

Small Business Workshops

ALEXANDRIA TECHNICAL COLLEGE

Understanding and Analyzing Your Financial Statements – Part 1

A major reason of small business failures is the inability of the owners/managers to understand and utilize their financial statements. This workshop is designed to make you better financial managers of your business by helping you understand your financial statements. In Part 1, you will learn what financial statements are critical to the operation of your business on a day-to-day basis, review a Profit and Loss statement, how to calculate Profit and Loss percentages, identify red flags, and create a corrective action plan. ***Please bring your calculators!***

Wednesday, October 13, 2010
9:00 - 11:00 a.m.
ATC Room 209
Jim Lingor, Instructor



CLASSES ARE ONLY \$15 EACH!

Understanding and Analyzing Your Financial Statements – Part 2

This workshop will be a study of the Balance Sheet. You will review the accounts used in a Balance Sheet, the Balance Sheet formula, how to calculate Balance Sheet percentages, and you will study the relationship between the Profit and Loss Statement and the Balance Sheet. You will also calculate the all-important business ratios. ***Please bring your calculators!***

Wednesday, November 3, 2010
9:00 - 11:00 a.m.
ATC Room 209
Jim Lingor, Instructor

Registration:

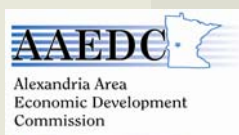
- To register, complete the registration form and return it with the registration fee. Advanced paid registration numbers will determine whether or not a class is conducted.
- See Registration Form for contact information, policies, cancellations, and accommodations.
- The information in this flyer is available in alternative formats upon request.

1601 Jefferson Street
Alexandria, MN 56308

Fax: 320-762-4634

Phone: 320-762-4406 or 1-888-234-1313

An Equal Opportunity Employer/Educator





CUSTOMIZED TRAINING CENTER

1601 Jefferson Street, Alexandria, MN 56308

1-888-234-1313 320-762-4510

www.alextech.edu/CustomizedTraining

Contact Information

Mail Alexandria Technical College, 1601 Jefferson Street, Alexandria, MN 56308
Fax 320-762-4634
Phone 320-762-4510
Toll Free 1-888-234-1313

Racial/Ethnic Origin Descriptions

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

Black or African American - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Accommodations

If you need a reasonable accommodation for a disability (e.g., wheelchair accessibility, interpreter, audio tape, or large print materials, alternative format), such an accommodation can be made available upon advance request. Please contact Customized Training at 320-762-4510 as soon as possible.

Minnesota Relay Service 1-800-627-3529

Policy

Alexandria Technical College is committed to providing equal education/employment opportunities to all persons and does not discriminate on the basis of race, religion, creed, color, national origin, gender, ancestry, sexual orientation, age, marital status, disability, reliance on public assistance or against any other recognized protected class.

Cancellations - Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes - Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals - ATC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

Weather-Related Information 320-762-4400

After you register... you can assume that you are enrolled. Written confirmation will be sent to you a week before class. If a class is cancelled, you will be contacted by phone, mail, or email. Alexandria Technical College reserves the right to cancel courses due to unforeseen circumstances (a full refund will be granted).

Thank you for your registration and enjoy your class!