

## SMALL BUSINESS MANAGEMENT

Small Business Management is a program designed specifically for the business owner/operator. It is intended to introduce new management tools to businesspersons as well as keeping them abreast of the changing environment of business. Instruction is provided at the place of business.

The Small Business Management program offers five certificates:

- Small Business Planning
- Records and Computerization
- Financial Analysis and Planning
- Marketing and Risk Management
- Marketing and E-Commerce

*These certificates are designed to assist small business owners to be more effective and efficient in their operation and marketing of their small business. Each certificate requires a one-year course of study. Student may elect to earn one or more of the certificates.*

	Fall	Spring
<b>Small Business Planning</b>		
SMB 121	Small Business Planning I . . . . .	9
SMB 122	Small Business Planning II . . . . .	9
<b>Records and Computerization</b>		
SBM 131	Records & Computerization I . . . . .	9
SBM 132	Records & Computerization II . . . . .	9
<b>Financial Analysis and Planning</b>		
SBM 141	Financial Analysis and Planning I . . . . .	9
SBM 142	Financial Analysis and Planning II . . . . .	9
<b>Marketing and Risk Management</b>		
SBM 151	Marketing and Risk Management I . . . . .	9
SBM 152	Marketing and Risk Management II . . . . .	9
<b>Marketing and E-Commerce</b>		
SBM 153	Marketing, Risk Management & E-Commerce I . . . . .	9
SBM 154	Marketing, Risk Management & E-Commerce II . . . . .	9