



THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS

JAMAICA EASTERN
CAMP ROAD

Small Business Management

For Whom:

Designed especially for persons operating Small Businesses or who expect to operate one soon.

Entry Requirements:

School Leaver's Certificate or 1 yr. Work Experience

- **The Economy & How It Works**
- **Why Businesses Fail in Jamaica & How to Prevent These Failures**
- **Planning & Decision Making in Times Of Uncertainty**
- **Preparing & Understanding Book-Keeping Record/Profit and Loss Statements and Balance Sheets.**
- **The Seven Critical Financial Documents You Must Prepare for Your Banker Before You Get That Loan**
- **Income Tax Computation and Reporting**
- **Managing Your Cash**
- **Strategic Marketing & Human Relations**
- **Understanding & Managing Your Staff**

Duration: 10 weeks

Contact Hours: 30

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