

## Start-Up Business Classes

### Start Right for Success (SBC 6380) (\$50.00)

If you are thinking about starting a business, attend this course for a summary of the business information you need right now. Evaluate your business concepts and identify the market potential of your products and/or services. Identify the best type of business organization to fit your idea. Determine your record keeping needs and learn how to create a financial plan. Begin working on a business plan and learn more about the different financing programs available to small businesses. Prepare yourself to effectively use SBDC's confidential one-on-one counseling to your best advantage. Use the web-enhanced follow up session to download supplemental course materials and information as well as for more detailed help with market research, completing forms, and compiling data for your business plan. **TWO PART CLASS - Part Two Is ONLINE.**

						Part Two Is ONLINE			
Section #	Location	Date	Day	Time	Room	Date	Day	Time	Room
84986	La Plata	5/25/10	T	5:00-7:00pm	BI214	5/28/10	F	1:00-4:00pm	NRR
84987	Calvert	5/27/10	TH	5:00-7:00pm	TBA	5/28/10	F	1:00-4:00pm	NRR
84988	Lex Park	5/27/10	TH	5:00-7:00pm	LEX1	5/28/10	F	1:00-4:00pm	NRR
84989	La Plata	6/22/10	T	5:00-7:00pm	BI214	6/25/10	F	1:00-4:00pm	NRR
84990	Calvert	6/24/10	TH	5:00-7:00pm	TBA	6/25/10	F	1:00-4:00pm	NRR
84991	Lex Park	6/24/10	TH	5:00-7:00pm	LEX1	6/25/10	F	1:00-4:00pm	NRR
84992	Calvert	7/22/10	TH	5:00-7:00pm	TBA	7/30/10	F	1:00-4:00pm	NRR
84993	Lex Park	7/22/10	TH	5:00-7:00pm	LEX1	7/30/10	F	1:00-4:00pm	NRR
84994	La Plata	7/27/10	T	5:00-7:00pm	BI214	7/30/10	F	1:00-4:00pm	NRR

### Building a Successful Business Plan (SBC 6260) (\$60.00)

This program is essential both for the start-up business owner and for the entrepreneur who is preparing to expand a successful business. Seminar leaders will discuss strategic planning, marketing, administration, personnel, finance, and accounting. You will learn to develop an effective business plan to manage your business; to create a marketing action plan that will help you to achieve your sales goals; to prepare financial projection; and to use financial information to make better and more informed decisions. The Business Plan is the single most important factor in a lender's decision-making process. Make sure your business plan will generate the financing you need and provide the strategies to ensure you will be successful.

**TWO PART CLASS - Part Two Is In A COMPUTERLAB.**

						Part Two is in a COMPUTER LAB			
Section #	Location	Date	Day	Time	Room	Date	Day	Time	Room
84998	La Plata	6/1/10	T	5:00-7:30pm	BI214	6/8/10	T	5:00-7:30pm	BI102
85000	Calvert	6/3/10	TH	5:00-7:30pm	TBA	6/10/10	TH	5:00-7:30pm	TBA
85001	Lex Park	7/1/10	TH	5:00-7:30pm	LEX1	7/8/10	TH	5:00-7:30pm	LEX2
85002	La Plata	8/3/10	T	5:00-7:30pm	BI214	8/10/10	T	5:00-7:30pm	BI102

### Financing Your Small Business (SBC 6300) (\$40.00)

Whether you are starting a new business or simply planning to expand your existing business, it is essential to know the financial resources that are available to you. Evaluate sources of business financing to determine which would best serve your needs. Prepare for the process of securing business financing; identify the lender's considerations in granting credit. Discuss federal and state loan guarantee programs. Prepare yourself to work with an SBDC counselor to finalize your business plan and loan application. **TWO PART CLASS - Part Two Is ONLINE.**

						Part Two Is ONLINE			
Section #	Location	Date	Day	Time	Room	Date	Day	Time	Room
85003	Lex Park	6/23/10	W	5:00-7:00pm	LEX1	6/25/10	F	1:00-4:00pm	NRR
85006	La Plata	7/28/10	W	5:00-7:00pm	BI214	7/30/10	F	1:00-4:00pm	NRR

### Successful Contracting with the Federal Government (SBC 6490) (\$70.00)

Navigating the federal procurement maze for the first time can be a daunting challenge. This class will provide the "map" you need to bid on government contracts. Become an educated bidder and solve mystery about the manner in which government organizations purchase goods and services from the private sector. Prepare your business to become a "player" in the game of federal procurement. If you have never sold to the federal government and you want to enter the marketplace now, this class is the place to start.

Section #	Location	Date	Day	Time	Room
85007	La Plata	6/9/10	W	9:00-3:00pm	BI102

For more information, visit [www.sbdchelp.com](http://www.sbdchelp.com), call the SBDC at 301-934-7583 or Email [bduboff@csmd.edu](mailto:bduboff@csmd.edu)

**Introduction to Writing Winning Proposals (SBC 7330) (\$70.00)**

A practical approach to responding to federal government contracting Requests for Proposal (RFPs). Discover how to make good decisions as to whether your company should bid or not bid an opportunity. Learn how to interpret and understand RFP terminology and respond correctly. Learn how the Work Breakdown Statement (WBS) ties into developing the pricing component. Attendees will learn the top ten tips for writing winning proposals.

Section #	Location	Date	Day	Time	Room
85371	La Plata	8/11/10	W	9:00-3:00pm	BI102

**Cash Flow and Records Management**

**QuickBooks (SBC 6370) (\$95.00)**

Discover how this user-friendly software program can make small business record keeping fast and easy. Alternating lecture and hands-on computer exercises will provide an overview of the many features of QuickBooks. Find out how its applications can streamline business processes. Learn how to create a new company and to work with customer transactions, vendor transactions, and bank accounts, as well as generating basic financial reports and customizing invoices.

Section #	Location	Date	Day	Time	Room
85013	Lex Park	6/12/10	Sat	9:00-3:00pm	LEX2
85016	Calvert	7/16/10	FRI	9:00-3:00pm	TBA
85018	La Plata	8/7/10	Sat	9:00-3:00pm	BI102

**QuickBooks Intermediate & Advanced (SBC 7320) (\$95.00)**

This course will enhance and enrich the knowledge of current QuickBooks users. Topics include working with inventory, creating estimates, using "classes", job costing, time tracking and creating budgets. This hands-on interactive course offers the opportunity to present specific questions and scenarios in order to address your individual QuickBooks needs, as well as the opportunity to interact with peers encountering similar situations.

Section #	Location	Date	Day	Time	Room
85020	Lex Park	6/19/10	Sat	9:00-3:00pm	LEX2
85022	Calvert	7/23/10	FRI	9:00-3:00pm	TBA
85025	La Plata	8/14/10	Sat	9:00-3:00pm	BI102

La Plata	Calvert	Lex Park
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- Individuals with disabilities who require special accommodations in order to participate in the college's instructional programs should notify the learning specialist at least one month before the class begins. Requests made after the deadline will be considered on an individual basis and addressed whenever possible. Special provisions for the handicapped will be available if requested in advance by calling 301-934-7580 or 800-933-9177 x7580.
- College of Southern Maryland does not discriminate on the basis of race, color, national origin, gender, disability, age, sexual orientation, religion, or marital status in its programs or activities. The academic support/ADA coordinator, Disability Support Services (Room LR123 at the La Plata Campus, 301-934-7614) has been designated to handle inquiries regarding nondiscrimination on the basis of disabilities. The executive director, Diversity and Equal Opportunity (Room CC208A at the La Plata Campus, 301-934-7658) has been designated to handle all other nondiscrimination inquiries.
- The Maryland SBDC program is funded in part through a Cooperative Agreement with the U.S. Small Business Administration and the University of Maryland.



For more information, visit [www.sbdchelp.com](http://www.sbdchelp.com), call the SBDC at 301-934-7583 or Email [bduboff@csmd.edu](mailto:bduboff@csmd.edu)

## ***\$15 Class Sections – Do Not Distribute***

### **Building a Successful Business Plan (SBC 6260) (\$13+\$2=\$15.00)**

This program is essential both for the start-up business owner and for the entrepreneur who is preparing to expand a successful business. Seminar leaders will discuss strategic planning, marketing, administration, personnel, finance, and accounting. You will learn to develop an effective business plan to manage your business; to create a marketing action plan that will help you to achieve your sales goals; to prepare financial projection; and to use financial information to make better and more informed decisions. The Business Plan is the single most important factor in a lender's decision-making process. Make sure your business plan will generate the financing you need and provide the strategies to ensure you will be successful.

**TWO PART CLASS - Part Two Is In A COMPUTERLAB.**

Section #	Cross listed #	Location	Date	Day	Time	Room	Part Two is in a <b>COMPUTER LAB</b>			
							Date	Day	Time	Room
85413	84998	La Plata	6/1/10	T	5:00-7:30pm	BI102	6/8/10	T	5:00-7:30pm	BI102
85414	85000	Calvert	6/3/10	TH	5:00-7:30pm	TBA	6/10/10	TH	5:00-7:30pm	TBA
85415	85001	Lex Park	7/1/10	TH	5:00-7:30pm	LEX1	7/8/10	TH	5:00-7:30pm	LEX2
85416	85002	La Plata	8/3/10	T	5:00-7:30pm	BI214	8/10/10	T	5:00-7:30pm	BI102