



Small Business Management Certificate Program

The **Small Business Management Certificate Program** was designed for the aspiring entrepreneur or for business owners with less than one year of service. The program's goal is to provide essential business tools for up and coming business owners. Completion of this program will enhance your management skills and provide a good foundation for success. The Small Business Development Center's (SBDC) Business Development Specialists will provide one-on-one professional advising to assist you with the start-up or expansion process of your potential or existing business.



Requirements for completing the program:

1. Submit enrollment form with one time **enrollment fee of \$50**
2. Complete all requirements within 12 months of starting the program.
3. Attend 8 specified seminars (left)
4. Schedule an appointment and meet with a SBDC Advisor
5. Complete IRS Start-Up Virtual Module (Link on SBMCP webpage)
6. Complete 2 On-line seminars of your choice and turn in certificates of completion
7. Request a review of completion when all requirements are met

Participants will receive a program notebook containing the following:

1. Seminar agenda, evaluation and handouts (will be available at each seminar)
2. Descriptions of required seminars
3. SBDC brochure
4. On-Line Training brochure
5. Business Training Calendar
6. Various DVD's of business resources
7. Various brochures of business resources
8. Other Community Resources



Participants must **pre-register** for seminars and bring their notebook to each class.

Upon completion of the program participants will receive a certificate recognizing their accomplishment. To keep track of your attendance, please have an SBDC staff member initial beside each seminar. For on-line training seminars print the certificate at the end of the module and show the copy to the SBDC staff. Once you have met all requirements, you must request a review of completion to receive your certificate.

REQUIREMENTS:

- Essentials of Starting a New Business*
- The Business Plan*
- Business Plan Financials
- Bookkeeping Basics
- Financing Options for Your Small Business
- Marketing 101
- Sales Tax Seminar
- Understanding Financial Statements
- IRS Tax Module
- 2 On-Line Seminars (*your choice*)
- Advising

**It is recommended that you begin your program with the "Essentials of Starting a New Business" followed by "The Business Plan". All other courses can be taken in no particular order.*

FMI: <http://www.angelo.edu/services/sbdc/sbmcp.html>



ANGELO STATE UNIVERSITY SMALL BUSINESS DEVELOPMENT CENTER

Small Business Management Certificate Program

ENROLLMENT FORM **COST: \$50**



Make Checks Payable to: ASU SBDC

Attn: Small Business Management Program
ASU Station #10910, San Angelo, TX 76909-0910
Fax # (325) 942-2096
Credit Cards are also accepted

Yes! Sign me up for the program! I understand I must attend all eight seminars, take two on-line seminars, complete IRS Training Module, and schedule an advising session with one of the advisors within 12 months to successfully complete the program.

First and Last Name _____

Address _____

E-mail _____

Home Phone _____ Work _____

Name of Business _____ Date _____

FOR OFFICE USE ONLY:

Application Accepted Receipt Sent Notebook Requirements Completed Received Certificate