



Classes will be held at the Elgin ISD Admin Building
11th & Avenue C - Elgin Texas

<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Fee*</u>
Marketing	March 26	6 - 9 pm	\$15
Building a Better Credit Report	April 2	6 - 9 pm	\$15
Web Design	April 6	6 - 9 pm	\$15
Excel I	April 23	6 - 9 pm	\$15
Excel II	April 30	6 - 9 pm	\$15
QuickBooks Workshop 1	May 7	6 - 9 pm	\$15
QuickBooks Workshop 2	May 14	6 - 9 pm	\$15
QuickBooks Workshop 3	May 21	6 - 9 pm	\$15
Doing Better Business	May 28	6 - 8 pm	\$10
Why Plan? Biz Planning Part I	June 1	6 - 9 pm	\$15
Why Plan? Biz Plan Part II	June 8	6 - 8 pm	\$10
eCommerce	June 18	6 - 8 pm	\$10

**Contact the City of Elgin at 512-281-5724
and register today!**

✓ QuickBooks for the Small Business

Users will learn how to create a new company, work with accounts, manage inventory, record sales, and process payroll. They can generate reports and graphs, and perform important period-end procedures. The features of QuickBooks are a must for the small business owner looking to stay on top of finances.

QuickBooks – Setting Up and Getting Started (3 hours)

Key Outcomes:

- Set up Charts of Accounts
- Installation of QuickBooks application
- Tracking of projects, inventory and customers

QuickBooks – Reconciling and Generating Reports (3 hours)

Key Outcomes:

- Report generation
- Reconciliation of bank statements

QuickBooks – Performing Period end Procedures (3 hours)

- Quarter and year end activities
- Audit or tax return preparation

✓ Basic Financial Literacy

During these down economic times, this module is designed to frame credit issues for the individual and business owners. Basic credit understanding and debt terminology are introduced and explained. The workshops offered for Financials are: *Building a Better Credit Report*.

Building a Better Credit Report (3 hours)

This Workshop is designed to teach you how to legally improve your credit report, how to deal with debt, how to spot credit-related scams, and more.

Key Outcomes:

- Explains your rights under the Fair Credit Reporting Act and the Fair and Accurate Credit Transactions Act.
- Tells how you can legally improve your credit report.
- Offers tips on dealing with debt.
- Cautions about credit-related scams and how to avoid them.
- Offers information about identity theft.
- Lists resources for additional information.

✓ Microsoft Excel

Spreadsheets can be very useful to the individual and or small business owner. This workshop will introduce you the power of Microsoft excels.

Key Outcomes:

Excel basics

- Knowing what a worksheet is
- Understanding rows and columns
- Formatting cells
- Editing cells
- Find and replace
- The fill handle

Excel Calculations

- Sum, Average, Countif Functions
- Quick Functions
- The IF statement
- VLOOKUP Function
- Excel Formulas

Excel Special Features

- Charts (Graphs)
- Sort Data
- Filter Data
- Conditional Formatting
- Pivot Table
- How to create a sales invoice

✓ Marketing on the Cheap

Think you can't afford to implement any effective marketing tactics? Think again. This workshop will help you make a splash with your marketing on a shoestring budget.

Key Outcomes:

- High-impact marketing approaches that don't cost a bundle and that can work for virtually every business.

✓ Web Design

This workshop will teach you how to design a website and how to get Top Ranking on Google and other Search Engine.

Key Outcomes

- Understanding basic web concepts
- Basic or ecommerce
- Building a Web page
- Building a Web site
- Understanding Search Engines
- Understanding how web rankings
- Miscellaneous topics

✓ Doing Better Business

(Class description pending)

✓ eCommerce

(Class description pending)

✓ Business Planning

Why Plan? An Intro to Business Planning (Part 1 of 2) (2 hours)

Workshop Description :

Put a plan behind your business dreams! It is hard to take a business seriously when there is little or nothing in writing about its structure, future direction, or position in the marketplace. That is why a business plan may be the most important document you will ever write for your business. A business plan---like a road map---will help you determine where you are, where you want to be, and how you are going to get there. This course will discuss the benefits of having a business plan and highlight the crucial part that a business plan plays in realizing your dream.

Why Plan Your Business? Building a Business Plan (Pt2 of 2) (2 hours)

Workshop Description: Kick start writing your business plan by attending this course! Building your business plan will focus on the necessary elements of writing a business plan, and how to prepare a coherent one. Whether you are seeking a loan,

looking for an investor or simply using the business plan to manage business growth this course will assist you on your path in writing a business plan designed to steer your business into lasting success. Learn specifically what lenders are looking for. Learn key ratios and financial summaries critical for success.