

The Small Business Development



Education and Training Program instruction is provided through a collaborative effort of large general contractors, public officials, and construction industry associations working on behalf of small, minority, and women contractors. MassAlliance offers construction technology and business management courses, taught by industry experts.

MASSALLIANCE

143 South Street
Fourth Floor
Boston, MA 02111

phone:
617-482-8010

fax:
617-574-9098

e-mail:
info@MassAlliance.com

website:
www.MassAlliance.com

Bruce C. Bolling
Executive Director

Construction Operations

Understanding Basic Construction Drawings & Materials Quantity Take-Off

Participants will learn the fundamental skills needed to read construction drawings of various trades. Drawings for a small storage maintenance building will be used as a classroom example. A detailed explanation of plans, sections, elevations, and level of details required will be provided. Students will perform quantity take-off of construction drawings to understand the materials used in the construction industry.

Requirements: Bring a calculator to class. Homework assignments must be completed.

Instructor: Jack Reddington, Plan Production Coordinator, Fay, Spofford & Thorndike Inc. Mr. Reddington is a civil and structural engineer with experience in airport, bridge, and urban design and drafting supervision.

Schedule: Five Sessions: Saturdays, March 6, 13, 20, 27, April 3, 9 AM - 1 PM

Location: Room 328, Roxbury Community College, 1234 Columbus Avenue, Boston, MA

Fee: \$75

Class materials donated by Fay, Spofford & Thorndike Inc.

Computer Technology

Job Costing With QuickBooks

Job cost tracking is essential in bidding and expanding your business. This class is designed to teach you how to properly allocate material cost, labor, insurance, and rental of equipment to track your finances.

Requirements: QuickBooks Pro: Introduction and Intermediate or equivalent experience.

Instructor: Sandra Parris, President of Superior Multi-Services (SMS), brings her computer/accounting expertise in QuickBooks Pro to small businesses in the construction industry.

Schedule: Two Sessions: Wednesday, March, 24 & 31, 6 - 9 PM

Location: MassAlliance, 143 South Street, 4th Floor, Boston, MA

Fee: \$50

Microsoft Excel - Intermediate

In this hands-on class, you will learn how to build more sophisticated spreadsheets and create construction-related documents such as estimates and work schedules. Writing more complex formulas, linking spreadsheets, creating and editing charts, and using advanced formatting tools will be covered.

Requirements: Excel Introduction or equivalent experience.

Instructor: Erich Stiefvater is a technical training consultant and a certified Microsoft Instructor.

Schedule: Two Sessions: Monday, March 22 & 29, 6 - 9 PM

Location: MassAlliance, 143 South Street, 4th Floor, Boston, MA

Fee: \$50

Financial Management

Take Control of Your Cash Flow

Are you scrambling to collect from your customers to meet monthly obligations? Learn simple budgeting methods to manage your cash flow and free up time to expand your business.

Instructor: Jane Mason, Principal, Boston Business Ventures, works with closely held businesses in the areas of cash flow management and financial and operational analysis.

Schedule: One Session: Thursday, April 1, 6 - 8 PM

Location: MassAlliance, 143 South Street, 4th Floor, Boston, MA

Fee: \$25

Demystifying The Loan Application Process

This class will cover the basics of the loan application process, including bank requirements, negotiating rates and terms, credit enhancement, alternative funding sources, and preparing financial statements to increase your opportunity for success.

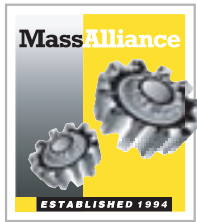
Instructor: Jane Mason, Principal, Boston Business Ventures.

Schedule: One Session: Wednesday, March 10, 6 - 8 PM

Location: MassAlliance, 143 South Street, 4th Floor, Boston, MA

Fee: \$25

Institute Winter/Spring 2004



Registration Form

The Small Business Development Institute

Massachusetts Alliance for Small Contractors

Bruce C. Bolling, Executive Director

Register early.
Seating is limited!

Winter/
Spring
2004

Free
Parking
Available!

MassAlliance
Parking:
Call
617-482-8010,
ext. 1010

Roxbury
Community
College:
Use Cedar
Street Lot.

Name _____ Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Trade Specialty _____

Check all that apply: SBE DBE MBE WBE

Have you used MassAlliance's services in the past? Yes No

Check All Courses Requested

Understanding Basic Construction Drawings
& Materials Quantity Take-Off

Job Costing With QuickBooks

Microsoft Excel - Intermediate

Take Control of Your Cash Flow

Demystifying The Loan Application Process

Cost	# of Attendees	Total
------	----------------	-------

\$75.		\$
-------	--	----

\$50.		\$
-------	--	----

\$50.		\$
-------	--	----

\$25.		\$
-------	--	----

\$25.		\$
-------	--	----

Total Enclosed

\$

How to Register

NEW!

Pre-Registration & Pre-Payment Are Now Required:

We MUST receive your check or money order payable to MassAlliance within 7 days of pre-registration. You will be notified of any changes or cancellations.

Register by Mail:

MassAlliance
E & T Program
143 South Street, 4th Fl.
Boston, MA 02111

Register by Fax:

617-574-9098

Register by Phone:

617-482-8010, ext. 1010