

Small Business Development Center

Who We Are

The Lee College Small Business Development Center is a nonprofit professional management counseling service funded by Lee College and the U.S. Small Business Administration. Our new location is 312 W. Sterling, Baytown, TX 77520.

What We Offer You

The Lee College Small Business Development Center offers free individual and confidential counseling, as well as low cost, informative seminars and workshops. Areas of counseling are new business start-up, pre-venture feasibility, market identification and research, cash flow analysis, production, and inventory control. General management skills for small businesses engaged in retail, wholesale, manufacturing or service are also offered.



The Place To Be In Baytown SBDC Monthly Business Breakfast Seminar

The Small Business Development Center hosts a Business Breakfast on the second Wednesday of each month. This breakfast is to offer the business people in the Lee College service area an opportunity to network with other business people in the area. The breakfast also provides the attendees an opportunity to learn more about the local businesses and receive timely business information through the wide variety of speakers each month. To register or for additional information call the SBDC office at 281-425-6309.

Early registration should be made by 12:00 noon the Monday before the breakfast.

Registration Fee:

Early \$5

At Door \$8

Time: 7:00 - 9:00 a.m.

Location: Various locations throughout the community. Call for location.

•7934-CENC-SBC4032-001		
Wed.	Jan. 10	7:00 - 9:00 a.m.
•7935-CENC-SBC4032-002		
Wed.	Feb. 14	7:00 - 9:00 a.m.
•7936-CENC-SBC4032-003		
Wed.	April 11	7:00 - 9:00 a.m.
•7937-CENC-SBC4032-004		
Wed.	May 9	7:00 - 9:00 a.m.

Customer Satisfaction/Esteem Building 2 hrs Free

Do you know how long it takes for a new customer to make a decision about your business?

What causes bad customer service and how can it be improved? What causes low self-esteem and how can I improve myself? These questions and more will be answered during this workshop. Customer service is a dying art and yet the majority of people go to places where they are treated well. The places that treat customers well will employ individuals with high esteem. Learn how you can build customer service in your business and high self-esteem in yourself and your employees.

Location: Lee College SBDC Office

312 W. Sterling

Instructor: Valerie Coleman

•7916-CENC-SBC4087-001		
Tues.	Feb. 20	6:00 - 8:00 p.m.
•7917-CENC-SBC4087-002		
Tues.	April 17	6:00 - 8:00 p.m.

Time Management - Do You Have Time to Do All the Things You Really Want to Do? 3 hrs \$25

Would you like to have an extra hour per day? This course will show you how to get at least an extra hour per day (and more sleep!) This course utilizes the Management Model (Organization, Analysis, Planning, Implementation and Control) and covers creating and analyzing a time log, elimination of time wasting activities, simplification of your life, scheduling activities (and holding to schedules), lists vs. schedules, leaving some slack time in your schedule for unexpected events and delegating to others. We'll talk about maintenance vs. goal achieving activities and doing small things consistently vs. attempting to accomplish big things; we'll also discuss breaking those big goals into small

steps which can be completed in a reasonable amount of time. Personal Strategic Planning will also be covered as well as available time scheduling programs.

•8072-CENC-SBC4031-001

Thurs. April 5 6:00 - 9:00 p.m.
Location: ATC, 227 Instructor: David Way

Introduction to Federal Contracting - Or Everything You Wanted to Know About Federal Contracting, But Were Afraid to Ask!

2 hrs Free

What does a scuba diver, farmer, rabbi and florist all have in common? They all got federal contracts! Did you know that the federal government is the country's biggest customer and buys almost everything? Learn how you can get a piece of the American pie. This workshop will allow you to gain an overview of the government market, identify resources which can assist you and get started in marketing your business.

Location: Lee College SBDC Office
312 W. Sterling
Instructor: Valerie Coleman

•7923-CENC-SBC4005-001

Thurs. March 22 6:00 - 8:00 p.m.

QuickBooks Basic

3 hrs \$45

The class is unique because it is a "hands-on" class with you working on QuickBooks® Pro 2006 under the supervision of a QuickBooks® expert. This is an introductory level class which focuses on QuickBooks® basics and how to prevent the most common bookkeeping mistakes. Hands on Quickbooks® training covers the following areas: Company setup with accrual or cash basis, chart of accounts, preferences, items, inventory, enter and pay bills, write checks, payroll and payroll taxes, invoices, deposits, bank reconciliation, reports for profit and loss, and balance sheet. Ample time is provided for question and answer sessions including tips on how to optimize QuickBooks® for your specific business.

•7938-CENC-SBC4099-001

Mon. Jan. 22 6:00 - 9:00 p.m.

Location: ATC, 221 Instructor: Laurie Pruett

•7939-CENC-SBC4099-002

Mon. Feb. 19 6:00 - 9:00 p.m.

Location: ATC, 221 Instructor: Laurie Pruett

•7940-CENC-SBC4099-003

Mon. April 16 6:00 - 9:00 p.m.

Location: ATC, 221 Instructor: Laurie Pruett

QuickBooks® Intermediate

3 hrs \$45

The class is unique because it is a "hands-on" class with you working on QuickBooks® Pro 2006 under the supervision of a QuickBooks® expert. This is an intermediate level class which focuses on some of the more advanced features in QuickBooks® Pro2006. Hands-on QuickBooks® training covers

the following areas: estimating, progress invoicing, job costing, purchase orders, customizing templates, and modifying reports to meet your specific needs. An overview will be given of the numerous reports available in QuickBooks® to help you manage your business. Ample time is provided for question and answer sessions including tips on how to optimize QuickBooks® for your specific business.

•8073-CENC-SBC4021-001

Mon. Jan. 29 6:00 - 9:00 p.m.

Location: ATC, 221 Instructor: Laurie Pruett

•8074-CENC-SBC4021-002

Mon. Feb. 26 6:00 - 9:00 p.m.

Location: ATC, 221 Instructor: Laurie Pruett

•8075-CENC-SBC4021-003

Mon. April 23 6:00 - 9:00 p.m.

Location: ATC, 221 Instructor: Laurie Pruett

First Steps - Business Start-up Workshop
12 hrs \$40

This workshop will guide you through planning exercises to help you define your idea and determine its potential, understand key business concepts and financial terminology, increase the probability of success by avoiding common pitfalls and access available resources for small businesses.

•8076-CENC-SBC4033-001

Thurs. Feb. 15 - March 8 6:00 - 9:00 p.m.

Location: ATC, 229 Instructor: David Way

Lunch & Learn: Free Business Start-up Workshop

2 hrs Free

Whether you are ready to start your business or just exploring the idea of opening your own business, this start-up business class will save you time and money. Meet with our consultant for lunch and explore your possibilities! Bring your lunch, drinks will be provided.

Location: Lee College SBDC Office
312 W. Sterling

Instructor: SBDC Consultant

•8077-CENC-SBC4020-001

Tues. Jan. 23 12:00 - 1:00 p.m.

•8078-CENC-SBC4020-002

Tues. Feb. 6 12:00 - 1:00 p.m.

•8079-CENC-SBC4020-003

Tues. March 20 12:00 - 1:00 p.m.

•8080-CENC-SBC4020-004

Tues. April 17 12:00 - 1:00 p.m.

•8081-CENC-SBC4020-005

Tues. May 15 12:00 - 1:00 p.m.

Business Plan

3 hrs \$25

Receive quick and easy tips for writing your business plan and recommendations from an expert on how to use your plan to obtain financing, focus ideas, identify specific business objectives, and chart and manage growth. Attend and find out how to analyze market conditions, allocate your marketing dollars to increase profits, gauge your start-up and/or expansion expenses, and identify financing sources. You will receive a disk with templates to create your business plan. Templates are created in Microsoft Word for PC or MAC.

•8082-CENC-SBC4022-001
 Thurs. Feb. 1 6:00 - 9:00 p.m.
 Location: ATC, 220 Instructor: David Way

•8083-CENC-SBC4022-002
 Thurs. April 19 6:00 - 9:00 p.m.
 Location: ATC, 227 Instructor: David Way

The Nuts & Bolts of Marketing
 3 hrs.....\$25

Discover the practical processes and tools that will save money while implementing a dynamic marketing plan. Walk away with useful checklists for design, implementation and printing to save time, money, and frustration.

•8084-CENC-SBC4035-001
 Thurs. Jan. 25 6:00 - 9:00 p.m.
 Location: ATC, 220 Instructor: David Way

▼ **NEW!**

Lunch & Learn: Advertising & Marketing
 1 hr.....Free

Spend your lunch hour expanding your knowledge on new creative and innovative marketing ideas. This class will help you spend your marketing/advertising budget wisely. Bring your lunch, drinks will be provided.

Location: Lee College SBDC Office
 312 W. Sterling
 Instructor: Tommy Hathaway

- 8008-CENC-SBC4004-001
Tues. Jan. 30 12:00 - 1:00 p.m.
- 8009-CENC-SBC4004-002
Tues. March 27 12:00 - 1:00 p.m.
- 8010-CENC-SBC4004-003
Tues. May 22 12:00 - 1:00 p.m.

▼ **NEW!**

Lunch & Learn: Business Funding
 1 hr.....Free

Have lunch with a professional business counselor and discuss conventional and creative financing sources for your business. Bring your lunch, drinks will be provided.

Location: Lee College SBDC Office
 312 W. Sterling
 Instructor: Steve McCorquodale

- 8011-CENC-SBC4003-001
Tues. Feb. 20 12:00 - 1:00 p.m.
- 8012-CENC-SBC4003-002
Tues. April 24 12:00 - 1:00 p.m.

Financing a Small Business
 3 hrs.....\$25

Do you wonder about obtaining financing for your new business? Sources of funds are discussed and include: Accurately assessing your financial needs, internal financing including credit cards, microloans, bank loans, venture capitalists, credit scores and reporting, and getting your credit in shape. **Prerequisite:** You must have taken the Business Plan course and preferably the First Step course.

•8085-CENC-SBC4023-001
 Thurs. March 29 6:00 - 9:00 p.m.
 Location: ATC, 220 Instructor: David Way

Collections
 3 hrs.....\$30

Do you have outstanding debts that you have not been able to collect? This workshop will walk you through the process of how to legally collect your debts. Attend this workshop and you will receive.

- Forms along with information needed to collect your debts
- Information on how debt collection works and your right as a business owner
- Peace of mind and the confidence to collect all the money owed to you.

•8086-CENC-SBC4019-001
 Tues. March 6 6:00 - 9:00 p.m.
 Location: ATC, 229 Instructor: Felicia Sexton

Credit Education & Restoration
 3 hrs.....\$30

Are you unable to obtain a business loan? Has your credit suffered due to personal injury, loss of employment or divorce? Is your credit report keeping you from purchasing your dream home or car? Has your credit report suffered due to too many pre-approved credit cards? If your answered yes to one or more of these questions, this course is for you. This course will empower you to take control over your credit and much more! Discover the difference between personal credit and business credit, how to review and dispute your credit, how to settle collection and charge off accounts. Obtain a copy of your credit report and bring it with you to class.

•8087-CENC-SBC4018-001
 Tues. April 3 6:00 - 9:00 p.m.
 Location: ATC, 229 Instructor: Felicia Sexton

Debt Free & Prosperous Living
 3.5 hrs.....\$30

This workshop is designed for those who want to live a debt-free lifestyle. How would you like to pay off all of your consumer debt, credit cards, and other monthly payments in one to three years and then pay off your mortgage in three to four years and do it with your current income? This is a linear math, critical path technology to eliminate all your debts and then to operate 100% on cash, never needing credit again. Bring a pencil, a pocket calculator and a list of your debts with balances (principle and interest only for mortgage) and during class develop your own debt elimination plan that can be implemented immediately into your lifestyle. Course fee includes a workbook. Optional textbook available for \$39 at class.

•7941-CENC-SBC4038-001
 Sat. Feb. 24 9:00 a.m. - 12:30 p.m.
 Location: SJM, 102 Instructor: TBA

•7942-CENC-SBC4038-002
 Sat. April 14 9:00 a.m. - 12:30 p.m.
 Location: SJM, 102 Instructor: TBA



Would You Like to Learn How to Speak Spanish?

9 hrs..... \$40

Have you ever wanted to speak enough Spanish to be able to communicate with a co-worker or employee? Or do you simply want to understand Spanish better? Sign up for the English to Spanish classes to be held this spring at Lee College.

**Location: Lee College SBDC Office
312 W. Sterling**

Instructor: Mary Hernandez

•8088-CENC-SBC4034-001

Thurs. Feb. 1 - 5 6:00 - 9:00 p.m.

Primeros Pasos en Comiense de Negocio - Seminario

2 hrs..... Free

Este taller lo guiará a través de planear ejercicios para ayudarlo definir su idea y determinar el potencial. Entender que es la clave de los conceptos comerciales y la terminología financiera, aumente la probabilidad de éxito evitando errores comunes y acceso a los recursos disponibles para negocio propio.

**Location: Lee College SBDC Office
312 W. Sterling**

Instructor: Mary Hernandez

•8089-CENC-SBC4030-001

Mon. March 26 6:00 - 8:00 p.m.

•8090-CENC-SBC4030-002

Mon. April 30 6:00 - 8:00 p.m.

Introduction to Microsoft Publisher 2003

3 hrs..... \$25

Learn the basics of one of the most used software programs for creating publications. Students will learn how to design, edit and produce flyers, invitations, brochures, and business cards. This course is designed to teach the basic skills for adding text, graphics, pictures, borders, and backgrounds in Microsoft Publisher 2003.

•8091-CENC-SBC4017-001

Sat. Jan. 20 8:00 - 11:00 a.m.

Location: ATC, 221 Instructor: Rebecca Edwards

Microsoft Publisher 2003 Intermediate

3 hrs..... \$25

This workshop is for those who know the basic of Publisher, but still need to know more on how to design your publications in more depth. This class will be covering the extras the beginning workshop did not cover.

•8092-CENC-SBC4026-001

Sat. Jan. 27 8:00 - 11:00 a.m.

Location: MHC, W09 Instructor: Rebecca Edwards

Excel 2003 Beginner

3 hrs..... \$35

This course introduces you to all the ins and outs of Excel. Learn to enter data, use formula and functions, create charts and graphs. Also learn how to expand upon the basic knowledge of Excel.

•8093-CENC-SBC4025-001

Sat. April 7 8:00 - 11:00 a.m.

Location: ATC, 221 Instructor: Rebecca Edwards

Access 2003 Beginner

3 hrs..... \$35

Small business owners are constantly faced with large amounts of data to keep updated on a regular basis. Attend this workshop and learn how to create tables, reports, forms and other tools to help organize and professionally present your data. For beginner users.

•8094-CENC-SBC4027-001

Sat. Feb. 17 8:00 - 11:00 a.m.

Location: MHC, W09 Instructor: Rebecca Edwards

Introduction to Microsoft PowerPoint 2003

3 hrs..... \$25

Learn the basics of one of the most popular software used for creating presentations. This 3 hour workshop is designed to teach the basic skills for adding text, graphics, animation, transitions, and adding sound using PowerPoint. Students will create, save, and take home their presentations. Supplies: Required one 3.5" disk.

•8095-CENC-SBC4029-001

Sat. March 24 8:00 - 11:00 a.m.

Location: MHC, W09 Instructor: Rebecca Edwards

PowerPoint 2003 Intermediate

3 hrs..... \$25

This workshop is to take you to the next level after the basics class. You will learn more features of the PowerPoint software and be able to create those presentations for your work presentations on your own. Students will be taking home their presentations. Supplies: Required one 3.5" disk.

•8096-CENC-SBC4024-001

Sat. March 31 8:00 - 11:00 a.m.

Location: ATC, 221 Instructor: Rebecca Edwards

