COMPUTERIZING SMALL BUSINESS MANAGEMENT, DIPLOMA

Computerizing Small Business Management, Diploma

Overview

Computerizing Small Business is a program designed to assist the small business owner in maximizing the effectiveness of office computerization and accounting applications. Program instructors target instruction to areas that will enable entrepreneurs to meet their business and family goals. A structured program is used to analyze current systems, evaluate business applications for the computer, identify the advantages of computerized systems, and examine software & hardware currently available. This program may use a combination of individualized on-site instruction, tailored to the specific business needs, and classroom delivery. The mission of the Computerizing Small Business program is to encourage more businesses to take advantage of the cost savings and productivity improvement opportunities available through efficient office automation. This is accomplished through instruction that helps the business owner better understand and thus simplify the computerization process and use of application software.

Locations

Canby,Granite Falls,Jackson,Pipestone,Worthington

Prerequisites: To be eligible for enrollment in Computerizing Small Business Management courses, the student must be a small business operator or must secure the consent of the instructor.

Course Number	Course Title	Credits
CSBM 1100	Disk Operating Systems	1
CSCM 1110	General Ledger	3
CSBM 1120	Bank Reconciliation	2
CSBM 1130	Accounts Receivable	3
CSBM 1140	Accounts Payable	3
CSBM 1150	Payroll	3
CSBM 1160	Government Payroll Reporting	2
	Electives	15
	TOTAL CREDITS	**32**