



Small Business Center Seminars & Courses February 2010



Sponsored by Halifax Community College SBC and the Roanoke Valley Chamber of Commerce

Small Business Classes

Business Planning for the Existing Business Owner

February 9, Tuesday, 6-9:00p.m.

Panel Discussion

HCC Campus – Room 412 – No Charge

Perhaps you've never developed a complete business plan or haven't updated the one you did most recently. Given the current economic situation and the immense changes we face, success demands a thorough analysis of your market, your products/services, your industry, the competition, etc. A session on the business planning process will complement the panel discussion.

Electronic Notary

February 10, Wednesday, 6-9:00 p.m.

Judy Evans-Barbee

HCC Campus – Room 412 – \$65

Must hold a valid commission as Notary Public in NC. This course and passing a state examination allows you to be certified to perform electronic notary acts using Electronic Notary Seals and Electronic Signatures: 1) Acknowledgments, 2) Jurats, 3) Verifications or Proofs, 4) Oaths or Affirmations. You will be able process fully "electronic mortgages." The cost to be commissioned and get started on-line is very reasonable.

Business Side of Operating a Faith-Based Organization

February 16, Tuesday, 6-9:00 p.m.

Sam Gore

HCC Campus – Room 412 – No Charge

Businesses operating in the United States are expected to operate within certain guidelines and are to follow certain rules established by both the Federal Government and the IRS. While congregations are not held to all those rules, they are held accountable for maintaining many of them. Congregations also enjoy the privilege tax exempt status. However, congregations that fail to comply with guidelines set forth by the Federal Government can be stripped of this privilege. This seminar is designed to provide vital information on the following:

1. Legal Definition of The Church (non-profit / tax exempt)
2. IRS Rules In Accounting
3. Who gets 1099'S and W-2 FORMS
4. Reporting requirements for Ministers
5. Giving charitable credit for cash and non-cash contributions.
6. Designated funds which ones are allowable or non-allowable
7. Financial Audits; should we do this? If so how often?
8. Developing Financial Internal Controls.

Business & Industry

Dealing with Annoying, Frustrating & Irritating People in the Workplace

February 11, Thursday, 1-4:00 p.m.

Emily Balance

HCC Campus – Room 412 – No Charge

They waste your time. They do little things that irritate you. Perhaps they're customers that are disrespectful and downright angry and take it out on you. Find out what it is about difficult people that gets to you, what you can do about it, and even if YOU are one! Learn strategies to make communication more positive, productive and effective so you can relax and reduce your own stress and the stress level of those around you.

Occupational Extension

Practical Spanish I (24 Hours)

Feb. 9-March 4, Tue. & Thur., 6-9:00 p.m.

Ruben Moreno

HCC Campus – Room 412 – \$65

A basic introduction to practical Spanish words, sentences and phrases you will find helpful in dealing with everyday situations in the workplace, in your church or non-profit organization, in your local or county government agency, and socially.

RE Post-License: Contracts & Closing

February 9-23, Tue. & Thur., 9 a.m.-4 p.m.

Rick Eason

HCC Campus – Room 412 - \$120

This course includes selected basic contract law contracts, real estate sales contract preparation, sales contract procedures, closing procedures and closing statement preparation, and real estate license status and education issues.

Pre-registration Required.
252-536-7261

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For a complete listing of the Spring Semester classes go to www.Halifaxcc.edu and click on "SBC."

Also check out the Network website: www.SBCN.NC.gov for Business Planning Tips, Market Research sources, and much more.

Our SBC Offers:

- Free Business Classes.
- Free Business Counseling for Start-Ups and Existing Businesses.
- Free Resource Center in the HCC Library.
- Free Referrals to Other Agencies Who Can Help you Achieve Your Goals.

If you have a business idea or would like to grow your business please give us a call.