

SMALL BUSINESS MANAGEMENT

FALL 2007 SCHEDULE

Enroll Now

The Small Business Management program is now taking enrollment for the fall semester at Eastern Oklahoma County Technology Center. The SBM program brings benefits of improved business management to small business owners and aspiring owners. The main purpose of the program is to assist business owners and managers in achieving their goals through improved management, organization, and operations. The SBM program offers business owners a step-by-step process for creating and growing a successful business.

Participants attend workshops offered throughout the year on pertinent subjects for business owners and managers. The SBM coordinator is available to meet with each of the business owners/managers on an as needed basis at their business or the technology center to help them apply what they have learned to their specific business.

The tuition cost of the total program including all workshops and consultation for one year is \$110. Book cost for QuickBooks participants \$37.

Business Plan

Small Business Ownership

Just as a builder won't begin construction without a blueprint, eager business owners or potential owners shouldn't rush into new ventures without a business plan. A business plan precisely defines your business, identifies your goals, and serves as your firm's resume. The importance of a comprehensive, thought-out business plan cannot be overemphasized. Bob Bishop, Vice President Banking, First National Bank, will present.

Tuition: \$30, 09/11 Tuesday, 6:30 - 8:30 p.m. SBM081A

QuickBooks Pro 2007

Learn to use the simplest form of accounting for small business owners. Basic accounting principles will be incorporated into the class helping students dovetail accounting with computer assistance. Students will learn how to set up data quickly with lists, set up inventory, invoice, enter and pay bills, as well as accurately track time and job cost. Students will also learn to customize forms, process payments, work with bank accounts, create reports, create graphs, track/ pay sales tax, and do payroll.

Tuition: \$85, Book \$ 37

Tuesday/Thursday, 9/18 - 10/11, 6:30 - 8:30 p.m. SBM082A or

Tuesday/Thursday, 11/27- 12/20, 6:30 - 8:30 p.m. SBM082B

Power of Franchising

What does it take to open and run a successful franchise? Is owning a franchise a good option for you? Get the complete nuts and bolts overview of what franchising is all about. Don Shellist from The Entrepreneur's Source will speak.

Tuition: \$30, 10/16 Tuesday, 6:30-8:30 p.m. SBM083

Record Keeping and Payroll Tax Compliance

An entrepreneur must manage both the operational and financial aspects of their business. It is important for small business owners to develop a basic understanding of record keeping and tax compliance. Good records help you comply with federal/state filing requirements and track financial progress. This evening's speaker will be Todd Young CPA.

Tuition: \$30, 10/23, Tuesday, 6:30 - 8:30 p.m. SBM084

New Profits In Networking

95% of networking is a waste of time. Networking is an attitude that takes work and time to get a pay-off. Learn to develop this profitable skill which will help develop your business, Glenn Muske, PhD Micro/Home-Based Business Specialist at OSU, will present.

Tuition: \$30, 11/6, Tuesday, 6:30 - 8:30 p.m. SBM086

New November Combo Class 1

How to Hire Good Employees

When dealing with employees, the owner/manager must take into consideration various federal, state, and local regulations and how they impact the hiring process and termination issues. Sources for locating new employees will also be discussed.

Health Insurance: Attracting and Keeping Good Employees Affordably

Why should my business participate in the OEPIC program? The advantages are: decreasing the cost of health insurance coverage, improving a company's business reputation by investing in employee benefits, helps attracting and retaining valued employees, and improving morale. The Self Employed may participate in the individual plan.

Tuition: \$30, 11/13, Tuesday, 6:30 - 8:30 p.m. SBM087

New November Combo Class 2

Bogus Check: People are Stealing Your Money

Each year the business community loses millions of dollars as a result of bogus checks. Many businesses actually have to close their doors because of these losses. Learn how to avoid and or resolve these costly problems. Mary Bevel from the Oklahoma County District Attorneys office will be the presenter.

Contracting with the Government

Learn to expand and market your business to the federal, state, and local governments. Learn how to find solicitations, discover contracting opportunities, locate subcontracting opportunities, and learn marketing techniques to develop your company. The presenter will be Julie Farmer, Bid Assistance Coordinator and Oklahoma Bid Assistance Network member.

Tuition: \$30, 11/15, Thursday, 6:30 - 8:30 p.m. SBM085

For Information, contact:

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