



# 2015

Continuing Education  
SBDC  
Academic Outreach  
**FEES Subject to change**

## Washburn Institute of Technology -- Continuing Education Schedule

4/6/2015

Classes	Dates	Time/Days	S's/Hrs	Class	Books	Supplies	Total	Rm #	Instructor
<b>Small Engine Repair</b>									
Small Motor Repair	April 8 - July 1	5:30 - 8:30pmW	13/39				\$350.00	C112	D. Dillingham
Small Motor Repair	Sept 2 - Dec 2	5:30 - 8:30pmW	13/39				\$350.00	C113	D. Dillingham

### How To Sessions

If you are interested in taking one of the following training sessions please call 785.228.6393. Once we have enough individuals enrolled we will create a custom class.

Repair/Replace: Kitchen faucets, Outside Faucets, lamp sockets/wiring, electrical sockets, cracks in driveway, cracks in walls, basic home repair.

### GO Green

If you are interested in taking one of the following training sessions please call 785.228.6393. Once we have enough individuals enrolled we will create a custom class.

Basic Sewing (6 hours), Intermediate Sewing (6 hours), Advanced Sewing (6 hours), Recycle sewing (6 hours)

### Management Skills/Soft Skills

Effective Time Management	Apr 9	9 - 4 Th	1/6				\$125.00	AE153	B. Garrison
Stress Management	Apr 16	9 - 4 Th	1/6				\$125.00	AE153	B. Garrison
Resume Writing/Interview Techniques	Apr 21	9 - 4 T	1/6				\$125.00	AE123	R. Jolly
Customer Service	Apr 23	9 - 4 Th	1/6				\$125.00	AE153	B. Garrison
Introduction to PC's	Apr 23	9 - 4 Th	1/6				\$125.00	AE123	P. Tillman
Business Writing	May 4	9 - 4 M	1/6				\$125.00	AE123	R. Jolly
Introduction to Web Design	May 5 & 12	9 - 4 T	2/12				\$225.00	AE123	R. Jolly
Effective Time Management	May 12	9 - 4 T	1/6				\$125.00	AE153	B. Garrison
Resume Writing/Interview Techniques	May 19	9 - 4 T	1/6				\$125.00	AE123	B. Garrison
Stress Management	June 9	9 - 4 T	1/6				\$125.00	AE123	R. Jolly
Managing Conflict in the Work Place	June 17	9 - 4 W	1/6				\$125.00	AE123	R. Jolly
Stress Management	June 22	9 - 4 M	1/6				\$125.00	AE123	R. Jolly
Introduction to PC's	June 24	9 - 4 W	1/6				\$125.00	AE123	P. Tillman
Effective Time Management	June 30	9 - 4 T	1/6				\$125.00	AE153	B. Garrison
Resume Writing/Interview Techniques	July 2	9 - 4 T	1/6				\$125.00	AE123	B. Garrison
Effective Time Management	July 13	9 - 4 M	1/6				\$125.00	AE123	B. Garrison
Introduction to Web Design	July 21 & 28	9 - 4 T	2/12				\$225.00	AE123	R. Jolly
Introduction to PC's	July 31	9 - 4 F	1/6				\$125.00	AE123	P. Tillman
Stress Management	Aug 7	9 - 4 F	1/6				\$125.00	AE123	R. Jolly
Customer Service	Aug 10	9 - 4 M	1/6				\$125.00	AE123	B. Garrison
Business Writing	Aug 28	9 - 4 F	1/6				\$125.00	AE123	R. Jolly
Resume Writing/Interview Techniques	Sept 1	9 - 4 M	1/6				\$125.00	AE123	B. Garrison





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Access 2013 -Part 3	Dec 16	9:00 - 4:00 W	1/6				\$125.00	AE123	K. Skillman
<b>2010</b>									
Access 2010 - Level 1	Apr 17	9:00 - 4:00 F	1/6				\$125.00	AE123	K. Skillman
Access 2010 - Level 2	May 28/29	9:00-4:00 Th 9:00 - 12:00 F	2/9				\$175.00	AE123	K. Skillman
Access 2010 - Level 3	June 26	9:00 - 4:00 F	1/6				\$125.00	AE123	K. Skillman
Access 2010 - Level 2	July 16/17	9:00-4:00 Th 9:00 - 12:00 F	2/9				\$175.00	AE123	K. Skillman
Access 2010 - Level 2	Aug 18/19	9:00-4:00 T 9:00 - 12:00 W	2/9				\$175.00	AE123	K. Skillman
Access 2010 - Level 3	Sept 21	9:00 - 4:00 M	1/6				\$125.00	AE123	K. Skillman
Access 2010 - Level 1	Oct 20	9:00 - 4:00 T	1/8				\$125.00	AE123	K. Skillman
Access 2010 - Level 2	Nov 23 / 24	9:00-4:00 M 9:00 - 12:00 T	2/9				\$175.00	AE123	K. Skillman
Access 2010 - Level 3	Dec 14	9:00 - 4:00 M	1/12				\$125.00	AE123	K. Skillman
<b>2007</b>									
Access 2007	Custom Sessions Only (Call 785.228.6393)								
<b>Microsoft Excel</b>									
<b>2013</b>									
Excel 2013 - Part 2	Apr 24	9:00 - 4:00 Th	1/6				\$125.00	AE123	S .Johnson
Excel 2013 - Part 3	May 27	9:00 - 4:00 W	1/6				\$125.00	AE123	G. Ramirez
Excel 2013 - Part 1	June 25	9:00 - 4:00 Th	1/6				\$125.00	AE123	G. Ramirez
Excel 2013 - Part 2	Aug 6	9:00 - 4:00 Th	1/6				\$125.00	AE123	G. Ramirez
Excel 2013 - Part 1	Sept 23	9:00 - 4:00 W	1/6				\$125.00	AE123	S .Johnson
Excel 2013 - Part 2	Sept 24	9:00 - 4:00 Th	1/6				\$125.00	AE123	S .Johnson
Excel 2013 - Part 2	Oct 28	9:00 - 4:00 W	1/6				\$125.00	AE123	S .Johnson
Excel 2013 - Part 3	Oct 29	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
Excel 2013 - Part 1	Nov 16	9:00 - 4:00 Th	1/6				\$125.00	AE123	S .Johnson
<b>2010</b>									
Excel 2010 - Level 3	Apr 16	9:00 - 4:00 Th	1/6				\$125.00	AE123	G. Ramirez
Excel 2010 - Level 1	May 13	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Excel 2010 - Level 2	June 18	9:00 - 4:00 Th	1/6				\$125.00	AE123	G. Ramirez
Excel 2010 - Level 3	July 1	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Excel 2010 - Level 1	July 14	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison
Excel 2010 - Level 2	Aug 14	9:00 - 4:00 F	1/6				\$125.00	AE123	G. Ramirez
Excel 2010 - Level 2	Sept 17	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
Excel 2010 - Level 1	Oct 21	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Excel 2010 - Level 2	Nov 20	9:00 - 4:00 F	1/6				\$125.00	AE123	S. Johnson
Excel 2010 - Level 3	Dec 17	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
<b>2003</b>									
Excel 2003 / 2007	Custom Sessions Only (Call 785.228.6393)								



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### Microsoft One Note

#### 2010/2013

One-Note Custom Sessions Only (Call 785.228.6393)

### Microsoft Outlook

#### 2013

Outlook 2013- Part 1	Apr 7	9:00 - 4:00 T	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 2	Apr 8	9:00 - 4:00 W	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 1	May 8	9:00 - 4:00 F	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 2	June 15	9:00 - 4:00 M	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 1	July 20	9:00 - 4:00 M	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 2	Aug 17	9:00 - 4:00 M	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 1	Sept 9	9:00 - 4:00 M	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 2	Oct 9	9:00 - 4:00 F	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 1	Nov 6	9:00 - 4:00 F	1/6				\$125.00	AE123	K. Skillman
Outlook 2013- Part 2	Dec 2	9:00 - 4:00 W	1/6				\$125.00	AE123	K. Skillman

#### 2007/2010

Outlook 2007/2010 Custom Sessions Only (Call 785.228.6393)

### Microsoft PowerPoint

#### 2013

PowerPoint 2013 - Part 1	Apr 9	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
PowerPoint 2013 - Part 2	Apr 14	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison
PowerPoint 2013 - Part 1	June 4	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
PowerPoint 2013 - Part 2	June 5	8:00 - 3:00 F	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2013 - Part 1	July 9	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
PowerPoint 2013 - Part 2	July 10	8:00 - 3:00 F	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2013 - Part 1	Sept 14	8:00 - 3:00 M	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2013 - Part 2	Sept 15	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison
PowerPoint 2013 - Part 1	Oct 22	8:00 - 3:00 F	1/6				\$125.00	AE123	B. Garrison
PowerPoint 2013 - Part 2	Oct 23	9:00 - 4:00 F	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2013 - Part 1	Dec 7	8:00 - 3:00 M	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2013 - Part 2	Dec 10	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison

#### 2010

PowerPoint 2010, Level 1	Apr 20	8:00 - 3:00 M	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2010, Level 2	May 18	8:00 - 3:00 m	1/6				\$125.00	AE123	G. Ramirez
PowerPoint 2010, Level 1	Aug 11	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison

#### 2003/2007

PowerPoint 2003/2007 Custom Sessions Only (Call 785.228.6393)

### Microsoft Project

#### 2013



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Project 2013 - Part 1	May 7	9:00 - 4:00 Th	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 1	May 22	9:00 - 4:00 F	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 2	June 16	9:00 - 4:00 T	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 1	Aug 24	9:00 - 4:00 M	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 2	Aug 25	9:00 - 4:00 T	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 2	Sept 28	9:00 - 4:00 M	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 1	Nov 2	9:00 - 4:00 M	1/6				\$125.00	AE123	K Skillman
Project 2013 - Part 2	Nov 3	9:00 - 4:00 T	1/6				\$125.00	AE123	K Skillman

### 2007/2010

Project 2007/2010	Custom Sessions Only (Call 785.228.6393)								
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### Microsoft SharePoint 2010/2013

We will come to your location and conduct this training. For further information call 785.228.6393.

### Microsoft Word

#### 2013

Word 2013 - Part 2	Apr 29	9:00 - 4:00 W	1/6				\$125.00	AE123	G. Ramirez
Word 2013 - Part 1	Apr 30	9:00 - 4:00 Th	1/6				\$125.00	AE123	G. Ramirez
Word 2013 - Part 1	May 6	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 2	May 20	9:00 - 4:00 W	1/6				\$125.00	AE123	G. Ramirez
Word 2013 - Part 3	May 21	9:00 - 4:00 Th	1/6				\$125.00	AE123	G. Ramirez
Word 2013 - Part 1	June 10	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 1	July 29	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 2	Aug 25	9:00 - 4:00 W	1/6				\$125.00	AE123	G. Ramirez
Word 2013 - Part 1	Sept 2	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 2	Sept 3	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 1	Sept 30	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 2	Oct 8	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
Word 2013 - Part 2	Oct 14	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 1	Nov 10	9:00 - 4:00 T	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 2	Nov 11	9:00 - 4:00 W	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 3	Nov 12	9:00 - 4:00 Th	1/6				\$125.00	AE123	S. Johnson
Word 2013 - Part 1	Dec 1	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison

#### 2010

Word 2010, Level 3	May 25	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
Word 2010, Level 1	June 30	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison
Word 2010, Level 3	May 26	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison
Word 2010, Level 1	July 8	9:00 - 4:00 W	1/6				\$125.00	AE123	K. Skillman
Word 2010, Level 2	July 30	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
Word 2010, Level 1	Aug 27	9:00 - 4:00 Th	1/6				\$125.00	AE123	B. Garrison
Word 2010, Level 2	Sept 29	9:00 - 4:00 T	1/6				\$125.00	AE123	B. Garrison



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## Washburn Institute of Technology -- Continuing Education Schedule

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Word 2010, Level 3	Oct 30	9:00 - 4:00 F	1/6				\$125.00	AE123	K. Skillman
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### 2003/2007

Word 2003 / 2007	Custom Sessions Only (Call 785.228.6393)								
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### Internet/ Computer Repair

Basic PC Repair	Sept 1 - Oct 6	5:30 - 8:30T	6/18				\$550.00	AE123	S. Bowman
Basic Computer Concepts	Oct 1 - 22	6 - 9pm Th	4/12				\$400.00	AE123	R. Jolly
Computer Fundamentals	Nov 16	6 - 9 M	1/3				\$100.00	AE123	R. Jolly

### Adobe Suite

Advanced InDesign	June 2/3	8:00 - 3:00TTW	2/12				\$200.00	AE123	G. Ramirez
Beginning InDesign	Aug 4/5	8:00 - 3:00TW	2/12				\$200.00	AE123	G. Ramirez
Advanced InDesign	Sept 10/11	8:00 - 3:00ThF	2/12				\$200.00	AE123	G. Ramirez

If you are interested in taking one of the following training sessions please call 785.228.6393. Once we have enough individuals enrolled we will create a custom class.

Beginning and Advanced PhotoShop, Illustrator and DreamWeaver.

### BUILDING & INDUSTRIAL TECHNOLOGY

Introduction to Woodworking		9 - 3 Sat	5/30				\$245.00	L117	J. Lemon
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### BUSINESS TECHNOLOGY

Beginning QuickBooks	June 11	10 - 4 Th	1/6				\$160.00	AE123	SBDC
Advanced QuickBooks	June 12	10 - 4 F	1/6		Both for 265		\$160.00	AE123	SBDC
Beginning QuickBooks	Aug 20	11 - 4 Th	1/6				\$160.00	AE123	SBDC
Advanced QuickBooks	Aug 21	11 - 4 F	1/6		Both for 265		\$160.00	AE123	SBDC
Beginning QuickBooks	Oct 15	12 - 4 Th	1/6				\$160.00	AE123	SBDC
Advanced QuickBooks	Oct 16	12 - 4 F	1/6		Both for 265		\$160.00	AE123	SBDC
Beginning QuickBooks	Dec 3	13 - 4 Th	1/6				\$160.00	AE123	SBDC
Advanced QuickBooks	Dec 4	13 - 4 F	1/6		Both for 265		\$160.00	AE123	SBDC

### DATA BASE TECHNOLOGY

SQL Server 2012 T-SQL Fundamentals SQL Server	Apr 6 - May 18	6 - 9pm M	7/21				\$250.00	AE123	S. Bowman
Database Administration with SQL Server 2012 Fundamentals	June 1 - July 27	6 - 9pm M	13/39				\$350.00	AE123	S. Bowman

### ELECTRONIC TECHNOLOGY

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### HEALTH OCCUPATIONS

**NOTE: CNA.CMA and HHA training sessions require the attendee to pass standard Entrance Exams before enrolling in those programs. Contact Washburn Tech at 785.228.6325 to schedule the exams.**

CNA	March 31 - May 14	11:45 - 2:55	15/95				\$589.00	AW132	Katherine and Janet
CPR	Apr 6	5 - 9pm	1/4				\$69.00	Aw151	T. Rodman
CNA Refresher - Evening	Apr 7, 8, 9	5:00 - 8:30TWTh	3/9				\$135.00	AW131	P. Snook
CPR	Apr 20	5 - 9pm	1/4				\$69.00	Aw151	T. Rodman



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CNA ---ONLINE	Apr 20 - May 10						\$589.00		L. Stafford
CPR	May 4	5 - 9pm	1/4				\$69.00	Aw151	T. Rodman
CPR	May 18	5 - 9pm	1/4				\$69.00	Aw152	T. Rodman
CNA	May 18 - June 12	8-3pm MTWTF	15/95				\$589.00	AW131	P. Snook
CPR	June 8	5 - 9pm	1/4				\$69.00	Aw152	T. Rodman
CNA	June 15 - July 10	8-3pm MTWTF	15/95				\$589.00	AW131	P. Snook
C.N.A. - Evening	June 16 - Oct 6	5:30 - 8:30 pm TTh	32/95				\$589.00	AW107	R. Davenport
CPR	June 22	5 - 9pm	1/4				\$69.00	Aw152	T. Rodman
CPR	July 6	5 - 9pm	1/4				\$69.00	Aw152	T. Rodman
HHA	July 9 - 30	5:30 - 8:30pm TTh	7/21				\$279.00	AW131	P. Snook
CNA	July 13 - Aug 6	8-3pm MTWTF	15/95				\$589.00	AW131	P. Snook
CMA Update	July 16 & 17	8 - 1:30, ThF	2/12				\$95.00	AW112	C. Campbell
CPR	July 20	5 - 9pm	1/4				\$69.00	Aw152	T. Rodman
Medical Coding	Aug 17 - Dec 16	5:30-8:30MW					\$750.00	AW153	C. Murphy
CMA	Aug 17 - Dec 9	8 - 11 MW	34/102				\$616.00	AC010	C. Campbell
CMA Update	Oct 15 & 16	8 - 1:30, ThF	2/12				\$95.00	AW112	C. Campbell

### PERSONAL ENRICHMENT

Intermediate Photography	Apr 15 - May 20	6:00 - 9:00pmW	6/18				\$175.00	AE123	S. Sewell
Introduction to Photography	Jun 3 - July 22	5:30 - 8:30pmW	8/24				\$175.00	AE123	S. Sewell
Intermediate Photography	Aug 12 - Sept 16	6:00 - 9:00pmW	6/18				\$175.00	AE123	S. Sewell

### PROFESSIONAL COOKING

Basic Cake Decorating	June 1 - 29	5:30 - 8:30pmM	5/15				\$125.00		J. Lewman
Basic Cake Decorating	Oct 5 - Nov 2	5:30 - 8:30pmM	5/15				\$125.00		J. Lewman

### Mission Statement

Washburn Tech's mission is to deliver innovative educational and training opportunities for individuals to strengthen the communities we serve.

### Accreditation

Washburn Tech is affiliated with Washburn University and is accredited by Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, 30 North LaSelle Street, Suite 2400, Chicago, Il 60602-2504, Phone 312.263.0456.

**Contact Us:** <http://www.washburntech.edu/main/index.html>  
**Phone: 785.273.7140 Toll Free 1.877.588.7140**  
[Daniel.Schmidt@Washburn.edu](mailto:Daniel.Schmidt@Washburn.edu) 785.228.6393



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## Washburn Institute of Technology -- Continuing Education Schedule

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Washburn Small Business Development Center (KSBDC) mission is to increase economic prosperity in Kansas by helping entrepreneurs start and grow their businesses through professional consulting, training and resources. KSBDC centers off numerous training opportunities. The Topeka office is located at 120 SE 6th Avenue, Suite 100. **To enroll in any of the training sessions listed below contact KSBDC at 785-234-3235.**

Business Plan Workshop	Apr 8	1:30-5:00 pm	W				\$35.00		SBDC
Marketing for Success	Apr 15	1:30-5:00 pm	W				\$35.00		SBDC
Legal Issues	Apr 15	6:00 - 8:00 pm	W				\$35.00		TSCPL
Small Business Finance	Apr 22	1:30-5:00 pm	W				\$35.00		SBDC
State Tax Workshop	Apr 23	8:30 - 12:00pm	Th				\$20.00		SBDC
Sales Tax for Construction Contractors	Apr 23	1:30 - 4:00 pm	Th				\$20.00		SBDC
How to Start a Business	May 6	6:00 - 8:00 pm	W				No Cost		TSCPL
Business Plan Workshop - (Les Streit)	May 13	1:30-5:00 pm	W				\$35.00		SBDC
Marketing for Success	May 20	1:30-5:00 pm	W				\$35.00		SBDC
Small Business Finance	May 27	1:30-5:00 pm	W				\$35.00		SBDC
How to Start a Business	June 3	6:00 - 8:00 pm	W				No Cost		TSCPL
Business Plan Workshop	June 10	1:30-5:00 pm	W				\$35.00		SBDC
Beginning QuickBooks	June 11	9:00 - 4:00 pm	Th				\$160.00	AE123	
Advanced QuickBooks	June 12	9:00 - 4:00 pm	F		Both for 265		\$160.00	AE123	Washburn Tech
Marketing for Success	June 17	1:30-5:00 pm	W				\$35.00		SBDC
State Tax Workshop	June 18	8:30 - 12:00pm	Th				\$20.00		SBDC
Sales Tax for Construction Contractors	June 18	1:30 - 4:00 pm	Th				\$20.00		SBDC
Small Business Finance	June 24	1:30-5:00 pm	W				\$35.00		SBDC
How to Start a Business	July 1	6:00 - 8:00 pm	W				No Cost		TSCPL
Business Plan Workshop	July 8	1:30-5:00 pm	W				\$35.00		SBDC
Marketing for Success	July 15	1:30-5:00 pm	W				\$35.00		SBDC
Small Business Finance	July 22	1:30-5:00 pm	W				\$35.00		SBDC
State Tax Workshop	July 23	8:30 - 12:00pm	Th				\$20.00		SBDC
Sales Tax for Construction Contractors	July 23	1:30 - 4:00 pm	Th				\$20.00		SBDC
How to Start a Business	Aug 5	6:00 - 8:00 pm	W				No Cost		TSCPL
Business Plan Workshop	Aug 12	1:30-5:00 pm	W				\$35.00		SBDC
Marketing for Success	Aug 19	1:30-5:00 pm	W				\$35.00		SBDC
Beginning QuickBooks	Aug 20	9:00 - 4:00 pm	Th				\$160.00	AE123	
Advanced QuickBooks	Aug 21	9:00 - 4:00 pm	F		Both for 265		\$160.00	AE123	Washburn Tech
Small Business Finance	Aug 26	1:30-5:00 pm	W				\$35.00		SBDC
How to Start a Business	Sept 2	6:00 - 8:00 pm	W				No Cost		TSCPL
Business Plan Workshop	Sept 9	1:30-5:00 pm	W				\$35.00		SBDC
Marketing for Success	Sept 16	1:30-5:00 pm	W				\$35.00		SBDC
Small Business Finance	Sept 23	1:30-5:00 pm	W				\$35.00		SBDC





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How to Start a Business	Oct 7	6:00 - 8:00 pm	W				No Cost		TSCPL
Business Plan Workshop	Oct 14	1:30-5:00 pm	W				\$35.00		SBDC
Beginning QuickBooks	Oct 15	9:00 - 4:00 pm	Th				\$160.00	AE123	Washburn Tech
Advanced QuickBooks	Oct 16	9:00 - 4:00 pm	F		Both for 265		\$160.00	AE123	
Marketing for Success	Oct 21	1:30-5:00 pm	W				\$35.00		SBDC
State Tax Workshop	Oct 22	8:30 - 12:00pm	Th				\$20.00		SBDC
Sales Tax for Construction Contractors	Oct 22	1:30 - 4:00 pm	Th				\$20.00		SBDC
Small Business Finance	Oct 28	1:30-5:00 pm	W				\$35.00		SBDC
How to Start a Business	Nov 4	6:00 - 8:00 pm	W				No Cost		TSCPL
Legal Issues	Nov 5	6:00 - 8:00 pm	Th				\$35.00		TSCPL
Business Plan Workshop	Nov 11	1:30-5:00 pm	W				\$35.00		SBDC
Marketing for Success	Nov 18	1:30-5:00 pm	W				\$35.00		SBDC
Small Business Finance	Nov 24	1:30-5:00 pm	T				\$35.00		SBDC
How to Start a Business	Dec 2	6:00 - 8:00 pm	W				No Cost		TSCPL
Beginning QuickBooks	Dec 3	9:00 - 4:00 pm	Th				\$160.00	AE123	Washburn Tech
Advanced QuickBooks	Dec 4	9:00 - 4:00 pm	F		Both for 265		\$160.00	AE123	

### Academic Outreach

The Office of Academic Outreach serves the University through the coordination of programs designed to increase access to 'learning for a lifetime' for select academic and post-baccalaureate professional development programs. **For more information or to register in any of the training sessions listed below, [www.washburn.edu/ao](http://www.washburn.edu/ao) and go to Lean Six Sigma, [ao@washburn.edu](mailto:ao@washburn.edu) or contact Academic Outreach at 785-670-1399.**

LSS Green Belt Course 15ADP102B	April 6 -May 6	8:00 - 5:15					Fee is \$3100 per person	
LSS Yellow Belt Course 15ADP101F	April 21 - 22	8:15 - 4:45 TW					Fee is \$730 per person	

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