

**Angelo State University
Small Business Development Center
Small Business Management
Certificate Program**



The Small Business Management 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 Specialist 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. There is a one time **enrollment fee of \$20**
2. Attend the required eight courses listed below and complete two on-line seminars within 12 months of starting the program.
3. Schedule an advising appointment with an SBDC Business Development Specialist.
4. 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.

Participants will receive a program notebook containing the following:

1. Seminar agenda, evaluation and handouts (will be available at each seminar)
2. Agencies to contact brochure
3. SBDC brochure
4. On-Line Training brochure
5. Business Training Calendar
6. DVDs - Small Business Success Kit, QuickBooks: Simple Start, and A Virtual Small Business Tax Workshop
7. Small Business Success Magazine
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 completed. For on-line training seminars print the certificate at the end of the module and show copy to SBDC staff.



Required courses:

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

**Small Business Management
Certificate Program**

Enrollment form Cost: \$20

Make Checks Payable to: ASU SBDC
Attn: Small Business Management Program
ASU Station #10910, San Angelo, TX 76909-0910
FAX # (325) 942-2096

Yes! Sign me up for the program! I understand I must attend all eight seminars, take two on-line seminars 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 _____