

Oregon Small Business Development Center
 Umpqua Community College
 Umpqua Business Center STE 116
 522 SE Washington Ave. • Roseburg OR 97470 • 541-440-7824



BusinessWorks

Fall 2016 Workshops

Business Startup Essentials: 1st Steps to Starting Business

Starting a business can be the most rewarding thing you'll ever do, but it takes a lot of hard work. Find out if starting a business is right for you. Meet with an experienced business advisor, discuss your questions and ideas with the group, and find out if you're ready for the next step. *Even though classes are free, advanced registration is required, otherwise classes may be canceled due to low enrollment.* Call 541-440-7662 for more information. Location: Umpqua Business Center, 522 SE Washington, unless otherwise noted. Inst. Staff

#23059	F Oct. 14	1 - 3pm
#23060	F Nov. 18	1 - 3pm
#23061	F Dec. 16	1 - 3pm



Real Estate Broker's Training

- ✓ Meets 120 hour state requirement
- ✓ Hybrid live-and-online format
- ✓ Eleven onsite class meetings
- ✓ One all-day review
- ✓ All study materials included
- ✓ Instructor David Stribling III

OCT. 4 - DEC. 13, 17

Cost: \$695 Full Payment,
\$702 Payment Plan

Tues. 6:00 - 9:00pm, Sat., Dec. 17,
9:00am - 5:00pm Review
Wayne Crooch Hall 15, UCC Campus

QuickBooks Workshops

QuickBooks Basics Relaxed

Set up a company file, build a chart of accounts, enter check and cash transactions, reconcile bank statements, study AP/AR, create reports, and more. Prior computer and bookkeeping experience recommended. Taken at a more relaxed pace. Inst. G. Peterson \$109
23076

11/7 - 11/9 M, T, W 2 - 4:30pm
 UBC140, 522 SE Washington, Roseburg

QuickBooks Basics Intensive

Set up a company file, build a chart of accounts, enter check and cash transactions, reconcile bank statements, study AP/AR, create reports, and more. Prior computer and bookkeeping experience recommended. Bring your lunch and be prepared to learn! This is the same class as QuickBooks Basics Relaxed at a faster pace. Inst. G. Peterson \$109
23065

10/22 S 8:30am - 5pm
 UBC140, 522 SE Washington, Roseburg

QuickBooks for Payroll

Focus is on processing paychecks, preparing tax forms, running payroll reports, and more. Prior QuickBooks experience or QuickBooks Basics class experience. Inst. G. Peterson \$99
23077

11/15 T 9am - 2:00pm
 UBC140, 522 SE Washington, Roseburg

**For Information about or to
 register for workshops,
 please call:
 541-440-7662**

**For general SBDC information
 or to schedule a no-cost
 appointment with an
 advisor, please call:
 541-440-7824**

MS Office for Business

Excel for Business:

Spreadsheet Refresher

Brush up on your Excel skills with our Spreadsheet Basics for Business class, designed to get you on your way to creating spreadsheets that work for your business, as hard as you do!
 Inst. L. Way \$29
23062

10/8 R 12:30 - 2:30pm
 UBC 140, 522 SE Washington

PowerPoint for Business:

Create Amazing PowerPoint Presentations

Put together dynamic PowerPoint presentation in just two short hours! We promise to make it fun and fast! *(Suggested for all 2016 RAIN Contest applicants.)* Inst. L. Way \$29
23064

10/13 R 12:30 - 2:30pm
 UBC 140, 522 SE Washington

Excel for Business:

Formulas, Formatting & Functions

Build on our Basics class with more advanced form functions and learn how to write more complex formulas- all with a focus on business. Inst. L. Way \$29
23064

11/17 R 12:30 - 2:30pm
 UBC 140, 522 SE Washington

Social Media for Business

Facebook for Business

Refresh your business Facebook page! Present your brand to your community, and create an amazing marketing machine. Showcase new products or services in moments, or create an event that will increase customer traffic. For businesses with existing Facebook pages.
 Inst. L. Way \$29
23070

10/20 R 12:30 - 2:30pm
 UBC 140, 522 SE Washington



The Oregon Small Business Development Centers are partially funded by the US Small Business Administration and the Oregon Business Development Department.



All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested in advance. Contact the Small Business Development Center of Umpqua Community College, Umpqua Business Center, STE 116, 522 SE Washington Ave., Roseburg OR 97470. Telephone: (541) 440-7824. Umpqua Community College is an equal opportunity educator and employer.