

BUSINESS & MANAGEMENT

BUSINESS

MANAGEMENT & SUPERVISION

OVERCOMING PERFECTIONISM

Overcoming Perfectionism - The Overachiever's Career Crippler Discover practical ways to turn perfectionism to your advantage! This program is conducted via the telephone. Cost: \$ 139

Thu. Nov 9 12:00PM - 1:30PM 20452

XBUMS-0065-SDG01 Teleseminar Inst. Shepard

HOW TO COLLECT ON BAD CHECKS

You will learn the legal options and the procedures involved in collecting on bad checks. This program is conducted via the telephone. Cost: \$ 139

Thu. Dec 7 12:00PM - 1:30PM 20454

XBUMS-0070-SDG01 Teleseminar Inst. Shepard

REAL ESTATE/INSURANCE

IRC SECT 1031 LIKE-KIND EXCHANGES

This course is designed to provide realtors with a basic to intermediate level understanding of Internal Revenue Code Section 1031 tax-deferred exchange transactions, and is specifically tailored to equip realtors with knowledge necessary to effectively assist and advise clients. (3 hours elective real estate continuing education) Cost: \$ 35

Thu. Nov 30 1:00 - 4:00PM 20156

XBURE-0045-SDG01 Urban Center Inst. Brown

METH: HOW IT AFFECTS REAL ESTATE

This course is designed to provide realtors with basic information and resources about methamphetamine generally and its impact on communities and real estate. Topics will include: meth composition, identification, and manufacturing; the physical, social, and environmental impact of meth; trends and statistics; the impact on real estate of meth production, usage, and trafficking; criminal sanctions; and legal considerations relating to properties impacted by meth. (3 hours elective real estate continuing education) Cost: \$ 35

Thu. Nov 30 9:00AM - 12:00PM 20155

XBURE-0050-SDG01 Urban Center Inst. Brown

REAL ESTATE TRUST ACCTS

During this course students will learn how to establish and maintain a real estate trust account properly. Students are required to bring a calculator to class because actual trust accounting exercises will be part of the class. (8 hours pre-broker or elective real estate continuing education) Cost: \$ 95

Wed. Nov 15 8:00AM - 5:00PM 20148

XBURE-0335-SDG01 Urban Center Inst. DeMott

REAL ESTATE OFFICE ORGANIZATION

During this course students will review the brokerage business of today and tomorrow, the details of opening a real estate office, the planning and budgeting process needed to successfully run real estate office. (8 hours pre-broker or elective real estate continuing education) Cost: \$ 95

Thu. Nov 16 8:00AM - 5:00PM 20149

XBURE-0340-SDG01 Urban Center Inst. Stevens

REAL ESTATE OFFICE ADMINISTRATION

During this course students will learn how to develop manual, determine the facilities needed for an office, how to maintain proper records and discusses legal issues related to running a successful real estate office. (8 hours pre-broker or elective real estate continuing education) Cost: \$ 95

Fri. Nov 17 8:00AM - 5:00PM 20150

XBURE-0341-SDG01 Urban Center Inst. Stevens

REAL ESTATE LAW & AGENCY LAW

In the Real Estate Law portion of this course students will learn the areas in which agents have been found consistently liable. The agency section of this course addresses the basic principles of agency relationships. (8 hours pre-broker or elective real estate continuing education) Cost: \$ 95

Wed. Dec 13 8:00AM - 5:00PM 20151

XBURE-0345-SDG01 Urban Center Inst. Spodek

STATE & FED LAWS

AFFECTING REAL ESTATE

During this course students will review the federal & state laws to real estate that impacts their business daily. Some of the areas covered include: Agency, Environmental Legislation, Civil Rights, RESPA, etc. (8 hours pre-broker or elective real estate continuing education) Cost: \$ 95

Thu. Dec 14 8:00AM - 5:00PM 20152

XBURE-0350-SDG01 Urban Center Inst. Spodek

REAL ESTATE - HUMAN RESOURCE MANAGEMENT

Human Resource Management is the term used to describe the wide variety of activities involved in staffing organizations and ensuring that performance potential of every employee is fully realized. (8 hours pre-broker or elective real estate continuing education) Cost: \$ 95

Fri. Dec 15 8:00AM - 5:00PM 20153

XBURE-0355-SDG01 Urban Center Inst. Spodek

ESTATE PLANNING 101: EARLY YEARS

Young families are concerned with building careers, buying homes, and raising children. Discretionary income is probably limited but planning for the future is certainly important. This course will examine the importance of a simple will and what happens if you don't have one. How much life insurance is enough, what type is appropriate, and how should beneficiary designations be arranged. In addition college funding and retirement planning will also be discussed. This course will be delivered over the Iowa Communications Network (ICN). (3 hours insurance continuing education) Cost: \$ 45

Wed. Nov 8 9:00AM - 12:00PM 19613

XBURE-0071-SDG01 Kahl Ed. Ctr. Inst. Wyatt

ESTATE PLANNING 102: LATER YEARS

As families approach retirement conserving assets and later distributing those assets become primary estate planning concerns. How does long-term care insurance fit into this picture, what are typical policy provisions, and when is the ideal time to buy it. What will it cost to settle an estate, is gifting appropriate, and how about the use of a trust, are just a few of the topics to be reviewed in this course, as they relate to senior citizens. This course will be delivered over the Iowa Communications Network (ICN). (4 hours insurance continuing education) Cost: \$ 55

Thu. Nov 9 8:00AM - 12:00PM 19614

XBURE-0072-SDG01 Kahl Ed. Ctr. Inst. Wyatt

SMALL BUSINESS**BOOT CAMP FOR ENTREPRENEURS**

Intense all day training on what you need to know to start and operate a new business. Boot Camp covers the business plan, market research, financing and running your business after it opens. You'll come away with information on taxes, personnel issues, insurance and real estate. Don't miss this one! It's everything a new business owner needs in order to move through the ranks of success. (Prepayment is required, includes box lunch and materials). Cost: \$ 69

Sat. Nov 4 8:30AM - 3:30PM 20539

XBUSB-1000-SAH04 Kahl Ed. Ctr.

Inst. Hutchinson

Sat. Dec 2 8:30AM - 3:30PM 20544

XBUSB-1000-SAH05 Kahl Ed. Ctr.

Inst. Hutchinson

BOOT CAMP FOR ENTREPRENEURS - PM

TWO intense training sessions in the evening on what you need to know to start and operate a new business. Boot Camp covers the business plan, market research, financing and running your business after it opens. You'll come away with information on taxes, personnel issues, insurance and real estate. Don't miss this one - it's everything a new business owner needs in order to move through the ranks of Success! Prepayment is required, includes Boot Camp for Entrepreneurs manual. Cost: \$ 69

2 Wks Thu. Begins Jan 18 5:30 - 9:00PM 20541

XBUSB-1003-SAH02 Kahl Ed. Ctr.

Inst. Hutchinson

RETURN TO BOOT CAMP

Now that your business is opened, it's time to fine-tune. This course will study four businesses, their problems and how they could be solved. There will be plenty of time for class discussion of your own business issues. Cost: \$ 35

Wed. Jan 17 5:30 - 9:00PM 20579

XBUSB-1028-SAH01 Kahl Ed. Ctr.

Inst. Hutchinson

QUICKBOOKS 2006 - BASIC

QuickBooks is a fast, easy way to manage your business finances. This course can make it a snap to set up a chart of accounts, reconcile your checking account, customize and print invoices, receipts and statements, track your receivables, and generate reports. Join us in the computer lab for hands-on learning to discover how QuickBooks can keep you in charge of your small business accounting needs. Cost: \$ 100

Thu. Nov 9 9:00AM - 4:00PM 20542
XBUSB-1005-SAH04 Urban Center Inst. Wells

Mon. Dec 4 9:00AM - 4:00PM 20545
XBUSB-1005-SAH05 Urban Center Inst. Wells

Thu. Jan 11 9:00AM - 4:00PM 20576
XBUSB-1005-SAH06 Urban Center Inst. Wells

QUICKBOOKS ADVANCED

Now that you have set up your QuickBooks system, learn to fine tune your accounting methods. This course covers payroll, customized reports, inventory management and more, plus allowing time for your individual questions. Cost: \$ 100

Thu. Nov 16 9:00AM - 4:00PM 20561
XBUSB-1006-SAH01 Urban Center Inst. Wells

Mon. Dec 11 9:00AM - 4:00PM 20574
XBUSB-1006-SAH02 Urban Center Inst. Wells

Thu. Jan 18 9:00AM - 4:00PM 20577
XBUSB-1006-SAH03 Urban Center Inst. Wells

QUICKBOOKS COMBO

This 2-session COMBO class includes QuickBooks Basic & Advanced. Learn basic principles at one class and fine-tune your accounting methods in the next. Sessions will include setting up chart of accounts, reconciling checking accounts, learn to customize and print invoices, receipts and statements, and track your receivables. We will cover payroll, customized reports, inventory management and more. Join us in the computer lab to discover how you can be in charge of your small business accounting needs. Cost: \$ 150

2 Wks Thu. Begins Nov 9 9:00AM - 4:00PM 20562

XBUSB-1027-SAH01 Urban Center Inst. Wells

2 Wks Mon. Begins Dec 4 9:00AM - 4:00PM 20575

XBUSB-1027-SAH02 Urban Center Inst. Wells

2 Wks Thu. Begins Jan 11 9:00AM - 4:00PM 20578

XBUSB-1027-SAH03 Urban Center Inst. Wells

ACCOUNTING 101

Many small businesses fail because they lack the financial recordkeeping that helps them spot trends and problems, and identify solutions. This class will teach you basic accounting principles and the secrets of financial reporting that will turn your company around! Cost: \$ 45

Mon. Nov 20 12:00PM - 4:00PM 20565
XBUSB-1007-SAH02 Kahl Ed. Ctr. Inst. Capion

IA SALES & USE TAXES FOR SMALL BUSINESS

This course is designed for small business owners who do their own Iowa sales tax and withholding tax returns. It is targeted toward both new and existing businesses. We will cover the basics concerning IA sales tax. Topics are: completing the return, exemptions, exemption certificates, local option tax, when & when not to charge tax, penalty, interest, sales tax bonds, withholding basics and more. Cost: \$ 20

Tue. Nov 7 1:00 - 3:00PM 18484
XBUSB-1010-CMS01 GATC/Clinton Inst. O'Neill

Wed. Nov 8 6:00 - 8:00PM 20540
XBUSB-1010-SAH04 BTC Inst. O'Neill

Tue. Dec 12 10:00AM - 12:00PM 20341
XBUSB-1010-CMQ02 Maquoketa Community Center Inst. O'Neill

Wed. Dec 13 10:00AM- 12:00PM 20546
XBUSB-1010-SAH05 BTC Inst. O'Neill

Wed. Jan 10 10:00AM - 12:00PM 20547
XBUSB-1010-SAH06 BTC Inst. O'Neill

IA SALES TAX FOR CONSTRUCTION CONTRACTOR

New construction? Remodeling? Reconstruction? Alteration? Repair? Expansion? As a construction contractor, you know these terms apply to you, but do you know what they mean in terms of sales tax? Learn when to pay tax, when to collect it, and when you need a sales tax permit or not. Learn about doing work for schools, churches and the government, plus much more! Cost: \$ 20

Tue. Nov 14 1:00PM - 3:00PM 18486
XBUSB-1011-CMS01 GATC/Clinton Inst. O'Neill

Wed. Nov 22 10:00AM - 12:00PM 20543
XBUSB-1011-SAH03 BTC Inst. O'Neill

Wed. Jan 24 1:00 - 3:00PM 20548
XBUSB-1011-SAH04 BTC Inst. O'Neill

PREPARING FOR INCOME TAXES

Income tax is just around the corner! This class is taught by a CPA who will offer valuable information for all small business owners, and will make organizing for your annual visit with your accountant less taxing. Get prepared for April 15th...and don't miss any deduction! Cost: \$ 35

Mon. Nov 27 1:00 - 4:00PM 20566

XBUSB-1020-SAH01 Kahl Ed. Ctr. Inst. Capion

**MARKET RESEARCH FOR
MAXIMUM PROFITS**

The real power of marketing lies in knowing and understanding your customers. In this class, students learn not only how to gather marketing information from primary and secondary sources using online and other sources, but also how to apply that information to make better marketing decisions. Cost: \$ 50

Tue. Dec 5 12:00PM - 4:00PM 20573

XBUSB-1224-SAH01 Kahl Ed. Ctr.
Inst. Hutchinson

BOOST YOUR SALES!

Traditional selling techniques simply don't work anymore. Most sales prospects have heard the lines and gimmicks before. The Sandler Sales Institute teaches honest, no-nonsense sales techniques that get results. Join A.J. Perisho for a fast-paced 2-hour course that covers a 10-step plan to increased sales. Anyone who sells a product or service needs this class. (Brown bag lunch included) Cost: \$ 25

Thu. Nov 30 11:30AM - 1:30PM 20567

XBUSB-1225-SAH01 Kahl Ed. Ctr.
Inst. Perisho

ELECTRONIC TAX FILING

Get ready for the 2007 filing season with IRS updates on E-Filing and how to operate E-Services as well as information from the Iowa Department of Revenue Electronic Filing initiatives. New this year is information concerning electronic filing with the Iowa Workforce Development. Mark your calendars for this free seminar. CE certificates will be issued at the close of the session. Cost: \$ 0

Wed. Nov 8 12:00PM - 4:00PM 20572

XBUSB-1517-SAH01 Kahl Ed. Ctr. Inst. Staff

INTRODUCTION TO E-COMMERCE

Online commerce has changed business forever. This online class is designed for those who want to sell on the web. But it's more than just setting up a store. It explores infrastructure, revenue models, marketing strategies and the legal, ethical and tax issues surrounding e-commerce. By the end of class, you will have designed your own interactive website! (class fee includes text book) Cost: \$ 270

8 Wks Mon. Begins Jan 8 20588

XBUSB-1518-SAH01 TBA Inst. Internet Class