

IEL Small Business Training

For information: 509-533-4724 or 533-4724
www.iel.spokane.edu/business • e-mail biz@iel.spokane.edu
 To register: 279-6000 or www.iel.spokane.edu/registration
 Small Business Training classes held at
 Esmeralda Center, 3939 N. Freya St., unless otherwise noted.

Visit www.iel.spokane.edu/registration to register online for any class with a  icon.

ITEM	DATE	DAY	HOURS	CRS NO	COST
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Business Basics

DETERMINING THE FEASIBILITY OF YOUR BUSINESS

This three-hour workshop helps evaluate the feasibility of your idea or market expansion through the use of a business plan process. The class includes a workbook that assists you in knowing what questions to ask and how to find answers. Statistics show that organizations that produce a written plan and continue to update the plan over time succeed several times over the nation average, and are more capable of getting necessary funding.

P. Malone has 25 years' experience in consulting with for-profit and nonprofit businesses.

P606 June 4-11 W 5:30-7pm SBA 107 \$40
 Institute for Extended Learning Lodge, 3305 W Fort George Wright Dr, across from SFCC campus

Computers in Business

CREATING GREAT WEB SITE GRAPHICS

Enhance marketing and selling your products on the web using graphics and images. This hands-on class shows you how to get good color and crisp images, and the tricks to make downloading a snap. (Free software and sample images included.)

Staff

P633 June 3-10 T 6-9pm SBA 107 \$50

QUICKBOOKS EXTRAS

Learn to set up and use QuickBooks' budget feature; track one or more funds for your organization, separating income and expenses for each fund; customize and export reports; and utilize QuickBooks' letters feature for customer, employee and vendor letters. Required: proficiency in QuickBooks.

Staff

P635 June 11 W 6-9pm SBA 107 \$35

QUICKBOOKS FOR PAYROLL

Beginning, intermediate and advanced learners can benefit from this class. Set up and create payroll with QuickBooks with confidence. Hands-on instruction includes setup of employees, payroll items, quarterly payroll reports and taxes.

Staff

P634 June 4 W 6-9pm SBA 107 \$35

QUICKBOOKS FOR RECORDKEEPING

Learn the basics of recordkeeping using a computerized accounting program, QuickBooks. Understand how to check the integrity of your accounting records. Recommended: Beginning Recordkeeping, #P618, and familiarity with QuickBooks.

Staff

P632 June 2 M 6-9pm SBA 107 \$35

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Special Interest

CONSTRUCTION BUSINESS – using QuickBooks

Learn how QuickBooks integrates estimating, time tracking, and job costing with accounting and payroll. Get the information you need to successfully manage your construction-related business. Required: proficiency in QuickBooks.

Staff

P636 June 12 Th 6-9pm SBA 107 \$35

IMPORT EXPORT NOW!

Learn to import and/or export goods or services in this step-by-step, hands-on course delivered over the Internet. Develop your product or service, find the best suppliers and customers, work with banks, insurance companies, government agencies and other trade entities, and navigate through licensing and permits. The course includes self-paced study, one-on-one contact with instructor, and optional, weekly live sessions and post-course listserv interaction. Required: computer with Internet service and text, "How Small Business Trades Worldwide," available through bookstores or online. Call 533-4724 for more information or to register.

Staff

P637 June 18-Aug. 14 W ARR SBA 107 \$59