

Small Business Management

Specialized Management Programs

Career Descriptions

Small Business owners, managers, and key employees.

Program Information

Small Business Management (SBM) is designed for business owners, managers, and key employees who value increased efficiency and improved profitability. This flexible, yet reasonably priced program is offered year-round and may be started at any time. This program will assist business owners in achieving their goals through improved management skills, organization, and operation of their business.

Instructors work with the students to help them acquire knowledge, and apply management, planning, marketing and financial skills to their own business. Instruction is primarily delivered through individualized sessions at the business.

Key topics include:

- Employee Records, Reports & Relations
- Business Records and Taxes
- Financial Statements & Analysis
- Inventory Control
- Marketing and Advertising
- Sales Analysis and Business Planning
- Forecasting & Budgeting

The Small Business Management Program provides three enrollment options for students. There is a 12 credit "Applications in Small Business Management" and a 25 credit certificate "Advanced Systems in Small Business Management". Students who wish to continue in the program may also complete the 39 credit diploma program in Small Business Management.

Special Program Requirements

The Small Business Management program is designed for business owners, managers, and key employees of a small business. In addition, individuals in the process of starting a small business may also enroll.

Admissions

The Small Business Management Program is primarily offered as individualized instruction at the business, with classroom instruction as a key secondary component.

Employment Opportunities

Students in this program are currently employed in the field, or in the process of starting a business.



Small Business Management Diploma

Required Courses

SBMT 1110	SBM Organizational Planning	2
SBMT 1120	SBM Business Systems	3
SBMT 1210	SBM Financial Systems	3
SBMT 1220	SBM Financial Management	3
SBMT 1230	SBM Financial Analysis	3
SBMT 1310	SBM Marketing Systems	2
SBMT 1320	SBM Marketing Management	2
	Total	18

Electives

Student must choose an additional 21 credits from the Small Business Management Master Course Listing.

	Total	21
GRADUATION REQUIREMENTS		39



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	Total	18

Electives

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Total 21

GRADUATION REQUIREMENTS 39

Advanced Small Business Management Certificate

This certificate is designed for students who wish to gain additional knowledge in expanded areas of business management. Students select courses, from the Small Business Management curriculum, that help them achieve their business and personal goals. Students can personalize their courses to address business-specific educational needs. Courses for this certificate may include additional emphasis on: Planning, Business Systems, Financial issues, or Marketing.

Required Courses

Student must choose twelve (12) credits from the following list of classes:

SBMT 1110	SBM Organizational Planning	2
SBMT 1120	SBM Business Systems	3
SBMT 1210	SBM Financial Systems	3
SBMT 1220	SBM Financial Management	3
SBMT 1230	SBM Financial Analysis	3
SBMT 1310	SBM Marketing Systems	2
SBMT 1320	SBM Marketing Management	2
	Total	12

Electives

Student must choose an additional 13 credits from the Small Business Management Master Course Listing.

Total 13

GRADUATION REQUIREMENTS 25

Applications in Small Business Management Certificate

This certificate is designed for students who wish to gain specific knowledge in one selected area of the Small Business Management curriculum. Students select courses that are tailored to address their current business needs and assist in attaining success with short-term business and personal goals. This certificate maintains a high degree of flexibility allowing the student to choose a minimal amount of required course work. Students have the ability to customize their program using several electives.

Required Courses

Student must choose six (6) credits from the following list of classes:

SBMT 1110	SBM Organizational Planning	2
SBMT 1120	SBM Business Systems	3
SBMT 1210	SBM Financial Systems	3
SBMT 1220	SBM Financial Management	3
SBMT 1230	SBM Financial Analysis	3
SBMT 1310	SBM Marketing Systems	2
SBMT 1320	SBM Marketing Management	2
	Total	6

Electives

Student must choose an additional 6 credits from the Small Business Management Master Course Listing.

Total 6

GRADUATION REQUIREMENTS 12

Individual semester plans are determined between instructor and student to best meet the student's needs.



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