

Course Calendar: December 2009

MON	TUE	WED	THU	FRI	SAT
	<p>1</p> <p>Mastering Marketing (1 of 4) 10:30AM - 1:00PM (Midtown) QuickBooks (1 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (Cantonese 1 of 5) 6:00PM - 8:00PM (Brooklyn) QuickBooks (1 of 5) 6:00PM - 8:00PM (Upper Manhattan)</p>	<p>2</p> <p>Navigating NYC Government 5:30PM - 7:30PM (BRX) QuickBooks (Mandarin 1 of 5) 6:00PM - 8:00PM (Queens) Securing Your Financial Future 10:00 AM - 12:00 PM (Upper Manhattan)</p>	<p>3</p> <p>Mastering Marketing (2 of 4) 10:30AM - 1:00PM (Midtown) QuickBooks (2 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (Cantonese 2 of 5) 6:00PM - 8:00PM (Brooklyn) QuickBooks (2 of 5) 6:00PM - 8:00PM (Upper Manhattan)</p>	<p>4</p>	<p>5</p>
<p>6</p> <p>QuickBooks (Mandarin 2 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>7</p> <p>Mastering Marketing (3 of 4) 10:30AM - 1:00PM (Midtown) QuickBooks (3 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (Cantonese 3 of 5) 6:00PM - 8:00PM (Brooklyn) QuickBooks (3 of 5) 6:00PM - 8:00PM (Upper Manhattan) Selling to Government 10:00AM - 12:00PM (Small Business Services)</p>	<p>8</p> <p>10 Steps to Starting Your Own Business 1:00PM - 2:00PM (Brooklyn) QuickBooks (Mandarin 3 of 5) 6:00PM - 8:00PM (Queens) Securing Your Financial Future 10:00 AM - 12:00 PM (Upper Manhattan)</p>	<p>9</p> <p>Mastering Marketing (4 of 4) 10:30AM - 1:00PM (Midtown) QuickBooks (4 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (Cantonese 4 of 5) 6:00PM - 8:00PM (Brooklyn) QuickBooks (4 of 5) 6:00PM - 8:00PM (Upper Manhattan)</p>	<p>10</p>	<p>11</p> <p>Business Planning Basics 11:30AM - 2:30PM (Midtown)</p>
<p>12</p> <p>QuickBooks (Mandarin 4 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>13</p> <p>Business Planning Basics 10:00AM - 1:00PM (Upper Manhattan) QuickBooks (5 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (Cantonese 5 of 5) 6:00PM - 8:00PM (Brooklyn) QuickBooks (5 of 5) 6:00PM - 8:00PM (Upper Manhattan)</p>	<p>14</p> <p>QuickBooks (Mandarin 5 of 5) 6:00PM - 8:00PM (Queens) Securing Your Financial Future 10:00 AM - 12:00 PM (Upper Manhattan)</p>	<p>15</p> <p>M/WBE Certification 2:00PM - 4:00PM (Small Business Services)</p>	<p>16</p>	<p>17</p>
<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p>
<p>24</p>	<p>25</p>	<p>26</p> <p>M/WBE Certification 6:00PM - 7:30PM (Small Business Services)</p>	<p>27</p>	<p>28</p>	<p>29</p>
<p>30</p>	<p>31</p>	<p>32</p>	<p>33</p>	<p>34</p>	<p>35</p>

How to Register:
[Register online](#) or call 311 and ask for NYC Business Solutions Centers

Course Descriptions

COURSE	DURATION	ABOUT THE COURSE
10 Steps to Starting Your Own Business	1 Hour	Learn about the process of starting your own business, obtaining licenses and registering your business as well as obtaining financing.
Business Planning Basics	3 hours	Learn how to write a strong business plan in just three hours! This course will teach you how to organize your business idea into a structured plan, identify and promote your business to potential customers, understand the legal requirements of starting your business, and develop your financial projections.
M/WBE Certification Workshop	2 hours	Highlights the benefits of Minority and Women-owned Business Enterprise (M/WBE) certification and Emerging Business Enterprise (EBE) certification, and provides guidance to attendees on how to correctly complete the standard NYC M/WBE certification application.
M/WBE Certification Information Workshop	2 hours	Learn the process to become Minority/Women-owned Business Enterprise certified
Mastering Marketing	4 sessions 2.5 hours each	Our 4 session marketing series will provide participants with comprehensive information on how to successfully market their businesses. This series begins with a foundational class on marketing planning and strategic decision making, and then goes on to dissect the elements of a "marketing mix" and how to reach a target audience.
QuickBooks	5 sessions 2 hours each	In this course, you will learn how to use QuickBooks, a user-friendly accounting software program. QuickBooks is a great resource to help you keep track of daily transactions, as well as understand and analyze financial reports. Master your business accounting for the key to a successful business!
Securing Your Financial Future	2 hours	Financial education is at the very core of healthy communities. A positive financial and credit history is imperative for financial growth. The Securing your Financial Future workshop is designed to provide you with the fundamental financial concepts to help you reach your financial goals.
Selling to Government	2 hours	This free seminar addresses basic government contracting issues and details how and where to search for contracting opportunities.

For more information about NYC Business Solutions, visit www.nyc.gov/smallbiz or contact an NYC Business Solutions Center

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358 E. 149th Street
Lower Level
Bronx, NY 10455
(718) 960-7988

Brooklyn
9 Bond Street
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Lower Manhattan
79 John Street
New York, NY 10016
(212) 618-8862

Midtown Manhattan
188 Madison Avenue
Lower Level, # 052
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Queens
168-25 Jamaica Avenue
2nd floor
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(718) 577-2148

Upper Manhattan
212 West 125th Street
6th floor
New York, NY 10027
(917) 493-7243

Small Business Services
110 William Street
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(212) 513-6300