

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 Boulevard, Laredo, Texas 78041 956. 326.2827 Email: sbdc@tamiu.edu.

### ENROLLMENT FEE:

# \$125

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



Courses held at  
Texas A&M International University  
5201 University Boulevard,  
Laredo, TX 78041  
Phone: 956.326.2827  
Email: sbdc@tamiu.edu  
Visit our website at: sbdc.tamiu.edu

All courses subject to change.

# TAMIU SBDC

SMALL BUSINESS DEVELOPMENT CENTER

A Proud Member of the  
South-West Texas Border SBDC Network

# SMALL BUSINESS MANAGEMENT CERTIFICATE PROGRAM

OCT. - JAN. 2018  
SCHEDULE

Build essential business skills and knowledge on how to run a successful business.

# SCHEDULE OCT. - JAN. 2018

## **The Art of Starting a Business**

### *Basic Business Essentials*

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

## **Anatomy of a Business Plan**

### *A Step-by-Step Guide*

#### *Added Bonus! Includes workbook*

Oct. 11 • 8:30 a.m. to noon  
Nov. 9 • 5 to 8:30 p.m.\*  
Jan. 17 • 8:30 a.m. to noon

## **Managing Cash**

### *Guide to Financial Control*

#### *Added Bonus! Includes workbook*

Oct. 18 • 8:30 a.m. to noon  
Nov. 16 • 5 to 8:30 p.m.\*  
Jan. 12 • 8:30 to noon

## **Keeping the Books**

### *Basic Business Recordkeeping*

#### *Added Bonus! Includes workbook*

Oct. 19 • 8:30 a.m. to noon  
Dec. 7 • 5 to 8:30 p.m.\*  
Jan. 18 • 8:30 a.m. to noon

## **Understanding Credit & Budgeting**

### *Good credit begins with knowing where your credit is today.*

Oct. 25 • 8:30 a.m. to noon  
Nov. 30 • 5 to 8:30 p.m.\*  
Jan. 31 • 8:30 a.m. to noon

## **ABCs of Government Contracting**

### *Enter the government marketplace with expert advice from The University of Texas Rio Grande Valley University PTAC.*

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

## **Internet Marketing & Social Media**

### *The basics of marketing your business*

Oct. 27 • 8:30 a.m. to noon  
Dec. 14 • 5 to 8:30 p.m.\*

## **Basic QuickBooks**

### *Small Business Accounting Workshop*

#### *Added Bonus! Includes User Guide and Advising Support.*

Oct. 26 • 5 to 8:30 p.m.\*  
Nov. 10 • 8:30 a.m. to noon  
Jan. 26 • 8:30 a.m. to noon

## **Beyond Brick & Mortar**

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

Nov. 29 • 8:30 a.m. to noon  
Jan. 25 • 5 to 8:30 p.m.\*

## **Legal Issues for Micro-Entrepreneurs**

### *Expert legal advice in starting and organizing a business from Attorneys at the Texas Rio Grande Legal Aid.*

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

\*Evening class

**INDIVIDUAL COURSE INFORMATION & ONLINE TRAINING  
AVAILABLE 24/7 AT [HTTP://SBDC.TAMTU.EDU](http://sbdc.tamtu.edu)**

**Graduation Ceremony  
will be held on February 8, 2018**