

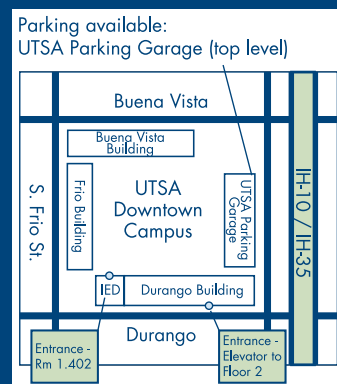
UTSA SMALL BUSINESS DEVELOPMENT CENTER SEMINAR SCHEDULE FEBRUARY - MAY 2010



- On-site registration begins one-half hour before each seminar
- Seminar fees may be paid by check, cash, Discover Card, Mastercard, American Express
- Call the SBDC at (210) 458-2460 to register or email: sbdcworkshop@utsa.edu
Include your name, address, phone and seminar in which you are interested.
- Free parking with pre-registration. Registration guaranteed with pre-payment.

SEMINARS TAKE PLACE AT:

UTSA—Downtown Durango Building 501 W Durango Rm 1.402 or 2.316	Helotes 12951 Bandera Rd. Helotes, TX 78023	United SA FCU 5500 UTSA Blvd. San Antonio, TX 78249	Randolph Brooks FCU One Randolph Brooks Parkway Live Oak, TX 78233
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- Visit www.sasbdc.org for program descriptions and free online training.
- Free parking and \$5 discount with prepayment on select workshops!
- Register online at www.utsa.ecenterdirect.com

START-UP BUSINESSES

BUSINESS START-UP ESSENTIALS

Cost: \$30
 February 5, 2010, 11:00 am - 1:00 pm, UTSA Rm. 2.316
 February 10, 2010, 5:00 pm - 7:00 pm, Helotes
 February 16, 2010, 6:00 pm - 8:00 pm, UTSA Rm. 2.316
 March 5, 2010, 9:00 am - 11:00 am, UTSA Rm. 2.316
 March 9, 2010, 6:00 pm - 8:00 pm, USAFCU
 March 23, 2010, 6:00 pm - 8:00 pm, UTSA Rm. 2.316
 April 2, 2010, 9:00 am - 11:00 am, UTSA, Rm. 2.316
 April 13, 2010, 6:00 pm - 8:00 pm, UTSA, Rm. 2.316
 May 7, 2010, 9:00 am - 11:00 am, UTSA, Rm. 1.402
 May 18, 2010, 6:00 pm - 8:00 pm, UTSA, Rm. 2.316

THE BUSINESS PLAN

Cost: \$40
 February 11, 2010, 9:00 am - 12:00 pm, UTSA, Rm. 1.402
 February 18, 2010, 4:00 pm - 7:00 pm, UTSA, Rm. 2.316
 February 24, 2010, 5:00 pm - 8:00 pm, Helotes
 March 11, 2010, 9:00 am - 12:00 pm, UTSA, Rm. 2.316
 March 25, 2010, 4:00 pm - 7:00 pm, UTSA, Rm. 2.316
 April 6, 2010, 4:00 pm - 7:00 pm, UTSA, Rm. 2.316
 April 13, 2010, 5:00 pm - 8:00 pm, USAFCU
 April 14, 2010, 5:00 pm - 8:00 pm, Helotes
 April 27, 2010, 9:00 am - 12:00 pm, UTSA, Rm. 2.316
 May 11, 2010, 9:00 am - 12:00 pm, UTSA, Rm. 2.316
 May 20, 2010, 6:00 pm - 9:00 pm, UTSA, Rm. 2.316

BUSINESS PLAN FINANCIALS

Cost: \$40
 February 24, 2010, 9:00 am - 12:00 pm, UTSA, Rm. 1.402
 March 31, 2010, 4:00 pm - 7:00 pm, UTSA, Rm. 1.402
 April 28, 2010, 9:00 am - 12:00 pm, UTSA, Rm. 1.402
 May 4, 2010, 5:00 pm - 8:00 pm, USAFCU
 May 25, 2010, 4:00 pm - 7:00 pm, UTSA, Rm. 1.402

STARTING AND PLANNING YOUR BUSINESS

Save time and money with this all day combination of Start Up Essentials
 The Business Plan, and Business Plan Financials
 Cost: \$75
 May 5, 2010, 9:00 am - 4:00 pm, UTSA Rm. 2.316

START-UP & EXISTING BUSINESSES

HOW TO START A RESTAURANT

Cost: \$50 (includes text book)
 March 9, 2010 6:00 pm - 9:00 pm, UTSA

KEEPING THE BOOKS

Cost: \$50 (includes text book)
 March 24, 2010, 4:00 pm - 7:00 pm, UTSA
 April 29, 2010, 9:00 am - 12:00 pm, RBFCU
 May 19, 2010, 9:00 am - 12:00 pm, UTSA

SELLING ON EBAY

Cost: \$40
 March 10, 2010, 4:00 pm - 8:00 pm, UTSA
 April 29, 2010, 1:00 pm - 5:00 pm, RBFCU
 May 12, 2010, 9:00 am - 1:00 pm, UTSA

GETTING YOUR BUSINESS ON THE WEB

Cost: \$40
 March 11, 2010, 4:00 pm - 7:00 pm, UTSA

THE POWER OF EMAIL MARKETING

Cost: \$40
 February 9, 2010, 10:00 am - 12:00 pm, UTSA
 March 26, 2010, 1:00 pm - 5:00 pm, RBFCU

SOCIAL MEDIA MARKETING

Cost: \$40
 March 26, 2010, 9:00 am - 12:00 pm, RBFCU
 March 30, 2010, 9:00 am - 11:30 am, UTSA
 May 26, 2010, 9:00 am - 11:30 am, UTSA

ACCESS TO CAPITAL

Please call 210-403-5900 for more information on these courses.
 Time: 11:00 am - 12:30 pm
 Cost: Free
 Location: SBA offices, 17319 SanPedro, Bldg 2, Ste. 200

February 9, 2010, March 9, 2010
 April 13, 2010, May 11, 2010

QUICKBOOKS PRO 2010

Register for all three and save! Cost: \$250 for the entire series. (save \$50)

QUICKBOOKS I

Cost: \$100
 February 9, 2010
 9:00 am - 1:00 pm,
 UTSA Rm. 1.402
 April 1, 2010
 4:00 pm - 8:00 pm,
 UTSA Rm. 1.402

QUICKBOOKS II

Cost: \$100
 February 16, 2010
 9:00 am - 1:00 pm,
 UTSA Rm. 1.402
 April 8, 2010
 4:00 pm - 8:00 pm,
 UTSA Rm. 1.402

QUICKBOOKS III

Cost: \$100
 February 23, 2010
 9:00 am - 1:00 pm,
 UTSA Rm. 1.402
 April 15, 2010
 4:00 - 8:00 pm,
 UTSA Rm. 1.402

INTERNATIONAL TRADE CENTER

Register online at www.texastrade.org or call 210-458-2470
 Please call 210.458.2470 for more information on these classes

GLOBAL SOURCING ESSENTIALS: THE MECHANICS OF IMPORTING INTO THE U.S.

Cost: \$20
 March 25, 2010, 9:00 am - 11:30 am, UTSA Rm. 2.316
 May 20, 2010, 9:00 am - 11:30 am, UTSA Rm. 2.316

GLOBAL EXPORTING ESSENTIALS: THE MECHANICS OF SELLING YOUR PRODUCTS GLOBALLY

Cost: \$20
 February 11, 2010, 9:00 - 11:30 am, UTSA Rm. 2.316
 April 22, 2010, 9:00 am - 11:30 am, UTSA, Rm. 2.316

HOW TO DO BUSINESS IN THE UNITED STATES

Cost: \$55
 March 10, 2010, 7:30 am - 4:00 pm, UTSA, Buena Vista Theater

CERTIFIED GLOBAL BUSINESS PROFESSIONAL SERIES

Cost: \$549 before March 25th
 April - May, 2010. Port San Antonio

CUSTOMS BROKER EXAM BOOT CAMP

Cost: \$1,499
 March 15 - 18, 2010, 7:30 am - 6:00

CONTRACTING RESOURCE CENTER

Please call 210-458-2458 for information on these courses. www.crc.txsdbdc.org

PREPARING A GSA SCHEDULE APPLICATION

March 4, 2010, 1:30 - 4:30 pm, UTSA
 May 20, 2010, 1:30 - 4:30 pm, UTSA

GETTING STARTED IN GOVERNMENT CONTRACTING

February 23, 2010, 1:00 - 4:00 pm, RBFCU
 April 1, 2010, 1:30 - 4:30 pm, UTSA

WIDE AREA WORK FLOW

Cost: \$100
 March 9, 2010, 9:00 am - 5:00 pm, UTSA

HOW TO RESPOND TO GOVERNMENT REQUEST FOR PROPOSAL (RFP)

April 14, 2010, 1:30 - 4:30 pm, UTSA

COST PROPOSALS

February 25, 2010 1:30 - 4:30 pm, UTSA
 May 13, 2010, 1:30 - 4:30 pm, UTSA

CONSTRUCTION COST ESTIMATE

Cost: \$90
 March 23, 2010, 9:00 am - 4:00 pm, UTSA

VETERAN'S BOOT CAMP

March 31, 2010, 1:30 - 4:30 pm, UTSA
 May 26, 2010, 1:30 - 4:30 pm, UTSA

HR RELATED COURSES

Register for series (I, II and III) by February 17, pay only \$75 per person! Save \$15!

THE EMPLOYMENT LIFECYCLE (I)

February 17, 2010, 1:30 - 4:30 pm UTSA

JOB DESCRIPTIONS AND JOB APPRAISALS (II)

February 24, 2010, 1:30 - 4:30 pm, UTSA

SMALL BUSINESS EMPLOYEE HANDBOOK CLINIC (III)

March 3, 2010, 9:00 am - 4:00 pm, UTSA

FRANKLIN COVEY 7 HABITS FOR SMALL BUSINESS MANAGERS

\$395 per person, two or more, \$350.
 April 12 & 13, 2010, 8:00 am - 5:00pm