

INCREASE CDC Training Programs: Fact Sheet

About Us

INCREASE CDC provides business training based on ethical and practical principles of success. Since 1999, INCREASE CDC has trained hundreds of men and women to start new businesses or enhance existing businesses.

100 Series: Personal Finance

Finance 101: Introduction to Personal Finance

Start Date: January 10 **Duration:** Six weeks **Cost:** \$20 (*No application fee required)

Day & Time: Wednesdays, 6 p.m. to 9 p.m. **Location:** Northeast Career Center

Learn the elements of personal financial planning including goal setting, budgeting, credit management and repair. Sign up to learn how to read a credit report, how to save, and how to make your credit card work for you! Individual Development Accounts (*Matching Savings Accounts*) are available through this course.

200 Series: Business Development

Business 201: Introduction to Business

Start Date: February 28 **Duration:** Six weeks **Cost:** \$100

Day & Time: Wednesdays, 6 p.m. to 9 p.m. **Location:** Northeast Career Center

This preparatory course provides an overview of entrepreneurship and business planning. Students will learn the basic elements of business development including goal setting, business plan writing, economics, business finance and protecting the business.

Business 202: Developing the Business plan

Start Date: January 22 **Duration:** Twelve weeks **Cost:** \$300

Day & Time: Mondays, 6 p.m. to 9 p.m.

Location: Franklin University Westerville Campus

Are you ready to start your business? Develop your business idea and learn how to write a fundable business plan in this comprehensive course. Obtain information on various aspects of business management including marketing, legal structure, risk management, and finances. This course is writing intensive. Students are required to develop and present a start-up business plan at the completion of the course.

300 Series: Business Management

Business 301: Financial Management for Business Owners

Start Date: January 13 **Duration:** Six weeks **Cost:** \$300

Day & Time: Saturdays, 9 a.m. to Noon

Location: Ohio Dominican University, Easton Campus

Learn how to improve your profit and loss statements through this interactive course. Students will obtain in-depth instruction on financial management for micro businesses. Classes include goal setting, budgeting, financial controls, taxes, and growth. Sessions include lecture and hands-on coaching in financial management software programs, Microsoft Excel and QuickBooks.

Business 302: Sales & Marketing

Start Date: March 3 **Duration:** Six weeks **Cost:** \$300

Day & Time: Saturday Mornings, 9 a.m. to Noon

Location: Ohio Dominican University, Easton Campus

Obtain strategies to increase your revenue by effectively marketing your product or service. Sessions include insightful instruction on the extended marketing mix, target market selection, pricing, promotion, sales and plan development. Your business will never be the same!

INCREASE CDC Training Programs: Tuition Information

General Guidelines

- Students must pay a **\$25.00** registration fee and the selected payment by the first day of class.
- All fees must be **paid in full** prior to completion of the course.
- A \$10.00 late fee will be assessed to payments made after the due date.
- A \$25.00 processing fee will be assessed for all returned checks.

Refunds

- No refunds will be given after the **second** class. After such time, students are responsible for full payment regardless of completion of the course.

Tuition Discounts and Scholarships

- Students will receive a **20%** discount on a full payment made by the first day of class
- Income qualified students (IQS) may receive a tuition reduction based on availability
- Registrants for **Finance 101** are not required to pay the registration fee
- Alumni receive a 20% discount on any class
- Two full scholarships will awarded each quarter

(Selected from a random drawing for Business 201, 202 only)

Payment Options

There are two options for tuition payment

Option 1: Full Payment

- In Person

Students may make payment prior to the first class session at any INCREASE CDC registration table by money order, check or Visa/MasterCard (Location: Columbus Christian Center Church)

- By Phone

Students may pay with a Visa/MasterCard by phone by calling INCREASE CDC at (614) 476-1758.

- By Mail

Students may send money order, check or credit card information by mail to:

INCREASE CDC, 3146 Agler Road, Columbus, OH 43219

(Please do not send cash by mail.)

- Online

Students may pay by Visa/MasterCard on our website www.increasecdc.org.

INCREASE CDC Training Programs: Tuition Information (2)

Payment Options continued

Option 2: Installment Plan

Students may make payments in two or **three** installments to **INCREASE CDC**. Please note the following installment plan guidelines:

- The first payment is due **by** the first day of class.
- All fees must be **paid in full** prior to completion of the course.
- Subsequent payments are due on the designated installment plan week (*by the **day of class***).
- A \$10.00 late fee will be assessed to payments made after the designated installment plan date.
- *Please refer to the installment schedule below.*

Installment Schedule

Course	Business 101		Business 201		Business 202		Business 301		Business 302	
Course Fee	\$20		\$100		\$300		\$300		\$300	
Duration	Six Weeks		Six weeks		Twelve weeks		Six weeks		Six weeks	
First Payment Date/ Installment	Week One	\$10	Week one	\$34	Week One	\$100	Week One	\$100	Week One	\$100
Second Payment Date/Installment	Week Three	\$10	Week Three	\$33	Week Four	\$100	Week Three	\$100	Week Three	\$100
Third Payment Date/ Installment			Week Five	\$33	Week Eight	\$100	Week Five	\$100	Week Five	\$100

Note: The \$25.00 registration fee is not included in these amounts

INCREASE CDC Training Programs: Scholarship Information

Each quarter, INCREASE CDC awards two full scholarships to two individual applicants through a random drawing. The official scholarship drawing will be held at the student orientation on **January 6**. Entrants must submit the completed INCREASE CDC application and registration fee by January 6, and be present at the student orientation to be eligible to win.

Scholarship Guidelines

- Scholarships are applicable for **Business 201** and **202** only
- Only one scholarship will be awarded per designated class
- Only one scholarship entry form will be accepted per entrant
- Scholarships are non-transferable and not redeemable for cash
- Scholarships must be applied within a year of receipt

Eligibility Requirements

- Entrants must pay the \$25.00 registration fee upon or prior to entry
- Entrants must be present at INCREASE CDC's training program orientation
- Entrants may not be previous winners of the same scholarship

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INCREASE CDC Training Program
Scholarship Entry Form
Winter 2007

Name

Address

City, State, Zip

Phone

E-mail

Course/s of Interest: *Business 201* or *Business 202*
(please circle one: name will be entered for the corresponding drawing)

E-mail, Fax or Mail the completed form to INCREASE CDC by January 5, 2007