

**BUSINESS INFORMATION CENTER
(BIC)
CD-ROM SPECIFICATIONS**

CD-ROM Applications

- * Microsoft StreetsPlus 2001
- * International Trade Data Base (ITDN)
- * Small Business Resource Guide 2002

CD-ROM SOFTWARE

From the PROGRAMS menu the BIC user can select from a number of databases and programs available only on CD-ROM. These resources reside on compact disk and are "Read Only Memory" (ROM) format. Which means that the user can view and print a great deal of data which is stored on the disk, but can not alter the data. To access one of these programs, the user must have the appropriate CD in the CD drive.

MICROSOFT STREETS 2001

Microsoft Streets 2001 has accurate and updated maps for across town or across the country. It is the fast way to pinpoint the location you need. Streets will help you personalize and print clear, easy-to read maps to assist you in reaching your desired destination.

INTERNATIONAL TRADE DATA NETWORK

The International Trade Data Network (ITDN) provides the business community with the timely, detailed market intelligence needed to be competitive in the global arena. The heart of the ITDN is its Windows-based, multimedia search and retrieval software. Information under its various icons includes:

COUNTRY--contains a wide-range of current foreign market information and data, to help companies export more profitably, including: overseas business reports; overseas business services; economic trends; foreign labor market trends; international business practices; and outlooks on foreign economies, trade climates and export opportunities.

INDUSTRY--contains industry specific reports including market assessment, best sales prospects, competitive situation, market access, trade promotion opportunities

TRAVEL--contains US State Department travel information and advisories, updated on a weekly basis including consulate sheets, visa requirements, holiday schedule, incident reports, metric table.

CONTACTS--contains export contacts taken from various International Publications and organizations.

FOREIGN--contains US Department of Commerce database of agents, distributors, manufacturers, etc. who have shown an interest in doing business with American firms.

DOMESTIC--contains a database of exporters throughout the United States by State(s) or Entire Country.

EXCHANGE US--contains customs information, updated on a daily basis, including foreign exchange rates, customs rates, currency conversion.

STATISTICS--contains data on US exports of merchandise prepared by Bureau of the Census by destination, commodity, district, to a specific country by commodity, a specific commodity to all countries, total weight shipped by air or vessel to all countries.

GENERAL--contains various small business Guides and Resources, including information on general trade as well as country/region specific guides and overseas security information.

FORMS--contains export related forms and descriptions obtained from US Department of Commerce, Insurance Companies, Federal Express, and others including air waybill, bills of exchange & lading, certificate of origin, commercial and consular invoices, declaration of dangerous goods, destination control statement, dock receipt and many others.

LEADS--contains offers to buy US products from overseas companies; collected from a variety of sources and updated daily including Trade Opportunities Program, Eastern European Business Information Center, World Trade Center, National Marine Fisheries, International Market Insight Reports, Foreign Agricultural Service, US-ASEAN Council, ITDN and other private sources.

PAIS--USAID Procurement Leads of \$100,000 or more, updated quarterly.

SMALL BUSINESS RESOURCE GUIDE 2002

The information contained on the CD-ROM is organized by the stages of the business life-cycle. This includes information business persons should know before going into business, and tax information needed for operating a business; expanding a business; and closing, selling or changing a business structure. This CD-ROM contains all of the IRS business forms and publications, information on how to electronically file and pay your taxes.

THE BUSINESS DISC CD-ROM "How to Start and Run A Small Business"

This CD-ROM, Windows based multimedia program is ideally suited to ease the beginning entrepreneur through the start-up process. THE BUSINESS DISC is a sophisticated computer simulation, which lead the user through the steps of planning and managing a small business. THE BUSINESS DISC: contains two parts. Part One: The Planning Phase simulates six months of meetings with professional advisors, discussions with other business owners, decision making and securing financing. Part Two: simulates the first twelve months of operation. Decisions may have to be made about such matters as: a rent increase, late supply deliveries, parking lot pothole repairs, employee issues.

A-SYSTEMS/PREMIUM CONSTRUCTION ACCOUNTING SOFTWARE

The accounting software provides accurate, timely "job costing" information. Vital accounting and management information is summarized in one easy to read screen. Summaries include accounts receivable, accounts payable, cash, profitability and job cost totals. All facets of construction payroll, including workers compensation, general liability, payroll certification, unions, deductions, federal, state, local taxes, accruals, and garnishments are brought together.

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