

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 \$125
(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 the State of Texas and a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities or limited English proficiency 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
SMALL BUSINESS
DEVELOPMENT CENTER



Enrollment fee:

\$125

2.9 Continuing Education Units (CEUs)
available for an additional \$50 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



October-January 2018 Schedule

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.

TAMIU SBDC

A proud member of the
South-West Texas Border SBDC Network



TEXAS A&M INTERNATIONAL UNIVERSITY

Program Value: \$400

SCHEDULE

October 2017 - January 2018

Enrollment Fee: Only \$125

The Art of Starting a Business *Basic Business Essentials*

Oct. 4	8:30 to 11:00 a.m.
Nov. 2	5:00 to 7:30 p.m.
Jan. 10	8:30 to 11:00 a.m.

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

Oct. 11	8:30 to 12:00 noon
Nov. 9	5:00 to 8:30 p.m.
Jan. 17	8:30 to 12:00 noon

Managing Cash

Guide to Financial Control
Added Bonus! Includes workbook

Oct. 18	8:30 to 12:00 noon
Nov. 16	5:00 to 8:30 p.m.
Jan. 12	8:30 to 12:00 noon

Keeping the Books

Basic Business Recordkeeping
Added Bonus! Includes workbook

Oct. 19	8:30 to 12:00 noon
Dec. 7	8:30 to 12:00 noon
Jan. 18	5:00 to 8:30 p.m.

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

Oct. 25	8:30 to 12:00 noon
Nov. 30	5:00 to 8:30 p.m.
Jan. 31	8:30 to 12:00 noon

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

Nov. 8	9:30 a.m. to 1:00 p.m.
Jan. 19	9:30 a.m. to 1:00 p.m.

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

Oct. 27	8:30 to 12:00 noon
Dec. 14	5:00 to 8:30 p.m.

Basic QuickBooks

Small Business Accounting Workshop
Added Bonus! Includes User Guide and Advising Support

Oct. 26	5:00 to 8:30 p.m.
Nov. 10	8:30 to 12:00 Noon
Jan. 26	8:30 to 12:00 Noon

Beyond Brick & Mortar

Advanced Internet Marketing and Social Media **Added Bonus!** *Social Media Guidelines for Small Businesses*

Nov. 29	8:30 to 12:00 noon
Jan. 25	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*

Nov. 15	1:00 to 4:30 p.m.
Jan. 24	1:00 to 4:30 p.m.

Interested in obtaining Continuing Education Units?

The TAMU 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 \$50
- ◆ Must fully 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 February 8, 2018

Program Value:

\$400

Pay Enrollment
fee only

\$125

2.9 Continuing Education Units
(CEUs) available for an additional
\$50 fee

Non-refundable

AMERICA'S
SBDC
TEXAS

TEXAS A&M INTERNATIONAL UNIVERSITY
SMALL BUSINESS
DEVELOPMENT CENTER

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

TAMIU SBDC Enrollment form:

Pay online at sbdc.tamiiu.edu

Name: _____

Name of Business: _____

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

E-mail: _____

Home Phone: _____ Work: _____

Signature: _____ Date: _____

Fee: \$125

Check box if applying for
CEUs for an additional \$50 fee

Make Checks Payable to: TAMIU
5201 University Blvd., ZSC Rm. 137 Laredo, TX 78041
Phone: 956-326-2827 * E-mail: sbdc@tamiiu.edu