

a great
place
to start for



SMALL BUSINESS MANAGEMENT

The Small Business Management programs prepare students for employment in an office or business environment with emphasis on computer skills, entrepreneurship, and e-commerce. Besides MS office, students will earn the fundamentals of accounting, tax preparation, and web coding. Students will open a tax site that will prepare taxes for the community. This course helps you to learn, prepare and practice the skills necessary to pass the MS Excel Expert and the MS Word Expert certification. The student will be qualified as a Vita ITS Certification Tax Preparer.

The following certificate may be earned:

Small Business Management

SMALL BUSINESS MANAGEMENT CERTIFICATE

Courses required for this certificate:

BUS 115 Introduction to Business
MAN 102 Ethics and Values
ENP 205 Marketing for the Entrepreneur
MAN 116 Principles of Supervision
FIN 101 Introduction to Finance
MAN 216 Small Business Management
SBM 153 Market/Risk Mgmt/E-Commerce I
BUS 185 Independent Study

Small Business Management Certificate Total:

Clock Hours: 600 Credits: 28

Certificate Length: 2 semesters

Class Hours

7:50-10:40 am, M, T, W, Th, F

OR

12:05-2:55 pm, M, T, W, Th, F

Estimated Cost

Estimated Tuition/Credit Hour Fees:**

Semester 1:	Semester 2:
\$1,599.00(Tuition)	\$1,845.00(Tuition)
<u>\$180.00(Credit Hour Fee)</u>	<u>\$200.00(Credit Hour Fee)</u>
\$1,779.00	\$2,045.00

Program Charges: \$500.00/Semester

Student ID: \$10.00/yearly

Books: TBD

CTSO Charge: \$20.00/yearly

Estimated Total:

Small Business Management Certificate: \$4,854.00 (plus tax)

*Students will be required to pay the program charge each semester they attend**

Based on Colorado Resident In-State Tuition**

Tuition and fees are subject to change.

Additional costs may apply. All books, kits & supply costs are estimated. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.



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Cost and information revised January 2019 and subject to change