**EAP 60-HR COURSE** Fall 2018

**Facilitators:** Briana Rivaldo, La’najah Curry, and Stephanie Miles  
**Class Location**: Urban League of Rochester   
 265 North Clinton Avenue, Rochester, NY 14605   
**Class Time:** Monday & Wednesday, 5:30pm-8:30pm   
 Saturday, 10am-1pm   
**Text:** Business Plan Basics NxLeveL Guide for Micro-Entrepreneurs 3rd Edition  
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**Urban League of Rochester EAP Syllabus**

**Fall 2018 Course Schedule**

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| **Date** | **Day** | **Time** | **Session** | **Topic** |
| **9/17/2018** | Mon | *5:30pm- 8:30pm* | 1 | Preparing for Success |
| **9/19/2018** | Wed | *5:30pm- 8:30pm* | 2 | Researching Your Business |
| **9/22/2018** | Sat | *10am-2pm* | 3 | Keeping Books & Records |
| **9/24/2018** | Mon | *5:30pm- 8:30pm* | 4 | Cash Flow Management |
| **9/26/2018** | Wed | *5:30pm- 8:30pm* | 5 | Laws, Regulations & Taxes Part 1 |
| **10/1/2018** | Mon | 5:30pm- 8:30pm | 6 | Laws, Regulations & Taxes Part 2 |
| **10/3/2018** | Wed | 5:30pm- 8:30pm | 7 | Managing Your Micro Business |
| **10/8/2018** | Mon | *5:30pm- 8:30pm* | 10 | Placement & Promotion |
| **10/10/2018** | Wed | *5:30pm- 8:30pm* | 9 | Product & Price |
| **10/15/2018** | Mon | *5:30pm- 8:30pm* | 8 | Analyzing Your Market |
| **10/17/2018** | Wed | *5:30pm- 8:30pm* | 11 | E- Commerce |
| **10/20/2018** | Sat | 10am-2pm | 12 | Social Media |
| **10/22/2018** | Mon | *5:30pm- 8:30pm* | 13 | Web Design |
| **10/24/2018** | Wed | *5:30pm- 8:30pm* | 14 | Selling Success |
| **10/29/2018** | Mon | *5:30pm- 8:30pm* | 15 | Marketing Plan Business Planning |
| **11/5/2018** | Mon | *5:30pm- 8:30pm* | 16 | Business Taxes |
| **11/7/2018** | Wed | *5:30pm- 8:30pm* | 17 | Financial Tips & Tools |
| **11/14/2018** | Wed | *5:30pm- 8:30pm* | 18 | Applying Business Concepts |
| **11/17/2018** | Sat | *10am- 2pm* | 19 | Real Life Business: The Game |
| **ULR EAP Class Syllabus**  **DATE**  **11/19/2018** | **DAY**  Mon | **TIME**  *5:30pm- 8:30pm* | **Session**  20 | **TOPIC**  Bringing it All together |
| **11/28/2018** | Wed | *5:30pm- 8:30pm* | 21 | Graduation |