

Entrepreneurship and Business Management Certificate (CEEN)

Catalog: 2015-2016				Effective Date: 9/01/2014			
CR	COURSE	COURSE TITLE	SUNY GEN ED	TR	SEMESTER		
1-4	HRD 100, HRD 100A or HRD 110	FRESHMAN EXPERIENCE					
3	ENG 101 or ENG 100A & B	<i>Introduction to College Writing or Writing Reading Workshop A/B</i>	GEBC				
3	CIS 125 (Prereq Required)	<i>Office Productivity Software</i>					
3	BUS 102	<i>Principles of Management</i>					
3	BUS 103	<i>Principles of Marketing</i>					
3	BUS 141	<i>Business Communications</i>					
3	BUS 146 or BUS 146A & BUS 146B	<i>Financial Accounting</i>					
3	BUS 156 Prereq Required)	<i>Quickbooks Microcomputer Applications</i>					
3	BUS 165	<i>Principles of Entrepreneurship</i>					
3	BUS 206 (Spring only - Prereq Required)	<i>Small Business Financial Management</i>					
3	BUS 209 (Spring only - Prereq Required)	<i>Business Plan Development</i>					
32	Minimum credits required for graduation						

Note: Please review the back of this form for additional information.

❖ COURSE PREREQUISITES:			
CIS 125	Familiarity using a PC, keyboard, mouse and file management in a Windows environment	BUS 206	BUS 146 (or 146B)
BUS 146B	BUS 146A with C or better	BUS 209	BUS 103 and BUS 146 (or 146B)
BUS 156	BUS 146 (or 146B) with C or better		
❖ COURSE COREQUISITES:			
BUS 209	BUS 206		

❖ RECOMMENDED SEQUENCE:			
FIRST YEAR			
First Semester		Second Semester	
1-4	HRD 100, HRD 100A or HRD 110		
3	ENG 101 or ENG 100 A & B	3	BUS 102
3	CIS 125	3	BUS 141
3	BUS 103	3	BUS 156
3	BUS 146 (See Note 1)	3	BUS 206
3	BUS 165	3	BUS 209
NOTES:			
1. BUS 146A & BUS 146B may be substituted. However, this would require either taking the courses prior to starting the certificate or delaying completion of the certificate. BUS 146 (or 146B) is a prerequisite for BUS 156, BUS 206 and BUS 209.			

❖ **DEFINITION OF COURSE REQUIREMENTS:** See <http://catalog.sunyacc.edu/academics/degreerequirements>

❖ **FINANCIAL AID RECIPIENTS:** A student **must** choose courses that are within their degree program. Students are encouraged to visit the Advisement and Career Services Center in Warren Hall for any questions about course selection and degree program requirements. Please visit the Office of Financial Aid for any aid-related questions.

❖ **SUNY GEN ED KNOWLEDGE AREAS:** See <http://catalog.sunyacc.edu/academics/generaleducation>

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| ❖ Mathematics (GEMA) | ❖ Other World Civilization (GEOC) |
| ❖ Natural Sciences (GENS) | ❖ Humanities (GEHU) |
| ❖ Social Sciences (GESS) | ❖ The Arts (GETA) |
| ❖ American History (GEAH) | ❖ Foreign Languages (GEFL) |
| ❖ Western Civilization (GEWC) | ❖ Basic Communication (GEBC) |