



## Small Business Development Center Upcoming Workshops and Seminars June 2010

<u>Workshop</u>	<u>Date</u>	<u>Time</u>	<u>Fee</u>
<b>QuickBooks Bootcamp™ 1</b> Maximize the use of cash in the operations of your business.	June 22 & June 24	9 a.m. - noon	\$129
<b>Cash Flow Mastery</b> Maximize the use of cash in the operation of your business.	June 23	9 a.m. - noon	\$45
<b>Lunch &amp; Learn: Reducing Stress in the Workplace</b>	June 24	noon - 1 p.m.	No Charge RSVP req.
<b>Getting Your Message to Your Customers: Promoting Your Business</b> Learn how to use the various media to deliver your unique message to your targeted audience.	June 24	2 - 5 p.m.	\$45
<b>Boosting Your Business Using Social Media Marketing</b> Embrace social networking as part of your overall marketing strategy.	June 25	9:30 - 11:30 a.m.	\$30
<b>Webinar: Going into Business: Start Smart</b>	June 25	11:30 a.m. - 1 p.m.	\$45
<b>QuickBooks Bootcamp™ 2</b> Discover built-in features that help you better understand your financial data.	June 29 & July 1	9 a.m. - noon	\$129
<b>Bookkeeping for Small Business</b> Learn about the management of money flowing in and out of your business.	June 30	9 a.m. - noon	\$55

### **Registration and Cancellation Policy:**

You must register for the class before the start date. Cancellations 72 hours or more prior to the workshop will be given 100% refund. No refunds for cancellations within 72 hours of workshops.

For registration and additional information  
Call: 503-491-7658 or  
Email: [bizcntr@mhcc.edu](mailto:bizcntr@mhcc.edu)