



CITY COLLEGE OF SAN FRANCISCO
SMALL BUSINESS INSTITUTE

- DOWNTOWN CAMPUS -
SPRING 2009 - SCHEDULE OF CLASSES

FREE SHORT-TERM NON-CREDIT SMALL BUSINESS CLASSES

ALL CLASSES ARE LOCATED AT THE DOWNTOWN CAMPUS IN THE EVENINGS FROM 6:00 – 9:00PM

FEBRUARY

Course	Days	Time	Room	Date	Instructor
SMBU 9467: Getting Started In Business	M	06:00 PM–09:00 PM	DNTN 318	2/2-3/16	Wolter, Romanus
SMBU 9781: Legal Structure for a Business	T	06:00 PM–09:00 PM	DNTN 318	2/3	Hughes, Peter G
SMBU 9453: Business Communication	W	06:00 PM–09:00 PM	DNTN 318	2/4	Haeg, Frank C
SMGB 8502: Cost Benefits of Being Green	T	06:00 PM–09:00 PM	DNTN 623	2/10-2/17	Staff
SMBU 9451: Business Licenses And Permits	T	06:00 PM–09:00 PM	DNTN 318	2/10	Hughes, Peter G
SMBU 9792: Introduction To Management	W	06:00 PM–09:00 PM	DNTN 318	2/11	Haeg, Frank C
SMBU 9476: Green & Sustainable Small Business	R	06:00 PM–09:00 PM	DNTN 318	2/12-2/26	Poyneer, Susan
SMBU 9436: Buying a Business	T	06:00 PM–09:00 PM	DNTN 318	2/17	Hughes, Peter G
SMBU 9752: Supervising Employees	W	06:00 PM–09:00 PM	DNTN 318	2/18	Haeg, Frank C.
SMBU 9450: Effective Advertising	T	06:00 PM–09:00 PM	DNTN 318	2/24	Goodman, M
SMGB 8503: The Green Supply Chain	TR	06:00 PM–09:00 PM	DNTN 623	2/24-2/26	Staff
SMBU 9466: Employer/Employee Rights	W	06:00 PM–09:00 PM	DNTN 318	2/25	Haeg, Frank C

MARCH

Course	Days	Time	Room	Date	Instructor
SMBU 9791: Introduction To Finance	T	06:00 PM–09:00 PM	DNTN 318	3/3	Hughes, Peter G
SMBU 9793: Introduction To Marketing	W	06:00 PM–09:00 PM	DNTN 318	3/4	Goodman, M
SMBU 9419: Developing A Business Plan	R	06:00 PM–09:00 PM	DNTN 318	3/5-3/26	Pugh, Robin
SMGB 8504: Green Certifications	R	06:00 PM–09:00 PM	DNTN 623	3/5-3/12	Staff
SMBU 9421: Successful Sales	T	06:00 PM–09:00 PM	DNTN 318	3/10	Dangelo, Jack
SMBU 9418: Small Business And Taxes	W	06:00 PM–09:00 PM	DNTN 318	3/11	Pugh, Robin
SMBU 9776: Record Keeping	T	06:00 PM–09:00 PM	DNTN 318	3/17	Cirelli, F
SMBU 9774: Selling And Sales Management	W	06:00 PM–09:00 PM	DNTN 318	3/18	Wolter, Romanus
SMBU 9783: Getting The Right Loan	M	06:00 PM–09:00 PM	DNTN 318	3/23	Berston, Susan
SMBU 9796: Profiting From Fin. Statements	T	06:00 PM–09:00 PM	DNTN 318	3/24	Cirelli, Franco
SMBU 9440: Entrepreneur's Round Table	M	06:00 PM–09:00 PM	DNTN 318	3/30	Pugh, Robin

APRIL

Course	Days	Time	Room	Date	Instructor
SMBU 9419: Developing a Business Plan	R	06:00 PM–09:00 PM	DNTN 318	4/2-4/30	Dangelo, Jack
SMBU 9471: Pricing a Product or Service	T	06:00 PM–09:00 PM	DNTN 318	4/14	Staff
SMBU 9477: eBay for your Small Business	W	06:00 PM–09:00 PM	DNTN 318	4/15-4/29	Berston, Susan
SMBU 9784: Finance for Small Business	T	06:00 PM–09:00 PM	DNTN 318	4/21	Hughes, Peter G

MAY

Course	Days	Time	Room	Date	Instructor
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