

Continuing Education Programming

Fall
2019



Small Business

Build Your Skills this Fall with Continuing Education Courses Covering Valuable Topics, Designed to Empower Your Growth

Intro to QuickBooks – Desktop

Tuesdays, September 10 & 17

5:30-8:30 p.m.

Main Building, M-108

Instructor: Robin West, Owner, West Ventures,
Certified QuickBooks Proadvisor

Not an accounting whiz? Then QuickBooks may be for you, and this class will help to get you started. QuickBooks Desktop version is easy to setup and comes with simple tools that allow you to perform various functions such as tracking income and expenses, making it possible for you to track business performance.

Cost: \$69.00



Intro to QuickBooks – Online

Tuesdays, October 1 & 8

5:30-8:30 p.m.

Main Building, M-108

Instructor: Robin West, Owner, West Ventures,
Certified QuickBooks Proadvisor

QuickBooks is a cloud-based accounting software package geared toward small and medium-sized businesses to provide applications for accepting business payments, managing and paying bills and keeping track of inventory. In this session, your instructor will walk you through the main business processes.

Cost: \$69.00



Marketing Your Business Using Social Media

Thursdays, November 7 & 14

5-7 p.m.

Main Building, M-107

Instructor: Shawn Limberg

Do you have a business that you need to promote but don't have a social media presence? You could be losing out on developing a robust customer base. Our instructor will lead you through the various types of social media platforms and how to maximize the time you put into social media marketing. Learn tips to make social media work for you as you discuss Facebook, Twitter, LinkedIn, Pinterest and Instagram.

Cost: \$49.00



Accounting 101 for Small Business

Tuesdays, October 29 & November 5

5:30-8:30 p.m.

Main Building, M-107

Instructor: Robin West, Owner, West Ventures

This course will provide invaluable information for a new or developing business owner — from registering your business, to opening the appropriate bank accounts, to selecting a bookkeeping and accounting program. You will also learn how to evaluate an income statement and balance sheet, so that you can better understand the financial health of your business and determine goals for revenue growth.

Cost: \$69.00



Budgeting for Your Small Business

Tuesdays, November 12 & 19

5:30-8:30 p.m.

Main Building, M-107

Instructor: Robin West, Owner, West Ventures

This course is designed to walk you through the steps in developing a working budget to keep you on track. You will review your revenue and subtract fixed costs. You will also learn about variable expenses and how they affect your bottom line. The instructor will also discuss how to setup a contingency fund and review a profit and loss statement. After this class you'll be all set to start creating projections for the financial future of your business.

Cost: \$69.00



Register for classes at:

www.uwgb.edu/marinette-cpe

Questions?

Contact Linda Hornick, UW-Green Bay, Marinette Campus,
Continuing Education Program Specialist



Phone: 715-504-3351



Email: hornickl@uwgb.edu