



L&O Information

Students will receive traditional classroom instruction and online availability. Each live class is recorded and then uploaded and made available online within 48 hours of the live class.

live & online



Business Planning II: Fine Tuning Your Business Plan

8wks

This course allows the participant the opportunity to complete an initial draft of a business plan. The initial draft will include an operational plan, a management plan, a marketing plan, as well as a financial plan. The financial plan will include a comprehensive sales forecast, a profit and loss projection and a cash flow projection. Spouses may attend at no charge. Prerequisites: None

Thursdays–January 9 to February 27
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



Business Planning III: Finalization of a Business Plan

8wks

This course allows the participant the opportunity to complete a final draft of a business plan. The final draft will include an operational plan, a management plan, a marketing plan, as well as a financial plan. The financial plan will include a comprehensive sales forecast, a profit and loss projection and a cash flow projection. Spouses are welcome to attend at no charge. Prerequisites: None

Thursdays–March 6 to April 24
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



How to Keep Records Using QuickBooks Online

6wks

Keeping good and accurate records in a small business is a must. The business owner must know how his/her financial status is at all times. This course is designed to teach a simple method of tracking money coming in and out of a business. This information is critical in maintaining accurate tax records. This course will provide you the ability to develop a customer/vendor database, recording expenses, writing checks, creating sales receipts and invoices, as well as tracking all of your bills. Do not lose sleep over whether or not your records are in order. Prerequisites: None

Wednesdays–February 5 to March 12
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



How to Start and Run a Small Business

6wks

Planning before starting is an important step toward operating a successful small business. Many students have said to me that they wish they have taken this course before starting a business. This is an introductory course that teaches the basics of starting any type of small business. This course will focus on licenses/permits, location, deductible expenses, insurance, record keeping and legal decisions. After you have taken this class, you will clearly understand what is required to start a small business. Spouses are welcome to attend at no charge. Prerequisites: None

Wednesdays–March 26 to April 30
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams