

## Business Management

### Business Management Money Matters

**\$250**

**Dates:** 7/24 7/31 8/7

**Time:** Thursdays 2pm - 5pm

Business Skeleton, Financial Statements, Mission Statements, Cash Management, Cash Flow, Setup Budgets, Employee Benefits & Handbooks. 3 sessions; one per week.

### Business Planning and Goal Setting

**\$650**

**2 times per month for 6 months**

**Date:** Saturday, TBA **Time:** 1 pm - 4 pm

Begin to write your business plan, set goals for your business and network with other companies at the same time.

#### Class Requirements:

Beginner computer knowledge. No more than 2 representatives per business. [If husband & wife have two different businesses, they may enroll as one, but no additional people.]

\*Own a copy of the computer program we are using in class. [Each class can accommodate laptop users.] You will receive materials and handouts pertaining to the subject, except for purchase of software and/or books. **Sign up Today!**

Fax or Email the registration form on this brochure or call 440-2881.

#### Cancellation Policy

No refunds. Credit for another class is allowed (credits are good for 6 months from original class date). Returned checks will be charged an additional \$50.



**HELPING SMALL  
BUSINESS OWNERS  
SOLVE PROBLEMS**

## Business Education Classes Spring through Fall



## Becki's Bookkeeping & Tax Service

**2896 NE Diamond Lake Blvd**

**Mailing: PO BOX 389**

**Roseburg, OR 97470**

**440-2881**

Name	_____	CLASS(S) DESIRED	_____	DATE	_____	Price	_____
Address	_____		_____		_____		_____
Email	_____		_____		_____		_____
Phone	_____		_____		_____		_____
Method of Payment	_____		_____		_____		_____
<input type="checkbox"/> Cash			_____		_____		_____
<input type="checkbox"/> Check			_____		_____		_____
<input type="checkbox"/> Visa			_____		_____		_____
<input type="checkbox"/> MasterCard			_____		_____		_____
Credit Card #	_____		_____		_____		_____
Signature	_____		_____		_____		_____
Exp. date	_____		_____		_____		_____
TOTAL:			_____		_____		_____

**To Register:**

**Phone: 541-440-2881**

**Fax: 541-672-2660**

**info@beckisbkkpg.com**



## QUICKBOOKS CLASSES

### QuickBooks Basics

\$75

Date: Saturday, June 14

Time: 9 am - 4 pm

A 6-hour class introducing you to basic functions used in QuickBooks accounting software. Setup a file for a company or personal tracking, build a chart of accounts, enter transactions, reconcile a bank account. Create reports to stay on top of it all and begin a budget. Work at your own pace with an instructor right along side of you waiting to help.

### Back to Basics Workshops

(12 Hours)

\$35 per session

Dates: 6/19 6/26 7/10 7/17

Time: Thursdays 2pm - 5pm

Learn to enter checks, do account splitting, enter credit card expenses, make sales receipts, deposit funds and process bank reconciliations. This is an inter-active course that each week we go over the procedure and you enter *your* records into the program while the instructor is there to help.

© 2007 [Intuit Inc.](#) [Legal Notices](#) [Privacy Statement](#)

### QuickBooks: Using It

\$75

Date: Saturday, May 31

Time: 9 am - 4 pm

A 6-hour interactive class: setting up customers and jobs, setting up vendors, employee costs vs. using temporary services, time tracking, and "using it all and staying on top of it." This class is structured for business users and each is allowed 2 representatives. Bring your company backup file with you. \*Must own a copy of QuickBooks Pro 2006 or later.

### Continue Using It Workshops

(12 Hours)

\$35 per session

Dates: 6/19 6/26 7/10 7/17

Time: Thursdays 2pm - 5pm

Enter in time & costs through A/P, split time creating invoices while using T&C, receive payments, make deposits, Process paychecks and pay Payroll Liabilities. This is an interactive course in which each week we go over the procedure and you enter *your* records into the program while the instructor is there to help.

## MEETING ROOM RENTAL

Currently taking room reservations for weekly, monthly or for special gatherings. Rental rates are \$25 & up. Projector, 70" Screen, tables, chairs, computers, dry erase board & copier.

## Microsoft Word and Excel



Word Basic

\$75

Date: Saturday, June 28

Time: 9:00 am - 4:00 pm

In this class, we introduce Microsoft Word. We tend to go over the basics. The class is paced by you, not the clock.

Word Advanced

\$75

Date: Saturday, June 28

Time: 9:00 am - 4:00 pm

In the advanced section, we will touch on Mail Merge, formatting toolbars, and customizing the program for how you work.



Excel Basic

\$75

Date: Saturday, May 10 or TBA

Time: 9:00 am - 4:00 pm

In this class, we introduce Microsoft Excel. We tend to go over the basics: workbooks/worksheets, editing, simple formulas, and shortcuts as well as tips and tricks. The class is paced by you, not the clock.

Excel Advanced

\$75

Date: Saturday, May 10 or TBA

Time: 9:00 am - 4:00 pm

In the advanced class you will learn how to work with multiple worksheets and link them, enter a formula with data from more than one worksheet, use Excel with other programs, and customize the program for how you work.

© Microsoft, Inc.