

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 learn 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 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 TCE Certification Tax Preparer.

The following certificate may be earned:

Small Business Management

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

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

Please visit www.pickenstech.org to view our catalog online for course descriptions

Estimated Cost

Estimated Tuition**/Credit Hour Fees:

Semester 1: \$1,690.00(Tuition)	Semester 2: \$1,950.00(Tuition)
\$180.00(Credit Hour Fee)	\$200.00(Credit Hour Fee)
<u>\$1,870.00</u>	<u>\$2,150.00</u>

Program Charges: \$500.00/Semester

Student ID: \$10.00/yearly

CTSO Charge: \$20.00/yearly

Estimated Total:

Small Business Management Certificate: \$5,050.00 (plus tax)

*Students will be required to pay the program charge each semester they attend**
Based on Colorado Resident In-State Tuition**

Additional costs may apply. All books, kits & supply costs are estimated. Cost, information, and classes are subject to change at any time.

This certificate is eligible for Financial Aid. You may begin the Financial Aid process by completing your Free Application for Federal Aid (FAFSA) at www.FAFSA.ed.gov. If you have further questions, please call (303)344-4910, ext 27797.



500 Airport Blvd, Aurora, CO 80011 • www.pickenstech.org • (303)344-4910

Cost and information revised **May 2021**