

## Business Enterprise Center

### **Summer 2019 Non-Credit Classes**

*You must pre-register for each class by e-mail OR phone*

**T**he Business Enterprise Center (BEC) is located in Trenary Hall at Wright State University-Lake Campus in Celina, Ohio. The Lake Campus has been helping new or existing small businesses since 1985. We offer all types of workforce development training, non-credit classes geared towards business owners and managers and small business counseling. Our counseling services are free to business owners. While we do not take the place of your lawyer or accountant, we can help minimize those costs. Located on the campus, we are able to reserve classrooms, offices, or our fully-functional manufacturing training lab. We work with local manufacturers to assist in training maintenance technicians through our SkillsTrac program. This training focuses on maintenance skills including electrical, motor controls, PLC's, automation, and robotics. We have an engaged Advisory Board which includes members from banking, workforce, economic, and community development agencies, and business owners.

**The Business Enterprise Center wants to help your company improve productivity and your bottom line!**

*To register for these classes or for more info about our free business consulting services,  
please contact Carol @ (419) 586-0902, or email [Carol.jones@wright.edu](mailto:Carol.jones@wright.edu)*

#### ➤ **“STARTING RIGHT” (Pre-Business Workshop Held EACH Month!)**

Each month the BEC hosts the Starting Right class for individuals planning to start a small business. This two-hour class gives you information to help you decide if business ownership is right for you and can assist you in starting your business the “Wright Way.” After attending the Starting Right class, you are entitled to free, individualized business counseling. We help with most issues pertaining to financials for your business—cash flow, pricing, supply costs, record-keeping, etc. We also assist with your Business Plan narrative as well as marketing and advertising, researching demographics, HR issues, etc.

**Seminar Dates: Thursday, May 23, June 27, July 25, & Aug. 22, 2019; Time: 6-8 pm**

**Room: 120 Trenary Hall; Wright State University-Lake Campus; Cost: \$35 p/business.**

*We recommend all who considering starting or buying into a business attend one of these sessions.*

#### **JUNE**

#### ➤ **ACCESS DATABASES**

Microsoft Access is widely recognized as the best database software application. This class is for new or slightly experienced Access users. Learn the difference between databases and spreadsheets and which application to use for each specific situation. Set up a sample database and learn to input data in the fields. Carla will also explain how to place format masks, create labels, streamline data, complete mail merge using MS Word, and more..

**Dates: Monday/Wednesday; June 10 & 12, 2019; 5:30 to 8:30 pm {6 hours}; Room: 194 Dwyer Hall**

**Instructor: Carla Hirschfeld; Wright State University-Lake Campus; Cost: \$90 p/person**

#### ➤ **MICROSOFT WORD FOR BUSINESS**

Learn the #1 document processing software! Discover MS Word's unique features including various menu bars, inserting tables, charts, pictures, etc. Set tabs for a professional look or use columns to create your business newsletter. Learn to format your business correspondence to look and sound more professional including business letters, short memos, or long reports, etc. Set margins for different tasks, insert page numbers or use headers and footers. This class can help your documents look as professional as your business!

**Dates: Monday/Wednesday June 24 & 26, 2019; Time: 5:30 to 8:30 pm {6 hours}; Room: 194 Dwyer Hall**

**Instructor: Carla Hirschfeld; Wright State University-Lake Campus; Cost: \$90 p/person**

## **JULY**

### **➤ EXCEL FOR BUSINESS**

Microsoft Excel is widely recognized as the best spreadsheet software application for businesses. In this series of classes, you will learn how to create a spreadsheet, input data, create charts and reports, and learn how to use Excel formulas for basic to complex computations. Join Carla as she delves into the world of references, tables, graphs, and functions! Special Pricing for Entire Course!! Certificates of completion will be printed for all participants completing the total 15-hour workshop (all sessions).

**Instructor:** Carla Hirschfeld; **Cost:** **\$75 p/person for each level ~or~ \$200 p/person for all three levels!**

**All Dates:** **Same Time:** 5:30 to 8 pm **Same Room:** 194 Dwyer Hall

**Basic:** **Mon & Wed.: July 8 & 10, 2019**

**Wright State University-Lake Campus**

**Intermediate:** **Mon. & Wed.: July 15 & 17, 2019**

**Advanced:** **Mon. & Wed.: July 22 & 24, 2019**

## **AUGUST**

### **➤ PEER TO SUPERVISOR**

Moving into a position of authority means meeting new challenges, taking on new responsibilities, and mastering new skills. Carla can help handle this transition with ease! You will learn how to communicate effectively, discover when to be flexible or stand firm, earn trust and gain respect from past peers, develop your own management style, learn how to motivate your reports, learn how to document and provide evaluative feedback, and understand how to handle difficult situations & people. You won't want to miss this informative class!

**Dates:** **Tues., August 13, 2019; Time:** 5:30 to 8:30 pm; **Instructors:** Carla Hirschfeld & Chris Buschur

**Room:** 177 Dwyer Hall; **Wright State University-Lake Campus;** **Cost:** \$50 p/person

### **➤ EXCEL MACROS & VBA**

MS Excel is integral in management Information Systems and a very useful application for reports and analytics. Knowledge of MS Excel alone may not be sufficient. You may need to learn Excel VBA as well. To allow your macro to handle the function you require, Advanced-level projects using VBA and MS Excel can set you apart from the everyday user! You must have a good understanding of MS Excel to take this course. This course will enable the Excel user to do what can be done in Excel, but a thousand times faster.

**Date:** **Mon. & Wed., August 26 & 28, 2019; Time:** 5:30 to 8:30 pm; **Room:** 194 Dwyer Hall **Wright**

**State University-Lake Campus;** **Cost:** \$90 p/person; **Instructors:** Carla Hirschfeld & Andrew

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## **COMING FALL 2019**

Back by popular demand, we will be running our 9-month **Emerging Leader Certificate** program again this September. Six local businesses sent first- or mid-level supervisors/managers to take part in our inaugural program last year. Start date is Tuesday, September 10 and the once-a-month class continues for 9 months! A flyer with all the details will hit your inbox this summer. Please contact Carol with any questions or to register!

***For more information about our classes & services OR to register for any classes,  
please call Carol at (419) 586-0902 OR email [Carol.jones@wright.edu](mailto:Carol.jones@wright.edu)!***