

Fall 2011

Do you need training but don't see it on our schedule? Or your schedule doesn't allow you to get out to take classes?

We Can Help



### Mini-Grant Funds available!

Do you need training, consulting or education to help your business thrive? The QV CDC has a limited number of mini grants available to small businesses to help them with capacity building. In order to apply, businesses from the **Quaboag Valley and Southern Worcester County CDC** service areas must document which category they fall into: experienced, startup, or "pre-venture" and identify their specific need.

Please visit our website [www.QV CDC.com](http://www.QV CDC.com) or phone (413) 967-3001 for more details.



The Newsletter of the Quaboag Valley Community Development Corporation & Quaboag Valley Business Assistance Corporation

### Small Business Loans Available

BAC now has loan funds available to eligible Rural Microentrepreneurs. Rural microentrepreneurs are defined as credit worthy small businesses (with fewer than 10 full time equivalent employees) located in USDA defined rural areas (most of our region), who may not qualify for conventional financing. Loan amounts range from \$1,000.00 to \$50,000.00. Typical loans will be for business related purchases, working capital, and debt refinancing.

Please contact [Sheila@qvcdc.com](mailto:Sheila@qvcdc.com) for more information.

### Attention Small Business Owners! Tax Time is Coming!

**Do you show up** at your accountant's office with a box of receipts? Do you know what a profit and loss statement is? Can you rely on your numbers? Understanding your money will make you a stronger business owner. The QV CDC is offering classes on **The Basics of Bookkeeping** and **QuickBooks** to help you learn to take control of your financials.



**The ABC's of Bookkeeping** is geared to the fundamentals of accounting. You'll learn about double entry bookkeeping, how to record transactions, and the rules of debits and credits. But don't stop there...

The next course is **QuickBooks**, which will give you the capacity to use this powerful program as more than just a checkbook. You'll apply your knowledge of bookkeeping and learn how to keep track of customers, vendors, employees and other important entities. Then you'll want to put it all together with the next course....



...which is **Bookkeeping-Beyond the Basics**, tying it all together with **QuickBooks**. You'll learn how to generate reports, and understand what all the papers in your shoebox mean.

Class participation is limited to 6 students to allow for more for individualized attention. Please see page 2 for registration and payment information.

## SMALL BUSINESS DEVELOPMENT COURSES

### Training At YOUR Business!

Have you needed extra computer training for yourself and your employees but haven't been able to organize a time that's best for everyone, or you just can't find a good time to leave the office?



The QVDC can make life a lot easier for you by sending our instructors to your workplace to instruct you, using your computers.

Our computer training covers the courses in our 2011 catalog (found online at or mailed on request), including all programs in the **Microsoft Office Suite, QuickBooks, and Basic Bookkeeping**. Or have you made the **Transition from Office 2003 to Office 2007** and need someone to help you

navigate around "the ribbon"? We can help with that too! Together, we'll assess your needs and decide what type of training would work best for you. Whether it's basic, intermediate or advanced, or even if your staff is working on different levels, we'll make sure your training is relevant to what you need. Call Susan Trudeau at (413-967-3001) or email [SusanT@qvcdc.com](mailto:SusanT@qvcdc.com) to schedule an appointment.



#### Textbooks for sale:

Photoshop Elements 4.0  
Outlook 2002  
Access 2000  
Catapult Excel 5.0  
QuickBooks Pro 2004/5 Book 1  
QuickBooks Pro 2004/5 Book 2  
Concepts for Windows/Internet XP  
Learning Word 6  
Please call or email [mail@qvcdc.com](mailto:mail@qvcdc.com)  
for more information.  
Prices range from \$2-\$20

#### Check out our new website!

On November 4, QVDC launched our updated website. We're still at [www.QVDC.com](http://www.QVDC.com), but we've contracted with Gail Roberts and Laurie Walhovd from *Your Marketing Place* to help streamline our navigation. They've done a wonderful job of redesigning our site with information about the various products and services we offer. There are important links to our lending programs, our computer training center, and paid membership registration and benefits. Forms for course registration, loan applications or technical assistance requests are available to print out. Please surf over to see us at [www.QVDC.com](http://www.QVDC.com).

Content provided by  
Susan Trudeau

#### Fees and Schedule from page one for Bookkeeping & QuickBooks Classes from page 1

Classes will be on **Saturday Mornings from 9-11 at the QVDC** offices in Ware. If you have QuickBooks, you may bring your own laptop.

**ABC's of Bookkeeping *Just the Basics* Jan 7th, 14th, 21st \$135 \$40 for text**  
Topics covered are Introduction to double-entry bookkeeping, journals and ledgers, debits and credits, as well as T-accounts and Trial Balances.

**QuickBooks Feb 4, 11th, 18th and 25th \$185 \$35 for text**  
Learn to create customer and vendor lists, set up a chart of accounts, create reports, pay bills, receive payments, generate invoices, reconcile accounts and much more.

**ABC's of Bookkeeping *Beyond the Basics* March 17th, 24th and 31st \$135**  
Review and integrate the concepts learned in QuickBooks. Work with the General Ledger, generate financial statements and working with adjusting and closing entries. (*Same text as Just the Basics*)

Registration is limited so please sign up early. 50% Fee is due at registration with the balance due the Monday before the first class. Call now!  
**(413) 967-3001 or register online at [www.QVDC.com](http://www.QVDC.com).**

**Get your textbooks free with your paid registration for all 3 courses !**

**Be Prepared For Tax Season! Your Accountant Will Thank You!**