

Coming Soon!

OSHA for Construction (Feb. 3 & 4)
ABA Principles of Banking
(Tuesday's beginning Jan. 5)

These are only two of the great classes being offered during Winter Quarter! Check for updates at <http://www.wright.edu/lake/beyond/bec.html>

REGISTER BY MAIL, PHONE, OR E-MAIL

Name _____

Address _____

City _____

State _____ Zip _____

E-mail _____

Interpersonal Skills w/L. Johns

OSHA 10 & Behavioral Safety w/J. Hammond

Computer Basics w/C. Hirschfeld

Excel w/ C. Hirschfeld

Understanding Basic Accounting w/R. Kremer

QuickBooks w/R. Kremer

Introduction to PLC's w/Ray Lufkin

Funding for Entrepreneurs w/J. Mulholland

Employee Leadership Fall Topic
w/ T. Knapke & J. Miller

Mail to: Wright State University-Lake Campus
Attn: Carol Jones
7600 Lake Campus Drive,
Celina, OH 45822

Phone: 419/586-0355

Fax: 419/586-0340

E-mail: carol.jones@wright.edu

▶ **“STARTING RIGHT” (Pre-Business Seminar Held Monthly)**

We can help you maximize the potential of your new business by “Starting Right.” Learn what steps are required to borrow money, how to write a business plan, and what tax and legal issues you need to be aware of before you start your business. You will receive a “Starting Right” packet with plenty of information to begin the start-up process and qualify for free, confidential counseling.

Seminars are held the second Tuesday if each month at the Lake Campus—Oct. 13, Nov. 10, Dec. 8, 2009

Business Enterprise Center

Fall 2009 Non-Credit Classes



You must pre-register for each class by e-mail, phone, or fax

The Business Enterprise Center at Wright State University-Lake Campus supports business development for Auglaize, Mercer, and Van Wert counties and the surrounding areas. We offer small business counseling to new and existing small businesses. We offer affordable classes for business owners and their employees to learn necessary skills to improve their business. These courses cover software programs such as QuickBooks, Excel, etc., and training seminars on such topics as employee supervision, customer service, financial budgeting, marketing, advertising, financing expansions, tax planning, etc. Customized training is also available to existing businesses. Many times this training is done on-site at your business location but can also be done elsewhere. Grant opportunities may exist to help defray the cost of a customized training program.

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

To register for any of the listed classes or for more information, please contact Carol @ (419) 586-0355; 1-800-237-1477 x 355; by e-mail to carol.jones@wright.edu

Can access this schedule and any updates at www.wright.edu/lake/beyond/bec.html

Wright State University-Lake Campus Business Enterprise Center is proud to be a partner with Vantage Career Center in the Ohio Higher Skills Partnership program.

Rm. 126 Trenary Hall, 6 to 8 p.m.; Instructor: R. Kremer
We recommend all new business owners attend this class.

Van Wert area Starting Right classes are also available.
Please call (419) 238-2999 for dates and times.

Special Class Location: New Bremen Starting Right, November 5, 2009 at the Training Room, New Bremen Municipal Building, 214 N. Washington St. from 6 to 8 p.m.; **Instructor: R. Kremer**
COST: Starting Right at any location: \$35 per business

▶ **EMPLOYEE LEADERSHIP TOPICS**

(Each quarter will feature a topic useful to the formal and informal leaders in your organization.)

What controls your thinking? Do you use logic or intuition to make decisions? Do you look at the big picture or are you detail oriented? This quarter's topic is on understanding yourself and others by learning how our brains differ in approaching problems and solutions at home and at work. Find out your natural method of learning and then discover how to relate better with your co-workers.

Date: Thurs. Nov. 5, 2009; Time: 6 to 8:30 p.m.; Instructors: Julie Miller & Tom Knapke, Room: 127 Trenary; Cost: \$40 per person.

▶ **INTERPERSONAL SKILLS** (Prof. Development)

This four session, 16-hour class will offer training in understanding yourself and others, employer/employee expectations, and conflict resolution. You will learn to work effectively within your team, learn suitable methods of resolving conflicts, learn your personality type, and how to develop personal interaction skills to become an effective and productive employee.

Dates: Tues., Nov. 10, Thurs., Nov. 12, Tues., Nov. 17 & Thurs., Nov. 19; Time: 3 to 7 p.m.; Instructor: Linda Johns; Room: 126 Trenary Hall; Cost: \$150 per person.

SkillsTrac can take *OSHA 10 & Behavioral Safety & Interpersonal Skills* free of charge!



▶ **OSHA 10 & SAFETY W/BEHAVIORAL SAFETY**

This 3-session, 12-hour class is open to those interested in learning more about OSHA rules and general industry safety. This is a 12-hour class and you will receive an OSHA-issued lifetime card upon completion. This class may allow water or wastewater operators to receive 12 CEUs from the EPA.

Dates: Wed. Nov. 18, Fri. Nov. 20, and Mon. Nov. 23, 2009; Time: 3 to 7 p.m.; Instructor: Joe Hammond; Room: 126 Trenary Hall; Cost: \$125 per person.

▶ **COMPUTER BASICS**

Would you like to be more comfortable working with your home or business computer? Would you like to connect with friends, family, and business contacts by e-mail? Would you like to post your resume online and learn how to do online job searches? This 16-hour course can help! Learn the basics of the Windows Operating System, Internet applications, and MS Office plus learn basic computer skills for work and play.

Dates: Tues./Thurs., November 10, 12, 17, & 19 ; Time: 6 to 9 p.m.; Instructor: Carla Hirschfeld; Room: 127 Trenary Hall; Cost: \$125 per person

▶ **FUNDING FOR ENTREPRENEURS**

This seminar introduces would-be entrepreneurs to the different funding sources available to help launch and run a new business. Topics include banking options, how a venture capitalist or angel investors can help, approaching friends and family, grant funds pertaining to new ventures, as well as how to use your own money without going broke. You will get an overview of the processes involved is approaching the source, selling your idea, and maintaining a positive relationship with those who lent you the money to realize your dream.

Date: Tuesday, Nov. 24; Time: 6 to 9 p.m.; Instructor: Justin Mulholland; Room: 126 Trenary Hall; Cost: \$35 per person

▶ **UNDERSTANDING BASIC ACCOUNTING**

This course will review methods of record keeping such as the "shoe box" approach, handwritten transactions, electronic spreadsheets such as Excel, and affordable accounting software programs. Each method has definite benefits and drawbacks. Students attending this training do not need to be familiar with accounting terminology. Most record keeping methods can be adapted to fit the user's needs & Ron'll show you how!

Dates: Mondays Nov. 23 & Nov. 30; Time: 6 to 10 p.m.; Instructor: Ron Kremer; Room: 194 Dwyer; Cost: \$85 p/ person;

▶ **QUICKBOOKS**

This popular accounting program is recommended for many small businesses. Class participants will be instructed in invoice/statement preparation, inventory tracking, payroll, and financial reporting. The class accommodates beginning and veteran users who want to learn more about how this software can help their business. All participants completing the 12-hour workshop will receive a certificate.

Dates: Tues, Wed, & Thurs. Dec. 1, 2, & 3; Time: 6 to 10 p.m. Instructor: Ron Kremer; Room: 194; Cost: \$125 per person;

▶ **EXCEL**

Learn to use Microsoft Excel, one of the best spreadsheet programs for businesses. The emphasis of this 9-hour seminar is on setting up spreadsheets, using Excel for a variety of business applications, and the various techniques to get the most from this spreadsheet program. Learn Excel formulas for basic to complex computations. All participants completing the 9-hour workshop will receive a certificate.

Dates: Tues, Wed, & Thurs. Dec. 8, 9, & 10; Time: 6 to 9 p.m.; Instructor: Carla Hirschfeld; Room: 194; Cost: \$110 p/person

▶ **INTRODUCTION TO PLCs**

This 24-hour class will introduce concepts for Programmable Logic Controllers. You will be introduced to binary coding, PLC configuration, ladder logic, programming conventions as well as learning simple PLC programming. You will have the chance to learn hands-on PLC communication. You must have a fundamental understanding of electricity and motor control to take this course. Fees include the software (LogixPro CD), the study guide and any other materials

Dates: Nov. 30, Dec. 1, 2, 3, 7, 8, 9, & 10; Time: 6 to 9 p.m.; Instructor: Ray Lufkin; Room: 127Trenary Hall Cost: \$250 p/person

Coming in 2010

ABA PRINCIPLES OF BANKING

This 30 hours course is considered the standard introduction to the banking industry and it touches on nearly every aspect of banking. The course will be worth two AIB credits. **Mark your calendar! Dates: Tuesdays, Jan. 5-Mar.9, 2010; Time: 6 to 9 p.m.; Instructor: Jack Hartings; Fees: TBD, includes text & all materials.**

OSHA CONSTRUCTION OUTREACH TRAINING

This 10-hour class offers the basics of construction safety regulations. You and your employees will have to be OSHA trained to follow HB 80 regulations. OSHA compliance may be required for projects funded by the federal stimulus package. **Mark your calendar!**

Dates: Feb. 3 & Feb. 4, 2010; Time: 8:00 a.m. to 2: p.m.; Instructor: Joe Hammond; Cost: \$150 per person