

# SMALL BUSINESS MANAGEMENT

Write business plans and practice entrepreneurship in an e-commerce or store-front context. Students participate in an on-site tax preparation internship, and will become qualified tax preparers.

**accounting & payroll | social media | marketing | reporting | management & leadership | entrepreneurial techniques**

## Suggested Abilities

- ▶ 8th grade English reading, writing, speaking, and listening
- ▶ Understand basic algebra

## Prerequisites

- ▶ *High School Students: Meet with counselor for eligibility requirements*

## Class Hours

- ▶ Morning: 8:40am - 11:30am, Mon. - Fri.
- ▶ Afternoon: 12:10pm - 3:00pm, Mon. - Fri.

## SEMESTER 1

### **BUS 1015 Introduction to Business**

#### **3 credits**

Covers how the American business system operates, including economic fundamentals, careers, marketing, management, production, regulations, business tools, and social responsibilities.

### **FIN 1010 Introduction to Finance**

#### **3 credits**

Study of the U.S. monetary system, banking, financing types, international markets and instruments, stocks, bonds, derivatives, cash budgeting, financial statement and ratio analysis, and capital/financing decisions.

### **MAN 1002 Ethics and Values**

#### **1 credit**

Defining appropriate versus inappropriate behavior and emphasizing integrity, character, honesty, self-control, self-sacrifice, and core values for ethical, effective conduct.

### **ACC 1011 Intro to Financial Accounting**

#### **3 credits**

GAAP-based financial accounting: external financial reporting, the accounting cycle, terminology, transaction analysis, internal controls, and preparing and analyzing financial statements.

### **ACC 1032 Tax Help Colorado**

#### **2 credits**

Prepares the students for preparation of federal and state income tax returns for individuals. This course culminates in taking and passing the VITA Advanced Tax Preparation test, after which students are qualified to prepare taxes during the tax season. Passing this test is a requirement for continuing the Spring semester.

## SEMESTER 2

### **MAN 2016 Small Business Management**

#### **3 credits**

Covers essentials for starting and improving small businesses, enhances operational skills, and guides students in creating a complete small business plan.

### **SBM 1053 Market/Risk Mgmt/E-Commerce I**

#### **9 credits**

Practical web development and structured design for small businesses, covering layout, text, links, graphics, tables, downloads, basic marketing, market definition, search listing, and multimedia.

### **ACC 1033 Tax Help Colorado Practicum**

#### **1 credit**

Prepares individual federal and state income tax returns for community members, using tax knowledge and training following Tax Help Colorado program rules and IRS guidelines.

### **MAR 1055 Social Media for Business**

#### **3 credits**

Emphasizes strategic planning, content development, and industry best practices for engaging online audiences. Students also complete an industry-standard certification through HubSpot Academy to demonstrate job-ready digital marketing skills.

### **Small Business Management Certificate**

1 Year

28 Credit Hours



**Information Revised MAR'26.** Information subject to change. Course listings have been paraphrased on this flyer, for full course info please see Pickens Catalog. This certificate is eligible for Financial Aid. If you have further questions, please call (303)344-4910.