

Small Business Center: Chatham Seminars

Common Sense to Debt

Learn simple yet effective methods to begin the process of making yourself debt free! Find out about the shams and “quick fixes” that should be avoided and most importantly how to control debt, instead of allowing debt to control you!

Course #: S-2501 **Start • End Date:** 8/13/09

Day: Th **Time:** 3:00P-5:30P **Cost:** Free

Location Code: PMC

Building Location: Conference Room Building 2

Write a Business Plan, Part I

First of a four-session course (over 8-week period) on writing a business plan. You'll be challenged to write a plan during that period, to be reviewed by your peers and instructor. Part I's an overview of the entire process.

Course #: S-3476 **Start • End Date:** 09/08/2009

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Business Etiquette in the Electronic Age

Technology has infiltrated the business world and is here to stay. As wonderful as these advances are, they affect behavior—and not always for the best. We'll examine how technology can help or hinder our ability to do business effectively.

Course #: S-3477 **Start • End Date:** 09/15/2009

Day: Tu **Time:** 6:30P-8:30P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Write a Business Plan, Part II

This is the second of a four-session course on writing a business plan, over a period of eight (8) weeks. This session will be devoted to Products & Services, Mission Statement and Market Research.

Course #: S-3478 **Start • End Date:** 09/29/2009

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Extreme Self Assessments

Students will dig deep to consider what obstacles, situations and beliefs are holding them back. In two person teams, they'll discuss their results with another. You'll develop and the class will review and suggest alternative action plans.

Course #: S-3479 **Start • End Date:** 10/06/2009

Day: Tu **Time:** 6:30P-8:30P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Stop Selling Yourself Short

Come learn how to convert even difficult prospects into paying (and happy!) customers using credibility marketing, recommendation selling, and proven methods that enable you and the customer to *enjoy* the sales process.

Course #: S-3480 **Start • End Date:** 10/13/2009

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Write a Business Plan, Part III

This is the third of a four-session course on writing a business plan, over a period of eight (8) weeks. This session will be devoted to Marketing, Sales and Operations Plans

Course #: S-3481 **Start • End Date:** 10/20/2009

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Taking the “Work” out of Networking

Networking can help you build partner-ships, improve your communication skills and move up the career ladder. We'll look at common myths about networking and provide an easy-to-follow method to get beyond “schmoozing” and start building relationships.

Course #: S-3482 **Start • End Date:** 10/27/2009

Day: Tu **Time:** 6:30P-8:30P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Manage Diversity, Eliminate Harassment, Build Respect

Why are people disrespectful? Learn about the repercussions of offensive language and gestures. Learn how to investigate, evaluate, take action and follow up to eliminate harassment and build respect in the workplace.

Course #: S-3483 **Start • End Date:** 11/03/2009

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Write a Business Plan, Part IV

This is the fourth of a four-session course on writing a business plan, over a period of eight (8) weeks. This last session will be focused on Financial Plan, Executive Summary and your Elevator Speech.

Course #: S-3484 **Start • End Date:** 11/10/2009

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: PMC

Building Location: Conference Room, Building 2

Small Business Center: Harnett Seminars

Obtaining Capital for Your Business

Panel discussion with area bankers discussing loans that are available through the American Recovery and Reinvestment Act, including the ARC loan program. Information about the Dunn Area Committee of 100 and new Downtown Recovery Assistance Loan Program included.

Course #: S-2482 **Start • End Date:** 07/21/09

Day: Tu **Time:** 11:45A-1:15P **Cost:** \$8.00 for lunch

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Common Sense to Credit

Credit scores are important. Learn how to improve your credit score, the importance of maintaining good credit, and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 30-days.

Course #: S-3511 **Start • End Date:** 8/18/09

Day: Tu **Time:** 1:00P-3:30P **Cost:** Free

Location Code: TSEC

Building Location: Triangle South Enterprise Center

The ABC's of Selling on EBAY

In this 2-hour seminar, you will learn the basics of how to sell on EBAY.

Course #: S-3505 **Start • End Date:** 09/8/09

Day: Tu **Time:** 6:30P-8:30P **Cost:** Free

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Clean Up the Clutter

In the hustle and bustle of our busy lives, we forget ourselves and the relaxation, renewal and restoration we need. "Clean Up the Clutter" will remind us that we need to clear our minds and unwind in order to be refueled for the next task.

Course #: S-3506 **Start • End Date:** 09/24/09

Day: Th **Time:** 11:45A-1:15P **Cost:** \$8.00 for lunch

Location Code: TSEC

Building Location: Triangle South Enterprise Center

How to Start a Small Business

If you are thinking of starting a small business, this seminar should be the best part of the business planning phase. John Brewer will guide you in the direction of a successful venture.

Course #: S-3507 **Start • End Date:** 09/22/09

Day: Tu **Time:** 6:00P-9:00P **Cost:** Free

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Marketing and Advertising for Your Small Business

In this seminar you will learn how to develop a marketing-advertising plan and budget, identify and reach the targeted customers. A full menu of various types of marketing and advertising tools and strategies will be covered.

Course #: S-3508 **Start • End Date:** 10/13/09

Day: Tu **Time:** 6:00P–9:00P **Cost:** Free
Location Code: TSEC
Building Location: Triangle South Enterprise Center

Small Business Center: Lee Seminars

Business Etiquette: From the Break Room to the Boardroom

In this seminar, we'll look at the many different aspects of business etiquette, from introductions to difficult situations, from appropriate office environments to meals and events, and beyond.

Course #: S-3485 **Start • End Date:** 09/10/09
Day: Th **Time:** 11:30A-1:30P **Cost:** \$5(no lunch)-\$10(lunch)
Location Code: SACC
Building Location: Sanford Area Chamber of Commerce

Business Recordkeeping & Taxes

Designed to identify records needing to be kept; how they are to be maintained and best format to use in doing so. Tax implications and entity-decision impact covered. Participants will work through the various records in the normal bookkeeping cycle.

Course #: S-3486 **Start • End Date:** 09/15/09
Day: Tu **Time:** 6:30P-9:00P **Cost:** Free
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

Home Business Deductions & Taxes

What are considered as legitimate business deductions? You may be surprised! Learn how & when you can take them. The instructor will also assist the attendee in taxes, forms, methods, and deadlines.

Course #: S-3487 **Start • End Date:** 09/22/09
Day: Tu **Time:** 6:30P-9:00P **Cost:** Free
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

Marketing & Developing the Business Image

Discover the image your business currently projects and find a variety of ways to mold that image. Learn how to choose the right name, how attitude and appearance affect business prosperity, why a marketing strategy is essential, and the ins and outs of effective advertising.

Course #: S-3488 **Start • End Date:** 09/29/09
Day: Tu **Time:** 5:00-7:30 **Cost:** Free
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

How to Write a Business Plan

Learn how to write a Business Plan, why you need one, and what it means to your business. You'll be motivated to put pen and ideas to paper and to start writing and doing. Samples and tips are discussed too.

Course #: S-3489 **Start • End Date:** 10/08/09

Day: Th **Time:** 6:30P-9:00P **Cost:** Free
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

Small Claims Court

Focuses on use of Small Claims Court, evictions, tenant rights, and other current and pertinent topics. Taught by the experts: Clerk of Courts, Magistrate, and Sherriff. A must for Landlords, Tenants, and Real Estate Agents.

Course #: S-3490 **Start • End Date:** 10/14/09
Day: W **Time:** 11:30A-1:30P **Cost:** \$7.00
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

Finding & Writing Grants

Focuses on how to get organized to prepare grant proposals with grant-writing tips. Topics to be discussed include: identifying funding sources, how to be prepared as an organization, elements of a grant proposal, etc. An excellent seminar for Non-Profits.

Course #: S-3491 **Start • End Date:** 10/15/09
Day: Th **Time:** 6:30P-9:00P **Cost:** Free
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

Identity Theft Compliance

Topics include: the financial risk to the businesses, the five types of identity theft that plague business, the cost of identity theft to businesses, legislation and penalties, some of which include jail, FTC Guidelines for compliance, and Red Flags Rule.

Course #: S-3492 **Start • End Date:** 10/20/09
Day: Tu **Time:** 11:30A-1:30P **Cost:** \$5(no lunch)-\$10(lunch)
Location Code: SACC
Building Location: Sanford Area Chamber of Commerce

Selling & Buying on eBay

A beginner-level session to help you get started in eBay. Some topics include: PayPal, eBay Videos, Researching Listings, Setting up a Listing, and Pricing Items. You'll also get some bonus information that you will not want to miss!

Course #: S-3493 **Start • End Date:** 10/27/09
Day: Tu **Time:** 6:00P-9:00P **Cost:** Free
Location Code: DAWCC
Building Location: Dennis A Wicker Civic Center

Common Sense to Debt

Learn simple yet effective methods to begin the process of making yourself debt free! Find out about the shams and "quick fixes" that should be avoided and most importantly how to control debt, instead of allowing debt to control you!

Course #: S-3494 **Start • End Date:** 11/4/09
Day: W **Time:** 6:30P-9:00P **Cost:** Free
Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

Military Business Opportunity Workshop

The Federal Government is ready to do business with qualified businesses that supply goods and services. Find out how to position your business to connect with this potential income opportunity and how to win those contracts. Businesses only.

Course #: S-3495 **Start • End Date:** 11/12/09

Day: Th **Time:** 1:00P-3:30P **Cost:** Free

Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

Finding Federal Bus / Reading & Responding to Gov't Proposals

Attain a higher level of understanding for finding, tracking, and navigating through the myriad of gov't website. Find more business opportunity online, understand how to assess a government proposal, and complete an actual bid for the project. Businesses only.

Course #: S-3496 **Start • End Date:** 11/12/09

Day: Th **Time:** 4:30P-7:00P **Cost:** Free

Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

10 Steps to Starting a Business

Get an overall understanding of the steps you need to take to make your dream a reality— not a nightmare. Starting with what you should know before you commit. This seminar guides you through financial resources, markets, and tax requirements.

Course #: S-3497 **Start • End Date:** 11/17/09

Day: Tu **Time:** 6:30P-9:00P **Cost:** Free

Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

Self Defense in the Workplace

Learn about how to stay safe at the workplace.

Course #: S-3498 **Start • End Date:** 11/19/09

Day: Th **Time:** 11:30A-1:30P **Cost:** \$5(no lunch)-\$10(lunch)

Location Code: SACC

Building Location: Sanford Area Chamber of Commerce

Introduction to Social Networking

Social-networking sites help you make better use of your professional network and help the people you trust in return. Find out how they can help you in your business life, how to create profiles and find & connect with others.

Course #: S-3499 **Start • End Date:** 12/3/09

Day: Th **Time:** 11:30A-1:30P **Cost:** \$5(no lunch)-\$10(lunch)

Location Code: SACC

Building Location: Sanford Area Chamber of Commerce

Computer & Technology

Introduction to Computers

This is the beginners' course to understand the basics of computers.

Course #: S-3500 **Start • End Date:** 09/01/09–09/29/09

Day: Tu **Time:** 6:00P–9:00P **Cost:** \$55.00

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Introduction to QuickBooks

This is an introductory course in QuickBooks and will assist the beginner with the basics of this accounting system for you or your small business.

Course #: S-3501 **Start • End Date:** 09/02/09–10/7/09

Day: W **Time:** 6:00P–9:00P **Cost:** \$55.00

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Introduction to Word & Excel

This 5-week course covers the basics of Word & Excel.

Course #: S-3502 **Start • End Date:** 09/03/09–10/1/09

Day: Th **Time:** 6:00–9:00PM **Cost:** \$55.00

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Languages

Intermediate Spanish for You and Your Business

This course will broaden your Spanish speaking skills and will give you advanced understanding of Spanish to provide the vocabulary needed to converse effectively with co-workers and with your employees.

Course #: S-3503 **Start • End Date:** 09/8/09–11/24/09

Day: Tu **Time:** 6:00–9:00PM **Cost:** \$60.00

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Advanced Spanish For You and Your Business

This is the advanced Spanish and you must have taken the Conversational Spanish Course.

Course #: S-3504 **Start • End Date:** 09/10/09–12/03/09

Day: Th **Time:** 6:00P–9:00P **Cost:** \$60.00

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Professional Development

Notary Public

To become a Notary Public in North Carolina, this 6-hour class is required. You must be 18 years of age, no felony convictions, and you must speak and write English.

Course #: S-2483 **Start • End Date:** 08/3/09–08/10/09

Day: M **Time:** 6:00P-9:00P **Cost:** \$50.00 plus book
Location Code: TSEC
Building Location: Triangle South Enterprise Center

Real Estate Pre-license Course

Approved Real Estate pre-license course covering introductory real estate principles and practices: agency relationships and duties, legal and ethical considerations, working with sellers. Prepares students for the State Exam to obtain a provisional license.

Course #: S-2477 **Start • End Date:** 08/10/09-10/12/09

Day: MTu **Time:** 6:00P-10:00P **Cost:** \$60.00

Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

Real Estate Pre-license Course

Approved Real Estate pre-license course covering introductory real estate principles and practices: agency relationships and duties, legal and ethical considerations, working with sellers. Prepares students for the State Exam to obtain a provisional license.

Course #: S-3513 **Start • End Date:** 09/22/09-11/24/09

Day: TuTh **Time:** 6:00P-10:00P **Cost:** \$175.00

Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

Real Estate Post-license Course: Selected Topics, 303

Approved RE Commission Broker Postlicense course, 30-hour continuing-education credit. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law issues and case studies, fair housing, establishing a brokerage firm, and manufactured and modular homes.

Course #: S-2478 **Start • End Date:** 08/11/09-09/10/09

Day: TuTh **Time:** 6:00P-9:00P **Cost:** \$55.00

Location Code: DAWCC

Building Location: Dennis A Wicker Civic Center

Real Estate Update # 9910

This is the required course for 2009-2010 (Four-Hour Update Credit). Lunch included for those who attend both the morning session (Real Estate Update) and the afternoon session (Elective).

Course #: S-3509 **Start • End Date:** 10/23/09

Day: F **Time:** 8:30A-12:30P **Cost:** \$45.00 (Lunch, All-Day Attendees Only)

Location Code: TSEC

Building Location: Triangle South Enterprise Center

Real Estate Elective #2655 Skills I Wish I Had Learned

The elective is approved by the N.C. Real Estate Commission. The elective will be announced. Lunch included for those who attend both the morning session (Real Estate Update) and the afternoon session (Elective).

Course #: S-3510 **Start • End Date:** 10/23/09

Day: F **Time:** 1:30P-5:30P **Cost:** \$45.00 (Lunch, All-Day Attendees Only)

Location Code: TSEC

Building Location: Triangle South Enterprise Center

REAL

Rural Entrepreneurship through Action Learning is a hands-on learning experience to manage your business or start one from the ground up in a fun, interactive style with others through curricula, training, and resources; includes opportunity to hear from business professionals.

Course #: BUS-280-LJA **Start • End Date:** 08/26/09-12/16/09

Day: W **Time:** 6:00P-10:00P **Cost:** \$222+book

Location Code: DWCC

Building Location: Dennis Wicker Civic Center