



**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. Starting a Small Business brochure
3. SBDC brochure
4. On-Line Training brochure
5. Business Training Calendar
6. Various DVD’s of business resources
7. 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 the copy to the SBDC staff.



Required:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Essentials of Starting a New Business     | <input type="checkbox"/> The Business Plan    | <input type="checkbox"/> Bookkeeping Basics                  |
| <input type="checkbox"/> Financing Options for Your Small Business | <input type="checkbox"/> Marketing 101        | <input type="checkbox"/> Sales Tax Seminar                   |
| <input type="checkbox"/> Understanding Financial Statements        | <input type="checkbox"/> IRS Tax Requirements | <input type="checkbox"/> 2 On-Line Seminars<br>(your choice) |
| <input type="checkbox"/> 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  
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 and schedule an advising session with one of the advisors withing 12 months to successfully complete the program.

First and Last Name \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_

Name of Business \_\_\_\_\_ Date \_\_\_\_\_