Community Action, Inc., San Marcos, TX  
Business Basics Syllabus  
Entrepreneurial Workshop Series

**Workshop #1:**  Introductions  
 Orientation  
 Myths and realities  
 Hopes, Dreams, and Goals

**Workshop #2:**  Introduction to Chromebooks  
 Setting up Gmail accounts  
 Hotspots  
 Rules for using Chromebook, sign contract

**Workshop #3:**  Finances and Budgets  
 How much does it take to start your business?  
 Business expenses

**Workshop #4:**  Business Plan basics  
 What is a business plan and why do you need one  
 Major sections of a business plan and what should it include

**Workshop #5:**  Banking: Presenter: RBFCU  
 Personal accounts versus business accounts  
 Credit Scores and financing

**Workshop #6:**  Marketing your business  
 What's in a name?  
 What makes your business special and unique?  
 Who will be your target audience?

**Workshop #7:**  How to make your business legal-Presented by Legal Aid of Austin  
 Choosing a business structure: LLC or Sole Proprietorship  
 Differences, advantages and disadvantages in each

**Workshop #8:**  Wrap Up/Present your Business Plan  
 Presentations regarding your future business  
 Feedback from instructor and peers