



## Business Enterprise Academy® \*Schedule Map

November	BUSINESS DEVELOPMENT		
<i>Thursday, Nov. 5</i> <small>(Note: Nov. 3 election day)</small>			
9:00-9:50	Motivational Speaker		
9:50-10:00	Break		
10:00-10:50	Business Plans	Mission/Vision	Executive Summary
10:50-11:00	Break		
11:00-12:00	Safety Program	Total Quality Management (TQM)	
<i>Tuesday, Nov. 17</i>			
9:00-9:50	Human Resource Management & Policies	Equal Employment Opportunity (EEO)	Affirmative Action
9:50-10:00	Break		
10:00-10:50	Business Law	Wage Law	Labor Law
10:50-11:00	Break		
11:00-12:00	Business Insurance	Bonding	Certifications
December	FINANCIAL MANAGEMENT		
<i>Tuesday, Dec. 1</i>			
9:00-9:50	Financial Statements	Cash Flow	Account Receivables & Payables
9:50-10:00	Break		
10:00-10:50	Accounting Software	Payroll Software	
10:50-11:00	Break		
11:00-12:00	Business Bookkeeping	IRS Information	Financial Banking Options
<i>Tuesday, Dec. 15</i>			
9:00-9:50	Business Succession Planning	Buy/Sell Agreements	Mentoring
9:50-10:00	Break		
10:00-10:50	-EE Medical Benefits	-EE Retirement Plans	
10:50-11:00	Break		
11:00-12:00	-ER Investments	-ER Insurance	Financial Advisory Options
January	INFRASTRUCTURE MANAGEMENT		
<i>Tuesday, Jan. 5</i>			
9:00-9:50	Technology	Communication, Software, Hardware	
9:50-10:00	Break		
10:00-10:50	Records Retention Program	Technical Manuals	
10:50-11:00	Break		
11:00-12:00	Real Estate Leasing/Ownership	Supply: Process System & Storage	
<i>Tuesday, Jan. 19</i>			
9:00-9:50	Inventory Systems		
9:50-10:00	Break		
10:00-10:50	Disaster Recovery Plans		
10:50-11:00	Break		
11:00-12:00	Infrastructure Management Assessment Activity (Actual)		

<b>February</b>	<b>COMMUNICATION</b>	
<i>Tuesday, Feb. 2</i>		
9:00-9:50	<b>Request for Proposal (RFP): Development Instruction</b>	<b>Request for Proposal (RFP): Presentation Instruction</b>
9:50-10:00	Break	
10:00-10:50	RFP Teamwork Exercise	
10:50-11:00	Break	
11:00-12:00	RFP Team Presentations	
<i>Tuesday, Feb. 16</i>		
9:00-9:50	<b>Logo</b>	<b>Effective Websites</b>
9:50-10:00	Break	
10:00-10:50	<b>Business Brochures</b>	<b>Marketing/Advertising</b>
10:50-11:00	Break	
11:00-12:00	<b>Networking</b>	<b>Verbal Communication</b>
<b>March</b>	<b>PROJECT MANAGEMENT</b>	
<i>Tuesday, Mar. 2</i>		
9:00-9:50	<b>Bidding &amp; Estimating</b>	
9:50-10:00	Break	
10:00-10:50	<b>Initiating &amp; Planning</b>	
10:50-11:00	Break	
11:00-12:00	<b>Project Execution &amp; Implementation</b>	
<i>Tuesday, Mar. 16</i>		
9:00-9:50	<b>Contract Administration</b>	<b>Contract Closeout</b>
9:50-10:00	Break	
10:00-10:50	<b>Client Retention Program</b>	<b>Client Retention Teamwork Exercise</b>
10:50-11:00	Break	
11:00-12:00	<b>Client Retention Teamwork Presentations</b>	
<b>April</b>	<b>CAPSTONE (PROGRAM APPLICATION)</b>	
<i>Tuesday, Apr. 6</i>		
9:00-9:50	<b>RFP Resources &amp; Research (Actual)</b>	
9:50-10:00	Break	
10:00-10:50	<b>RFP Compilation (Actual)</b>	
10:50-11:00	Break	
11:00-12:00	<b>RFP Compilation (Cont.)</b>	
<i>Tuesday, Apr. 20</i>		
9:00-9:50	<b>RFP Compilation (Actual) Progress Report/Review</b>	
9:50-10:00	Break	
10:00-10:50	<b>Business Structure Progress Review (Actual)</b>	
10:50-11:00	Break	
11:00-12:00	<b>Program Close &amp; Certificate Issuance</b>	

\*Schedule subject to change.