

Completion of this program will enhance your management skills and provide a good foundation for success.

The TAMIU SBDC's Certified Business Advisors will provide one-on-one professional advising to assist you with the start-up or expansion process of your potential or existing business.

Requirements for completing the program include:

- Enrollment fee of \$65
(Non-refundable, fee valid for 2 Years)
- Attend required classes
(Must pre-register for each class)
- Complete 2 Online Training Modules
- Attend a goal planning session
(By appointment only)
- Attend a midterm review session
(By appointment only)
- Must complete program within the current year
- All classes valid for 1-year only
- Classes can be taken in any order

Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the TAMIU SBDC office at 5201 University Blvd., Laredo, Texas 78041 (956) 326-2827 E-mail: sbdc@tamiu.edu.



Texas A&M International University
SBDC - Small Business Development Center

South-West Texas Border
Small Business
Development Center Network
The University of Texas at San Antonio



Enrollment fee:

\$65

2.9 Continuing Education Units (CEUs)
available for an additional \$20 fee

Courses will be held at
Texas A&M International University
5201 University Blvd., Laredo, TX 78041

Phone: 956-326-2827
Email: sbdc@tamiu.edu
Visit our website at:
<http://sbdc.tamiu.edu>

All Courses subject to change



The TAMIU SBDC developed the Small Business Management Certificate Program to help meet the needs of aspiring small business owners.

The program will help participants build essential business skills and knowledge on how to run a successful business.

Program Value: \$400

SCHEDULE March - June 2017

Enrollment Fee:

Only \$65

The Art of Starting a Business: Basic Business Essentials

March 1	8:30 to 11:00 a.m.
April 6	5:00 to 7:30 p.m.
June 1	8:30 to 11:00 a.m.

Anatomy of a Business Plan: A Step-by-Step Guide *Added Bonus! Includes workbook*

March 8	8:30 to 12:00 noon
May 11	5:00 to 8:30 p.m.
June 6	8:30 to 12:00 noon

Managing Cash: Guide to Financial Control *Added Bonus! Includes workbook*

March 21	8:30 to 12:00 noon
April 13	5:00 to 8:30 p.m.
June 8	8:30 to 12:00 noon

Keeping the Books: Basic Business Recordkeeping *Added Bonus! Includes workbook*

March 23	8:30 to 12:00 noon
May 9	5:00 to 8:30 p.m.
June 15	8:30 to 12:00 noon

Understanding Credit & Budgeting *Good credit begins with knowing where your credit is today*

March 29	8:30 to 12:00 noon
May 4	5:00 to 8:30 p.m.
June 16	8:30 to 12:00 noon

ABCs of Government Contracting *Enter the government marketplace with expert advise from UTRGV PTAC*

April 11	9:30 a.m. to 1:00 p.m.
June 13	9:30 a.m. to 1:00 p.m.

Internet Marketing & Social Media: The basics of marketing your business

March 31	8:30 to 12:00 noon
May 18	5:00 to 8:30 p.m.

Basic QuickBooks: Small Business Accounting Workshop *Added Bonus! Includes User Guide and Advising Support*

April 7	8:30 to 12:00 noon
May 25	5:00 to 8:30 p.m.
June 23	8:30 to 12:00 Noon

Beyond Brick & Mortar: Advanced Internet Marketing and Social Media *Added Bonus! Social Media Guidelines for Small Businesses*

April 27	8:30 to 12:00 noon
June 22	5:00 to 8:30 p.m.

Legal Issues for Micro-Entrepreneurs *Expert legal advice in starting and organizing a business from Attorneys at the Texas RioGrande Legal Aid*

April 25	1:00 to 4:30 p.m.
June 20	1:00 to 4:30 p.m.

Interested in obtaining Continuing Education Units?

The TAMIU SBDC offers the Small Business Management Certificate Program with 2.9 CEU Credits at an affordable price.

Requirements to complete the program and acquire the CEUs include:

- ◆ Pay enrollment fee plus an additional fee of \$20
- ◆ Must attend all required classes; no substitutions
- ◆ At the end of program, participants must submit a Verification Form signed by the instructor or an SBDC designee for each class attended (verification form will be included in the registration packet)

Individual course information & Online training
available 24/7 at <http://sbdc.tamtu.edu>

**Graduation Ceremony will
be held on July 6, 2017**

Program Value:

\$400

**Pay Enrollment
fee only**

\$65

2.9 Continuing Education Units
(CEUs) available for an additional
\$20 fee

Non-refundable



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The University of Texas at San Antonio

4-Month



Small Business Management Certificate Program

Program requirements:

- ◇ Pay the enrollment fee
- ◇ Attend classroom workshops
- ◇ Complete two online courses
- ◇ Attend a goal planning session with advisor
- ◇ Attend a midterm review session with advisor

If applying for Continuing Education Units (CEUs) participants:

- ◇ Must attend all classes, no substitutions
- ◇ At the end of program, participants must submit a Verification Form signed by the instructor or an SBDC designee for each class attended (verification form will be included in the registration packet)
- ◇ Upon completion of all courses, participants will earn 2.9 CEU Credits. Participants will receive a CEU Certificate from the TAMIU Continuing Education Department

Enrollment form:

Name: _____

Name of Business: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____

Home Phone: _____ Work: _____

Signature: _____ Date: _____

Fee: \$65

Check box if applying for
CEUs for an additional \$20 fee

Make Checks Payable to: TAMIU SBDC
5201 University Blvd., Laredo, TX 78041
Phone: 956-326-2827 * E-mail: sbdc@tamiu.edu