

"FALL 2009 – SMALL BUSINESS CENTER SEMINAR SCHEDULE"

TO REGISTER FOR THESE SEMINARS, PLEASE CALL (252) 862-1304

THE SMALL BUSINESS CENTER IS DESIGNED TO SERVE THE EDUCATIONAL AND TRAINING NEEDS OF THE SMALL BUSINESS COMMUNITY, AS WELL AS THOSE INDIVIDUALS INTERESTED IN STARTING A BUSINESS. THE CENTER OFFERS A WIDE VARIETY OF COURSES, SEMINARS, AND WORKSHOPS THROUGHOUT THE YEAR. ONE-ON-ONE CONSULTATIVE ASSISTANCE IS ALSO PROVIDED, AS WELL AS REFERRALS AND RESOURCE MATERIALS RELATING TO SMALL BUSINESS OCCUPATIONS.

BASIC MICROSOFT TRAINING – MICROSOFT WORD

TUESDAY, AUGUST 25, 6 P.M. – 9 P.M., HOSPITALITY FEE: \$10.00

LEARNING MICROSOFT WORD WILL HELP YOU SET MARGINS, EDIT TEXT, SELECT AND FORMAT CHARACTERS AND PARAGRAPHS, ADD PAGE BREAKS AND MUCH MORE. FIND OUT HOW THIS SEMINAR CAN HELP YOU STAY CONNECTED IN THE ELECTRONIC WORLD.

*** How to Start The Best Small Businesses ***

TUESDAY, SEPTEMBER 15, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

STARTING YOUR OWN BUSINESS IS A BIG STEP IN YOUR CAREER. PROPER PLANNING INCLUDES KNOWING YOUR DREAMS AND GOALS, MAKING A BUSINESS PLAN, MEASURING YOUR PROGRESS AND MANAGING YOUR BUSINESS FOR SUCCESS.

*** RECORD KEEPING FOR SMALL BUSINESS ***

TUESDAY SEPTEMBER 22, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

DO YOU NEED TO LEARN HOW TO MAINTAIN YOUR RECORDS AND HOW TO PREPARE CRUCIAL TAX REPORTS FOR A SMALL BUSINESS? DURING THIS SEMINAR YOU WILL ACQUIRE A WORKING KNOWLEDGE OF BASIC ACCOUNTING SKILLS FOR A SMALL BUSINESS WITH EMPHASIS ON THE ACCOUNTING CYCLE AND CASH FLOW ANALYSIS.

*** How To Finance A Small Business ***

TUESDAY, SEPTEMBER 29, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

THIS SEMINAR IS DESIGNED TO ASSIST YOU IN PURSUING BUSINESS FINANCING FROM MANY DIFFERENT SOURCES. FINANCIAL REPRESENTATIVES WILL DELIVER AN OVERVIEW ON THE DIFFERENT LOAN PROGRAMS AVAILABLE AND HOW TO PREPARE YOUR APPLICATIONS. BRING YOUR QUESTIONS!

BASIC MICROSOFT TRAINING – MICROSOFT EXCEL

THURSDAY, OCTOBER 1, 6 P.M. – 9 P.M., HOSPITALITY FEE: \$10.00

THIS COURSE IS PRACTICAL AND FAST PACED. LEARN MORE ABOUT MICROSOFT EXCEL AND HOW THIS PROGRAM CAN HELP YOU AT WORK, AT HOME, OR IN YOUR SMALL BUSINESS TO KEEP YOUR INFORMATION ORGANIZED USING SPREADSHEETS AND CHARTS WITH CUSTOMIZED COLUMNS, ROWS, COLORS, ETC.

*** GUERRILLA MARKETING AND OTHER STRATEGIES***

TUESDAY, OCTOBER 6, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

LEARN HOW TO IDENTIFY YOUR MARKET, YOUR COMPETITORS AND YOUR OPPORTUNITIES. THIS SEMINAR WILL MAKE YOU ASK YOURSELF TOUGH QUESTIONS BEFORE YOU INVEST IN A PRODUCT OR SERVICE THAT MAY NOT BE RIGHT FOR YOU OR THE MARKET. STRATEGIES AND TACTICS FOR PRODUCT POSITIONING, MARKETING AND ADVERTISING WILL BE IMPORTANT COMPONENTS OF YOUR MARKETING PLAN.

*** How To Write A Business Plan ***

TUESDAY, OCTOBER 13, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

THIS SEMINAR WILL REVIEW THE NEED FOR A BUSINESS PLAN AND HELP PARTICIPANTS UNDERSTAND THE NECESSARY REQUIREMENTS OF A COMPLETE PLAN. WE WILL PROVIDE THE TIPS ON PREPARING A PLAN YOU CAN TAKE TO THE BANK AND USE AS A ROADMAP TO GUIDE YOUR BUSINESS.

MICROSOFT PUBLISHER

TUESDAY, OCTOBER 20, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

IN THIS SEMINAR YOU WILL LEARN HOW TO CREATE PROFESSIONAL LOOKING PUBLICATIONS QUICKLY AND EASILY. FIND OUT HOW TO WORK WITH GRAPHICS, CREATE WEB SITES, AUTOMATE VARIOUS TASKS AND CHECK YOUR DESIGN.

GRANT WRITING 101

THURSDAY, OCTOBER 29, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

GRANT WRITING 101 IS WHERE THE PARTICIPANTS WILL LEARN AND UNDERSTAND EACH STEP OF THE GRANT WRITING PROCESS FROM PREPARATION THROUGH SUBMISSION. PARTICIPANTS GAIN AN ADVANTAGE OVER THOSE THAT DO NOT HAVE TRAINING IN GRANT WRITING AND LEARN WHAT FUNDERS TYPICALLY LOOK FOR IN A WINNING GRANT PROPOSAL.

GRANT WRITING 102

THURSDAY, NOVEMBER 5, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

GRANT WRITING 102 IS WHERE THE PARTICIPANTS ARE TAUGHT HOW TO FIND FUNDING AND ARE GIVEN RESEARCH TOOLS. THIS HANDS-ON SEMINAR WILL GIVE PARTICIPANTS THE OPPORTUNITY TO REVIEW VARIOUS COMPONENTS OF FUNDED GRANTS. THEY WILL ALSO HAVE THE OPPORTUNITY TO BREAK UP IN GROUPS AND WRITE VARIOUS COMPONENTS OF A GRANT. THE INSTRUCTOR WILL CONSTRUCTIVELY CRITIQUE THE WRITING OF EACH GROUP AS A LEARNING EXPERIENCE

How to Publish Your Book Now

THURSDAY, NOVEMBER 12, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

HAVE YOU ALWAYS DREAMED OF ATTAINING GREAT SUCCESS WITH A BOOK, BUT DIDN'T KNOW WHERE TO BEGIN? AUTHOR L. DIANE WOLFE WALKS YOU THROUGH THE STEPS, FROM CREATING A MARKETABLE PRODUCT TO GENERATING PUBLICITY. THIS SESSION IS OFFERED IN COMBINATION WITH THE SEMINAR ON PROMOTING YOUR BOOK, WHICH IS SCHEDULED FOR TUESDAY, NOVEMBER 17.

How to Promote Your Book Now

TUESDAY, NOVEMBER 17, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

ANYONE SERIOUS ABOUT PROMOTING THEIR WORK IS ENCOURAGED TO ATTEND THIS LIVELY SEMINAR. ALL PROMOTIONAL OPTIONS AVAILABLE WILL BE OUTLINED, INCLUDING THE INCREDIBLE POTENTIAL OF THE INTERNET AS A RESOURCE AND PLATFORM FOR YOUR WORK, PLUS OPTIONS FOR ARTICLES, MANUSCRIPTS AND MUSIC.

MICROSOFT POWERPOINT

TUESDAY, NOVEMBER 24, 6 P.M. - 9 P.M., HOSPITALITY FEE: \$10.00

THIS MICROSOFT PROGRAM ALLOWS YOU TO CREATE A TITLE SLIDE, ADD NEW SLIDES TO A PRESENTATION, ADD CLIPART TO A SLIDE SHOW, VIEW THE PRESENTATION PLUS OTHER OPTIONS TO IMPROVE YOUR PRESENTATION.

*** UNDERSTANDING EMPLOYEE WAGE AND HOUR STANDARDS ***

WED., DECEMBER 2, 12:30 PM – 1:30 PM HOSPITALITY FEE: \$10.00

IT IS VERY IMPORTANT FOR EMPLOYERS TO UNDERSTAND AND COMPLY WITH THESE STANDARDS, WHILE LEARNING THEIR RIGHTS AND RESPONSIBILITIES IN THESE MATTERS. COURSE CONTENT INCLUDES MINIMUM WAGE, OVERTIME, YOUTH EMPLOYMENT, VACATION/SICK POLICIES, EMPLOYMENT PRACTICES NOT REGULATED AND EXEMPTIONS UNDER THE WAGE AND HOUR ACT.

*** THESE SPECIAL SEMINARS WILL BE BROADCASTED IN ROOM 126 OF THE JERNIGAN BUILDING. *
ALL OTHER SEMINARS WILL BE HELD IN THE FREELAND BUILDING.**