Business Digest

**APTON**

**Business plan seminar June 6**

The Small Business Development Center presents “Build Your Business! Writing Your Best Business Plan” 9:30 a.m. to noon June 6, taught by Keith Holtaway, at Cabrillo College, 6500 Soquel Drive, Room 1302.

This seminar will lead you to focus on financial projections, a marketing plan and a strategic plan to put your business on the road to success. Topics include: How to measure business opportunities, establish realistic goals and objectives and finance growth and profitability. Cost is $35. Advance registration is required. Visit centralcoastsbdc.org or call 831-479-6136.

**APTOS**

**QuickBooks classes coming in June**

The Small Business Development Center presents “QuickBooks Basics” in a two-part series 9 a.m. to 1 p.m. on Saturdays, June 6 and 13 at Cabrillo College, 6500 Soquel Drive, Room 314, taught in a computer lab by Carol Jensen.

The series covers basic accounting concepts, business structure, and sound recordkeeping procedures for a consulting or service business. Topics include: How to prepare Invoices, track receivables and predict timely collection, accept credit/debit card payments, learn to use basic financial statements and document tax deductions.

Cost is $109. Advance registration is required. Visit centralcoastsbdc.org or 831-479-6136.