

a Great  
**place**

to start 

# SMALL BUSINESS MANAGEMENT



education that works!

*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 certificates may be earned:

Small Business Management

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### 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

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### Estimated cost

#### Estimated Tuition\*\*/Credit Hour Fees:

**Semester 1:** \$1,508.00(Tuition)  
                  \$180.00(Credit Hour Fee)  
                                      
                  \$1,688.00

**Semester 2:** \$1,392.00(Tuition)  
                  \$170.00(Credit Hour Fee)  
                                      
                  \$1,562.00

**Program Charges:** \$500.00/Semester

**Student ID:** \$10.00/yearly

**Books:** TBD

**CTSO Charge:** \$20.00/yearly

**Estimated Total:** \$4280.00 (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*



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Cost and information revised June, 2018 and subject to change