

Small Business Development Center



Providing Effective Business Solutions

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. **NEW Location:** San Jacinto Mall, Ste. 1110, JC Penny Wing, Baytown, TX 77520 and telephone number 281-425-6309.

What We Offer

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 Lee College SBDC is a business consulting and training center of the University of Houston Small Business Development Center Network. The UH SBDC Network serves 32 counties in Southeast Texas."

"Funded in part through a cooperative agreement with the U.S. Small Business Administration."

"Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance."

Contact Pamela Alexander, San Jacinto Mall, Ste. 1110, JC Penny Wing, Baytown, TX 77520 or phone: 281-425-6309."

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

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

Dates: Sept. 9, Oct. 14, Nov. 11, Dec. 9

Location: Bayer Conference Room (Upstairs at the Lee College Student Center).

Call 281-425-6309 for possible location change.

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, SJM, Ste. 1110

JC Penny Wing

Instructor: Valerie Coleman

•3549-CENC-SBC4087-001

Tues. Oct. 13 6:00 - 8:00 p.m.

•3550-CENC-SBC4087-002

Tues. Nov. 17 6:00 - 8:00 p.m.

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, SJM, Ste. 1110, JC Penny Wing

Instructor: Valerie Coleman

•3551-CENC-SBC4005-001

Tues. Nov. 10 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, enter and pay bills, write checks, 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.

Location: ATC, 221 Instructor: Becky Taylor

•3539-CENC-SBC4099-001
Mon. Sept. 14 6:00 - 9:00 p.m.

•3540-CENC-SBC4099-002
Mon. Oct. 5 6:00 - 9:00 p.m.

•3541-CENC-SBC4099-003
Mon. Nov. 2 6:00 - 9:00 p.m.

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, inventory and payroll taxes, 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.

Location: ATC, 221 Instructor: Becky Taylor

•3542-CENC-SBC4021-001
Mon. Sept. 21 6:00 - 9:00 p.m.

•3543-CENC-SBC4021-002
Mon. Oct. 12 6:00 - 9:00 p.m.

•3544-CENC-SBC4021-003
Mon. Nov. 9 6:00 - 9:00 p.m.

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, understanding key business concepts and financial terminology, increase the probability of success by avoiding common pitfalls and access available resources for small businesses.

•3557-CENC-SBC4020-003
Thurs. Oct. 8 - 29 6:00 - 9:00 p.m.
Location: ATC, 220 Instructor: Manuel Escontrias

Introduction to Microsoft Publisher 2007
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.

•3552-CENC-SBC4010-001
Sat. Sept. 12 8:00 - 11:00 a.m.
Location: MHC, W09 Instructor: TBA

Excel 2007 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.

•3553-CENC-SBC4006-001
Sat. Sept. 26 8:00 - 11:00 a.m.
Location: ATC, 221 Instructor: Rick Vaughan

Access 2007 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.

•3554-CENC-SBC4007-001
Sat. Nov. 7 8:00 - 11:00 a.m.
Location: ATC, 221 Instructor: Rick Vaughan

Introduction to Microsoft PowerPoint 2007
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.

•3555-CENC-SBC4008-001
Sat. Oct. 10 8:00 - 11:00 a.m.
Location: ATC, 221 Instructor: Rick Vaughan

PowerPoint 2007 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.

•3556-CENC-SBC4009-001
Sat. Oct. 24 8:00 - 11:00 a.m.
Location: ATC, 221 Instructor: Rick Vaughan

Register Today!