

ABC Technical College



Small Business Management Course Summary

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Course/Program: **SMALL BUSINESS MANAGEMENT**

Objective: This program is designed to provide students with in-depth instruction for Small Business. The management program is learning how to plan for success, market products or Services, find the right sources to finance a business, and write an effective. Small business for someone else.

Projects are assigned after each module. Student progress is evaluated at the end of each month. To complete this course and receive a certificate, students must complete the 9 assigned projects and receive a grade of “C” or better. No internship or externship is required.

Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of completing all assigned project with a “C” or better after each month.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation - Manager, owner, assistant manager. Job title – Store manager, warehouse manager, Assistant manager or Supervisor.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 11-1021 General and Operations Managers, 11-9190 Miscellaneous Managers, 11-9199 Managers, All Other, 13-1199 Business Operations Specialists, 11-3010 Administrative Services and Facilities Managers 11-3012, Administrative Services Managers, 11-3013 Facilities Managers.

Duration: **200-hours program = 14 Weeks**

Class Schedule: Monday, Wednesday, Friday.

Time/Language: 9:00 a.m. – 2:00 p.m. - English

Module	Course	Clock hours
1.	Preparing for Business Success	20
2.	How to Plan and Organize a Business.	20
3.	How to Market Goods and Services.	20
4.	How to Organize and Manage the Business.....	20
5.	How to Operate the Business.	20
6.	Basic Financial Planning and Control.....	20
7.	Writing a Business Plan.....	40
8.	Providing Security for the Business.	20
9.	Legal Resources and Requirements.20	
		200 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable