



SAM HOUSTON STATE UNIVERSITY
SMALL BUSINESS DEVELOPMENT CENTER

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TRAINING SBDC

SHSU-SBDC Training Schedule: January - March 2008

All seminars require [reservations](#) and will be held in the training room of the Sam Houston State University Small Business Development Center, at 2424 Sam Houston Avenue, unless otherwise indicated. To guarantee seminar reservations or for more information, contact the SBDC at (936) 294-3737.

Seminar credits can be extended with a two-day notice of cancellation prior to the pre-paid seminar. No refunds will be made on seminar fees. **PRE-PAYMENT OF FEE IS REQUIRED FOR REGISTRATION.**

Reasonable accommodations will be made for persons with disabilities at no cost, if requested in advance. Persons with disabilities who desire accommodations should contact SHSU SBDC at (936)294-3737, at least five business days prior to an event.

Evening Training Sessions

[FIRST STEP to Starting Your Own Business](#)

[Developing Your Business Plan with Business Plan Pro 2007](#)

[Working with QuickBooks Pro 2007](#)

[Working with Excel](#)

- EVENING TRAINING SESSIONS -



FIRST STEP to Starting Your Own Business

Tuesday, January 29, 2008, 6-8 p.m.

No Fee

Instructor: Lauren Marble, SBDC Financial Consultant

Planning exercises will assist future business owners in defining their business idea and the profit potential for their idea.

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Developing Your Business Plan with Business Plan Pro 2007

Tuesday, February 26, 6-8 p.m.

No Fee

Instructor: Ce Cowart Schlicher, SBDC Training Coordinator

Learn how this user friendly software can assist you in preparing a professional business plan for presentation to a financial institution.

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Working with QuickBooks Pro 2007

Part I: Tuesday, February 5, 2008, 6-9 p.m.

Part II: Tuesday, February 12, 2008, 6-9 p.m.

Part III: Tuesday, February 19, 2008, 6-9 p.m.

Fee: \$50 per session

Instructor: Bob Harris, CPA and Certified QuickBooks ProAdvisor

Part I: Learn the basic operations of the automated bookkeeping program through hands-on exercises and examples including setting up your Chart of Accounts and writing checks.

Part II: Learn how to handle sales and invoicing, receiving payments, deposits, entering and paying bills.

Part III: This seminar will cover analyzing financial data, sales taxes and payroll.

Working experience with Windows required.

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Working with *Excel 2007*

Part I: Tuesday, March 18, 2008, 6-9 p.m.

Part II: Tuesday, March 25, 2008, 6-9 p.m.

Fee: \$35 per session

Instructor: Kayla Stephenson

Part I: Learn skills with hands-on examples to create and edit a worksheet and workbook. Basic skills include working with rows, columns and cells, writing formulas and shortcut techniques.

Part II: Topics covered include charting data, advanced formulas, absolute cell reference, sorting, auto-filter and worksheet/workbook protection.

Working experience with windows required.

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