

Business Enterprise Center

Fall 2021 Non-Credit Classes

You must pre-register for each class by e-mail OR phone

The Business Enterprise Center (BEC) is located in Trenary Hall at Wright State University-Lake Campus in Celina, Ohio. The Lake Campus has been helping new or existing small businesses since 1985. We offer all types of workforce development training, non-credit classes geared towards business owners or managers as well as new business start-up advising. Consulting services are free to business owners. We cannot replace your lawyer or accountant, we can help minimize those costs. We have spaces suitable for seminars, classes, and consultations. Our Maintenance Tech and Tool & Die Tech training is completed in our unique manufacturing lab. We use our Dept. of Labor-approved SkillsTrac blended learning curriculum. Training focuses on a variety of skills including electrical, motor controls, PLC's, automation/robotics, and machining/welding. We have an engaged Advisory Board which includes members from banking, business, manufacturing, and workforce development.

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

To register for these classes or for more info about our free business consulting services, please contact Carol @ (419) 586-0902, or email Carol.jones@wright.edu

➤ **“STARTING RIGHT” (Pre-Business Workshop Held EACH Month!)**

Each month the BEC hosts the Starting Right class for individuals planning to start a small business. This two-hour class gives you information to help you decide if business ownership is right for you and can assist you in starting your business the “Wright Way.” After attending the Starting Right class, you are entitled to free, individualized business counseling. We help with most issues pertaining to financials for your business—cash flow, pricing, supply costs, record-keeping, etc. We also assist with your Business Plan narrative as well as marketing and advertising, researching demographics, HR issues, etc.

Seminar Dates: Thurs., August 19, Sept. 16, Oct. 21, Nov. 18, and Dec. 16, 2021; Time: 6-8 pm

Room: 120 Trenary Hall; Wright State University-Lake Campus; Cost: \$50 p/business.

We recommend all who considering starting or buying into a business attend one session.

➤ **PEER TO SUPERVISOR**

Moving into a position of authority means meeting new challenges, taking on new responsibilities, and mastering new skills. Carla & Chris can help you handle this transition with ease! You will learn to communicate effectively, learn when/how to set necessary, fair boundaries, earn trust and respect from peers, develop your own management style, discover how to motivate your co-workers, and how to document and provide evaluative feedback while you learn to handle difficult situations & people. You won't want to miss this informative class!

Instructors: Carla Hirschfeld & Chris Buschur; Dates: Tues., August 10, 2021; Time: 5:30 to 8:30 pm;

Room: 223 Dwyer Hall; Wright State University-Lake Campus; Cost: \$75 p/person

➤ **EMERGING LEADER CERTIFICATE PROGRAM**

Back by popular demand, we will be running our 9-month **Emerging Leader Certificate** program again this September. This popular certificate program is geared to first- or mid-level supervisors/managers. If transitioning from co-worker, please also sign up for the additional Peer to Supervisor class in August. Start date is Tuesday, September 14 and it will continue on the 2nd Tuesday of each month through the rest of the academic year. Last class will be May 10, 2022, and will finish with an awards celebration! A flyer with all the details will hit your inbox this summer. Please contact Carol with any questions or to register!

Instructors: Carla Hirschfeld & Chris Buschur Time: 5:30 to 8:30 pm;

Dates: Tues., Sept. 14, Tues. Oct. 12, Nov. 9, and Dec. 14, 2021; Cost: \$575 p/person

Room: 225 Dwyer Hall; Wright State University-Lake Campus;

Emerging Leader flyers will be emailed soon. Please email carol.jones@wright.edu to get one in your inbox!

➤ **EXCEL FOR BUSINESS**

Microsoft Excel is widely recognized as the best spreadsheet software application for businesses. In this series of classes, you will learn how to create a spreadsheet, input data, create charts and reports, and learn how to use Excel formulas for basic to complex computations. Join Carla as she delves into the world of references, tables, graphs, and functions! Special Pricing for Entire Course!! Certificates of completion will be printed for all participants completing the total 15-hour workshop (all sessions). **Wright State University-Lake Campus**

Instructor: Carla Hirschfeld; Cost: \$110 p/person for each level ~or~ \$300 p/person for all three levels!

	<u>All Dates:</u>	<u>Same Time:</u> 5:30 to 8 pm	<u>Same Room:</u> 194 Dwyer Hall
Basic:	Wed. & Thurs:	Sept. 15 & 16, 2021	5 hours total for Basic
Intermediate:	Wed. & Thurs:	Sept. 22 & 23, 2021	10 hours total for first two levels
Advanced:	Wed. & Thurs:	Sept. 29 & 30, 2021	15 hours total for all three levels

➤ **YOGA (Vinyasa Flow Yoga) NEW! NEW! NEW!**

Christine Junker, certified yoga coach, will lead new and existing yoga followers along the path to wellness. Vinyasa is a style of yoga characterized by stringing postures together so that you move from one to another, seamlessly, using breath. The changing postures create a more balanced body, calms the mind, and uses breath-synchronized movement. You must bring your yoga mat & any props to each class. All skill levels are welcome!

Instructor: Christine Junker; Cost: \$80 p/person for all 7-classes in each session!

	<u>All Dates:</u>	<u>Same Time:</u> 5:30 to 6:30 pm	<u>Same Room:</u> 186 Andrews Hall
Session #1	Wednesday	Sept. 1, 8, 15, 22, 29; Oct. 6, & 13, 2021	
Session #2	Wednesday	Oct. 27, Nov. 3, 10, 17, Dec. 1, 8, & 15, 2021	

➤ **BASICS OF BUSINESS BUDGETS**

Are you in charge of either department or office budgets? Do you have a project or idea but not sure how pay for it? You need a budget! Ron will teach the budget components that turn your plans into reality. You will learn how to generate a budget using income, expenses, how to estimate project costs, and how to modify your budget to fit your needs. This class is for anyone who is new to budgets as well as those who handle budgets on a daily basis. All levels of learners are welcome!

Instructor: Ronald Kremer, CPA; Cost: \$75 p/person

Thursday, October 14, 2021 5:30 -8:30 pm Room: 223 Dwyer Hall, Lake Campus

➤ **READING/UNDERSTANDING FINANCIAL DOCUMENTS**

Join Ron Kremer as he teaches the basics of reading and understanding financial documents and statements. You will gain knowledge learning to read balance sheets, income statements, and cash flow statements. Use these documents to create budget and sales forecasts. You will be able to communicate effectively with accountants, bankers, and other finance professionals. Use financial ratios to analyze trends, comparisons, and predict financial problems before they occur. This course is for owners, managers, and supervisors in key financial positions.

Instructor: Ronald Kremer, CPA; Cost: \$75 p/person

Thursday, November 4, 2021 5:30 -8:30 pm Room: 223 Dwyer Hall, Lake Campus

➤ **PAYROLL PROCESSING SERIES**

Is payroll part of your job responsibilities? Join Ron to learn skills necessary to perform basic payroll functions. You will explore topics such as earnings, deductions, insurance, pensions, remittances, and more! Keep your business financials organized. Participants can expect a basic understanding of payroll upon completion of this class. Course is geared to business owners and employees in HR, payroll, or accounting.

Instructor: Ronald Kremer, CPA; Cost: \$175 p/person Room: 223 Dwyer Hall, Lake Campus

#1 Manage Payroll Responsibly: Tuesday, Nov. 30, 2021 5:30-8:30 pm

#2 Process & Pay Employees: Thursday, Dec. 2, 2021 5:30-8:30 pm

#3 Tax & Legal Compliance: Tuesday, Dec. 7, 2021 5:30-8:30 pm

*For more information about our classes & services OR to register for any classes,
please call Carol at (419) 586-0902 OR email Carol.jones@wright.edu!*