



cariboo college

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academic • career • community programs • university transfer • technical • vocational

NEWS RELEASE

FOR IMMEDIATE RELEASE

September 19, 1983

Aspects of small business management from bookkeeping to financial forecasting will be the subject of a series of all-day and half-day Saturday seminars scheduled between now and November 19.

The fall seminars, which are preceded by a workshop for bankruptcy and receiver-ship creditors on September 12, are co-sponsored by the Continuing Education Division of Cariboo College and the Federal Business Development Bank. They will take place at the main campus on College Drive.

They begin on September 24 with an all-day (9 to 4:30) session dealing with bookkeeping functions. Paul R. Palmer, management services officer for the F.D.B.D., will lead all seminars.

The remaining sessions include:

- How to Start Your Own Business - October 1, 9:00 to 4:30
- Surveying Your Market - October 15, 9:00 to 4:30
- How to Understand Financial Statements - October 29, 9:00 to noon
- Forecasting for Better Management - October 29, 1:30 to 4:30
- Effective Cash Management - November 5, 9:00 to noon
- Motivating Your Personnel - November 5, 1:30 to 4:30
- Financial Analysis - November 19, 9:00 to 4:30

Fees for the seminars are \$36 for the all-day sessions and \$20 for the half-day ones.

Business people and others interested can register for any or all of the fall seminars by calling or visiting the Continuing Education office (374-3661). Further information about the seminar content is available from Palmer at 374-2121.

A native of Winnipeg, Palmer has been on the FBDB staff since 1977, the last two years in Kamloops. Before joining the bank, he held a wide range of positions in the banking and credit field and with the Federal unemployment program.

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