

Small Business Center Seminars and Courses
Helping Our Businesses and Community Grow and Prosper!

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The HCC Small Business Center
Your Small Business Partner to help you Start, Sustain, and Grow Your Business.

We Provide Assistance with:
Business Planning Process
Marketing: Products & Services, Packaging, Pricing, Distribution,
Competition, Research
Financials: P & L, Balance Sheet, Cash Flow
Other business or management issues.

The Small Business Center uses a three-fold effort to help small businesses succeed. Non-traditional seminars and workshops can be presented on virtually any business-related topic that the small business community demands. Counseling services are provided for start-up businesses or problems of existing businesses. A resource center with periodicals, tapes, and books that may be used on the premises or checked out is located in the Learning Resource Center. The director, Mark Stewart, can be reached at 536-7274. The Small Business Center welcomes comments about how to continue to serve the needs of the small business community.

Preregistration is required unless otherwise noted.

COURSE	DAYS	TIME	DATES	INSTRUCTOR	LOC*	COST
STARTING & OPERATING YOUR BUSINESS SUCCESSFULLY						
10 Steps to Starting Your Own Business	T	6 - 9 pm	1/10	Stewart	412	\$0
Using Microsoft Excel for Small Business	W	5:30 - 8:30 pm	3/14	Forsht	TBA	\$0
How to Write a Business Plan for Profit and Non-Profit Business	T	6 - 9 pm	1/17	Stewart	412	\$0
Using Microsoft Powerpoint for your Small Business	T	5:30 - 8:30 pm	4/17	Forsht	TBA	\$0
Financing & Finding Money for your Business	T	6 - 9 pm	1/24	Stewart	TBA	\$0
The Steps in Purchasing an Existing Business	T	6 - 9 pm	1/31	Stewart	TBA	\$0
Marketing your Business in a Rural Community	T	6 - 9 pm	2/7	Stewart	TBA	\$0
How to Start a Group - Business	TH	6 - 9 pm	3/29	Gore	TBA	\$0
E-BUSINESS ON THE INTERNET/MARKETING						
Easy eBay & Other Web-Based Income Strategies	TH	6 - 9 pm	1/12	Brossman	412	\$0
Easy Online Website Design & Marketing	TH	6 - 9 pm	1/26	Brossman	412	\$0
Marketing & Running your Business Online	TH	6 - 9 pm	2/9	Brossman	412	\$0
Customer Service Secrets & Skills	T	6 - 9 pm	2/7	Clements	TBA	\$0
Dealing with Angry Persons & Turning them to an Asset in the Workplace	T	6 - 9 pm	3/6	Walls/Clements	TBA	\$0
Fundamentals of Fundraising	TH	6 - 9 pm	3/1	Gore	TBA	\$0
How to Interview & Hire Great People for your Business	T	12N	5/22	Jenkins	TBA	\$
Business Planning	T	12N	2/2	Jenkins	TBA	\$
Resources for Small Business	T	12N	4/24	Jenkins	TBA	\$
FINANCIAL TOPICS						
Financial Empowerment Series for Individuals & Organizing your Ministry	M	6 - 9 pm	1/9,23, TBA	Summerfield	TBA	\$0
Business Taxes	T	6 - 9 pm	2/28	Stewart	TBA	\$0
Grant Writing 101	TH	6 - 9 pm	2/16	Abrams	401A	\$0
Grant Writing 102	TH	6 - 9 pm	2/23	Abrams	401A	\$0
Small Business Record Keeping Basics	T	4 - 6:30 pm	1/24	Beauchamp	412	\$0

FINANCIAL TOPICS

Understanding and Controlling Cash Flow	T	4 - 6:30 pm	3/27	Beauchamp	412	\$0
Intro to Quick Books	T	12N	3/27	Beauchamp	David's Rest.	\$
Small Business Taxes	T	12N	1/24	Beauchamp	David's Rest.	\$10