

# Small Business Institute

Small, growing businesses need help, especially practical advice and ideas that work. These workshops are designed to give you the business management skills necessary to succeed in today's competitive market.

## STARTING YOUR OWN BUSINESS

6 sessions

Cost: \$199 for all 6 seminars or \$40 per individual session

**All sessions held at the Blackwood Campus**

### Introduction to Small Business Ownership (Session 1)

Participants will be introduced to what it takes to start or purchase a small business. Economic climate and other factors of business ownership are discussed with an emphasis on a positive approach to this series of seminars. .25 CEU

CE.BUS 001-51 5/13  
1 session W, 6:30-9 p.m.

### The Business Plan Part I: Planning Process (Session 2)

This seminar concentrates on the organization and elements of a basic business plan. Learn the uses of a business plan and when and why it is necessary — a must for people starting their own business or business owners seeking financing. .25 CEU

CE.BUS 002-51 5/20  
1 session W, 6:30-9 p.m.

### The Business Plan Part II: Marketing and Promotion (Session 3)

This seminar continues from Part I, the Planning Process, by focusing on the business plan and its affect on marketing and promotion for the business owner. .25 CEU

CE.BUS 010-51 5/27  
1 session W, 6:30-9 p.m.

### Selling Skills for Your Business (Session 4)

Learn to plan and forecast your cash needs in order to start, operate, or purchase a business. This step-by-step seminar concentrates on the basics of cash flow planning. Learn to plan your own cash flow from actual case studies. This seminar teaches you the proper format and purpose of this vital part of operating a small business. .25 CEU

CE.BUS 003-51 6/3  
1 session W, 6:30-9 p.m.

### Financing a Small Business (Session 5)

Learn where and how to borrow money, the do's and don'ts of borrowing, and the different sources of money available to you. Learn how to build the proper banking relationship and what is needed to secure that business loan. .25 CEU

CE.BUS 004-51 6/10  
1 session W, 6:30-9 p.m.

### Taxes and Record Keeping (Session 6)

Learn what type of business entity is right for you. Learn what legal and tax benefits are available to you in starting or owning your own business. This seminar concentrates on various legal forms of business, their costs, tax reporting, and benefits to the small business owner. .25 CEU

CE.BUS 005-51 6/17  
1 session W, 6:30-9 p.m.

## LAW FOR SMALL BUSINESS

### Setting Up a Small Business-Part I

This course provides the practical knowledge of the law needed to set up a business. Topics include the steps of business formation and registration, features of operating and buyout agreements, capital contributions, adjusting compensation among working and investing owners, and how early choices affect the taxation and income of the owner or owners. Also covered are selection, ownership and protection of the business name, the legal significance of job titles; and avoiding infringement suits. The LLC and S-Corp forms are highlighted; alternative forms are discussed and compared.

Cost: \$45 Blackwood Location  
CE.BUS 012-51 6/2 – 6/9  
2 sessions T, 6:30-9 p.m.

### Law for Landlords and Tenants

Whether you are just leasing a room for the school year or managing a multi-unit apartment complex, you can benefit from this how-to-approach to New Jersey landlord/tenant law. This course is primarily intended for landlords and their managing agents but will also benefit tenants who want to know their rights. The course covers the things you should look for in leases, what you can do to check out a tenant before leasing, the rights and responsibilities on both sides, security deposits, right to renew, dealing with late rent payments, grounds for eviction and required notices to quit. The student will also learn how to file and prosecute or defend a suit for eviction as well as how to prosecute or defend suits for unpaid rent, excess damage, and return of security deposits.

Cost: \$45 Blackwood Location  
CE.BUS 7/14 – 7/21  
2 sessions T, 6:30-9 p.m.

**NEW**

## Need More Information?

Call us at 856-874-6004

### DAY ABBREVIATIONS

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday