

# Continuing Education Programming



## Small Business

Build Your Skills this Fall with Continuing Education Courses to Upgrade Your Life and Career

### Building a Website for Your Small Business or Service



Tuesdays, September 17-October 8

5:30-7:30 p.m.

Learning Resources Building, 5001

Instructor: Al Jante

In this dynamic website building course, you will learn and understand such terms as hosting and domain names. You'll learn how to create a simple website using WordPress or WIX, furthering your understanding of this important technology and how you can use it to advance your business or profession.

Cost: \$139.00



### Bookkeeping



Thursdays, September 26 & October 3

10 a.m.-4 p.m.

Main Building, 2223

Instructor: Jamie Burkart

This course is for individuals and business owners who have a non-accounting background and wish to learn the principles of double-entry bookkeeping. Topics include recording day-by-day business and financial transactions, as well as the basics of financial statements and the general ledger. You'll learn the principles that operate "behind the scenes" in computer bookkeeping programs such as "QuickBooks."

Cost: \$149.00

Quickbooks Online training coming soon!  
Watch our website for added classes!

### Success Strategies for Non-Profits – The Art and Science of Building a Strong Board of Directors



Friday, October 4

8:30 a.m.-3 p.m.

Main Building, 2114

Instructor: Lora Warner

What are the qualities of a high-functioning board? Besides having a proper size, structure and composition of talents, there are many important roles individuals play when coming together as an effective board. You'll learn the strategic functions of boards in public relations, fund development, program effectiveness and planning.

Cost: \$189.00 (including breakfast & lunch)

### Workplace Safety



Friday, November 8

8:30 a.m.-2:30 p.m.

Main Building, Wombat Room, 2114

Instructor: Todd Priebe

Hands on class covering four key areas of Workplace Safety!

1. Management Policy Training
2. Workplace Violence
3. Responding to an Active Shooter
4. Facility Security/Employee Safety Assessment

Cost: \$39.00 (includes light breakfast, class materials & lunch)

Register for classes at:

[www.uwgb.edu/sheboygan-cpe](http://www.uwgb.edu/sheboygan-cpe)

### Questions?

Contact Melissa Schleicher, UW-Green Bay, Sheboygan Campus, Continuing Education Program Specialist



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