

NO COST

TRAINING OPPORTUNITIES FOR

SMALL BUSINESSES

With under 100 employees



ALAMO COLLEGES DISTRICT
Workforce Training Network
Corporate College

12 Hours

QuickBooks

Pro 2016

Workshop Sessions

Must take all 3 sessions to receive certificates.

MARCH 2022

FACE-2-FACE COURSE

**Workforce Center of Excellence
800 Quintana Rd., Bldg. #8
San Antonio, TX 78211**

The Alamo Colleges' Corporate College, through a Texas Workforce Commission grant, provides fully-funded training classes in numerous concentrations.

About Skills for Small Business

Targets businesses with fewer than 100 employees and provides:

- Training for full-time employees;
- Up to \$1,800 for tuition and fees per new hire;
- Up to \$900 for tuition and fees per incumbent employee;
- Training selected from courses offered by Alamo Colleges District Workforce Training Network Continuing Education department and Corporate College.

Strengthening skills to develop your workforce!

**TWC application deadline EXTENDED:
Thursday, April 28, 2022**

Session 1 (4 Hours)

May 25, 2022 8am – Noon

Topics will include: Managing QuickBooks files backups, updates, and tasks. Navigating windows and options. Planning, creating, and customizing a company file. Working with chart of accounts, preferences, subaccounts, classes, opening balances, permissions, the report center, the customer center, transactions, invoices, payments, sales receipts, sales tax, and selling items.

Session 2 (4 Hours)

May 26, 2022 8am – Noon

Topics will include: The vendor center, vendor reports, entering and paying bills, banking with QuickBooks, managing credit and debit card transactions, reconciling credit card accounts, banking transactions, banking and balance sheet reports.

Session 3 (4 Hours)

May 27, 2022 8am – Noon

Topics will include: Working with balance sheet accounts and budgets, dealing with liabilities, fixed assets, retained earnings, sales tax payable. Working with estimates and time tracking. Creating estimates, progress invoicing, deposits, customer statements, finance charges, and mileage tracking.

To take advantage of these courses or to find out more information, contact:

Kathy M. Fogle at 210-485-0863

kfogle3@Alamo.edu

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ALAMO COLLEGES DISTRICT
Workforce Training Network
Corporate College

OSHA 10

(General Industry Safety)

OSHA students must attend the 2 day trainings to receive the OSHA card.

June 13, 2022 thru June 14, 2022

The Alamo Colleges' Corporate College, through a Texas Workforce Commission grant, provides fully-funded training classes in numerous concentrations.

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**8am – 3pm
at the**

Workforce Center of Excellence

800 Quintana Rd., Bldg. #8 San Antonio, TX 78211

Prepare to meet the OSHA 10 Hour training requirements for 29 CFR 1910 General Industry Safety, and cover topics related to General Industry Safety. Upon completion students who attend all class hours will earn their 10 Hour OSHA Construction Safety and health card.

To take advantage of this course or to find out more information, contact:

Kathy M. Fogle

at

210-485-0863

kfogle3@Alamo.edu

TWC application deadline:

Thursday, April 28, 2022



ALAMO COLLEGES DISTRICT
Economic & Workforce Development
Corporate College

Sign up **TODAY**
for the **FREE...**

NO COST

**TRAINING OPPORTUNITIES
FOR
SMALL BUSINESSES**
With under 100 employees



8 + **Hours**

***CPR/First Aid
Bloodborne Pathogens
Training***

Sponsored by TWC and Alamo Colleges!

*Classes will be held at
Workforce Center of Excellence
800 Quintana Rd.
San Antonio, Texas 78211*

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**TWC application deadline:
Thursday, April 28, 2022**

Wednesday, June 15, 2022
8am – 5pm

This course is designed for those critical skills needed to respond to and manage an emergency until emergency medical services arrives. CPR skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants. The Bloodborne Pathogens course is designed for individuals who are at risk for on the job exposure to blood and other bodily fluids in the workplace. Those who complete the training receive a Bloodborne Pathogens Training certification valid for one year.



Limited number of seats available!

To take advantage of these courses or to find out more information, and registration contact:

Kathy M. Fogle at 210-485-0863