



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

Number	Title	Credits	Pre/Corequisites
SBMT 1110	Organizational Planning	2	None
SBMT 1120	Business Systems	3	
SBMT 1210	Systems	3	Must have computerized accounting software
SBMT 1230	Financial Analysis	3	
SBMT 2130	SBM Record Keeping	3	
SBMT 2131	SBM Asset & Inventory Management	2	
SBMT 2132	SBM Accounts Receivable & Accounts Payable Management	2	
SBMT 2133	SBM Reconciliation & Closing Accounts	2	
SBMT 2134	SBM Payroll Systems	3	

SBMT 2135	SBM Payroll Reports	2	SBMT2134
SBMT 2136	SBM Year End Closing	1	