

# Small Business Workshop Series

## Workshop Schedule

### Introduction to Digital Marketing for Small Business Owners (3-part series)

**Description:** Join Erika Baty for a dynamic 3-session learning series designed specifically for small business owners looking to strengthen their digital marketing skills.

#### Dates

June 18<sup>th</sup> (Wed) 5:30pm–7:00pm

June 25<sup>th</sup> (Wed) 5:30pm–7:00pm

July 2<sup>nd</sup> (Wed) 5:30pm–7:00pm

### Personal Financial Counseling (schedule on your own time)

After program completion you'll receive a **Square Reader** to help take your business to the next level!

### Accounting Principles and Introduction to QuickBooks (2-part series)

**Description:** In the first session, you'll learn simple accounting ideas—like tracking your business assets, liabilities, revenue, and expenses.

In the second session, you'll get an introduction to QuickBooks. You'll learn how to set up your account, and use QuickBooks to keep track of your business finances in an organized way.

#### Dates

June 23<sup>rd</sup> (Mon) 5:30pm–7:00pm

June 24<sup>th</sup> (Tues) 5:30pm–7:00pm

### Personal Financial Counseling (schedule on your own time)

After program completion you'll receive a **year subscription to QuickBooks** to help take your business to the next level!

### Avoid Legal Trouble- Learn Important Legal Tips for Business Owners (1 part series)

**Description:** Attorney Kim Baer will cover several of the legal problems business owners frequently encounter and provide you with tips on how to handle them. You'll learn what to do now to protect your business.

**Date:** June 30<sup>th</sup> (Mon) 5:30pm–7:00pm

**Register today!**

[www.drake.edu/businessclinic/](http://www.drake.edu/businessclinic/)

**Location:**

**Drake University,  
Aliber Hall,  
Room 004**

**Questions?**

[drakebizclinic@drake.edu](mailto:drakebizclinic@drake.edu)