain, and/or expand their business. More information about the Maine SBDC/SBTDC can be found at [www.mainesbdc.org](http://www.mainesbdc.org) or by calling (207) 780-4420. Maine SBDC state administrative offices are at 68 High Street, Portland. Mailing address: P.O. Box 9300, Portland, ME 04104-9300.