

Course Calendar: November 2009

MON	TUE	WED	THU	FRI	SAT
<p>2</p> <p>Mastering Marketing (1 of 4) 5:00PM - 7:30PM (Queens) Plan for Success (Mandarin 5 of 6) 6:00PM - 8:00PM (Queens) QuickBooks (Mandarin 4 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>3</p> <p>10 Steps to Starting Your Own Business 3:00PM - 5:00PM (Bronx) QuickBooks (Cantonese 4 of 5) 6:00PM - 8:00PM (Brooklyn)</p>	<p>4</p> <p>10 Steps to Starting Your Own Business 2:00PM - 3:15PM (Queens) Entrepreneurship Bootcamp (3 of 4) 5:30PM - 8:00PM (Bronx) Mastering Marketing (4 of 4) 5:00PM - 7:30PM (Brooklyn) Plan for Success (Mandarin 6 of 6) 6:00PM - 8:00PM (Queens) QuickBooks (Mandarin 5 of 5) 6:00PM - 8:00PM (Queens) Small Business Tax Talks 1:00PM - 2:00PM (Bronx)</p>	<p>5</p> <p>Business Planning Basics 5:30PM - 8:30PM (Lower Manhattan) Mastering Marketing (2 of 4) 10:00AM - 12:30PM (Upper Manhattan) QuickBooks (Cantonese 5 of 5) 6:00PM - 8:00PM (Brooklyn)</p>	<p>6</p> <p>Entrepreneurship Bootcamp (1 of 4) 5:30PM - 8:00PM (Lower Manhattan) Improving Employee Motivation 8:30AM - 10:00AM (Lower Manhattan)</p>	
<p>9</p> <p>Mastering Marketing (2 of 4) 5:00PM - 7:30PM (Queens) QuickBooks (1 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>10</p> <p>10 Steps to Starting Your Own Business 3:00PM - 5:00PM (Bronx) Entrepreneurship Bootcamp (1 of 4) 5:30PM - 8:00PM (Upper Manhattan) QuickBooks (1 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (1 of 5) 6:00PM - 8:00PM (Brooklyn) Selling to Government 10:00AM - 12:00PM (Small Business Services)</p>	<p>11</p> <p>Entrepreneurship Bootcamp (2 of 4) 5:30PM - 8:00PM (Brooklyn) 10 Steps to Starting Your Own Business 1:00PM - 2:00PM (Brooklyn) 10 Steps to Starting Your Own Business 2:00PM - 3:15PM (Queens) QuickBooks (2 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>12</p> <p>Entrepreneurship Bootcamp (2 of 4) 5:30PM - 8:00PM (Brooklyn) Entrepreneurship Bootcamp (2 of 4) 1:00PM - 2:00PM (Upper Manhattan) Mastering Marketing (3 of 4) 10:00AM - 12:30PM (Upper Manhattan) Navigating NYC Government 6:00PM - 7:30PM (Upper Manhattan) QuickBooks (2 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (2 of 5) 6:00PM - 8:00PM (Brooklyn)</p>	<p>13</p> <p>10 Steps to Starting Your Own Business 10:30AM - 11:30AM (Upper Manhattan) Entrepreneurship Bootcamp (2 of 4) 5:30PM - 8:00PM (Lower Manhattan)</p>	<p>14</p> <p>Business Planning Basics 11:30PM - 2:30PM (MidT)</p>
<p>16</p> <p>Mastering Marketing (3 of 4) 5:00PM - 7:30PM (Queens) QuickBooks (3 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>17</p> <p>10 Steps to Starting Your Own Business 3:00PM - 5:00PM (Bronx) Commercial Leasing: Strategies 5:30PM - 7:30PM (Queens) Entrepreneurship Bootcamp (3 of 4) 5:30PM - 8:00PM (Brooklyn) Entrepreneurship Bootcamp (3 of 4) 5:30PM - 8:00PM (Upper Manhattan) QuickBooks (3 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (3 of 5) 6:00PM - 8:00PM (Brooklyn) Restaurant Management Bootcamp 2:00PM - 4:00PM (Lower Manhattan)</p>	<p>18</p> <p>10 Steps to Starting Your Own Business 2:00PM - 3:15PM (Queens) Entrepreneurship Bootcamp (4 of 4) 5:30PM - 8:00PM (Bronx) Entrepreneurship Bootcamp (3 of 4) 5:30PM - 8:00PM (Lower Manhattan) Legal Issues When Hiring Employees 8:30AM - 10:00AM (Lower Manhattan) QuickBooks (4 of 5) 6:00PM - 8:00PM (Queens) Securing Your Financial Future 10:00AM - 12:00PM (Upper Manhattan)</p>	<p>19</p> <p>Entrepreneurship Bootcamp (4 of 4) 5:30PM - 8:00PM (Brooklyn) Entrepreneurship Bootcamp (4 of 4) 5:30PM - 8:00PM (Upper Manhattan) Mastering Marketing (4 of 4) 10:00AM - 12:30PM (Upper Manhattan) M/WBE Certification Workshop 6:00PM - 7:30PM (Small Business Services) QuickBooks (4 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (4 of 5) 6:00PM - 8:00PM (Brooklyn)</p>	<p>20</p> <p>Entrepreneurship Bootcamp (4 of 4) 5:30PM - 8:00PM (Lower Manhattan)</p>	<p>21</p>
<p>23</p> <p>How and Where to Get Financing 10:00AM - 12:00PM (Upper Manhattan) Mastering Marketing (4 of 4) 5:00PM - 7:30PM (Queens) QuickBooks (5 of 5) 6:00PM - 8:00PM (Queens)</p>	<p>24</p> <p>10 Steps to Starting Your Own Business 3:00PM - 5:00PM (Bronx) QuickBooks (5 of 5) 5:30PM - 7:30PM (Bronx) QuickBooks (5 of 5) 6:00PM - 8:00PM (Brooklyn)</p>	<p>25</p> <p>Business Planning Basics 1:00PM - 4:00PM (Brooklyn) Marketing 101 10:30AM - 12:30PM (Upper Manhattan) Securing Your Financial Future 10:00AM - 12:00PM (Upper Manhattan)</p>	<p>26</p>	<p>27</p>	<p>28</p>
<p>30</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.
Entrepreneurship Bootcamp	4 sessions 2.5 hours each	Become a business planning expert! This course takes you through 4 modules that will help you take your professional business plan to the next level. In just 2 1/2 hours a week for two weeks, you will receive in-depth instruction on how to use planning tools in four critical areas of your business plan.
How and Where to Get Financing	2 hours	Learn how to get financing and what bankers look for when they underwrite small business loan. The session features a panel discussion that includes representatives from commercial and alternative financing institutions
Improving Employee Motivation	1.5 hours	Understand the vital tools and resources that can be used to help construct, fortify, or repair the vital "people infrastructure" of a business.
Legal Issues When Hiring Employees	1.5 hours	Learn about the laws and regulations you need to know when you hire employees. Topics covered include 1-9 requirements, wages, discrimination, workers compensation, and unemployment insurance.
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.
Marketing 101	2 hours	This workshop introduces the basics of marketing to small business owners
Mastering Marketing	4 sessions 2.5 hours each	Make your business stand out! This in-depth series will provide a comprehensive answer to all of your marketing questions and help you develop a complete marketing plan. You'll use worksheets during the class to set your strategy and develop the skills to successfully use everything mass marketing to personal selling to get your product into the market.
Navigating NYC Government	1.5 hours	Learn about all of the requirements necessary to operate legally in New York City, the common violations that businesses receive and how you can avoid them, and a demonstration of NYC Business Express, a tool that can assist you with obtaining general license, permit, tax, incentive, and other useful information online
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!
Restaurant Management Bootcamp	2 hours	A general overview of restaurant setup and operation
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.
Small Business Tax Talks	2 hours	

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

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

Brooklyn
9 Bond Street
5th floor
Brooklyn, NY 11201
(718) 875-3400

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

Midtown Manhattan
188 Madison Avenue
Lower Level, # 052
New York, NY 10016
(212) 618-8722

Queens
168-25 Jamaica Avenue
2nd floor
Jamaica, NY 11432
(718) 577-2148

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

Small Business Services
110 William Street
New York, NY 10038
(212) 513-6300