



Small Business Training Program for Mature Adults

Name _____

Home Address _____ Apt. _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

Type of business you are interested in starting or expanding _____

Current status of your business: **Idea** **Starting a business** **Formalizing business plan**

Expanding **How long in business?** _____ **Business Name** _____

Please indicate the three topics you most need assistance with to open and/or expand your business:

Marketing **Finances** **Operations Planning** **Computer skills**

Communication skills **Understanding of what it takes to open a business**

Legal issues **Tax issues** **Other** (please be specific) _____

Have you started to write a business plan? **Yes** **No**

Have you identified target market (geography, potential clients, etc.) **Yes** **No** **Unsure**

Will your business be home based initially? **Yes** **No** **Unsure**

Do you have the resources (capital) you will need to start your business? **Yes** **No** **Unsure**

Have you previously owned a business? **Yes** **No** **Unsure**

In the next year, how much time will you spend on the business? **Full-time** **Part-time** **Unsure**

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Please describe your business (or business idea):

Why did you choose this business (experience, hobby, etc.)?

Please circle your level of proficiency with the following:

Computer basics	None	Beginner	Intermediate	Advanced
Managing files & folders	None	Beginner	Intermediate	Advanced
MS Word	None	Beginner	Intermediate	Advanced
MS Excel	None	Beginner	Intermediate	Advanced
MS PowerPoint	None	Beginner	Intermediate	Advanced
Internet	None	Beginner	Intermediate	Advanced
Email	None	Beginner	Intermediate	Advanced

What do you hope to learn in the Westchester Community College Small Business Training program? (please be specific)

Please enclose:

- This completed information form
- A copy of your resume or description of recent work history
- A check for \$200 made out to Westchester Community College

Mail them to:

Westchester Community College
Mainstream – AAB123
75 Grasslands Rd.
Valhalla, NY 10595

Mainstream, the Institute for Mature Adults

Phone: (914)606-6793

Fax: (914)606-6526