South Central College
Program Design

CERT - 2143/3143 Small Business Management Recordkeeping Certificate

Program Information

Instructional Level  Certificate
Career Cluster  Business Management and Administration

Description
Learners in the Small Business Management program must be actively engaged in the ownership, management or operation of a small business, or the start-up of a business. The purpose of the program is to develop the skill set of the owner and/or manager in order to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial and human resource management. This is a three-year part-time program with online classes that also feature both group instruction & one-on-one mentoring.

Program Admission Dates (Fall and/or Spring)
Fall, Spring, and Summer

Program Location (North Mankato and/or Faribault)
Faribault and North Mankato

Program Course List

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Pre/Corequisites</th>
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<tbody>
<tr>
<td>SBMT 1110</td>
<td>Organizational Planning</td>
<td>2</td>
<td>None</td>
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<tr>
<td>SBMT 1120</td>
<td>Business Systems</td>
<td>3</td>
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<tr>
<td>SBMT 1210</td>
<td>Systems</td>
<td>3</td>
<td>Must have computerized accounting software</td>
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<td>SBMT 1230</td>
<td>Financial Analysis</td>
<td>3</td>
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<tr>
<td>SBMT 2130</td>
<td>SBM Record Keeping</td>
<td>3</td>
<td></td>
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<tr>
<td>SBMT 2131</td>
<td>SBM Asset &amp; Inventory Management</td>
<td>2</td>
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<tr>
<td>SBMT 2132</td>
<td>SBM Accounts Receivable &amp; Accounts Payable Management</td>
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<tr>
<td>SBMT 2133</td>
<td>SBM Reconciliation &amp; Closing Accounts</td>
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<tr>
<td>SBMT 2134</td>
<td>SBM Payroll Systems</td>
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<td>SBMT 2135</td>
<td>SBM Payroll Reports</td>
<td>2</td>
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<td>SBMT 2136</td>
<td>SBM Year End Closing</td>
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