



SMALL BUSINESS  
DEVELOPMENT CENTER  
Resources for Growth.

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### **Business Writing Class**

The Crater Small Business Development Center of Longwood University in partnership with the Petersburg Chamber of Commerce, Colonial Heights Chamber of Commerce, Hopewell Chamber of Commerce, ConnectSouthside, and Bank of McKenney will be offering an **8 week Business Plan Class** using the popular curriculum NxLevel. NxLevel is a comprehensive Business Writing course. The class focuses on teaching the necessities for improving business practices while producing a comprehensive business plan to assist business expansion decisions and activities.

Topics that are covered:

- Planning & Research: Entrepreneurship
- Organizational Structure & Management
- Marketing: Analyzing & Understanding
- Marketing Strategies, tactics & Implementation
- Financial Overview: books, records & control
- Managing Your Money
- Understanding Financial Statements
- Financing Your Business – alternative sources of money

Dates: April 27, May 4, May 11, May 18, May 25, June 1, June 8, June 15th

Time: 4:00 pm – 6:30 pm

Location: Crater Planning District Commission Board Room  
1964 Wakefield Street, Petersburg, VA 23805

Cost: \$250.00

\*\$200.00 for those in the Cameron jurisdiction and  
Petersburg, Colonial Heights & Hopewell Chamber Members

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Space is limited - Registration will be required!

\*The Cameron Foundation jurisdictions: Cities of Petersburg, Colonial Heights and Hopewell, the counties of Dinwiddie, Prince George and Sussex and the portion of Chesterfield lying South of Route 10.