



# SMALL BUSINESS MANAGEMENT

## Small Business Management Certification

Write business plans and practice entrepreneurship in an e-commerce or store-front context

The curriculum includes an on site internship preparing tax returns for members in the community. Alongside the Small Business Management Certification, students will graduate as qualified Tax Preparers. The small business management program will help students learn a variety of skills used in the industry, including the following:

- Manage or work in a small office setting
- Assist in preparing tax returns, acquire accounting skills, and prepare payroll
- Learn marketing and entrepreneurship skills
- Computer and e-commerce skills
- Operate software to prepare spreadsheets and reports
- Social media marketing

### Suggested educational levels:

- English literacy (reading, writing, speaking, and listening)
- Understanding of basic algebra

### Class Hours:

- Morning: 7:50am - 10:40am Mon.- Fri.
- Afternoon: 12:05pm - 2:55pm Mon.- Fri.
- Program is 2 semesters in length, with start dates in Fall.

### Tuition and Credit Hour Calculation

#### Semester 1

\$1,781.00 (Tuition)  
 + \$180.00 (Credit Hour Fee)  
 \$1,961.00

#### Semester 2

\$2,055.00 (Tuition)  
 + \$200.00 (Credit Hour Fee)  
 \$2,255.00

*Based on Colorado Resident In-State Tuition*

### Estimated Program Costs (to be paid at Picken's payment office)

#### Tuition and Credit Hour Fees:

**Semester 1:** \$1,961.00

**Semester 2:** \$2,255.00

#### Required On Campus Costs:

**Program Charges:** \$500.00 (each semester)

**Student ID:** \$10.00 (each year)

**Proxy Disc:** \$15.00 (semester 1)

**CTSO Charge:** \$20.00 (each year)

**MS Office Suite Certification:** \$300.00 (one time fee)

#### Estimated Total:

**Small Business Management Certificate:** \$5,561.00 (+tax)

Credits:  
28

Length:  
1 year

Cost:  
\$5,561



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## Courses required for this certificate: Semester 1

**BUS 1015 Introduction to Business** 3  
Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

**FIN 1010 Introduction to Finance** 3  
Provides an in-depth study of the US monetary system, the role of banks as financial intermediaries, and the types of financing. Includes international financial markets and international financial instruments used in importing and exporting, analysis of stock and bond values, the role and process of the stock and bond markets and the derivative marketplace. Enables the student to produce a cash budget, analyze financial statements including all financial ratios used in credit analysis, and determine capital requirements and financing arrangements.

**MAN 1002 Ethics and Values** 1  
Discusses behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the roll of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

**ACC 1011 Intro to Financial Accounting** 3  
Focuses on financial accounting concepts prescribed by Generally Accepted Accounting Principles (GAAP), including financial information for external partners, the accounting cycle process, basic terminology, transaction analysis, internal control systems, and financial statement preparation and analysis.

**ACC 1032 Tax Help Colorado** 2  
Prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

## Courses required for this certificate: Semester 2

**MAN 2016 Small Business Management** 3  
Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

**SBM 1053 Market/Risk Mgmt/E-Commerce I** 9  
Introduces the development of web pages using structured design to document layout. This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. May include such concepts as, web page layout, text manipulation hyperlinks, graphics, graphics formats, data tables and file downloading requirements, development of the basic marketing plan, defining your market, listing your page with search engines, and working with multimedia and the web site.

**ACC 1033 Tax Help Colorado Practicum** 1  
Utilizes income tax knowledge and training in the context of a community service setting. Volunteers prepare individual federal, and state income tax within the parameters of the Tax Help Colorado program and Internal Revenue Service (IRS) guidelines.

**MAR 1055 Social Media for Business** 3

## SMALL BUSINESS MANAGEMENT CERTIFICATE

**Certificate Total:** Clock Hours: 600 Credit Hours: 28

**Certificate Length:** 2 semesters

Additional costs may apply. All books, kits & supply costs are estimated. Cost, information, and classes are subject to change. Statistics present are based on the US Bureau of Labor Statistics. 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](http://www.FAFSA.ed.gov). If you have further questions, please call (303)344-4910.