

Business Classes on College of Southern Maryland Campuses

The Small Business Development Center offers low-cost training and resources as well as confidential, no-cost counseling to new ventures and existing businesses. For more information, visit: WWW.SBDCHELP.COM *Funded in part through a cooperative agreement with the U.S. Small Business Administration*

NEW HR Skills for Managers

Discover the essential skills for effective management of your human resources responsibilities. Find out how to improve interviewing techniques to hire employees with the skills to do the job and how to keep good employees. Identify the legal issues in hiring and dismissing employees and how to avoid violations. Prepare to implement management practices that will increase the value of your management team and offer employees the opportunity to expand the scope of their skills and abilities.

SBC-6340 tuition: \$13 / fees: \$112

141425 Th 5:00-8:00 PM May 17 & 24 B315 Leonardtown

Legal and Records Management Issues

Examine the legal challenges each business faces and develop the basis for making informed business decisions to ensure compliance. Consider the various forms of business organization and determine which one is best for your business. Know your rights and liabilities under the law and how to limit risk. Make sure business records meet IRS, state, and other requirements. Understand basic financial statements, profit and loss statements, balance sheets, and other accounting documents and terminology. Develop a tax reduction strategy to support profit development. Know the payment schedules for payroll and sales tax and other applicable business taxes. An attorney will cover the legal issues and answer specific questions. A CPA will present the tax and accounting information and answer specific questions.

SBC-6500 tuition: \$13 / fees: \$67

141419 6:00-8:30PM Tu May 23 & We May 31 CE120 – La Plata

Start Right for Success

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 concept and determine the market potential of your products/services. Gain an understanding of your potential customers. Identify the best type of business organization. Determine your record keeping needs and learn how to create a financial plan. Begin working on the concepts for a business plan. Prepare yourself to effectively use the SBDCs confidential one-on-one counseling to your best advantage.

SBC-5000 tuition: \$13 / fees: \$42

141411 Th 5:30-7:30PM May 25 PFA117- Prince Frederick

143042 We 6:00-8:00 PM Jul 26 C201 – Leonardtown

143032 Tu 5:30-7:30PM Jun 20 CE120- La Plata

143030 Th 5:30-7:30PM Aug 31 Room PFA124 - Prince Frederick

NEW Record Management for the Small Business

Learn how to start and maintain a balanced set of books that will sustain an IRS audit and provide you with a profit/loss statement each month. Get detailed discussion of forms of business organization and ask questions to determine which one is right for you. Other topics in this 5 hour class include: financial statements, loan packages, profit development, cash flow, tax reduction strategies, and payroll taxes. Come to the second part of this class with your questions and examples for review and resolutions, and join the group discussion to learn more about emerging business trends.

SBC-6020 tuition: \$13 / fees: \$70

141412 Th 5:30-8:00PM Jun 1 & 8 PFA237 Prince Frederick

Financing Your Small Business

Whether you are starting a new business or expanding a successful existing business, it is essential to know the financial sources 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 lenders considerations in granting credit. Discuss federal, state and local loan/loan guarantee programs. Prepare yourself to work with an SBDC counselor to finalize your business plan and loan application.

SBC-5020 tuition: \$13 / fees: \$42

143036 Tu 5:30-7:30PM Jul 11 CE120- La Plata

141426 We 5:30-7:30 PM Jun 7 Room C201 – Leonardtown

143024 Tu 5:30-7:30PM Aug 8 Room PFA204 - Prince Frederick

QuickBooks

Discover how this user-friendly software program can make small business recordkeeping 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.

SBC-6370 tuition: \$13 / fees: \$112

143034 Th 9:00AM-3:00 PM Jul 13 BI102 – La Plata

141427 Fr 9:00AM-3:00PM Jun 9 Room A301 – Leonardtown

143029 Th 9:00AM-3:00 PM Aug 3 Room PFA117 - Prince Frederick

Building a Successful Business Plan

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 projections; 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.

SBC-6260 tuition: \$13 / fees: \$70

143040 Th 5:30-8:00PM Jul 20&27 CE120- La Plata

141429 We 5:30-8:00 PM Jun 14&21 Room A301 - Leonardtown

143026 We 5:30-8:00 PM Aug 16&23 PFA204 – Prince Frederick

QuickBooks Practical Applications – Beyond Basics

Designed to 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.

SBC-7320 tuition: \$13 / fees: \$112

141421 Sa 9:00AM-3:00PM Jun 17 BI102 – La Plata

143043 Th 9:00AM-3:00PM Aug 24 C201 – Leonardtown

Government Procurement

For many business owners, government organizations as customers can seem formidable and difficult to understand. Remove the mystery about the manner in which government organizations purchase goods and services from the private sector. Topics to be covered include: how to locate and bid on contracts; reading and understanding solicitation documents; understanding all the steps that will be followed by all parties associated with the procurement process; and preparing responsive proposals.

SBC-5460 tuition: \$13 / fees: \$62

148242 Th 5:30-8:30 PM Jun 22 Room CE120 La Plata

Working with Difficult People

Increase customer satisfaction and improve interpersonal relationships. Make direct customer encounters more positive, productive and profitable. Discover innovative ways to cope with client demands and complaints. Utilize strategies that can help develop a rapport with all types of personalities. Resolve complaints quickly. Participants will take their own personality profile, evaluate their personal communication style and develop conflict resolution techniques.

SBC-9040 tuition: \$13 / fees: \$70

143041 Sa 9AM-1PM Jun 24 Room PFA123 -Prince Frederick

Buying a Franchise

Today many people are choosing to run their own business to secure their future. However, with over half of all new businesses failing, that can be a risky choice. Franchises can eliminate much of that risk. In this course, you will learn: 1) what buying a franchise can offer, 2) which franchises are hot and which ones to stay away from; and 3) costs, legal issues, and professional considerations.

SBC-5310 tuition: \$13 / fees: \$42

147879 Tu 6:00PM-8:00PM Jun 27 CE120-La Plata

Business Risk Management

Learn to determine and then grade your business risk in order to make a decision on whether the risk is an acceptable or unavoidable risk for your company. You will also learn how to avoid or mitigate risk by performing a risk analysis. Risk analysis can help you with safety and financial concerns and is the beginning of putting together contingency plans for those risks deemed unavoidable for the company.

SBC-6600 tuition: \$13 / fees: \$44

143046 We 8:00-10:00AM Jun 28 C201-Leonardtown

Understanding Business Insurance

Determine the precise insurance needs for your business! Topics of discussion will include Business Property, Business Liability, Professional Liability, Cyber Liability and Data Breach, Workers' Compensation, Business Owners Policy, Bonds and many other areas of interest to business owners. This is an excellent session for getting many of your insurance questions answered and eliminating any insurance woes.

SBC-6620 tuition: \$13 / fees: \$72

143049 We 10:30AM-1:30PM Jun 28 C201-Leonardtown

https://prepare_for_lender.eventbrite.com May 18, 2017, 9AM-12PM Prince Frederick: Preparation to Get a Loan



EFEA 3rd Annual Investment Marketplace July 13, 2017

Eric Franklin Entrepreneurial Accelerator (EFEA) is an entrepreneurial ecosystem based on six pillars of success, Advocate, Connect, Guide, Thrive, Fund, and Celebrate.

<https://investmentmarketplace2017.eventbrite.com>

- 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.
- The 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 or call the SBDC at 301-934-7583

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