

SMALL BUSINESS MANAGEMENT +

HEGIS: 5004

SUNY CODE: 0933

The one-year certificate program in Small Business Management provides students with the opportunity to learn new or upgrade existing management skills. Graduates are prepared to:

- Maintain accounting records
- Prepare budgets
- Supervise employees
- Use computers
- Interpret contracts
- Develop a marketing plan
- Organize a small business

Career Opportunities

The program offers practical, entry-level job skills for management positions with retail, service and manufacturing businesses, not-for-profit organizations and governmental agencies.

1st Semester	Credits	2nd Semester	Credits
BU 111 Business Organization & Mgt.	3	BU 115 Accounting II	3
BU 114 Accounting I	4	BU 121 Business Law I	3
BU 251 Human Resource Management	3	BU 141 Introduction to Marketing	3
FS 100 Freshman Seminar	1	BU 238 Introduction to Entrepreneurship	3
MA 123 Financial Mathematics	3	Elective	<u>3</u>
Information Science Elective	<u>3</u>		
	Total 17		Total 15

**32 Credits Required
for the
Certificate**

+A curriculum change from a one-year certificate to a two-year A.A.S. degree in Business: Small Business Management, Business: Business Administration or Business: Marketing is available. See your advisor for details.

**For more information, contact the Business/Computer Division
at (315) 866-0300 or toll free 1-888-GO-4-HCCC, ext. 8240.**

**This program is Internet accessible and may be completed entirely on-line.
For more information access HCCC Internet Academy website: www.ia.herkimer.edu**