



Manage a Business

Managing Finances, Technology and Legal Issues

When you first start your business, you may wear all the hats – bookkeeper, computer expert and legal consultant. In this case, good bookkeeping software for small businesses and pre-paid legal services can keep your expenses low. However, as soon as you can afford it, hire professionals. From the beginning, it's also a good idea to have a computer guru lined up in case your system crashes in the middle of a job. To learn more about managing these issues, consider enrolling in Amarillo College's Entrepreneurship Certificate (http://catalog.actx.edu/preview_program.php?catoid=5&poiid=734&bc=1) program. For personalized assistance and coaching for your business, contact West Texas A&M's Enterprise Center (<http://www.wtamuenterprisenetwork.com/>).

Management Training and Education Resources

Amarillo College

At Amarillo College (<http://www.actx.edu/>), a small business owner can choose to just take one management course or earn an Entrepreneurship Certificate (http://catalog.actx.edu/preview_program.php?catoid=5&poiid=734&bc=1). To earn the Entrepreneurship Certificate (http://catalog.actx.edu/preview_program.php?catoid=5&poiid=734&bc=1), students take five classes: Human Relations, Supervision, Communications in Management, Small Business Management - Entrepreneurship and Small Business Operations. For more in-depth information, students can take individual business management courses, which can be taken independently or applied towards an undergraduate or master's degree. For more information on what might be appropriate for you, contact Anne Nail at 806.371.5265.

West Texas A&M

West Texas A&M offers several programs to assist entrepreneurs. The college's Small Business Development Center (<http://www.wtamu.edu/academics/college-business.aspx>) offers professional consulting, training and research in all areas of business management and finance.

To meet your business's specific needs, the WT Enterprise Center (<http://www.wtamuenterprisenetwork.com/>) provides a business incubator and coaching services. The advisors use a six-step method to teach business owners how to achieve dramatic results. They also teach entrepreneurs "Five Ways to Increase your Profits." More techniques for success can be found in the center's library, newsletter and BLOG, an interactive site that addresses timely topics. To access these resources, visit the Enterprise Center's resources web page at <http://incubationworks.com/resources.html>.

A business owner also can earn a general business degree with an emphasis on entrepreneurship through West Texas A&M's business college (<http://www.wtamu.edu/academics/college-business.aspx>). If your time is limited, you can audit/attend individual management courses with the approval of the professor. In the near future, business classes also will be offered through the (college's continuing education) program (<http://www.wtamu.edu/academics/continuing-education.aspx>).

Here are more resources on the topic of business management:

1. Perform Operational Audits
<http://www.smallbusinessdevelopmentcenter.com/>
2. QuickBooks software training
<http://www.smallbusinessdevelopmentcenter.com/seminars.htm>
3. Free Business Evaluation
<http://www.smallbusinessdevelopmentcenter.com>
4. Franchise Education
<http://www.cachafranchisecenter.org/>

If you need more information or further assistance, please call Dumas Economic Development Corporation at 806.934.3332 or check out our website at www.dumasedc.org.