
**MSSU SMALL BUSINESS DEVELOPMENT CENTER
SCHEDULE OF WORKSHOPS – SUMMER 2008**

Note: Plaster Hall (Robert W. Plaster Free Enterprise Center) is formerly Matthews Hall

COMPUTER WORKSHOPS:

Overview of Microsoft Office 2007

June 11 (Wednesday), 1:30 p.m. - 4:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$60

Microsoft Excel 2007 Level 1

June 17 (Tuesday) & June 19 (Thursday)
1:30 p.m. - 4:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$95

Introduction to QuickBooks

June 23 (Monday) & June 25 (Wednesday)
1:30 p.m. - 4:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$95

Microsoft Access 2007 Level 1

June 26 (Thursday)
1:30 p.m. - 4:30 p.m. & 5:30 p.m. - 8:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$95

Microsoft Excel 2007 Level 2

July 14 (Monday) & July 16 (Wednesday)
1:30 p.m. - 4:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$95

Introduction to Quicken Home & Business

July 15 (Tuesday), 1:30 p.m. – 4:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$55

How to Place Your Business on the Web

July 29 (Tuesday), 2:00 p.m. – 4:30 p.m.
Location: Plaster Hall, Room 323
Payment in advance: \$20

FINANCE, ACCOUNTING & MANAGEMENT WORKSHOPS:

Using the Internet to Market Products and Services to Governmental Entities

June 18 (Wednesday), 1:30 p.m. – 4:00 p.m.
Location: Plaster Hall, Room 109
Payment in advance: \$20

Women's Leadership Conference

June 24 (Tuesday), 1:30 p.m. – 4:30 p.m.
Location: Plaster Hall, Cornell Auditorium
Payment in advance: \$10

The Basics of Writing a Business Plan

June 30 (Monday), 1:30 p.m. – 4:30 p.m.
Location: Plaster Hall, Room 109
Payment in advance: \$20

Marketing: Think Before You Spend

July 9 (Wednesday) 1:30 p.m. – 4:30 p.m.
Location: Plaster Hall, Room 109
Payment in advance: \$20

Understanding Financial Statements

July 17 (Thursday), 2:30 p.m. – 4:30 p.m.
Location: Plaster Hall, Room 109
Payment in advance: \$20

STARTING A SMALL BUSINESS: THE FIRST STEPS WORKSHOPS:

This introductory workshop will provide an overview of the critical first steps associated with starting a business. Each participant will receive a Start-up manual. The cost of the workshop is \$20. The workshop will be taught three times during the summer. These workshops will meet in Plaster Hall, Room 102.

June 12 (Thursday) 1:15 p.m. – 4:30 p.m.
July 10 (Thursday) 1:15 p.m. – 4:30 p.m.
August 8 (Friday) 1:15 p.m. – 4:30 p.m.

Dates and times are subject to change. Please check our website at www.mssutrainning.com or call (417) 625-3128 to receive a catalog containing a complete listing of workshops.

**MSSU SMALL BUSINESS DEVELOPMENT CENTER
PRE-REGISTRATION FORM**

Please fill out the brief pre-registration form that follows and mail it to the address given below. A different form will be needed for each individual workshop. For additional information, call (417) 625-3128. Please see the "Schedule of Workshops" on the previous page.

**Missouri Southern State University
Small Business Development Center
3950 E. Newman Road
Joplin, MO 64801-1595**

WORKSHOP:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone Number: _____

Amount Enclosed: _____