

FALL 2018 SMALL BUSINESS INSTITUTE PREREGISTRATION FORM



SAVE OFTEN TO PREVENT LOSS OF DATA AND PRINT AND DROP OFF AT 88 4TH STREET (at Mission), SAN FRANCISCO, CA 94103

Student I.D. # (Required)	New students can obtain an Auto-Generated Student I.D. Number at any Campus or Center kiosk or online at www.ccsf.edu/dtn	
Last Name:	First Name:	Birthdate: (Month / Day / Year)
Phone:	E-mail:	Are you interested in attaining the SMBU Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No

Directions: Place an **X** next to the CRN number. Incomplete information will void your preregistration.

X	CRN	SUBJECT	TITLE	DAYS	TIME	RM	INSTRUCTOR	DATES
REQUIRED COURSES								
	80244	SMBU 9467	Getting Started In Business	Tue.	06:00 PM–08:50 PM	318	Hughes	08/21/18–09/25/18
	82415	SMBU 9419	Developing A Business Plan	Thu.	06:00 PM–08:50 PM	514	Wuthmann	11/08/18–12/20/18
CHOOSE TWO ELECTIVES								
	83172	SMBU 9476	Green & Sustainable Small Busi	Wed.	06:00 PM–08:50 PM	318	Chenard	08/22/18-09/26/18
	80247	SMBU 9793	Small Bus. Marketing/Sales	Mon.	06:00 PM–08:50 PM	514	Wuthmann	11/05/18-12/10/18
	82426	SMBU 9799	Technology for Small Business	Wed.	06:00 PM–08:50 PM	516	McNeal	11/14/18-12/19/18

Small Business Noncredit Certificate

Prepares students for a successful start in their own small business and helps small business owners increase the effectiveness and operation of their business in 5 areas: 1) Starting Out, 2) Management, 3) Finance, 4) Marketing, and 5) Export/Import and International Business.

LEARNING OUTCOMES

Upon completion of this program, students will be able to:

- Outline and describe the major tasks required to open a small business.
- Write a basic business plan to use in structuring and organizing a small business as well as applying for loans and securing partners or investors.

The minimum time for completion of this certificate is 1 semester. Completion time will vary based on student preparation and number of classes completed per semester.

Small Business Institute

DOWNTOWN CENTER

Business in Action!