

How to Start A Small Business

Course Schedule

Week (s)

Topic (s)

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- **introduction to objectives of course and subjects to be covered**
 - **Different types of business structures**
 - **Why a business can succeed or fail**
 - **Q & A**

Week 2

- **Steps to set up the business**
- **What legal documents are needed**
- **Tax ID numbers and how do you obtain them**
- **Professionals that are needed to work with your business**
- **Advertising or how to attract customers.**
- **Networking with an established business.**

Week (s)	Topic (s)
Week 3	<ul style="list-style-type: none">• Go over what we have covered in the prior two weeks.• Discuss the Importance of funding your business• Should you quit your Job.• How to keep records for tax reporting• Q & A

Note: Handouts provided - PowerPoint Presentation

Subject to Change