



SAVE THE DATE



SEPTEMBER 27 – OCTOBER 1, 2004

SMALL BUSINESS EXECUTIVE SEMINAR

SBA's 7(j) Management and Technical Assistance Program

You are invited to a FREE intensive one-week executive seminar designed for small business owners and executives. Eligible participants include 8(a) certified firms, disadvantage business enterprises, business operating in areas of high unemployment, low income, and firms owned by low income individuals. Learn the secrets of being a successful company and business owner. Experienced professionals will conduct the sessions.

GET AHEAD OF YOUR COMPETITION

Learn the best ways to obtain a government contract, acquire growth capital and manage your company's legal affairs.

**September 27 – October 1, 2004
Atlanta-Fulton Public Library
One Margaret Mitchell Square
Atlanta, Georgia, 30303-1089**

For more information, please contact:

Jennifer Byrd
Phone: 256-372-5685
Fax: 256-372-5683
Email: jennifer.byrd@aamuri.aamu.edu

This is a five-day business seminar exclusively for small business owners with time constraints. Register online for the seminar at <http://aamuri.aamu.edu>. Reasonable accommodations for persons with disabilities will be made, if requested at least two weeks in advance of workshop.

SMALL BUSINESS EXECUTIVE TRAINING

WORKSHOP TRACKS

Track One - Management/Marketing-September 27-28

Course #1

- Managing the Business Development Process
- Strategic Planning
- Business Plan- Your Road Map
- Time Management

Course #2

- Federal Procurement Process
- Bid Versus No-Bid Decisions
- Contract and Task Management
- Successful Proposal Writing

Course #3

- Leveraging in Subcontracting/Teaming Arrangements

Course #4

- Bid Preparation, Submission and Quotation
- Bonding
- Plan Reading

Track Two - Accounting/Financial Management—September 29-30

Course #1

- Basic Accounting
- Bookkeeping/Record Keeping

Course #2

- Managing Your Indirect Rate Structure
- Working with DCAA
- Job Costing and Estimating

Course #3

- Access to Capital and Surety
- Loan Packaging
- Access to Credit/Credit Repair

Course #4

- How Do Income Taxes Impact My Business?
- How Do Payroll Taxes Impact My Business?
- Other Taxes

Track Three - The Legal Aspects of Owning an 8(a) Certified Firm--October 1

Course #1

- Contract Law & Negotiation
- Negotiating Prime and Subcontractor Relationships
- Merger and Acquisition Decisions
- Trends in Federal Procurement Laws and How They
Impact Your Future
- How do I Protect My Business from Being Sold?

Attend one, two, or all three tracks

For more information and to register, go to:
http://aamuri.aamu.edu/sba/sba_index.htm

“This U.S. Small Business Administration (SBA) Cooperative Agreement Number SBAHQ-04-J0002 is funded by the SBA. SBA’s funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis.”