

SMALL BUSINESS DEVELOPMENT CENTER 2011 SCHEDULE

17 Hiring Your First Employee

- Know when the right time is to hire, scope your need, understand laws, payroll, and choose the right people.

11:30 AM to 1:00 PM \$10

22 * BMGT 100- Basics of Business Set-up first class.

6:00 PM to 8:00 PM

Tuesdays and Thursdays

FEBRUARY 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2011						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 Government Contracting -

Learn the special requirements that government agencies establish for the bidding process.

10:00 AM to 12:30 PM Free

16 Internet Marketing:

Websites – 11:00 AM - more info to come

23 Starting Your Business

RESCHEDULED TO APRIL 5

5 Starting Your Business -

Know more about owning a business. Topics include requirements, myths, business plan outline, funding, registrations, and more!

11:30 AM to 1:00 PM \$10

12 Internet Marketing: Content Management Systems -

11:30 AM - more info to come.

21 Green Your Business

Learn fiscally sound Green business practices.

11:30 AM to 1:00 PM \$10

21 BMGT 100- Basics of

Business Set-up last class

APRIL 2011						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
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MAY 2011						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Basic QuickBooks -

Learn to load your company's information, the correct first steps, and organization.

7:30 AM to 9:30 AM \$25

18 Internet Marketing: Social Media for Business –

11:00 AM - more info to come.

16 Intermediate QuickBooks

Learn to reconcile bank statements, track inventory, and work through common issues. 7:30 to 9:30 AM \$25

22 Internet Marketing: Search Engine Optimization –

11:00 AM – more info to come.

28 Starting Your Business -

Know more about owning a business. Topics include requirements, myths, business plan outline, funding, registrations, and more!

11:30 AM to 1:00 PM \$10

JUNE 2011						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2011						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Internet Marketing: Social Media –

11:30 AM – more info to come.

20 Advanced QuickBooks -

Learn to set up payroll, calculate payroll, prepare payroll tax forms, and W-2 preparation.

7:30 AM to 9:30 AM \$25

***Basics of Business Set-Up:** Judge the viability of a business proposal and/or an idea for a business. Through an overview of significant issues to be examined before business startup, students will begin to equip themselves with the necessary skills for entrepreneurial success.

Held Tuesdays and Thursdays from 6:00 to 8:00 PM. at the SBDC DACC Village Mall.

As noted above, class begins February 22, 2011 through April 21, 2011.

Small Business Development Center at Danville Area Community College, 2917 N. Vermilion St., Danville, IL 61832

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