



## TENTATIVE

### ENTREPRENEURIAL ASSISTANCE PROGRAM SESSION THIRTY NINE

October 12 – December 16, 2009

<b>ASSIGNMENTS/ BUSINESS PLAN</b>	<b>Two copies: one copy to M. Tobol-one to J. Tyne Business Plan: one copy to T. Kranis-one to J. Tyne</b>
<b>MENTORING</b>	<b>One copy to Judith Tyne</b>
<b>DAYS</b>	<b>Monday and Wednesday evenings</b>
<b>TIME</b>	<b>6:00 p.m. – 9:00 p.m.</b>
<b>PLACE</b>	<b>Brower Hall, Room TBD (except as noted)</b>

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- 1. September 30 6:00 p.m. Start and Expand Your Business – Free Information Session**  
Judith Tyne
  - 2. October 12 6:00-9:00 Setting Goals/Preparing a Business Plan**  
Tamie Kranis
  - 3. October 14 6:00-9:00 Legal**  
Ernest L. Fox
  - 4. October 19 6:00-9:00 Marketing**  
Mitch Tobol
  - 5. October 21 6:00-9:00 Internet Marketing & Web Searching**  
**Assignment 1**  
Mitch Tobol
  - 6. October 26 6:00-9:00 Market Research**  
Mitch Tobol
  - 7. October 28 6:00-9:00 Marketing**  
Mitch Tobol
  - 8. November 2 6:00-9:00 Market Research**  
Mitch Tobol

9. November 4 6:00-9:00 **Marketing**  
Mitch Tobol
10. November 9 6:00-9:00 **Advertising**  
Mitch Tobol
11. November 11 6:00-9:00 **Taxes - Assignment 2**  
Tamie Kranis
12. November 16 6:00-9:00 **Personnel & Operations-**  
Tamie Kranis
13. November 18 6:00-9:00 **Sales**  
Mitch Tobol
14. November 23 6:00-9:00 **Networking/ Presentations – Assignment 3**  
Mitch Tobol
- \*NO CLASS NOVEMBER 25**
15. November 30 6:00-9:00 **Excel – University College Hall, Room 101**  
Tamie Kranis
16. December 2 6:00-9:00 **Banking/Loans – Kathleen Petronis**  
**Insurance - Toni-Ann Kobel**
17. December 7 6:00-9:00 **Quick Books – Record Keeping**  
**University College Hall, Room 101**  
Tamie Kranis
18. December 9 6:00-9:00 **Quick Books- Record Keeping – Assignment 4**  
**University College Hall, Room 101**  
Tamie Kranis
19. December 14 6:00-9:00 **Financial Management**  
**University College Hall, Room 101**  
Tamie Kranis
20. December 16 6:00-9:00 **Financial Management – Assignment 5**  
**University College Hall, Room 101**  
Tamie Kranis

**BUSINESS PLAN DUE January 29, 2010: TWO COPIES TO JUDITH TYNE**

(One copy for Judith Tyne; one copy for Tamie Kranis with a self-addressed envelope and postage)

Please contact Judith Tyne for additional information - 463-5285; [Judith.tyne@hofstra.edu](mailto:Judith.tyne@hofstra.edu)