

# BUSINESSWORKS

Winter 2010



CGCC Small Business  
Development Center  
(541) 506-6121

The SBDC is partially funded  
by Oregon  
Lottery Funds

TD-The Dalles Campus HR - Hood River Campus

## WINTER 2010

### QuickBooks Fundamentals 2009

#1079007 This basic skills class will feature a very practical approach to using QuickBooks for your business. All sessions build on each other and knowledge of basic computer skills is required. Each session will have an opportunity for questions and answers. Book is included. Discounts and tuition waivers do not apply.

TD Campus, Rm. 3.102 Instructor: Wickert  
Monday 1/11-2/15 6:30-9:00 pm 6 wks \$249

### QuickBooks Payroll 2009

#1079008 Set up QuickBooks to run payroll, manage employee lists, create paychecks, track and pay payroll forms. Book is included. Discounts and tuition waivers do not apply.

TD Campus, Rm. 3.102 Instructor: Wickert  
Monday March 1 6:30pm-9:00pm \$89

### QuickBooks Combo Class 2009

#1079009 Take both the QuickBooks Fundamentals and QuickBooks Payroll class and save.

TD Campus, Rm. 3.102 Instructor: Wickert  
Monday 1/11-3/1 7 Wks 6:30pm-9:00pm \$288

### How to Start a Business In Oregon

#1079014 Learn the step-by-step process to starting a successful business, and sustaining that business.

TD Campus, Rm. 1.462 Instructor: DeMott  
Monday Jan 11 6:00pm-8:00pm \$10

### Writing Your Business Plan

#1079015 Learn the step-by-step process to create a business plan. Learn to use on-line research tools, risk management and bench-marking tools to test your business success.

TD Campus, Rm. 3.102 Instructor: DeMott  
Tuesday Jan 12 6:00pm-8:00pm \$29

### Understanding Your Business Financial Statements

#1079016 Learn to use your financial statements to increase your bottom line. This class will cover balance sheets, income statements and financial ratios to compare your business operations to industry standards.

TD Campus, Rm. 3.328 Instructor: DeMott  
Wednesday Jan 13 6:00pm-8:00pm \$29

### Shoebox Accounting

#1079017 Prerequisite: Understanding Your Business Financial Statements. Learn how to set up a manual accounting system for a sole proprietorship or limited liability company.

TD Campus, Rm. 3.328 Instructor: DeMott  
Thursday Jan 14 6:00pm-8:00pm \$29

## E-Commerce

#1079045 Creating an e-commerce web site doesn't have to be difficult. If you've got a good idea, or just want to get ready for that million-dollar inspiration, then this course will show you how to build an e-commerce web site. If you already have a web site, this course will teach you how to make it work better for you. Learn the basics of domain name registration, options for hosting a web site, how to hook up a shopping cart, and how to get the money into your bank. The best web sit in the world is all for naught if you don't get visitors. This course will teach you the basics of search engine optimization (SEO) a.k.a. how to get on the first page of Google. (Yes, the instructor has had some success with this.) Learn the various ways to drive traffic to your site and how to make it easy for people to spend money with you. During this hands-on class, you will build two fully function e-commerce web sites. The course materials can be found at [www.hammock-university.com](http://www.hammock-university.com). Bring a credit card if you want to register a domain name during the class.

Tuition \$99 Lab Fee \$10 1/11-2/1  
HRC 1.309 M 6:00-8:30 pm 3 wks Instructor: See

## Sustainable Building Advisor

#1079065 Attend this free information session to learn more about our exciting nine-month specialized training opportunity beginning October 2010 (meets one Friday/Saturday per month). Go from basic to in-depth understanding of sustainable design practices, including strategies for implementing them in both residential and commercial projects to improve a building's economic and environmental performance. This course is designed for architects, engineers, contractors and other building professionals. Pre-registration highly recommended.

Tuition: Free 1/21 Instructor: Olin  
HRC 1.102 R 6:00-7:00pm 1 wk

## ONLINE CLASSES 2010

### How to Start a Business in Oregon

#1079010 Learn the step-by-step process to starting a successful business, and sustaining that business.  
\$15 Online 1/18-1/23 1 Wk 6-8pm Instructor: DeMott

### Writing Your Business Plan

#1079011 Learn the step-by-step process to create a business plan. Learn to use on-line research tools, risk management and bench-marking tools to test your business success.  
\$34 Online 1/25-1/30 1 Wk 6-8pm Instructor: DeMott

### Understanding Your Business Financial Statements

#1079012 Learn to use your financial statements to increase your bottom line. This class will cover balance sheets, income statements and financial ratios to compare your business operations to industry standards.  
\$34 Online 2/1-2/6 1 Wk 6-8pm Instructor: DeMott

### Shoebox Accounting

#1079013 Prerequisite: Understanding Your Business Financial Statements. Learn set up of manual accounting system for sole proprietorship or limited liability company.  
\$34 Online 2/8-2/12 1 Wk 6-8pm Instructor: DeMott



*Growing Successful Businesses*

# workshops

Winter2010



Small Business Development Center



*Columbia Gorge  
 Community College*

## registration

To Register: Call (541) 506-6011 or (541) 308-8211, or send this form with check payable to:  
 Columbia Gorge Community College, Registration, 400 E. Scenic Drive, The Dalles, OR 97058

**Winter 2010**

How to Start a Business In Oregon #1079014.....	1/11/10
Writing Your Business Plan #1079015.....	1/12/10
Understanding Financial Statements #1079016.....	1/13/10
Shoebox Accounting #1079017.....	1/14/10
E-Commerce #1079045 .....	1/11/10
Sustainable Building Advisor # 1079065.....	1/21/10
Quickbooks 2009 Fundamentals #1079007 .....	1/11/10
Quickbooks 2009 Payroll #1079008 .....	3/1/10
Quickbooks 2009 Combo Class #10079009.....	1/11/10
Starting Your Own Business #1079010—Online .....	1/18/10
Writing Your Business Plan #1079011—Online .....	1/25/10
Understanding Financial Statements #1079012—Online .....	2/1/10
Shoebox Accounting #1079013-Online.....	2/8/10

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Needed for Registration)

The Small Business Development Center is largely supported by Columbia Gorge Community College with contributions from the State of Oregon, the private sector and funded in part through a Cooperative Agreement with the U.S. Small Business Administration. This support is not an endorsement of any opinions, products, or services. Columbia Gorge Community College is an equal opportunity educator and employer. If you need information regarding accommodations for a disability please contact Lori Ufford, Disabilities Coordinator at 541.506.6025 or via email lufford@cgcc.cc.or.us