



SMALL BUSINESS LEARNING SESSIONS

Fall 2017

If you're starting or expanding a business and looking for direction, you can't afford to miss these great training sessions designed to save you time and money.

Small Business Learning Sessions

Our sessions focus on several main topics: Bookkeeping, QuickBooks, Website Building, and Business Planning. All sessions on this schedule will be held at Community Futures Central Alberta.

Our Presenters

All of our presenters are professionals in their field and knowledgeable about the topics in which they are presenting.

Registration

Pre-registration is required for all sessions. This allows us to prepare materials in advance for each session.

All classes have limited seating capacity. Register early to avoid disappointment.

Red Deer Location:

Community Futures Central Alberta
5013 – 49 Avenue, Red Deer, Alberta

For Registration:

Call us at (403) 342-2055

OR

E-mail: central@albertacf.com

Fall 2017 Schedule at a Glance

September 2017

<u>DATE</u>	<u>TIME</u>	<u>TITLE</u>	<u>COST</u>
22	10:00-11:00	Legal BizChat Webinar (Business Link)*	FREE
25	12:10-1:00	Lunchtime Learning – Preparing Your Start Up Budget for Your Business Plan	FREE
29	10:00-11:00	Business Tax and Accounting BizChat Webinar (Business Link)*	FREE

October 2017

<u>DATE</u>	<u>TIME</u>	<u>TITLE</u>	<u>COST</u>
2	12:10-1:00	Lunchtime Learning – Preparing Your Marketing Plan and Market Research for Your Business Plan	FREE
10	12:00-1:00	BizStream – How to Land Big Contracts as a Small Business	FREE
13	9:00-12:00	Understanding Basic Bookkeeping	\$179.00
16	12:10-1:00	Lunchtime Learning – Preparing Your Cashflow for Your Business Plan	FREE
19	9:00-12:00	Introduction to QuickBooks	\$179.00**
23	12:10-1:00	Lunchtime Learning – Preparing Your Start Up Budget for Your Business Plan	FREE
26	9:00-12:00	Beginner QuickBooks	\$179.00**
30	12:10-1:00	Lunchtime Learning – Preparing Your Marketing Plan and Market Research for Your Business Plan	FREE
31	9:00-4:00	Health and Safety Management Training (SECOR) Day 1	\$1,000***

Business Link webinars can be viewed at our office or at home on your personal computer. To view at our office, please contact Community Futures Central Alberta to register. To view at home on your own, please register online through www.businesslink.ca.

Bundle the Introduction to QuickBooks and Beginner QuickBooks courses for only \$299.00, or bundle the Introduction to QuickBooks, Beginner QuickBooks, Advanced QuickBooks and QuickBooks Payroll for \$549.00

***\$1,000 total for the owner and 1-2 employees for this **TWO DAY** course.

This schedule is subject to change without notice.

November 2017

<u>DATE</u>	<u>TIME</u>	<u>TITLE</u>	<u>COST</u>
1	9:00-4:00	Health and Safety Management Training (SECOR) Day 2 – Continued from Day 1	
2	9:00-12:00	Advanced QuickBooks	\$179.00**
6	12:10-1:00	Lunchtime Learning – Preparing Your Cashflow for Your Business Plan	FREE
8	12:00-1:30	Business Website Fundamentals	\$40.00
16	9:00-12:00	QuickBooks Payroll	\$179.00**
20	12:10-1:00	Lunchtime Learning – Preparing Your Start Up Budget for Your Business Plan	FREE
27	12:10-1:00	Lunchtime Learning – Preparing Your Marketing Plan and Market Research for Your Business Plan	FREE

December 2017

<u>DATE</u>	<u>TIME</u>	<u>TITLE</u>	<u>COST</u>
4	12:10-1:00	Lunchtime Learning – Preparing Your Cashflow for Your Business Plan	FREE

Bundle the Introduction to QuickBooks and Beginner QuickBooks courses for only \$299.00, or bundle the Introduction to QuickBooks, Beginner QuickBooks, Advanced QuickBooks and QuickBooks Payroll for \$549.00

This schedule is subject to change without notice.

LEARNING SESSION DESCRIPTIONS

BUSINESS LINK WEBINARS

Business Link webinars can be viewed at our office or at home on your personal computer. To view at our office, please contact Community Futures Central Alberta to register. To view at home, please register online through www.businesslink.ca.

Legal BizChat Webinar

Join us for our Legal Bizchat webinar to get advice on incorporating, shareholder/partnership agreements, contracts, liability, intellectual property, buying/selling a business, dispute resolution, debt collection and more.

Come prepared to submit your questions live to our legal expert via webinar chat.

Presenter: Jordan Mertz of Bryan and Co.

Offered on: September 22nd

10:00 – 11:00

Cost: FREE (Pre-registration is required)

Business Tax and Accounting BizChat Webinar

Join us for a Business Tax and Accounting BizChat Webinar to ask your questions about sole proprietor vs. corporate income tax, which expenses are deductible, how GST affects your business, payroll requirements and more.

Come prepared to submit your questions live to our accounting expert via webinar chat

Presenter: Crystal Lucier of Preferred Tax Solutions

Offered on: September 29th

10:00 – 11:00

Cost: FREE (Pre-registration is required)

LUNCHTIME LEARNING SESSIONS

Lunchtime Learning – Preparing Your Start up Budget for Your Business Plan

Learn how to create a budget for your business plan. The staff at Community Futures Central Alberta will explain the steps to figure out how much money you will need to open your business and keep your business operating.

Presenter: Community Futures Central Alberta Staff

Offered on: September 25th, October 23rd, November 20th

12:10 - 1:00

Cost: FREE (Pre-registration is required)

Lunchtime Learning – Preparing Your Marketing Plan and Market Research for Your Business Plan

Learn how to create a marketing plan and how to gather market research. The staff at Community Futures Central Alberta will explain what is needed for a marketing plan and why you should do market research before going into business.

Presenter: Community Futures Central Alberta Staff

Offered on: October 2nd, October 30th, November 27th

12:10 - 1:00

Cost: FREE (Pre-registration is required)

Lunchtime Learning – Preparing Your Cash Flow for Your Business Plan

Learn how to create a cash flow statement for your business plan. The staff at Community Futures Central Alberta will work with you to make sense of why you need a cash flow in your business plan and why it is important to understand cash flow for your business.

Presenter: Community Futures Central Alberta Staff

Offered on: October 16th, November 6th, December 4th

12:10 - 1:00

Cost: FREE (Pre-registration is required)

BIZSTREAM SESSION

BizStream - How to Land Big Contracts as a Small Business

The staff at Community Futures Central Alberta will take you through what you need to know to meet industry requirements and be able to engage in contracts with oilfield, municipal government or bid on large project contracts. This is an information session on the BizStream Small Business Program. Participants will have the option to complete a Preliminary Assessment and continue on with the BizStream program following payment of applicable fees and acceptance into the program.

Presenter: Community Futures Central Alberta Staff

Offered on: October 10th

12:00 - 1:00

Cost: FREE (Pre-registration is required)

SECOR TRAINING SESSION

Health and Safety Management Training (SECOR)

For small businesses to become approved vendors for any level of government or big business, they need to jump through hoops in the game of management and safety. This means securing the Small Employer Certificate of Recognition (SECOR), a process for small businesses to develop a health and safety management system and achieve a Certificate of Recognition (COR). COR is the Certificate of Recognition issued by various Certification Partners authorized by the Province of Alberta. The COR program is a proven way for employers to improve their health and safety performance, create a culture of proactive workplace health and safety, and reduce the risks and costs associated with workplace incidents.

The Bottom Line – without COR, there is no way to become an approved vendor for any level of government or big business. Have you been trying to grow without taking this critical step?

This course costs \$1,000 for 2 very full days and we encourage the owner and 1-2 employees who would likely take care of the safety program to attend at no extra cost. You will leave with a complete OH&S safety manual and the tools to create an entire safety management program for your business so you can get a huge head start on securing your certificate. The manual itself has an estimated value of \$6,000 if you were to hire a safety company to write it for you. This SECOR training program simplifies the process so you can learn to build your own policies and procedures, track your statistics, etc.

Presenter: Charlotte Kozakevich, certified safety instructor

Offered on: October 31st-November 1st (must be able to attend both days)

9:00-4:00

Cost: \$1,000 (Participants must register and pay a 50% deposit by 4:00pm on MONDAY, OCTOBER 16th in order to reserve their spot. The remaining 50% can be paid the first day of training. Seating is limited so please register as soon as possible.)

BUSINESS WEBSITE SESSION

Business Website Fundamentals

Learn everything you need to know about planning a new business website or improving an existing one. This jam-packed course will provide you with useful resources and important information on the following topics:

- Web hosting and domain names
- Website builder options
- Creating your “brand”
- Website content and structure
- Writing your content effectively
- User experience and user flow
- Turning visitors into customers
- Selling online (e-commerce)

Presenter: Laura Edinga, Refine Graphics

Offered on: November 8th

12:00 - 1:30

Cost: \$40.00 (Pre-registration is required)

QUICKBOOKS TRAINING SESSIONS

All of our courses use QuickBooks Premier 2015, which is installed on our computers. Please bring a flash drive so you can take a copy of your work home with you.

You will be provided with handouts of the information you are learning at each class.

In order to attend any of the QuickBooks classes, you must have basic knowledge of bookkeeping. For example, you must know what the following functions are:

- Chart of Accounts
- Accounts Receivable
- Accounts Payable
- How to prepare a bank reconciliation
- The difference between a debit and a credit

Pre-registration is required for all QuickBooks courses and full payment must be received no later than 4:00 p.m. the Tuesday prior to class. In order to run QuickBooks sessions, a minimum of four participants must be registered.

Customized QuickBooks Training

In addition to the scheduled QuickBooks sessions being offered, we also offer customized QuickBooks training to meet the specific needs of small businesses. Call us at 403-342-2055 for a quote.

Understanding Basic Bookkeeping

Join our certified Bookkeeper and QuickBooks trainer, Debbie Romkes, as she takes you through the basics of simple bookkeeping practices. Learn what a debit and credit is, explanations of the various areas in your financial statements, learn how to reconcile your bank and the importance of it, and basic transaction entering whether you are doing your books in an accounting program, or on a spreadsheet.

Presenter: Debbie Romkes, Aggregate Financial Solutions

Offered on: October 13th

9:00 – 12:00

Cost: \$179.00 (Pre-registration is required and seating is limited)

Introduction to QuickBooks

Learn how to get organized and started in the software. Specifics about what you will be learning are:

1. Learn how to set your QuickBooks file up properly
 - Initial file set up and activation
 - Setting up your Chart of Accounts
 - Setting your Preferences for the company
 - Setting up your customers and vendors
2. Learn how to maneuver in QuickBooks
3. Backing up and restoring your file

Presenter: Debbie Romkes, Aggregate Financial Solutions

Offered on: October 19th

9:00 – 12:00

Cost: \$179.00 per class or bundle with Beginner QuickBooks for \$299.00, or bundle all four QuickBooks classes for \$549.00.

(Pre-registration is required and seating is limited)

Beginner QuickBooks

This course will begin after your file is set up and you want to begin processing your bookkeeping documentation. You will be taken through the accounting cycle covering sales, payables/payments, banking and GST. Basic accounting topics will be discussed as well. The following is a detailed outline:

1. Sales Transactions: sales receipts, create invoices, credit memos, receive payments from customers, apply discounts and credits, and create statements
2. Accounts Payable: enter bills, pay bills, printing cheques, enter credit card charges, pay the credit card, enter bills you paid personally and reimburse yourself
3. Bank and other reconciliations: how to prepare reconciliations
4. File a Sales Tax Return
5. QuickBooks reports: how to find the basic reports you might want to view

Presenter: Debbie Romkes, Aggregate Financial Solutions

Offered on: October 26th

9:00 – 12:00

Cost: \$179.00 per class or bundle with Introduction to QuickBooks for \$299.00, or bundle all four QuickBooks classes for \$549.00.

(Pre-registration is required and seating is limited)

Advanced QuickBooks

Individuals wishing to take this course need to have a background in using QuickBooks (taking the first two classes will help but there should be an element of practical experience). Join our certified QuickBooks trainer, Debbie Romkes, as she goes through some more advanced options in QuickBooks. Below is a detailed outline of some of the things you will learn in this course:

- Managing your “items”
- Setting up classes and using the job costing
- Using the purchase orders
- An introduction to using the inventory in QuickBooks
- Reporting

Presenter: Debbie Romkes, Aggregate Financial Solutions

Offered on: November 2nd

9:00 – 12:00

Cost: \$179.00 per class or bundle all four QuickBooks classes for \$549.00.

(Pre-registration is required and seating is limited)

QuickBooks Payroll

Learn how to set up the basic payroll file in your QuickBooks. You will learn how to do payroll item setup, employee set up, basic payroll processing, how to pay your CRA remittances and how to prepare ROE's.

A subscription to QuickBooks Payroll is required to perform this function on your personal computer. This is available with Pro versions of QuickBooks.

Presenter: Debbie Romkes, Aggregate Financial Solutions

Offered on: November 16th

9:00 – 12:00

Cost: \$179.00 per class or bundle all four QuickBooks classes for \$549.00.

(Pre-registration is required and seating is limited)