



# Career Launchpad Business and Entrepreneurship

With the Career Launchpad, Hudson Valley Community College has fast-track options that can get you re-skilled for a new or better career!

## Course/Program Offerings

### Accounting Course Bundle

The Accounting Bundle is designed for students who would like to gain a basic understanding of the accounting field. The accounting courses will provide the student with the fundamental knowledge of accounting and all courses can be transferred to the Accounting Certificate or AAS programs. Many who will take these courses are looking for advancement in their careers or the ability to learn a new skill set. The Accounting Bundle can be met through either full- or part-time study and through day and online offerings.

#### **Related Occupational Outlook Information:**

Bookkeeping, Accounting, and Auditing Clerks (<https://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>)

### Certificate in Human Resource Management

This 21-hour suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. Each 3 to 5 hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and structure your learning about human resource management.

#### **Related Occupational Outlook Information:**

Human Resources Managers (<https://www.bls.gov/ooh/management/human-resources-managers.htm>)

Human Resources Specialists (<https://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm>)

### Certificate in Nonprofit Management

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing and setting strategic direction are all addressed, and video commentary on these crucial topics will give insight into how nonprofit professionals apply key concepts in their own organizations. Each three- to five-hour self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that will engage you and help you practice effective decision making in a nonprofit setting.

#### **Related Occupational Outlook Information:**

Social and Community Service Managers (<https://www.bls.gov/ooh/management/social-and-community-service-managers.htm>)

Business and Financial Occupations (<https://www.bls.gov/ooh/business-and-financial/home.htm>)

## Get in Touch

Center for Careers and Transfer | (518) 629-7326 | [cce@hvcc.edu](mailto:cce@hvcc.edu)



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### Entrepreneurship Course Bundle

The Entrepreneurship Bundle is designed to provide aspiring and existing entrepreneurs with key entrepreneurial skills and business education skills to launch a new business. The program aims to increase the likelihood of success by reinforcing the concepts and skills necessary to create, design and launch a successful new business. This program provides the entrepreneurial skills needed by those whose dream is to run their own business or to become a driver of innovation in an established company. At the same time, those who already own a business will find that it helps them to advance their skill set. Credits earned in this program are directly applicable to the Entrepreneurship Certificate or AAS degree program. The Entrepreneurship Bundle can be met through either full- or part-time study and through day and online offerings.

**Related Occupational Outlook Information:**

Not Available

### Microsoft Office Specialist 2019 Certification Training

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. By course completion, you will be fully prepared to take the MOS Certification Exams MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

**Related Occupational Outlook Information:**

Computer Support Specialists (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm>)

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### Paralegal Certificate Course

This intensive, nationally-acclaimed program is designed for beginning and advanced legal workers. You will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are in most demand. The online paralegal course is split into two parts: Introduction to Paralegal Studies and Advanced Paralegal Concepts. All registered students will be enrolled in both sections, which will be completed consecutively.

- Introduction to Paralegal Studies provides the foundation for paralegal study. During the seven-week course, you will gain an understanding of the American legal system and learn how you can be of assistance in the exciting field of law.
- Advanced Paralegal Concepts takes over where the introduction leaves off. In this seven-week course, you will learn the advanced skills of legal research and writing, formal and informal advocacy, and appellate procedure.

#### **Related Occupational Outlook Information:**

Paralegals and Legal Assistants (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>)

### Project Management

Need to earn 60 PDUs to maintain your Project Management Professional (PMP) certification? Are you also looking for a high quality and interesting training program to fulfill this requirement? This 60 PDU bundle offers Project Management Professionals access to online, self-paced courses at a fraction of the price of purchasing courses individually. For \$999 participants can access seven online project management courses for a full year and earn 60 PDUs

#### **Related Occupational Outlook Information:**

Business and Financial Occupations (<https://www.bls.gov/ooh/business-and-financial/home.htm>)

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## Course/Program Offerings

### Six Sigma & Lean

Six Sigma and Lean Six Sigma are management approaches designed to improve quality of products or services and to minimize variation and waste. Training and certification is offered for the three major levels of Six Sigma involvement within an organization: Yellow Belt, Green Belt and Black Belt. The courses are designed to simplify the content so you can pass the exams on the first try.

#### **Related Occupational Outlook Information:**

Industrial Production Managers (<https://www.bls.gov/ooh/management/industrial-production-managers.htm>)

Business and Financial Occupations (<https://www.bls.gov/ooh/business-and-financial/home.htm>)

### Supervision Course Bundle

This Business Management Supervision Bundle provides the fundamentals necessary to provide the student with the skills to solve business-oriented problems and prepares you for employment in entry-level managerial positions. You will explore the theory and methods of the supervisory process, be an effective leader and motivator, confidence in delegation, employee staffing, performance appraisal, organization management and be an effective communicator.

#### **Related Occupational Outlook Information:**

First-Line Supervisors of Non-Retail Sales Workers (<https://www.onetonline.org/link/summary/41-1012.00>)

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