



Spring 2010 Continuing Education Courses Center for Outreach & Innovation Northland Community & Technical College

Business Plan Writing Workshop

In this workshop, the participant will write a comprehensive business plan. The course is designed for current and future small business owners. You will write a business plan with the following components: Management and Organization Plan, Marketing Plan, and Financial Plan. This workshop is hands-on, and you will complete a business plan that can be used for business expansion, business start-up, or to purchase an existing business. This workshop is 15 hours long—with about 15 hours of homework. Requires use of computer (laptops provided).

Dates: February 4, 11, 18, 25 and March 4, 2010
Time: 9:00 a.m. to noon
Location: TRF Campus – Room 703
Class Minimum: 10
Class Cost: \$150
Book Cost: \$50 (optional)
Instructor: Paul Werner
Registration Deadline: January 21, 2010

Building a Web Page Workshop

In this workshop, the participant will learn how to create a brochure-type webpage. The participant will learn the basics of HTML, which will allow the participant to create and update a new or existing website. The participant will also learn how to use existing, free website templates instead of designing a website from scratch. No special software is needed to create or update a website.

This class is designed for beginners. The only skill needed is the ability to use a computer keyboard and the ability to save and reopen computer files (laptops provided). The participant will learn how to place photographs on a webpage, learn how to create links on a webpage, and learn how to make basic formatting of text. Course is 9 hours long.

Dates: March 18, 25, and April 1, 2010
Time: 9:00 a.m. to noon
Location: TRF campus – Room 703
Class Minimum: 10
Class cost: \$125
Instructor: Paul Werner
Registration Deadline: March 4, 2010

Intermediate Quickbooks

This course is designed for people who have taken QuickBooks for Beginners or have been using QuickBooks for several years and would like to learn how to more effectively use the software. You will learn how to manage your accounts, enter and pay bills, choose default settings applicable to your business, analyze financial accounts, and more! Hands on (laptops provided). Course is 16 hours.

Dates: February 16, 23 and March 2, 9, 2010
Time: 5:00 - 9:00 p.m.
Location: TRF Campus – Room 703
Class Minimum: 8
Class Cost: \$199
Materials Cost: \$115
Instructor: Shannon Jesme
Registration Deadline: February 2, 2010

Productive Meetings, Productive Projects

This course provides students with a strong foundation regarding how to successfully improve the effectiveness of meetings. Why does this matter? Because poorly run meetings lead to loss of stakeholder engagement, lost productivity time, sinking morale and lower profit margins.

Participants of the "Productive Meetings, Productive Projects" 2-part course will learn guidelines and techniques for identifying stakeholders, crafting effective agendas, managing time, leading discussions, facilitating decision-making, managing conflict and maintaining accountability. All participants will receive copies of templates used in class.

Dates: April 16 and 23, 2010
Time: 9:00 a.m. – 1:00 p.m.
Location: TRF Campus – Room 703
Class Minimum: 8
Class Cost: \$125
Materials Cost: \$15
Instructor: Norma Smith
Registration Deadline: April 2, 2010

Online Courses: Please call for more information!

Grant Writing

Cost: \$350
Dates: 01/25/2010—03/14/2010
Instructor: Nate Dorr

Effective Succession Planning

Cost: \$300
Dates: 02/08/2010—03/14/2010
Instructor: Brian Mathews

Business Grammar for Those Who Believe They Can't Write

Cost: \$200
Dates: 02/08/2010-02/27/2010
Instructor: Rick Demers

Human Resources Management-Performance Appraisals, Coaching, and Termination

Cost: \$200
Dates: 02/22/2010—03/02/2010
Instructor: Lyndi Odegard

The Basics of a New Position

Cost: \$200
Dates: 03/22/2010-04/04/2010
Instructor: Lyndi Odegard

To register, contact Jenna Grabowska at 218-683-8649 or jenna.grabowska@northlandcollege.edu. All classes will be held at Northland Community & Technical College on the Thief River Falls campus.

Pre-payment for each course is mandatory.

Courses will be cancelled due to low enrollment.