



ENTREPRENEURIAL ASSISTANCE PROGRAM
SESSION THIRTY SIX

March 4 – May 20, 2009

ASSIGNMENTS/ BUSINESS PLAN	Two copies: one copy to M. Tobol-one to J. Tyne Business Plan: one copy to T. Kranis-one to J. Tyne
MENTORING	One copy to Judith Tyne
DAYS	Monday and Wednesday evenings
TIME	6:00 p.m. – 9:00 p.m.
PLACE	Brower Hall, Room 101

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|--------------------|------------------|--|
| 1. March 4 | 6:00 p.m. | Start and Expand Your Business – Free
Information Session
Judith Tyne |
| 2. March 16 | 6:00-9:00 | Setting Goals/Preparing a Business Plan
Tamie Kranis |
| 3. March 18 | 6:00-9:00 | Legal
Ernest L. Fox |
| 4. March 23 | 6:00-9:00 | Marketing
Mitch Tobol |
| 5. March 25 | 6:00-9:00 | Internet Marketing & Web Searching
<u>Assignment 1</u>
Mitch Tobol |
| 6. March 30 | 6:00-9:00 | Market Research
Mitch Tobol |
| 7. April 1 | 6:00-9:00 | Marketing
Mitch Tobol |

8. April 6	6:00-9:00	Market Research Mitch Tobol
*NO CLASS APRIL 8		
9. April 13	6:00-9:00	Marketing Mitch Tobol
10. April 15	6:00-9:00	Advertising Mitch Tobol
11. April 20	6:00-9:00	Taxes - <u>Assignment 2</u> Tamie Kranis
12. April 22	6:00-9:00	Personnel & Operations- Tamie Kranis
13. April 27	6:00-9:00	Sales Mitch Tobol
14. April 29	6:00-9:00	Networking/ Presentations – <u>Assignment 3</u> Mitch Tobol
15. May 4	6:00-9:00	Excel Tamie Kranis
16. May 6	6:00-9:00	Banking/Loans – Kathleen Petronis Insurance - Toni-Ann Kobel
17. May 11	6:00-9:00	Quick Books – Record Keeping Tamie Kranis
18. May 13	6:00-9:00	Quick Books- Record Keeping – <u>Assignment 4</u> Tamie Kranis
19. May 18	6:00-9:00	Financial Management Tamie Kranis
20. May 20	6:00-9:00	Financial Management – <u>Assignment 5</u> Tamie Kranis

BUSINESS PLAN DUE June 30, 2009: TWO COPIES TO JUDITH TYNE

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