

Business Enterprise Center

Summer 2018 Non-Credit Classes

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

The 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

➤ **"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 17, June 21, July 19, & August 16, 2018; Time: 6-8 p.m.

Room: 119 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

➤ **Financial Analysis For Owners & Managers**

Smart business decisions are based upon your business financial statements. Jon explains how to create and interpret these key documents for small and mid-size businesses. Analyze your finances to assess the viability, stability and profitability of your business. Make key business decisions upon the bedrock of ratio analysis. Business tools such as liquidity, asset management, debt management, and profitability can help you make sound decisions. Each business enrolled will receive a free, on-site visit by Jon to help you analyze your business finances issues!

Dates: June 19 & June 26, 2018; Time: 5:30 to 8 p.m.; Instructor: Jon Heffner;

Room: 177 Dwyer Hall; Wright State University-Lake Campus; Cost: \$80 p/person

➤ **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 necessary data, create charges and reports, and learn how to use Excel formulas in basic to complex computations. Join Carla as she delves into the world of references, charts, and functions! Special Price Savings Available!! Certificates of completion will be printed for all participants completing the total 15-hour workshop (all sessions).

Dates: Time: 5:30 to 8 p.m.

Basic: June 12 & 14, 2018

Intermediate: June 19 & 21, 2018

Advanced: June 26 & 28, 2018

Room: 185 Andrews Hall

Wright State University-Lake Campus

Instructor: Carla Hirschfeld; Cost: \$60 p/person for each level ~or~ **\$160 p/person for all three levels!**

JULY

INTRODUCING THE LEADER CERTIFICATE PROGRAM!

Starting September 2018, we will conduct a 9-month rotation of leadership/supervisory workshops. Each month, a 3-hour leadership training session will be held. Become a stronger leader and supervise more engaged employees! Workshops will be presented each month through May 2019 featuring the various skills needed to be an effective leader. Finish all 9 workshops to earn your certificate. Certificate will be presented at the award ceremony right after the last class! Your supervisor and/or management team is encouraged to attend the award ceremony!

To learn more about this new training program, attend the FREE one-hour workshop!

Date: July 24, 2018; Time: 5:30 to 6:30 p.m.; The Program will be fully explained including a Q & A session.

Room: 186 Andrews Hall; Wright State University-Lake Campus; Cost: FREE

****NOTE:** An additional class called *Transitioning from Peer to Supervisor* will be held in August. If you are a new supervisor, you may wish to take that class before starting the Leader Certificate Program in September!

Any question about the Leader Certificate Program or any of our classes, call Carol at 419.586.0902.

AUGUST

➤ **Microsoft Outlook**

Want a better way to organize your busy home or office? Join Carla as you learn the capabilities of Microsoft Outlook to keep your schedule in order. The course will teach you how to utilize e-mail, online calendaring, task & contact manager, along with the journal & note taking options. Share your task lists and calendar with colleagues. Schedule meetings with minimum hassle. Exchange folders with co-workers. Make this powerful software work for you! This class is for new and current users wanting to expand their use of Outlook.

Dates: August 7, 2018; Time: 5:30 to 8:30 p.m.; Instructor: Carla Hirschfeld

Room: 185 Andrews Hall; Wright State University-Lake Campus; Cost: \$50 p/person

➤ **Peer To Supervisor**

Moving into a position of authority means meeting new challenges, taking on new responsibilities, and mastering new skills. Carla can help with a smooth transition! 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, discern when to hire or fire, and understand how to handle difficult situations. You won't want to miss this informative class!

Dates: August 14, 2018; Time: 5:30 to 8:30 p.m.; Instructor: Carla Hirschfeld

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

➤ **QuickBooks**

Before you start making money in business, you need to figure out the best methods to record, track, and manage your hard-earned dollars. QuickBooks, the #1 recommended accounting software for small businesses, makes it easy to organize all of your financial data in one central location so that you can manage your money, pay your bills, and track customer's payments efficiently. Always know the exact financial or product inventory of your business with QuickBooks. Join Carla for 12-hours of software training on this highly-rated accounting software to help improve your bottom line! Participants who complete the workshop will receive a certificate.

Dates: August 20, 21, 22, & 23, 2018; Time: 5:30 to 8:30 p.m.; Cost: \$140 p/person

Room: 194 Dwyer Hall, Wright State University-Lake; Instructor: Carla Hirschfeld/Ron Kremer

➤ **Advanced Business Planning**

Jon will show you how to use continuous business improvement methods to ensure your company's future progress and development. Learn how to assess feasibility, finances, and operations as part of the decision making process. Take an in-depth look at operating guidelines for products/services, policies/procedures, and personnel. Discussion will be focused on market analysis, research, financial forecast, and budgeting. Each business enrolled will receive a free, on-site visit by Jon to help you with your individual business issues! With proper business planning, you will be able to keep your business sustainable and healthy!

Dates: August 21 & 28, 2017; Time: 5:30-8 p.m.; Instructor: Jon Heffner;

Room: 177 Dwyer Hall; Wright State University-Lake Campus; Cost: \$80 per person

***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!***