



Program Description

Students 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 owner and/or manager's ability to organize resources that maximize the potential for meeting business and personal goals. The program emphasizes planning, record keeping, marketing, financial management, and human resources management. This is a part-time program with evening classes and at-the-business educational training.

This program is eligible for state grant funding only.

Office Locations and Phone Numbers

Faribault.....507-332-5843 or 1-800-422-0391

North Mankato507-389-7436 or 1-800-722-9359

Program Core Competencies

1. Establish business goals
2. Utilize appropriate business records
3. Utilize business plans for the functional areas of their business
4. Manage business resources effectively

Diplomas and Certificates

Small Business Management

Diploma

Financial Management

Certificate

Human Resources

Certificate

Marketing

Certificate

Record Keeping

Certificate

Small Business Management

Certificate



*Marketing Information
Management and Research*



Diploma Description

The SBM diploma provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. Additionally, elective classes allow the business owner or manager to focus on specific areas they feel are most important to their business.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall, Spring and Summer Semester

Small Business Management Diploma (39 Credits)

DIP2109/DIP3121

REQUIRED TECHNICAL COURSES

	21
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1210 SBM Financial Systems	3
SBMT1220 SBM Financial Management	3
SBMT1230 SBM Financial Analysis	3
SBMT1310 SBM Marketing Systems	2
SBMT1320 SBM Marketing Management	2
SBMT1410 SBM Personnel Systems	3

ELECTIVE CREDITS

TECHNICAL COURSES

Choose from the following:

Record Keeping

	18
SBMT2130 SBM Record Keeping	3
SBMT2131 SBM Asset & Inventory Management	2
SBMT2132 SBM A/R & A/P Management	2
SBMT2133 SBM Reconciliation & Closing Accounts	2
SBMT2134 SBM Payroll Systems	3
SBMT2135 SBM Payroll Reports	2
SBMT2136 SBM Year End Closing	1

Financial Management

SBMT2240 SBM Organizational Structure	1
SBMT2241 SBM Financial & Tax Planning	2
SBMT2242 SBM Risk Management	1
SBMT2243 SBM Cost Analysis	2
SBMT2244 SBM Pro-Forma Financial Statements	2

Marketing

SBMT2330 SBM Sales & Marketing Analysis	2
SBMT2331 SBM Marketing Research	1
SBMT2332 SBM e-Business Sales	2
SBMT2333 SBM Customer Information Systems	1
SBMT2334 SBM Customer Service	2

Personnel Management

SBMT2420 SBM Supervisory Skills 1	2
SBMT2421 SBM Supervisory Skills 2	2
SBMT2422 SBM Employee Compensation	2

Management Skills

SBMT2531 SBM Business Communications	1
SBMT2532 SBM Business Math	1
SBMT2533 SBM Time Management Skills	1
SBMT2534 SBM Stress Management Skills	1

Business Computerization

SBMT2610 SBM Computerization-Accounting	3
SBMT2611 SBM Computerization-Sales & Marketing	3
SBMT2612 SBM Computerization-Human Resources	3

Special Topics

SBMT2700 SBM Going Into Business	3
SBMT2900 SBM Special Projects	1-3

Course Descriptions

See pages 205-256 to find course descriptions for the courses listed above.

Small Business Management Financial Management Certificate



Certificate Description

The SBM Financial Management certificate provides a focus on financial management skills needed by the small business owner or manager. Required classes cover the basics of small business management and financial management. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Financial Management Certificate (14 Credits)

CERT2142/CERT3142

REQUIRED TECHNICAL COURSES		14
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3

Course
Descriptions

See pages 205-256 to find course descriptions for the courses listed above.



Certificate Description

The SBM Human Resources certificate provides a focus on HR skills needed by the small business owner or manager. Required classes cover the basics of small business management and personal or human resources management. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Human Resources Certificate (12 Credits)

CERT2140/CERT3140

REQUIRED TECHNICAL COURSES	8
SBMT1110 SBM Organizational Planning	2
SBMT1120 SBM Business Systems	3
SBMT1410 SBM Personnel Systems	3
ELECTIVE CREDITS	
TECHNICAL COURSES	4
<i>Choose from the following:</i>	
SBMT2420 SBM Supervisory Skills 1	2
SBMT2421 SBM Supervisory Skills 2	2
SBMT2422 SBM Employee Compensation	2

Course
Descriptions

See pages 205-256 to find course descriptions for the courses listed above.

Small Business Management Marketing Certificate



Certificate Description

The SBM Human Resources certificate provides a focus on marketing skills needed by the small business owner or manager. Required classes cover the basics of small business management and marketing. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Marketing Certificate (14 Credits)

CERT2141/CERT3141

REQUIRED TECHNICAL COURSES		9
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1310	SBM Marketing Systems	2
SBMT1320	SBM Marketing Management	2

ELECTIVE CREDITS		5
TECHNICAL COURSES		5
<i>Choose from the following:</i>		
SBMT2330	SBM Sales & Marketing Analysis	2
SBMT2331	SBM Marketing Research	1
SBMT2332	SBM e-Business Sales	2
SBMT2333	SBM Customer Information Systems	1
SBMT2334	SBM Customer Service	2

Course
Descriptions

See pages 205-256 to find course descriptions for the courses listed above.



Certificate Description

The SBM Record Keeping certificate provides a focus on record keeping skills needed by the small business owner or manager. Required classes cover the basics of small business management and record keeping. Electives allow the business owner or manager to focus on areas of specific need or interest.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Record Keeping Certificate (18 Credits)

CERT2143/CERT3143

REQUIRED TECHNICAL COURSES **11**

SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1230	SBM Financial Analysis	3

ELECTIVE CREDITS

TECHNICAL COURSES **7**

Choose from the following:

SBMT2130	SBM Record Keeping	3
SBMT2131	SBM Asset & Inventory Management	2
SBMT2132	SBM A/R & A/P Management	2
SBMT2133	SBM Reconciliation & Closing Accounts	2
SBMT2134	SBM Payroll Systems	3
SBMT2135	SBM Payroll Reports	2
SBMT2136	SBM Year End Closing	1

Course
Descriptions

See pages 205-256 to find course descriptions for the courses listed above.

Small Business Management Certificate



Certificate Description

The SBM certificate provides a broad spectrum of education in the management of a small business. The curriculum focuses on strategic planning, record keeping, financial analysis, marketing and personnel management through the required classes. No electives are available for this certificate.

Offered on both Faribault and North Mankato Campus

Admission Dates: Fall and Spring Summer Semester

Small Business Management Certificate (21 Credits)

CERT2144/CERT3144

REQUIRED TECHNICAL COURSES		21
SBMT1110	SBM Organizational Planning	2
SBMT1120	SBM Business Systems	3
SBMT1210	SBM Financial Systems	3
SBMT1220	SBM Financial Management	3
SBMT1230	SBM Financial Analysis	3
SBMT1310	SBM Marketing Systems	2
SBMT1320	SBM Marketing Management	2
SBMT1410	SBM Personnel Systems	3

Course
Descriptions

See pages 205-256 to find course descriptions for the courses listed above.