

Other Workshops

EMPLOYEE WAGE & HOUR STANDARDS

TH 01-24-08 2 Hrs 10:00 AM – 12:00 PM
02-28-08
03-27-08

FREE for all!

Be in compliance with the Dept. of Labor. It is essential for employers to know the laws for wage and hour in order to be in compliance with the Department of Labor and to avoid fines or civil/criminal actions. **Be prepared before they come to audit you!**

SMALL BUSINESS TAXES

TH 01-17-08 2 Hrs 10:00 AM – 12:00 PM
02-21-08 5:30 PM – 7:30 PM
03-20-08 10:00 AM – 12:00 PM

Fee: \$25- Non-members
FREE for Members

Get tax planning advice from **EXPERTS-the H & R Block!** Get answers to questions such as: What is deductible as business expense? What is required by IRS in the event of audit? What start-up expenses can be deducted over a period of 5 years? What is self-employment tax? This workshop is Ideal for self-employed or those getting ready to start a business.

DESIGN YOUR OWN WEBSITE

Day long session

TH 01-31-08 9:00 AM – 5:00 PM
TH 03-13-08

Fee: \$75- Non-members
\$55 for Members

Get website design tips from Ms Marie Russ – an expert in website design & hosting. It is a hands on workshop where you will create a basic web site with clipart, photos, a menu bar and links to multiple pages. You will validate the coding and practice uploading the page to the internet. There will also be some image editing techniques. This class teaches html commands and students will key-in the code using Notepad or a helper program chosen by the instructor. This is NOT a “FrontPage” class. Students will receive a CD with helpful information and files.

Note: Students are expected to know how to use mouse and be able to do basic typing.

ETIQUETTE, PROTOCOL & IMAGE

F 02-22-08 9:00 AM – 12:00 PM
TH 03-20-08 5:30 PM – 8:30 PM

Fee: \$35- Non-members
\$25 for Members

Know the conventional rules of polite behavior. Learn the skills needed to present yourself as a professional and be taken seriously, whether you are at an important business meal or networking for new clients. Also educate yourself on the special set of rules when having meetings or events. Change your image and present yourself with an air of charm and confidence.

PERSONAL FINANCIAL PLANNING

8 Hrs.

Mon thru Thurs 03-24-08 to 03-27-08 10:00 AM – 12:00 PM

Fee: \$75- Non-members
\$55 for Members

Learn critical skills for personal financial independence such as how to develop a spending plan, identify income, and manage savings and checking accounts. Also know about managing credit, writing dispute letters to financial institutions/ credit agencies, and understanding credit score. It is a hands-on workshop and we will provide you a workbook and give some self-assessment exercises.

To register please contact: Women’s Business Center * 230 Hay Street * Fayetteville, NC * 28301

Phone: 910-323-3377 * www.wcof.org

Download the Class Registration and Membership Forms Online!!

Funded in part through a collaborative agreement with the Small Business Administration

