

# 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 government agencies.

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

*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, Health, Science and Technology Division at (315) 866-0300 or toll free 1-888-GO-4-HCCC, ext. 8230/8240.

**This program is Internet accessible and may be completed entirely online.  
 For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**