



The Small Business Leadership Series – Session 3

Tuesday, Jan. 8, 7:30-9:30 a.m., Columbia Country Club

Join us for breakfast and a discussion of getting ready for the tax year, featuring a panel of local CPAs. No fee, but registration is required. Presented in partnership with Commerce Bank.

Exploring Entrepreneurship

Wednesday, Feb. 6, 5:30-7:30 p.m., W1004 Lafferre Hall, MU

A start-up session for those interested in starting a business. Fee: \$20



The Basics of Writing a Business Plan

Monday, Feb. 12, 6-9 p.m., 3215 B LeMone Blvd., Osher Lifelong Learning Center

Designed for business owners and entrepreneurs who need to know how to create a business plan to use as a management tool. Participants will learn the importance of business plans, the key required elements of a basic plan and data that must be included. Participants will also get tips on writing style to make the business plan easier to understand and more professional in appearance. Participants will leave this session with a greater understanding of what their business plan should look like and how to get started writing one. Fee: \$49

Beginning Quickbooks for Small Business

Friday, Feb. 15 – 9 a.m.-3:30 p.m., 3215B LeMone Blvd., Osher Lifelong Learning Center

An INTRODUCTORY, computer, hands-on learning opportunity for small business. Boost the accuracy of your small business accounting. You'll learn to track cash flow, set up customers and vendors, track accounts payable and receivable, reconcile accounts, create reports and set up a budget. Fee: \$119 – Includes lunch.



Intermediate Quickbooks

Friday, Feb. 29, 9 a.m.-1 p.m., 3215B LeMone Blvd., Osher Lifelong Learning Center

This class is designed for individuals who have a basic knowledge of Quickbooks. This is NOT a beginners' class. In this session, we'll deal with some more advanced topics such as customizing forms, progress invoicing, billing for labor and materials, creating letters with WORD, purchase orders, sales orders, inventory tracking and reporting. Fee: \$99



Exploring Entrepreneurship

Wednesday, March 5, 5:30-7:30 p.m., W1004 Lafferre Hall, MU

A start-up session for those interested in starting a business. Fee: \$20



FastTrac NewVenture

Thursdays, March 6, 13, 20, 27 and April 3, 10, 17, 24

6-9 p.m. 3215 B LeMone Blvd., Osher Lifelong Learning Center

FastTrac New Venture is a program designed for aspiring entrepreneurs. Sessions are led by experienced facilitators and business coaches who make entrepreneurship come alive by sharing real-world expertise, practical tips and success stories. Expert guest speakers from the small business community are contributors to the program. The goal of FastTrac NewVenture is to help you determine whether your business idea has a market, can make a profit and can provide the money you need. You will build your business plan one section at a time by conducting research and answering questions for each action step. Fee: \$259 – includes all materials.



For more information or to register, call 573/882-7096. Or register online at www.missouribusiness.net/ucie and click on "Calendar." These programs are funded in part through a cooperative agreement with the U.S. Small Business Administration. Programs are extended to the public on a non-discriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested. Call 573/882-7096.



Selling to the Government

Tuesday, March 11, 1-4 p.m., 3215 B LeMone Blvd., Osher Lifelong Learning Center

Learn about the services of the Procurement Technical Assistance Center and which direction to go in pursuing government contracts. This orientation seminar will introduce you to the PTAC program and break down the government marketing process into smaller segments. You will learn government marketing fundamentals, primary considerations, the different levels of government, types of businesses, core requirements, certification processes and procedures, government marketing research strategies, determinants of selling potential, strategies for pinpointing the particular government markets applicable to your business, and how to find out which agencies buy from you in the various facets of federal, state, and local government. If your company has considered or is presently doing business with the government, you will not want to miss this informative session. Fee: \$39



Understanding Financial Statements

Thursday, March 13, 6-9 p.m., 3215 B LeMone Blvd., Osher Lifelong Learning Center
Designed for business owners, managers, accountants, bankers and consultants who want to learn how to turn financial statements into useful management tools. They will learn how to capture information from the income statement and balance sheet, calculate several useful ratios and learn to make business decisions from this information. Fee: \$89



How to Control Cash Flow

Thursday, March 20, 6-9 p.m. 3215 B LeMone Blvd., Osher Lifelong Learning Center
Designed for business owners, managers, accountants, bankers, and consultants who need to know how to turn financial statements into useful management tools. During this course, participants will take a close look at where cash comes from, where it's used in day-to-day business, and learn to identify and correct cash flow problems. The financial series of classes includes this class and "Understanding Financial Statements" on March 13. Fee: \$89



Exploring Entrepreneurship

Wednesday, April 2, 5:30-7:30 p.m., W1004 Lafferre Hall, MU
A start-up session for those interested in starting a business. Fee: \$20



The Small Business Leadership Series – Session 4

Tuesday, April 22, 5:30-7:30 p.m., Columbia Country Club
Join us for refreshments and this roundtable discussion, which will focus on the financial management of your business. Bring your questions! A great opportunity to share and learn! No fee, but registration is required. Presented in partnership with Commerce Bank.

Beginning Quickbooks for Small Business

Friday, April 25 – 9 a.m.-3:30 p.m., 3215B LeMone Blvd., Osher Lifelong Learning Center
An INTRODUCTORY, computer, hands-on learning opportunity for small business. Boost the accuracy of your small business accounting. You'll learn to track cash flow, set up customers and vendors, track accounts payable and receivable, reconcile accounts, create reports and set up a budget. Fee: \$119 – Includes lunch.

Exploring Entrepreneurship

Wednesday, May 7, 5:30-7:30 p.m., W1004 Lafferre Hall, MU
A start-up session for those interested in starting a business. Fee: \$20



The Basics of Writing a Business Plan

Tuesday, May 13, 6-9 p.m., 3215 B LeMone Blvd., Osher Lifelong Learning Center
Designed for business owners and entrepreneurs who need to know how to create a business plan to use as a management tool. Participants will learn the importance of business plans, the key required elements of a basic plan and data that must be included. Participants will also get tips on writing style to make the business plan easier to understand and more professional in appearance. Participants will leave this session with a greater understanding of what their business plan should look like and how to get started writing one. Fee: \$49

*New events are added regularly.
Check the online calendar at www.missouribusiness.net/ucie
for the most up-to-date information.*