

## Highlight

### QuickBooks Spring Sessions

David Carrales, certified QuickBooks instructor and certified public accountant, has his own firm, but every other month in the evenings, Mr. Carrales spends time at the UTPA Small Business Development Center teaching a roomful of small business owners and account managers the skills to run QuickBooks in their businesses or homes.

The classes are broken down into beginners (QuickBooks 101) and advanced (QuickBooks 201) courses; and cover everything from setting up the software to analyzing QuickBooks reports. Held in a state-of-the-art computer lab at the UTPA Annex, students are taken step by step through QuickBooks lessons and given assignments to test their abilities.

QuickBooks 101 for beginners is scheduled from February 9 through 11, and teaches attendees how to set up the software on their own computers. It also covers how to work with bank accounts and how to enter sales and invoices. QuickBooks 201, set for March 2 through 4, is a more in-depth workshop and is designed for veteran users who want to know how to do payroll, inventory, accounts payable, and how to analyze financial statements using this software.

The SBDC lab is exclusively licensed by Intuit Inc., the software developer for QuickBooks. For information on QuickBooks classes and fees, please call the SBDC at (956) 292-7535. Carrales & Company, LLP is located at 1217 Pecan in McAllen.



Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Assistance for the hearing impaired can be attained by calling the TDD at (956) 384-5071. For additional information, telephone is (956) 292-7535 or visit the SBDC website at [www.utpa.edu/sbdc](http://www.utpa.edu/sbdc).

# SBDC Calendar of Events FEBRUARY 2010

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Dale Carnegie Week 2-E	2 The Power of Business Planning-E	3	4	5	6
7	8 Dale Carnegie Week 3-E	9 7 Keys to Small Business Marketing-B  Basics in Business-E  QuickBooks 101-E	10 Tax Tips for Small Businesses-O  How's your Credit-H  QuickBooks 101-E	11 QuickBooks 101-E	12	13
14 	15 Dale Carnegie Week 4-E	16 BDMIS-B  Como Inicar Un Negocio-E	17 Tax Tips for Small Businesses-O	18 Customer Service for Restaurants-O  Customer Service Plus-O	19	20
21	22 Dale Carnegie Week 5-E  QuickBooks Lunch n' Learn-E	23 Tax Tips-B  Passporte al Exitio-O  Basics in Business-E	24 Marketing to Government Agencies-H  HUB & 8(a)-O	25 HUB & 8(a)-O  OSHA Focus Four-E	26	27
28						

**E—EDINBURG**

**H—HARLINGEN**

**B—BROWNSVILLE**

**O—OTHER**

# The University of Texas-Pan American Small Business Development Center

## **EDINBURG**

- 2/1 Dale Carnegie Training: The 12 –Week Program– A leadership course for those wanting to excel professionally and personally! Call (361) 692-1912 for course, waiting list, and fee information. (UTPA Annex, Edinburg) 6 pm– 9:30 pm \*Presented in partnership with Dale Carnegie Training of South Texas
- 2/2 The Power of Business Planning– Learn about the components of a business plan, a necessary tool for obtaining financing. Recommended for active clients. Fee: None (UTPA Annex, Edinburg) 6 pm– 8 pm
- 2/9 & 2/23 Basics in Business—Learn about permits, licenses, etc. to get your business started. Recommended course for new clients. Fee: None (UTPA Annex, Edinburg) 2/9 from 10 am—12 pm **AND** from 2/23 from 6pm—8 pm.
- 2/9 QuickBooks 101:Setting up QuickBooks , 2/10 QB 101: Working with Bank Accounts 2/11 QB 101: Dealing with Accounts Payable & Accounts Receivable– 3 beginners courses taught by a certified Quick Books instructor & CPA. Recommended for active clients. Fee \$ 59 each or \$ 149 for 3 or \$270 includes QB 201. ( UTPA Annex, Edinburg) 6 pm– 9 pm \* PRE-REGISTRATION W/PAYMENT REQUIRED. SEE FLYER FOR ADDITIONAL RESTRICTIONS \* Presented by David Carrales, CPA.
- 2/16 Como Inicar Un Negocio– Aprenda lo necesario para abrir su propio negocio. Cuota: Gratis (UTPA Annex, Edinburg) 2 pm– 4 pm
- 2/22 QuickBooks Lunch n' Learn– Join us for an ongoing forum on using QuickBooks to manage your books! Listen to a panel of experts at Salinas, Allen & Schmitt, L.L.P address audience concerns in this "lunch n' learn" program! Fee: None (UTPA Annex, Edinburg) 11:30-1:30 pm \*Presented in Partnership with Salinas, Allen & Schmitt, L.L.P
- 2/25 Focus Four Hazards- This seminar is designed to help workers recognize the four most important hazards in the construction industry- falls, electrocutions, struck-by and caught-in between hazards Fee: None (UTPA Annex, Edinburg) 2:30 pm– 5 pm \*Presented by Manuel Pescador, outreach authorized trianer \*In Partnership with Rio South Texas Regional PTAC & the Construction Safety Council

## **HARLINGEN**

- 2/10 How's your Credit? Understanding and Protecting Your Credit!- Consumer Credit Counseling Service of South Texas presents an in-depth workshop on understanding your credit and its effect on your finances. Recommended for new or active clients. Fee: None (Harlingen Area Chamber of Commerce, Harlingen) 2 pm– 4 pm \* Presented by Consumer Credit Counseling Service of South Texas
- 2/24 Marketing to Government Agencies– This seminar will provide valuable information on topics such as how to find government opportunities that suit your business and much more! Fee: None (Harlingen Area Chamber of Commerce, Harlingen) 2 pm– 4 pm \*Presented in Partnership with Rio South Texas Regional PTAC

## **BROWNSVILLE**

- 2/9 The 7 Keys to Small Business Marketing Success– This seminar is a basic guide for small business owners looking to improve or develop their marketing strategy for their business. Recommended for new clients. Fee: None (Brownsville Chamber of Commerce, Brownsville) 10 am– 12 pm
- 2/16 BDMIS: The Electronic Application Process– This seminar describes the new internet based system that allows small business owners to organize and complete the materials to obtain certification in the 8(a) business development program. This new system facilitates the process of getting 8(a) certified while also making the process much faster than the old paper-based system. A highly recommended seminar for those looking to contract with the federal government with a 8(a) certification Fee: None (Brownsville Chamber of Commerce, Brownsville) 10 am– 12 pm \*Presented in Partnership with Rio South Texas Regional PTAC
- 2/23 Small Business Tax Tips with H&R Block– Is your business ready for the tax season? H&R Block presents valuable tips on how to do your business taxes. Recommended for active clients Fee: None (Brownsville Chamber of Commerce, Brownsville) 2 pm– 4 pm \*Presented in Partnership with H&R Block

## **OTHER**

- 2/10 Small Business Tax Tips with H&R Block– Is your business ready for the tax season? Carol Schmitt presents valuable tips on how to do your business taxes. Recommended for active clients. Fee: None (McAllen Hispanic Chamber of Commerce, McAllen) 11:30 pm– 1:30 pm \*Presented in Partnership with Carol Schmitt
- 2/17 Small Business Tax Tips with H&R Block– Is your business ready for the tax season? H&R Block presents valuable tips on how to do your business taxes. Recommended for active clients. Fee: None (Pharr Chamber of Commerce, Pharr) 2 pm– 4 pm \*Presented in Partnership with H&R Block
- 2/18 Customer Service for Restaurants– Angry customers at your eatery? Meeting or exceeding customer expectations may seem impossible, but this seminar will help you meet and exceed customers expectations! Recommended for active clients. Fee: None (Greater Mission Chamber of Commerce, Mission) 12 pm– 2 pm
- 2/18 Customer Service Plus– Nowadays, customers are smarter, more demanding, and more mobile than ever. Exceeding customer expectations may seem almost impossible, but this seminar will help you meet and exceed customers' expectations. Recommended for active clients. Fee: None (Raymondville City Hall, Raymondville) 10 am– 12 pm.
- 2/23 Pasaporte al Éxito: Estrategias Claves de Inmigración de los EE.UU. Para el 2009 y en Adelante—Individuos que desean invertir en los EE.UU. podrán obtener información sobre Visas de Inversión, requisitos de elegibilidad, los beneficios y desventajas de inversiones extranjeras, y mucho más. Curso ideal para comerciantes. Cuota: Gratis (Mc Allen Hispanic Chamber of Commerce, McAllen ) 6 pm-8 pm \*Presented in Partnership with FosterQuan, LLC
- 2/24 HUB & 8(a) Orientation- What is 8(a)? How does HUB certification help my business? Being 8A and HUB certified can help your business obtain contracts for greater success! Learn more about minority business certifications from SBA and HUB specialist. Recommended for active clients. Fee: None (Raymondville City Hall, Raymondville)9 am– 12 pm \*Presented in Partnership with Rio South Texas Regional PTAC
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