



PO Box 371, Eaton, CO 80615
1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Course Overviews





PO Box 371, Eaton, CO 80615
1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Everyday Problem-Solving Outline





Course Title: Everyday Problem Solving

Duration: 16 Hours (7 weeks)

Course Overview:

This course aims to empower participants with tools to navigate and solve common life challenges. Through interactive sessions, real-world applications, and philosophical insights, participants will build their ability to approach problems systematically and creatively. This program will also develop emotional intelligence and leadership skills to enhance collaboration and ethical decision-making.

Learning Objectives:

By the end of the course, students will be able to:

1. Develop critical thinking and analytical skills.
 2. Learn a structured approach to problem-solving.
 3. Apply problem-solving techniques to real-life scenarios.
 4. Improve decision-making abilities.
 5. Integrate emotional intelligence into the problem-solving process.
-

Weekly Breakdown:

Week 1: Introduction to Problem Solving

- Definition and Importance of Problem Solving.
- Types of Problems (simple, complex, adaptive).
- Overview of the Problem-Solving Process (Identify, Analyze, Generate, Decide, Implement).
- Assignment: Identify a personal or community problem and draft a problem statement.

Week 2: Identifying and Analyzing Problems

- Recognizing and Defining Problems.
- Analyzing Causes and Effects.
- Gathering Relevant Information and Data.
- Assignment: Use root cause analysis to break down a real-life issue.



Week 3: Generating Solutions

- Brainstorming Techniques for Creative Thinking.
- Evaluating Potential Solutions: Feasibility, Impact, and Resources.
- Group Activity: Brainstorm solutions for a community-based problem.

Week 4: Decision-Making Models

- Decision-Making Models (e.g., Rational, Intuitive, Group Decision Making).
- Risk Assessment and Prioritizing Solutions.
- Decision-Making Tree:
 1. Beneficial to you and others: Do it.
 2. Beneficial to you, not others: Don't do it.
 3. Not beneficial to you, but good for others: Consider it.
 4. Not beneficial to you or others: Don't do it.
 5. Neutral to both you and others: Re-evaluate.
- Assignment: Apply the decision-making tree to a hypothetical situation.

Week 5: Implementing Solutions

- Planning and Execution of Chosen Solutions.
- Overcoming Obstacles and Adjusting Plans.
- Monitoring and Evaluation for Long-Term Success.
- Assignment: Create a step-by-step plan for implementing a personal problem solution.

Week 6: Case Studies and Applications

- Real-Life Scenarios: Successes and Failures in Problem Solving.
- Group Exercises: Solve common workplace, community, or interpersonal issues.
- Lessons Learned: Reflecting on the outcomes of case studies.

Week 7: Review and Reflection

- Recap of Key Concepts.
- Personal Problem-Solving Strategies and Techniques.
- Course Evaluation: What worked, what could improve.
- Assignment: Write a personal reflection on the evolution of your problem-solving approach throughout the course.



Additional Modules:

Emotional Intelligence in Problem Solving

- Understanding Emotions in Decision Making.
- Managing Stress, Anxiety, and Emotional Responses.
- Empathy and Collaboration in Group Problem Solving.

Technology and Tools for Problem Solving

- Digital Tools for Organizing and Analyzing Information.
- Problem-Solving Apps and Software to Aid in Data Collection and Visualization.

Philosophy and Ethics of Problem Solving

- Humility in Problem Solving: Balancing Confidence with Modesty.
- Leadership in Problem Solving: Leading, Moderating, and Advocating.
- **Key Concepts:**
 - *Nyawiji*: Unity of mind, body, and spirit.
 - *Greget*: Channeling passion toward a goal.
 - *Sengguh*: Confidence without arrogance.
 - *Ora Mingkuh*: Acting without hesitation, accepting responsibility.

The Nature of Conflict

- Philosophy of Conflict Resolution:
 - *Nglurug Tanpo Bolo – Menang Tanpo Ngasorake*: Engage without reinforcement, win without degrading others.
- *Panca Pama* – The Ways of a Warrior:
 1. Right the wrong.
 2. Help others be mindful.
 3. Heal the sick.
 4. Uplift the dejected.
 5. Calm the angry.

Poetry and Reflection in Problem Solving

- Wisdom in Humility:
 - "Bury Deep or Carry Tall": Love, Nobility, and Character.
 - "Knowledge like the Rice Paddy": The more it grows, the lower it must hang.



Teaching Methods:

- Lectures and Group Discussions.
- Role-Playing Scenarios and Case Studies.
- Problem-Based Learning (PBL).
- Interactive Online Platforms for Collaborative Learning.

Assessment:

1. **Participation:** Active engagement in group discussions and exercises.
 2. **Problem-Solving Exercises:** Students will be given real-world problems to solve.
 3. **Group Projects:** Collaboratively work on community or workplace-based issues.
 4. **Reflective Journal:** Weekly entries on personal progress and problem-solving challenges.
 5. **Final Reflection Paper:** Summarize key lessons and outline personal problem-solving strategies moving forward.
-

Course Materials:

- Problem-Solving Worksheets and Tools.
- Reflection Journals.
- Digital Platforms for Collaboration (e.g., Google Docs, Miro, Trello).

Attachments as requested:

1. AFE/Budget Document
2. 501(c)(3) documentation for UTAMA
3. Team structure
4. Behavior observation and skill assessment forms
5. Parent and teacher feedback



PO Box 371, Eaton, CO 80615

1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Anger and Stress Management Outline





Course Title: Stress and Anger Management

Duration: 16 hours (8 weeks)

Course Overview:

This course focuses on building effective stress and anger management strategies using behavioral tracking, self-assessment, and practical application of coping mechanisms. By integrating executive function training and martial arts principles, students will learn to identify triggers, recognize early signs of stress and anger, and apply techniques to manage their responses.

Learning Objectives:

By the end of the course, students will be able to:

1. Understand and identify personal triggers for stress and anger.
 2. Utilize breathing techniques, mindfulness, and physical activities to manage emotional responses.
 3. Track their own stress and anger patterns using data-driven tools.
 4. Demonstrate improvement in managing behavior and emotional responses over time.
 5. Apply coping strategies to real-life scenarios through structured observation and behavior tracking.
-

Weekly Breakdown:

Week 1: Introduction to Stress and Anger

- Defining stress and anger: physiological and emotional effects.
- Identifying personal triggers and early warning signs.
- Introduction to the UTAMA Behavior Points Tracking System.
- **Assignment:** Complete the baseline behavior assessment form.

Week 2: Breathing and Mindfulness Techniques

- Breathing exercises to reduce stress and calm anger.
- Guided mindfulness practice for emotional regulation.
- **Assignment:** Daily tracking of emotional state using the UTAMA Stress Management Log.



Week 3: Managing Stress in Real-Time

- Identifying situational stress and applying de-escalation techniques.
- Case studies: how to manage stress during conflict.
- **Assignment:** Weekly behavioral check-in using Check In/Check Out Point Sheets.

Week 4: Functional Behavioral Assessments (FBA)

- Introduction to Functional Behavioral Assessment (FBA) and its role in managing stress and anger.
- ABC (Antecedent-Behavior-Consequence) logs to identify patterns.
- **Assignment:** Complete the ABC log for at least two stress or anger incidents.

Week 5: Emotional Regulation Through Movement

- Breathing techniques to release tension and control stress responses.
- Role of physical activity in managing anger.
- **Assignment:** Incorporate a daily physical activity routine and track behavioral changes.

Week 6: Problem-Solving and Conflict Resolution

- Developing executive function through problem-solving and decision-making.
- Role-play scenarios to practice conflict resolution.
- **Assignment:** Behavioral Observation Form for conflict scenarios.

Week 7: Behavioral Change and Self-Reflection

- Analyzing tracked data to identify behavioral improvement or regression.
- Reflecting on personal growth and changes in emotional management.
- **Assignment:** Complete Check In/Check Out Data Summary and reflect on top 3 behaviors targeted for improvement.

Week 8: Final Review and Stress Management Action Plan

- Review of individual data tracking progress over the course.
- Developing a personalized, long-term stress and anger management plan.
- **Assignment:** Submit a written summary of stress management progress and goals for the future.



Data Tracking and Measurement:

1. UTAMA Behavior Points Tracking

- **Scale:** 1-5, tracking three main behaviors targeted for improvement (5 = excellent improvement, 1 = no change).
- **Goal:** 80% improvement standard.
- **Tools:** Weekly Check-In Check-Out Point Sheets, behavioral observation forms.

2. Check In/Check Out Data Summary Example:

Week	Possible Points	Points Earned	Weekly %
9/1/2024	5	2	40%
9/8/2024	5	3	60%
9/15/2024	5	5	100%
9/22/2024	5	4	80%
9/29/2024	5	5	100%
10/6/2024	5	5	100%

3. Behavioral Observation Forms

- Used to record frequency, duration, and intensity of behaviors.
- **Examples:** Event recording forms, time sampling sheets.

4. Functional Behavioral Assessment (FBA) Tools

- **ABC Logs:** Antecedent, behavior, consequence tracking.
- **Motivation Assessment Scale (MAS)** for understanding underlying motivations behind behavior.

Student Assessment:

1. Behavioral Checklists and Rating Scales

- Weekly behavior tracking using check-in/check-out point sheets.
- Weekly reports reflecting on progress towards managing stress and anger.

2. Instructor Observation Logs

- Regular observations recorded by the instructor.
- Feedback given to students weekly.

3. Final Project: Stress Management Action Plan

- Students will submit a final written report summarizing their stress and anger management progress, including data from behavior tracking tools, personal reflections, and their action plan moving forward.
-



PO Box 371, Eaton, CO 80615

1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Course Materials:

- UTAMA Stress and Anger Management Logs
 - Behavioral Observation Forms
 - ABC Logs and Motivation Assessment Scales
 - Check In/Check Out Point Sheets
-

Accredited Psychological References:

1. American Psychological Association (APA) - APA Dictionary of Psychology
2. Albert Bandura's Social Learning Theory (1977)
3. Bailey & Burch's Ethics for Behavior Analysts (2016)
4. Achenbach System of Empirically Based Assessment (ASEBA)
5. Functional Behavioral Assessment (FBA) Tools – O'Neill et al. (1997)

Attachments as requested:

1. AFE/Budget Document
2. 501(c)(3) documentation for UTAMA
3. Team structure
4. Behavior observation and skill assessment forms
5. Parent and teacher feedback



PO Box 371, Eaton, CO 80615
1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Philanthropy Outline





Course Title: Philanthropy

Duration: 16 Hours (6 weeks)

Course Overview:

This course invites participants to explore the principles, history, and impact of philanthropy. Through an examination of philanthropic theories, case studies, and critical discussions, participants will develop tools to think strategically and ethically about giving and its role in societal change. The course will engage students in reflective practices and teach practical strategies for creating, evaluating, and sustaining philanthropic initiatives.

Learning Objectives:

By the end of the course, students will be able to:

1. Understand the historical and cultural contexts of philanthropy.
 2. Explore different models and strategies of giving.
 3. Analyze the ethical implications of philanthropy.
 4. Develop skills to create and evaluate philanthropic initiatives.
-

Course Outline:

Week 1: Introduction to Philanthropy

- Definition and History of Philanthropy.
- Types of Philanthropy (e.g., Charitable Giving, Strategic Philanthropy).
- The Role of Philanthropy in Society.
- Assignment: Research paper on the evolution of philanthropy across different cultures.

Week 2: Motivations for Giving

- Personal and Social Motivations.
- Psychological and Cultural Influences.
- Case Studies of Philanthropists.
- Assignment: Analyze the motivation of a contemporary philanthropist through a case study review.



Week 3: Strategic Philanthropy

- Approaches to Strategic Giving.
- Measuring Impact of Philanthropy.
- Collaborating with Nonprofits and Communities.
- Assignment: Design a strategic giving plan addressing a specific social issue.

Week 4: Ethics in Philanthropy

- Ethical Considerations and Dilemmas in Philanthropy.
- Power Dynamics in Philanthropy.
- Responsible and Equitable Giving.
- Assignment: Debate ethical dilemmas using real-life scenarios.

Week 5: Philanthropy and Social Change

- Philanthropy's Role in Addressing Social Issues.
- Case Studies of Successful Philanthropic Initiatives.
- Challenges and Critiques of Philanthropy.
- Assignment: Case study analysis of a philanthropic initiative that led to social change.

Week 6: Philanthropy in Practice

- Designing a Philanthropic Initiative.
- Fundraising Strategies and Sustainability.
- Assignment: Create a proposal for a new philanthropic initiative, incorporating strategies learned throughout the course.

Additional Modules:

Philanthropy and Technology

- Digital Tools for Philanthropy.
- Crowdfunding and Online Campaigns.
- The Role of Social Media in Philanthropy.

Global Philanthropy

- Cross-Cultural Perspectives on Giving.
- International Development and Philanthropy.
- Global Challenges and Collaborative Solutions.



PO Box 371, Eaton, CO 80615

1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Teaching Methods:

- Socratic Seminars.
- Collaborative Research Projects.
- Multimedia tools (e.g., Documentaries, Podcasts) to explore philanthropic themes.

Assessment:

- Comparative Analysis Essays on Philanthropic Models.
 - Peer-Led Discussions on Ethical Dilemmas.
 - Capstone Project: Design and Present a Philanthropic Initiative.
-

Course Materials:

- Readings on the History of Philanthropy.
- Case Studies on Philanthropic Initiatives.
- Online Tools for Fundraising and Measuring Social Impact.

Attachments as requested:

6. AFE/Budget Document
7. 501(c)(3) documentation for UTAMA
8. Team structure
9. Behavior observation and skill assessment forms
10. Parent and teacher feedback



PO Box 371, Eaton, CO 80615

1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Business Fundamentals Outline





Course Title: Starting and Running a Business:

Duration: 16 hours (4 sessions)

Course Overview:

This course provides aspiring entrepreneurs with essential skills for starting and managing a business. Students will delve into fundamentals like market analysis, financial planning, execution strategies, and continuous improvement. Through interactive sessions, students will draft business plans, create budgets, and analyze financial outcomes to sustain their ventures.

Learning Objectives:

By the end of the course, students will be able to:

1. Understand essential concepts of starting and running a business.
 2. Develop a detailed business plan and financial budget.
 3. Differentiate between brand marketing and advertising.
 4. Execute a business plan with efficient time and resource management.
 5. Analyze financial statements to identify areas for improvement.
-

Session Breakdown:

Day 1: Understanding Business Basics (4 hours)

1. **Introduction to Business Concepts** (1 hour)
 - **Types of businesses**
 - *Service:* Consulting firms (e.g., Bain & Co.), coaching services (e.g., Tony Robbins)
 - *Retail:* E-commerce platforms like Etsy for small businesses, or brick-and-mortar shops like local coffee shops
 - **Source:** U.S. Small Business Administration (SBA)
 - **Tax differences**
 - Services may have fewer sales tax obligations compared to retail businesses, depending on location (e.g., in California, services are often non-taxable, while goods are taxed)
 - **Source:** Internal Revenue Service (IRS)
 - **Identifying the right business model**
 - *Subscription models:* Monthly boxes like Birchbox for personal care
 - *Freemium:* Apps like Dropbox, offering basic features free with paid upgrades



- **Source:** Harvard Business Review, "Choosing the Right Business Model"
- **Market share overview**
 - Understanding market share helps track a company's sales in relation to industry leaders like Apple (tech) or Starbucks (coffee retail)
 - **Source:** Investopedia, "Market Share Definition"
- 2. **Generating Capital (1 hour)**
 - **Funding sources**
 - *Loans:* SBA microloans for small startups
 - *Crowdfunding:* Kickstarter, Indiegogo for creative or niche projects
 - **Source:** SBA, "Funding Programs for Small Businesses"
 - **Personal savings vs. external funding**
 - Self-funded businesses like Spanx, started by Sara Blakely with \$5,000
 - Venture capital-backed businesses like Uber, which raised billions in funding
 - **Source:** Forbes, "The Rise of Bootstrapping"
 - **Risk and return assessments**
 - High risk, high return: tech startups like Amazon
 - Lower risk, stable return: local service businesses like bookkeeping firms
 - **Source:** Investopedia, "Risk vs. Return"
- 3. **Market Analysis (1 hour)**
 - **Understanding target markets**
 - Demographic research for launching a yoga studio targeting women aged 25-45
 - Psychographic segmentation for a luxury brand targeting consumers valuing exclusivity
 - **Source:** HubSpot, "How to Do Market Research"
 - **Competitor analysis**
 - Analyzing McDonald's vs. local burger joints for a fast-food business
 - Using SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for evaluating competition
 - **Source:** Harvard Business School, "Guide to Competitor Analysis"
 - **Identifying opportunities and threats**
 - Opportunities: Trend analysis showing growth in eco-friendly products
 - Threats: Regulatory changes affecting pharmaceutical startups
 - **Source:** Deloitte, "Identifying Market Opportunities"
- 4. **Brand Marketing vs. Brand Advertising (1 hour)**
 - **Key differences**
 - Branding is about identity (e.g., Coca-Cola's color and feel), while advertising is about promotion (e.g., Coca-Cola ads)
 - **Source:** American Marketing Association (AMA)
 - **Developing a brand identity**
 - Case: Nike's "Just Do It" emphasizes empowerment and athleticism
 - **Source:** Branding Strategy Insider, "Building a Brand Identity"
 - **Marketing and advertising strategies**
 - Digital marketing: Using Facebook ads for customer targeting



- Content marketing: Creating blog content to position a business as an industry expert
 - **Source:** HubSpot, "Ultimate Guide to Digital Marketing"
-

Day 2: Planning and Budgeting (4 hours)

1. Creating a Business Plan (1.5 hours)

- **Components of an effective business plan**
 - *Executive summary:* Overview of business purpose
 - *Financial projections:* Expected revenue and costs for the first three years
 - **Source:** SBA, "How to Write a Business Plan"
- **Setting realistic goals**
 - Short-term: Securing 100 new customers in the first 3 months
 - Long-term: Expanding to two additional locations within 3 years
 - **Source:** SMART Goals Methodology

Identifying KPIs

Key Characteristics of KPIs:

- **Measurable:** KPIs need to be quantifiable so that progress can be tracked.
- **Relevant:** Each KPI should align closely with the company's strategic objectives.
- **Actionable:** KPIs should provide insights that lead to actionable steps.
- **Time-Bound:** KPIs often have a specific time frame for evaluation (e.g., quarterly or annually).

Types of KPIs:

- **Quantitative:** Numeric-based, such as revenue growth or units sold.
- **Qualitative:** More subjective, such as customer satisfaction ratings.
- **Leading KPIs:** Predictive indicators that help anticipate future outcomes (e.g., new leads generated).
- **Lagging KPIs:** Reflect past performance, such as total revenue or completed sales.

Examples of Common KPIs in Business:

- **Financial:** Gross profit margin, revenue growth, net income.
- **Customer:** Customer satisfaction score (CSAT), net promoter score (NPS).
- **Operational:** Inventory turnover rate, order fulfillment time.
- **Employee:** Employee retention rate, productivity metrics.

By setting and monitoring KPIs, businesses can make data-driven decisions to enhance performance and achieve their objectives effectively.



- Revenue per user for e-commerce sites
 - Conversion rates for websites
 - **Source:** Balanced Scorecard Institute
2. **Budget Creation (1 hour)**
- **Revenue vs. expenses**
 - *Revenue examples:* Sales from products, services, and subscription fees
 - *Expense examples:* Marketing, employee wages, rent
 - **Source:** Investopedia, "Revenue vs. Expenses"
 - **Fixed vs. variable costs**
 - Fixed: Rent, salaries
 - Variable: Shipping, production materials
 - **Source:** Corporate Finance Institute
 - **Financial plan development**
 - Forecasting monthly costs and income
 - Adjusting for seasonal fluctuations (e.g., holiday sales for retail)
 - **Source:** Entrepreneur, "Financial Planning for Small Businesses"
3. **Approved Financial Expenditures (AFE) (1 hour)**
- **Importance of AFEs**
 - AFEs help ensure spending aligns with budgeted funds
 - **Source:** Business News Daily, "Why Financial Controls Matter"
4. **Workshop: Drafting a Business Plan (0.5 hour)**
- Peer-reviewed business plan drafts
 - **Source:** Sample business plan templates from SCORE
-

Day 3: Execution and Management (4 hours)

1. **Executing the Business Plan (1.5 hours)**
- **Launch strategies**
 - Examples: Soft opening for local engagement; online launch events
 - **Source:** Forbes, "How to Successfully Launch a Business"
 - **Managing daily operations**
 - Inventory management: FIFO (First-In, First-Out) system
 - Customer service: Implementing CRM tools like Salesforce
 - **Source:** MIT Sloan, "Operational Excellence in Small Business"
 - **Time management and resource allocation**
 - Using Gantt charts for tracking project timelines
 - Prioritizing tasks with the Eisenhower Matrix
 - **Source:** MindTools, "Time Management Techniques"
2. **Financial Management (1 hour)**
- **Tracking income and expenses**
 - Daily sales tracking in a restaurant using POS systems
 - Tracking marketing expenses for ROI analysis
 - **Source:** QuickBooks, "How to Track Business Expenses"
 - **Managing cash flow**



- Example: Avoiding cash shortages by staggering expenses and using credit lines
 - **Source:** Harvard Business Review, "Understanding Cash Flow"
 - 3. **Post-Business Reporting** (1.5 hours)
 - **Balance sheets**
 - Assets, liabilities, and owner's equity at a specific time
 - **Source:** Accounting Coach, "Guide to Balance Sheets"
 - **Profit and loss statements**
 - Tracking income against costs and identifying profitability
 - **Source:** Investopedia, "Profit and Loss Statement Guide"
-

Day 4: Evaluation and Improvement (4 hours)

1. **Analyzing Business Outcomes** (1.5 hours)
 - Comparing actual revenue against projections
 - Identifying and addressing customer pain points
 - **Source:** Harvard Business Review, "How to Conduct a Business Review"
 2. **Lessons Learned** (1.5 hours)
 - Documenting what worked well and what could improve
 - Strategic adjustments for growth based on feedback
 - **Source:** Inc., "Strategies for Business Improvement"
 3. **Final Project Presentation** (1 hour)
 - Presenting plans and reports with data-backed conclusions
 - **Source:** SCORE, "How to Present a Business Plan"
-

Data Tracking and Measurement:

1. **Business Performance Metrics**
 - Sales trends, customer acquisition cost, and lifetime value (LTV)
 - **Source:** Klipfolio, "Business Metrics Guide"
 2. **Financial Reports**
 - Using Excel or Google Sheets for real-time tracking
 - **Source:** SCORE Templates for Small Business Finances
-

Student Assessment:

1. **Participation**
2. **Business Plan Development**
3. **Final Project Presentation**



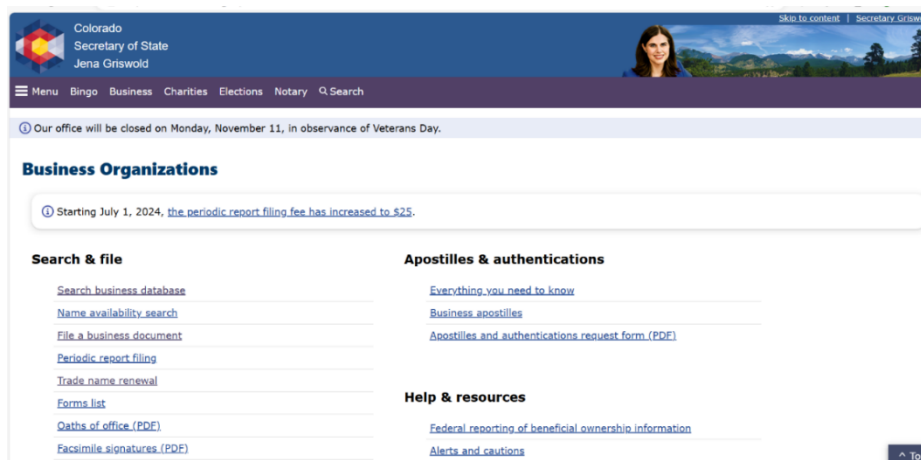
Course Materials:

- *Harvard Business Review* on business strategy
 - SCORE business plan and budgeting templates
-

STARTING A BUSINESS SUMMARY:

Colorado State Example

1. **Select what is called your Business Entity type.**
 - a. Your business can be a Sole Proprietorship, Partnership, Limited Liability Corporation, or a Corporation. Each has different tax, personal liability, and management advantages and disadvantages. A tax advisor or an attorney or should be consulted when making this decision.
2. **Select a name for your business.**
3. **Register your business with your state Secretary of State Office.**
 - a. How this is done will depend upon what Business Entity type you have chosen. You will also need to get approval for the name that you have chosen.



4. **Create Organizing Documents.**
 - a. Depending upon your Business Entity type, the number of owners, and the state that you are in, you may either be required to have, or it will be advantageous for you to have, either an Operating Agreement or By-Laws.
5. **Apply for an IRS Employer Identification Number (EIN).**



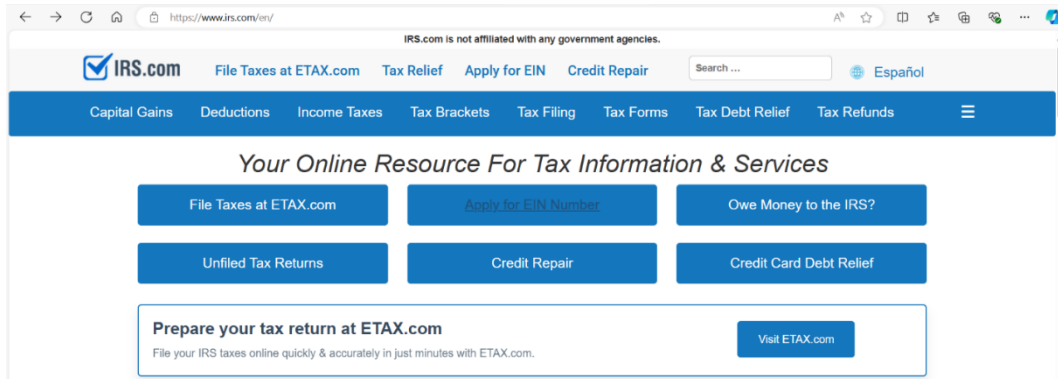
PO Box 371, Eaton, CO 80615

1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



- a. Each business has an EIN.



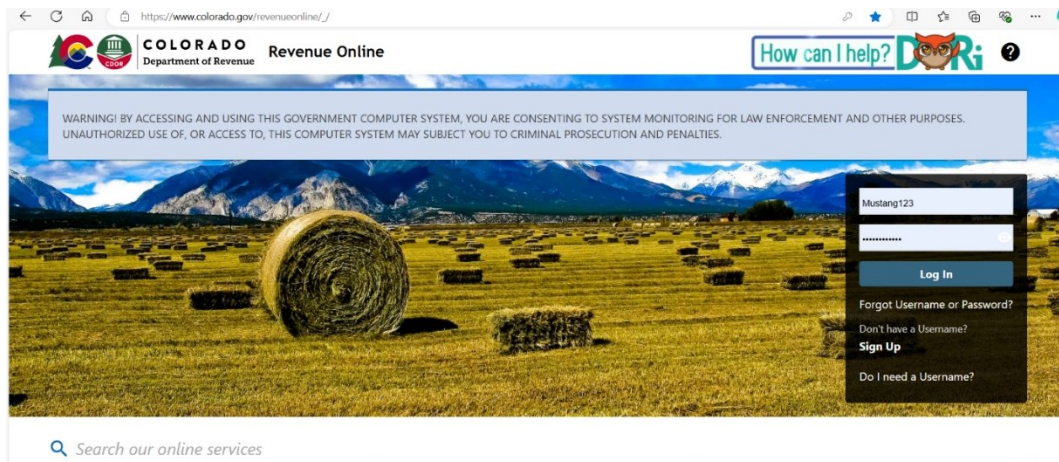
6. Open a bank account.

7. Open a federal tax payments account with IRS (EFTPS).

- a. If your business has employees, you will need to make regular tax payments to IRS for the federal taxes that are withheld from their paychecks, as well as some of your own taxes.

8. Open state tax payment account with your state Department of Revenue.

- a. This is the state version of the federal tax payment account.



9. Open an Unemployment Insurance (UI) account with your state Department of Labor-Employment.

- a. If your business has employees, you will need to make payments into the state and federal UI funds.

10. Obtain Workers Compensation Insurance.

- a. If your business has employees, most states require you to have Workers Compensation Insurance that will pay them, should they be injured on the job. Some states will waive this requirement if the employees are also the owners. Workers Compensation Insurance is available from either private insurance companies, state agencies, or both, depending on the state.



PO Box 371, Eaton, CO 80615

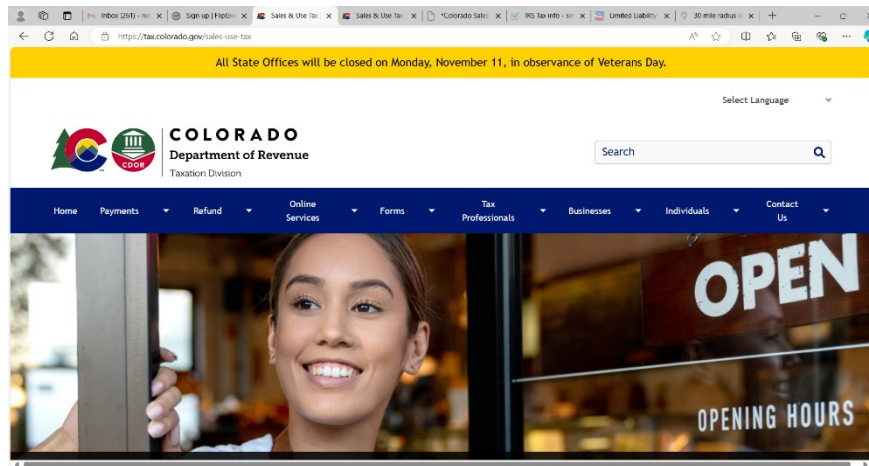
1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



11. Obtain a sales tax license(s).

- a. If you are going to sell products, depending upon where the business is located, and where your customers are, you may need one or several sales tax licenses. These licenses will require the business to collect sales tax and deposit it with the appropriate government agency on a regular basis.



12. Select a tax status.

- a. How the business pays taxes on its profits will depend upon the Business Entity type, the number of owners, the amount of profit, and the type of expenses. This decision does not need to be made prior to the business beginning to operate, and in some cases, it can be postponed until the end of the calendar year. However, if your business starts making a profit it's usually not good to put this decision off too much longer. A tax advisor should be consulted when making this decision.

SOME THOUGHTS:

- How simple or complicated a business is to start and operate will depend upon the number of owners, whether there are employees, and whether products are sold.
- Complying with all the different requirements of different governmental agencies is not for the faint hearted. Mistakes will be made and all will be correctable. Some are more costly to make in terms of penalties than others.
- The fewer mistakes that you make and the earlier you correct the ones that you do make, the more time and energy you will have to sell and improve your service and/or product.

Reference from: 2010 Advantage Tax Preparation provides tax IRS PTIN# P00465453 • IRS CAF# 0305-69481R

Individual • Family • Small Business • Non-Profit Agencies

Sincerely, Mark Mandler R.I.P.



PO Box 371, Eaton, CO 80615

1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Fabrication, Welding, and Basic Mechanics Program Outline





Program Outline: Fabrication, Welding, and Basic Mechanics Program

Partnership with Stogsdill Racing

Duration: 64 Hours (8 Weeks)

Program Overview:

This program offers hands-on training in the trades of welding, mechanics, and fabrication, integrating executive function training to develop focus, planning, and adaptability in students aged 12 to 18. Students will gain practical experience through the repair and maintenance of a demo cross racing vehicle and will observe race events to enhance their understanding of vehicle mechanics.

Learning Objectives:

By the end of the program, students will be able to:

1. Perform basic welding using MIG and ARC techniques.
 2. Understand and apply basic mechanical principles in vehicle repair.
 3. Fabricate custom parts and repair components.
 4. Demonstrate executive function skills such as planning, problem-solving, and focus.
 5. Analyze vehicle performance and apply post-race repair and maintenance techniques.
-

Weekly Breakdown:

Week 1: Introduction to Vehicle Mechanics

- Overview of vehicle components and mechanics.
- Introduction to tools and safety protocols.
- Begin initial assessment and repair of the demo cross racing vehicle.

Week 2: Welding Techniques (MIG and ARC)

- Basics of welding safety and equipment handling.
- MIG welding fundamentals: setting up, running a bead, and joint preparation.
- Hands-on MIG welding practice on race vehicle components.



Week 3: Advanced Welding and Fabrication

- Introduction to ARC welding techniques.
- Understanding fabrication processes: shaping and cutting metal.
- Practicing custom part fabrication for vehicle repairs.

Week 4: Mechanics of Vehicle Repair

- Disassembling key components of the race vehicle.
- Basic mechanical repairs: brake systems, suspension, and steering.
- Reassembling and testing components for race readiness.

Week 5: Pre-Race Preparation

- Conducting a full vehicle systems check.
- Pre-race vehicle tune-up and inspection.
- Discussion of race dynamics and vehicle performance factors.

Week 6: Race Event Observation and Analysis

- Attend and observe a live demo cross race event.
- Analyze vehicle performance and note any mechanical or structural weaknesses.
- Begin planning for post-race repairs.

Week 7: Post-Race Repair and Maintenance

- Assess race damage and identify repair needs.
- Conduct post-race repair and maintenance to prepare for future events.
- Reinforce welding, fabrication, and mechanical skills through hands-on work.

Week 8: Executive Function and Skill Reflection

- Review of learned skills in welding, fabrication, and mechanics.
- Reflect on executive function development: time management, adaptability, and decision-making.
- Final assessment of vehicle readiness and personal skill development.



Data Tracking and Measurement:

1. Skill Mastery Tracking:

- Welding and mechanical repair performance rated on a scale of 1-5.
- Practical assessments at the end of each week, tracking progress in welding, fabrication, and mechanical skills.

2. Executive Function Development:

- Weekly behavioral observation forms to track focus, planning, and adaptability.
 - Behavior tracking using checklists to measure goal completion and attention to detail.
-

Student Assessment:

1. Weekly Skill Assessments:

- Instructor evaluations based on students' welding, mechanics, and fabrication tasks.
- Safety and tool handling practices assessed through observation and feedback.

2. Executive Function Progress Reports:

- Behavior checklists and self-assessment forms to track focus, task completion, and problem-solving abilities.
- Weekly reflection exercises on learned trade skills and behavior improvement.

3. Final Project: Vehicle Repair Report

- Students submit a final written report detailing the repairs performed on the demo cross vehicle, challenges faced, and their personal growth in both trades and executive function.
 - Starting at VIP pit for first race, rebuilding race truck, finishing course at next race from VIP pit section.
-

Budget Summary:

- **Total Requested Budget per Year:** \$20,000
 - **Cost per Student:** \$1,000
 - **Expenditure Breakdown:**
 - Tools and equipment for welding and mechanics.
 - Materials for vehicle repair and fabrication.
 - Safety gear and race event participation fees.
-



PO Box 371, Eaton, CO 80615
1-970-518-8904 (M)

[Martial Arts Teachers Association | UTAMA International - Home](#)



Course Materials:

- Welding and fabrication equipment.
- Demo cross vehicle for hands-on work.
- Safety gear (gloves, helmets, goggles, etc.).

Attachments as requested:

11. AFE/Budget Document
12. 501(c)(3) documentation for UTAMA
13. Team structure
14. Behavior observation and skill assessment forms
15. Parent and teacher feedback