



CVWBC



2010 Seminars/Workshops/Events Calendar

<u>Day/Date/Time</u>	<u>Workshop</u>	<u>Description</u>	<u>Fee</u>	<u>Instructor</u>
Thursday, June 3 9:00 a.m. - 12:00 p.m. Satellite Office	Microloans: Could Your Business Use \$35,000?	With banks examining business loans with ever more scrutiny, and tighter purse strings, there are alternatives available. Join Stacey Sanchez of the CDC as she outlines the microloan process. Follow-up appointments will be scheduled with Ms. Sanchez for June 8.	Free of Charge	Stacey Sanchez CDC Small Business Finance
Thursday, June 3 5:30 p.m. - 8:30 p.m. Workforce Development Center	QuickBooks Pro Advanced Part One	"Re-define and Define Your QuickBooks" - Learn how to find errors and make corrections, set up employees and payroll, issue 1099's and Schedule C. Must have good working knowledge of QuickBooks software.	\$100 for Three Part Series With Online Registration	Stuart McClain, MBA.CPA.CITP Business Solutions of Coachella Valley
Saturday, June 5 9 a.m. - 12:00 p.m. Flora Road Office	ABC's of Starting Your Own Business	An interactive discussion on the role of the entrepreneur, which focuses on the steps needed to start a business: naming a business, business structure, marketing plan, financials and funding the business.	Online Registration \$15 At the Door \$20	Michelle Skiljan Executive Director, IEWBC, CVWBC
Monday, June 7 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft PowerPoint Part One	Part one in this series will illustrate getting started in the PowerPoint window, how to create a new presentation, how to save a presentation, format text, paragraphs, and slides.	\$75 for Three Part Series With Online Registration	Keith Sparkman, Ed.D.
Tuesday, June 8 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft PowerPoint Part Two	In part two of this series, participants will learn to draw and modify objects, insert text into objects, use clip art, tables, charts, diagrams and graphics	\$75 for Three Part Series With Online Registration	Keith Sparkman, Ed.D.
Wednesday, June 9 5:30 p.m. - 8:30 p.m. Satellite Office	Business Marketing Series Part Five: Marketing Campaign/Scheduling Media	Part five of this series illustrates how to create and schedule a Marketing Campaign, utilizing all forms of media.	Online Registration: \$100 for Series of Five Sessions \$25 per Session	Media Representatives
Wednesday, June 9 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft PowerPoint Part Three	In the final portion of this series, participations will learn to modify presentations, prepare templates and speaker notes. Participant will also learn to proof, run, and print the finalized presentation.	\$75 for Three Part Series With Online Registration	Keith Sparkman, Ed.D.
Thursday, June 10 5:30 p.m. - 8:30 p.m. Satellite Office	The Financials Part One: Start-Up Expense and Capital	This workshop will take a look at what is needed for startup expenses and capital to launch a new business. We will provide a look at what kind of a cushion is needed to get started, and illustrate what the startup expenses will be.	\$75 for Three Part Series With Online Registration	Instructor To Be Announced

Thursday, June 10 5:30 p.m. - 8:30 p.m. Workforce Development Center	QuickBooks Pro Advanced Part Two	"QuickBooks, Financials and Retail" - This deals with Profit and Loss statements, cash flow projections, commission, sales tax, payroll, inventory tracking and other issues which are in some cases, pertinent to retail specifically.	\$100 for Three Part Series With Online Registration	Stuart McClain, MBA.CPA.CITP Business Solutions of Coachella Valley
Monday, June 14 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft Outlook Part One	Part one of this series begins with an overview of Outlook today, walks participants through setting up e-mail accounts, creating and sending e-mail messages, and working with attachments.	\$75 for Three Part Series With Online Registration	Keith Sparkman, Ed.D.
Tuesday, June 15 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft Outlook Part Two	Part two of the series will explore e-mail security, junk e-mail, searching folders, printing messages, managing contacts, distribution lists, electronic business cards, and working with tasks.	\$75 for Three Part Series With Online Registration	Keith Sparkman, Ed.D.
Wednesday, June 16 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft Outlook Part Three	Part three in this series will work with creating, sending, and modifying appointments, calendar views, events, meeting requests and responses, and how to manage requests and responses.	\$75 for Three Part Series With Online Registration	Keith Sparkman, Ed.D.
Thursday, June 17 5:30 p.m. - 8:30 p.m. Workforce Development Center	QuickBooks Pro Advanced Part Three	This final class in the series acts as a general review for clarification of any areas not clearly understood. An open-book test is also featured prior to Certification.	\$100 for Three Part Series With Online Registration	Stuart McClain, MBA.CPA.CITP Business Solutions of Coachella Valley
Wednesday, June 23 5:30 p.m. - 7:30 p.m. Satellite Office	Fast Pitch Preparation	Our "Fast Pitch", an opportunity to present your business idea before a panel of lenders, is an excellent opportunity for an entrepreneur, however it is no easy task. In this workshop, participants will prepare and polish delivery styles.	Free of Charge	Olga S. Betancourt
Thursday, June 24 5:30 p.m. - 8:30 p.m. Satellite Office	The Financials Part Two: Cash Flow and Projections	Starting a business requires understanding the costs and realizing the dangers of running with inadequate capital reserves. Key to avoiding pitfalls is to adopt a rigorous approach to research and planning, a cash cushion to meet your expenses and 12 month cash flow projection.	\$75 for Three Part Series With Online Registration	Instructor To Be Announced

Register online at www.cvwbc.org or call 760-345-9200

The Coachella Valley Women's Business Center offers workshops, resource materials, free and confidential one-on-one business counseling and mentoring events for existing or start-up businesses. It is the the mission of the Women's Business Center to counsel, teach, encourage and inspire you at every stage of development and expansion. The CVWBC is a non-profit organization formed out of the Inland Empire Center for Entrepreneurship (IECE) at California State University San Bernardino. Primary funding for the center has been obtained from the U.S. Small Business Administration. If you have any questions or would like more materials you can reach the CVWBC at 760-345-9200 or info@cvwbc.org The Coachella Valley Women's Business Center is a cooperative program between Inland Empire Center for Entrepreneurship (IECE) and the U.S. Small Business Administration. This U.S. Small Business Administration Cooperative Agreement is partially funded by the SBA. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a non-discriminatory basis. Reasonable accommodations for persons with disabilities will be made, if requested at least two weeks in advance. Contact Kim Scanlan, 760.345.9200



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Thursday, July 8 5:30 p.m. - 8:30 p.m. Satellite Office	The Financials: Preparing the Financial Projections	This third in the series demonstrates the concept of how the completed Financial Projections will illustrate the viability of a business, concept, or idea.	\$75 for Three Part Series With Online Registration
Saturday, July 10 9 a.m. - 12:00 p.m. Flora Road Office	ABC's of Starting Your Own Business	An interactive discussion on the role of the entrepreneur, which focuses on the steps needed to start a business: naming a business, business structure, marketing plan, financials and funding the business.	Online Registration \$15 At the Door \$20
Thursday, July 22 5:30 p.m. - 8:30 p.m. Satellite Office	Business Marketing: Marketing Research	First in a series of five, this seminar deals with marketing research, its importance to your business as a basis for growth and expansion. Various methods of research will be explored, as well as how to interpret and utilize information gathered.	\$100 for Four Part Series With Online Registration
Monday, July 26 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft Word Level One Part One	Part one of this series provides an introduction to the basics of Word, including navigating, creating and formatting text, and creating and formatting letters.	\$75 for Three Part Series With Online Registration
Tuesday, July 27 5:30 p.m. - 8:30 p.m. Workforce Development Center	Microsoft Word Level One Part Two	In this workshop, participants will continue formatting text, utilize AutoCorrect, SpellCheck, Grammar check and Thesaurus. They will then begin inserting graphics, and creating and formatting tables.	\$75 for Three Part Series With Online Registration