

RCEDA Building Bitterroot Business



Bitterroot College Continuing Education
Fall 2019



Business Basics

Introduction to Small Business Planning

This **FREE** workshop is designed to get you over the hurdle of getting started on the critical ongoing planning that is essential to business success. There will also be a short presentation on how to get some helpful market size information from free government websites. Free Light Lunch (Pizza!) John Schneeberger, RCEDA.

Tuesday, Oct 1

10am - 1pm

Free

at the RCEDA Conference Room

Basics of Business Law

This class covers several aspects of law, including the legal business structures that small businesses assume, reasons why to select each one, and what their advantages and disadvantages are. Negotiations, contracts, intellectual property and legal liabilities are explored. Most importantly, advice is given as to where to get legal information and help. Attorney Richard A. Weber, PC.

Tuesday, Oct 8

8:30am - 11:30am

\$25

Note earlier time
at the RCEDA Conference Room

Modern Day Marketing

Did you know that you have everything you need to grow your business right now? Learn the basics of creating simple and immediately actionable marketing and branding strategies by leveraging your innate talents and current resources. Kassi Strong, Crepe Cuisine, LLC.

Tuesday, Oct 15

9am - 12noon

\$25

at the RCEDA Conference Room

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Financial Management Basics

Learn the basics of creating and using profit and loss, cash flow, and balance sheet statements. Also includes how to create financial projections and financial management best practices for small business. Andrea Simmerman, Certified CPA, JCCS

Tues, Oct 22

9am - 12noon

\$25

at the RCEDA Conference Room

Hiring and Employees

Learn the basic rules of sound human resource management. Course covers frequent problem areas in human resources: wage and hour laws, hiring processes, progressive discipline, benefits of contractor vs. employee, tax credits when hiring, on-the-job training, incumbent worker training, wrongful termination, required employer posters, and more! Patty Kernahan, Former HR Director, Gary Palmer, MT Dept of Labor & Industry.

Tuesday, Oct 29

9am - 12noon

\$25

at the RCEDA Conference Room

Register for Courses: Contact the **Bitterroot College** at 375-0100 or by going to Bitterroot College website (search Bitterroot College) and click on **Fall Continuing Ed**. For questions about course content, contact the RCEDA at 375-9416 or email john@rceda.org. **Deadline:** Course fees and forms are due 3 days prior to class start date. Call to check course availability.

RCEDA business classes and one-on-one counseling is made possible by funding from the Montana Women's Business Center.



Ravalli County Economic Development Authority
274 Old Corvallis Rd, Hamilton MT 59840
www.rceda.org

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Small Business Classes

Computer Confidence

Course is designed to give students the skills required for navigating Windows 10. Material is presented in a friendly and supportive format. Students learn basic *computer* concepts, develop mouse and keyboard skills, and explore & practice using the Internet and email all within the Windows 10 environment. John Swallow, Bitterroot College Faculty.

Mondays & Wednesdays, Oct 7 - Oct 30
10:30am - 12:00pm \$65

Bitterroot College, Room 103

Google My Business

Learn how to optimize your business listing on Google to help your business be noticed. Class covers the importance of business photos, 360° imagery, responding to reviews, viewing insights, how to use the free app, and more. Instructor: Cody Edwards, Touch Point Designs

Thursday Oct 10 **10:30am - 12noon**

\$15 at the RCEDA Conference Room

Excel Basics for Business

Learn to navigate within Excel and enter information and organize data. We will cover the use of charts, graphs, formulas, fonts, borders and other Excel functions. *Prerequisite: basic computer skills.* Stephanie Mapelli, MBA.

Tuesdays & Thursdays, Oct 15 - Nov 7

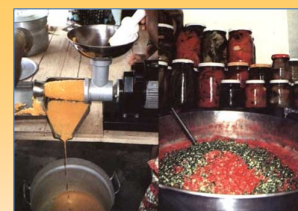
6pm - 8pm \$190 Bitterroot College, Room 103



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Understanding the Cottage Food Law

In October of 2015 Montana's revised cottage food law went into effect after passage of House Bill 478 by the State legislature. The law established guidelines for the production and sale of "non-potentially hazardous foods" such as baked goods, preserves and honey. Through this course, individuals will gain knowledge of the Montana Cottage Food Law and the process necessary to complete the required application. Instructor Karen Mahar, Hamilton City Attorney



Thursday, October 3 **10:30am - 12noon**

\$15 at the RCEDA Conference Room

ServSafe Food Manager

Course prepares students for the National Restaurant Association's ServSafeFood Manager certification, accredited by ANSI and the Conference for Food Protection. Materials Fee: \$80 for textbook. Instructor: Katelyn Anderson, MSU Ravalli County Extension Agent.

Tues, Nov 5 & Wed Nov 6 **9:00am - 5:00pm**

\$200 Bitterroot College, RM 111

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QuickBooks Basics

QuickBooks Basics - Desktop Version

Course introduces QuickBooks and essential accounting terminology, and covers the sales process, tracking revenue, managing expenses, bank reconciliation, and setting up and maintaining a company file. Instruction is in QuickBooks 2017 on provided computers (please do not bring your own computer), but content applies to QB 2010-2015. *Prerequisite: basic computer knowledge.* Stephanie Mapelli, MBA.

Mons & Weds, Sept 23 - Oct 9 6pm - 8pm

\$140 Bitterroot College, Room 103

QuickBooks - Inventory

Learn to manage inventory with QuickBooks. If your business purchases items that are ready for resale or assembles new inventory items from parts for resale, QuickBooks can track the current number in stock and the value of your inventory. Instruction is in QuickBooks 2017 on provided computers but content applies to QBB 2010-15. *Prerequisite: working knowledge of QuickBooks and computers.*

Wednesday, Oct 23 6pm - 8pm

\$25 Bitterroot College, Room 103

Budgeting with QuickBooks

Learn how to use the QuickBooks budgeting function to create monthly/annual budgets. This will let you create reports that compare your actual totals to your budget. *Prerequisite: working knowledge of QuickBooks and computers.* Stephanie Mapelli, MBA.

Monday, Oct 28 6pm - 8pm

\$25 Bitterroot College, Room 103



QuickBooks Basics - Payroll

Learn to properly set up a payroll system in QuickBooks - create paychecks, pay tax liabilities, and generate payroll forms and reports. Find out how to track employee time, create job cost data, and troubleshoot common problems and mistakes. Instruction is in QuickBooks 2017 on provided computers (please do not bring your own computer), but content applies to QB 2010-2015. *Prerequisite: working knowledge of QuickBooks and computers.* Stephanie Mapelli, MBA.

Mon, Oct 14; Wed Oct 16; Mon, Oct 21 \$50

6pm - 8pm Bitterroot College, Room 103

QuickBooks Basics - Reports and Graphs

Learn to analyze your financial data. Course covers producing and understanding QuickBooks reports and graphs. Instruction is in QuickBooks 2017 on provided computers (please do not bring your own computer), but content applies to QB 2010-2015. *Prerequisite: working knowledge of QuickBooks and computers.* Stephanie Mapelli, MBA.

Wednesday, Oct 30 6pm - 8pm

\$25 Bitterroot College, Room 103

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