



# CERTIFICATE

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**Course Schedule**

**Program Outcomes**



**Career Possibilities**

**Potential Salary**



**Apply to NCC**



**Choose Community**

Choose Nashua Community College and experience what community really means: support, connection, security, opportunity.

Visit [nashuacc.edu](http://nashuacc.edu) or speak with an Enrollment Specialist by calling 603.578.8908 to begin!

## Benefits of Small Business Management

Credits earned in the Small Business Management Certificate Program can be applied to the Associate in Science in Business Administration curriculum.

The Small Business Management certificate provides students with the education to establish and operate a small business or to be a strong contributor in a current establishment. Small business functions will be studied in detail including financial operations, personnel requirements, management, and marketing.

The degree program builds a foundation for those looking to continue their education after NCC too. Students can transfer earned credits to pursue a four-year bachelor degree in Management Analysis, Finance, or Business Administration with a concentration in Small Business Management.

## Certificate Students Are:

- Job seekers upskilling for a new career
- Recent high school graduates preparing for quick entrance to the workforce
- Already employed, but seeking a certificate to move up in the industry.
- College grads keeping up-to-date on best practices

## Help Your Resume Stand Out

There are many benefits to completing a certificate program. If you are starting your job search, completing a certificate program will boost your skills and abilities, and it can even help you stand out in the job market.

# Small Business Management

## Degree Type

Certificate

## (Day/Evening Program)

Small business functions will be studied in detail including financial operations, personnel requirements, management, and marketing.

## Courses

Item #	Title	Class Hours	Lab Hours	Credits
ACCT101N	Financial Accounting I	4	0	4
BUS104N	Principles of Marketing	3	0	3
BUS110N	Principles of Management	3	0	3
BCPT119N	Software Applications	2	2	3
	Business Elective			3
BUS201N	Human Resources Management	3	0	3
BUS204N	Small Business Management: A Capstone Course	3	0	3
<b>Total Credits</b>				<b>22</b>

### NON-DISCRIMINATION POLICY

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.