Learn, Live & Explore

Unlimited Training Options!

Classes through April 2012

Find enclosed Highlighted Classes including:
IPads - How to....
Business for Breakfast
Excel and Word training
Basic Accounting with QuickBooks
New Free Informational Webinar
Discover Personal Enrichment, Business Opportunities and much more inside!

Also day, evening and online classes to make it convenient for you!

Easy ways to Register

Online: www.westvirginiawbc.org

Phone: Call 304-253-3145  
M-F 8am to 5pm  
(Credit/Debit Card required)

Fax:  Fax your Registration Form 
Page 18 to 304-252-9584  
(Credit/Debit Card required)

Mail:  Send your Registration Form and Payment to:  
WBC  
602 New River Town Center  
Beckley, WV 25801

Walk-in:  Visit us at The Business Center located in the Workforce Center at 602 New River Town Center, Beckley, WV - off of Robert C. Byrd Drive.  
M-F, 8am to 5pm
Basic EXCEL 2010
Learn the fundamentals of using Microsoft Excel! You will learn about: Spreadsheet Terminology; Entering and Editing Data; Modifying a Worksheet; Using Functions; Formatting Worksheets; Printing and more. Join this hands-on class and discover how to utilize Excel in your office to make your life simpler.
THURS 10am-3pm    MAR 22
Beckley    $95

Intermediate EXCEL 2010
What's next? Maybe you've attended the Basic Excel class but what now? Attend this 4-hour hands-on workshop and find out! Learn shortcuts for: formatting, worksheet duplication, worksheet editing, navigating in large worksheets, moving data; the next step in writing formulas and more. Class instruction is based on Excel 2010 and basic knowledge of Excel 2010 is required.
WED 10am-3pm    APR 25
Beckley    $95

Word Tips & Tricks
Have you ever watch someone perform a task with Word and thought “Wow, I didn’t know you could do that!”? Microsoft Word has the ability to many things to both save time and make tasks easier. Join us for this free Webinar and learn some of the “Tips and Tricks”.
FRI 10am-11am    APR 6
Webinar    No Fee

Basic WORD 2010
If you are new to Microsoft Word, or if you have been using it “for years” but only to write letters or make simple documents, join this hands-on class to discover the many facets of Word 2010. With the help of step-by-step instructions and hands-on activities, you’ll quickly master the basic features of Word and be able to use this program confidently at home or on the job.
TUES 10am-3pm    APR 19
Beckley    $95

iPad Basics
Do you have a new Ipad or think you might like to have a new Ipad? Attend this hands-on 2-hour workshop featuring the Ipad 2 and find out what all the buzz is about. We’ll explore navigating your Ipad; setting preferences; configure email; send and receive messages and learn how to keep your Ipad updated. Pre-requisite: must have basic computer skills to attend this group training. One-to-one training is available for the “new to technology” individual; call for details.
FRI 10am-12pm    MAR 30
Beckley    $55
Introduction to Microsoft Project 2010

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software. In these lessons, you'll learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you'll be able to produce a project plan that wows your audience and empowers you to achieve your business goals.

Start Dates: MAR 21 or APR 18
ONLINE (6 weeks)$99

Email Etiquette

Nothing is more irritating than trying to read an email from someone who does not know the rules of email. Make sure you know your email etiquette. Discover dos and don'ts of email including blind copying, legal rules, spam, and how to protect yourself in the workplace.

TUES 10am-12n APR 10
Beckley $35

Customer Service

Give 'em the Pickle!

Customer Service Training is a fun, motivational look at the most important thing we can do in business... take care of the customer.

We're all in the same business, the people business. During this workshop we will discuss the components of excellent customer service, think about service from the customer's perspective, and discover at least three simple ways to personally improve the level of service you offer to your customers, identify your "pickles" and make sure you give them to your customers and learn from and exchange ideas with your fellow participants.

WED 9:30am-11:30am MAR 21
WED 1pm-3pm MAR 21
Beckley $35

Register three people for 'Give'em the Pickle' from one organization and the third person attends for free. Registrations must be made at the same time and via phone to take advantage of this discount.
Managing Customer Service
Customer service personnel interact with current and potential customers every day. But do they truly spend time finding out what customers really want and giving them the highest service possible? In this six-week online course, you'll discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and hire top-notch reps, succeed with teams, and minimize customer complaints. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Fundamentals of Supervision and Management
Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Managing and Professional Development

Recruiting and Retaining Gen X and Gen Y
Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Gen Y workers.
THURS 9-12pm MAR 8
NEW $55

Money Matters

Budgeting for Your Financial Success - How to make your money and keep it!
Ever wonder where all your money goes? Why you never have any cash? Well this class will help you answer those questions and more. Take the time to develop the skills you need to manage your personal finances and plan for the future.
WEDS 30-8:30pm MAR 14
Beckley $35

Basic Accounting with QuickBooks
Take charge of your bookkeeping and better understand your business finances today! Topics include: measuring business profitability; track cost of goods sold; enter and write checks; tracking payroll liabilities; using registers; invoicing customers; tracking and paying sales tax; and customizing reports. Sessions will be conducted in a computer lab to facilitate hands-on instruction.
FRI 9-5pm APR 27
Beckley $185
Performing Payroll in QuickBooks 2011
Cut your payroll tasks down to size with QuickBooks 2011! With the help of simple instructions and hands-on activities, you'll quickly master all the steps for setting up your payroll system. You'll learn how to access IRS information, set up entries for new employees, create checks, pay liabilities, enter employee time, and track job cost data. And what about all those forms and reports you need to file, from W-2s to Federal forms 940 and 941? No problem - they'll be a cinch with the power of QuickBooks on your side. Whether you're new to QuickBooks or want to expand your skills, this course will teach you time-saving techniques that will make performing payroll a breeze. You will need Intuit's QuickBooks Pro 2011 for Windows or QuickBooks Premier 2011 for Windows. (Software must be installed and fully operational before the course begins.)
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Take the Next Step for Your Business
This workshop will help you on the path to business growth in 3 ways. #1. Development of a budget is more important than ever in today's market environment. A budget will help you become a better manager; it will help you raise money; it will help you avoid running out of money. This workshop will teach you how to prepare a budget for your business. You will use a worksheet that will guide you through the process of developing a budget. #2. You will also discover the 3 ways to make money in a small business and learn the strategies for profitable pricing. #3. Learn about the 5 C's of credit and discover what a lender will need to consider lending to you. After you have completed your preliminary work you may schedule an appointment at no cost with a business coach who will assist you in developing your business.
MON 5:30-8:30pm MAR 19
Princeton $55
WED 5:30-8:30pm MAR 28
MON 5:30-8:30pm APR 23
Beckley $55

Introduction to Peachtree Accounting 2012
Get the training you need to perform everyday accounting tasks using Peachtree Accounting software. First, you'll set up vendors, customers, and inventory items. Then you'll see how easy it is to record typical tasks such as goods purchased, bills paid, items sold, and payments collected. You'll also learn how to handle end-of-month procedures.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Accounting Fundamentals
Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99
Accounting Fundamentals II
While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in our Accounting Fundamentals course to provide you with a solid understanding of corporate accounting practices. You’ll be able to analyze transactions and prepare various corporate financial reports. You’ll also gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Business

Take Your 1st Step to Business Ownership
Dream of owning your own business? This workshop is the first step for anyone eager to discover what it takes to start a small business. Obtain an overview of available programs and services, meet the staff, and watch some of our successful business owners describe their experiences in a short video. Pre-registration required!
TUES 6-7pm MAR 6
TUES 6-7PM APR 3
Beckley No Fee

Business Fundamentals
The Fundamentals workshop is designed for those who are thinking of starting, or have had a business for one year or less. This 3 hour workshop provides essential information for what an entrepreneur needs to know to successfully start a business. The Fundamentals workshop is a program of the WV Small Business Development Center in partnership with the Women's Business & Training Center in Beckley.
Training will include: Marketing Tips; Keys to business success; Choosing a legal structure; Licensing & documentation; State & Federal Requirements; Business planning; Hints on writing a business plan; Developing a business budget.
THUR 9 - 12pm MAR 8
Princeton
MON 5:30-8:30pm MAR 12
Beckley $35
MON 5:30-8:30pm APR 10
Beckley $35

Sustainable Growth
The Sustainable Growth workshop is a program of the WV Small Business Development Center in partnership with the Women's Business & Training Center in Beckley.
The Sustainable Growth workshop is a program of the WV Small Business Development Center in partnership with the Women's Business & Training Center in Beckley.

For Your Business
This workshop is designed for existing businesses.
The workshop will provide essential information for what a business owner needs to know to build, expand or refresh a business.
The 3 hour class will include information on: updating your business plan; identifying & reaching your target market; management review; relevant laws; financial statements & records; financial management & planning.
The Sustainable Growth workshop is a program of the WV Small Business Development Center in partnership with the Women's Business & Training Center in Beckley.
THUR 1 - 4pm MAR 8
Princeton $55
TUES 5:30-8:30pm APR 17
Beckley $35
Take the Next Step for Your Business
This workshop will help you on the path to business growth in 3 ways. #1. Development of a budget is more important than ever in today’s market environment. A budget will help you become a better manager; it will help you raise money; it will help you avoid running out of money. This workshop will teach you how to prepare a budget for your business. You will use a worksheet that will guide you through the process of developing a budget. #2. You will also discover the 3 ways to make money in a small business and learn the strategies for profitable pricing. #3. Learn about the 5 C's of credit and discover what a lender will need to consider lending to you. After you have completed your preliminary work you may schedule an appointment at no cost with a business coach who will assist you in developing your business.

Preparation A Bankable Business Plan
Take the time to plan the success of your business! Discover the components of a business plan as we explore the questions you need to address. We will also explore how to prepare financial data required to determine the feasibility of your idea or to package a loan when seeking funding sources. All attendees will utilize a workbook in class to help guide you through the process of writing a business plan. A case study will be used to assist you in developing a business financial plan. After you have completed your preliminary work, specific to your business, you may schedule an appointment at no cost with a business coach who will assist you in developing your business plan.

Start Your Own Arts and Crafts Business
If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! Learn how to start your own arts and crafts business from a professional artist. Discover how to create a niche in your chosen craft, price your work effectively, find the best craft shows, and market your product to a worldwide Internet customer base.

Register Early! Call 304-253-3145 or register online at www.westvirginiawbc.org
Learn to Buy and Sell on eBay
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You’ll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You’ll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you’re a buyer, you’ll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

The Craft of Magazine Writing
Ever read a nonfiction magazine article and said, I can write better than that? With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer. It's fun, it's easy, and a great source of extra income whether you’re retired, planning for the future or staying close to the kids. If you’re a determined new writer, or if you haven’t written for magazines in years, this class will jump start your career. You’ll learn plenty of powerful brainstorming techniques designed to practically write every article for you.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Start a Pet Sitting Business
If you’re an animal lover, find out how to translate your passion into a profitable career! In this course, you’ll master the essentials of starting a pet sitting business. You’ll begin with dog and cat care, including nutrition, exercise, first aid, and identification of common diseases. You’ll also find out how to handle home visits and impress potential clients. In addition, you’ll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. By the end of this course, you’ll have all the knowledge you need to be a successful pet sitter.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Secrets of the Caterer
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes!
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99
Grant Funding

A to Z Grant Writing

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

Start Dates: MAR 21 or APR 18
ONLINE (6 weeks)  $99

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over $200 billion annually is available for worthy causes and most people don’t know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Learn how to write professional proposals that actually succeed.

Start Dates: MAR 21 or APR 18
ONLINE (6 weeks)  $99

Advanced Grant Proposal Writing

Do you know the best way to present information in a grant proposal? In this course, an experienced grantwriter will show you how to research and write winning proposals that get funded. Learn what to do—and, more importantly what not to do—on every part of your proposal. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You’ll become expert at ferreting out corporate, foundation, and government grant makers, and you’ll know how to tailor your responses to information found in the peer review criteria. You’ll also discover a number of significant finishing touches that can give your project the edge over others. You’ll know the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive.

Start Dates: MAR 21 or APR 18
ONLINE (6 weeks)  $99

Spanish

Speed Spanish I

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Start Dates: MAR 21 or APR 18
ONLINE (6 weeks)  $99
Speed Spanish II
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Spanish for Medical Professionals
Are you struggling to communicate with your Spanish-speaking patients? Whether you're new to the Spanish language or just want a refresher, this course will give you the basic tools you need to bridge the communication gap. And forget about boring grammar charts! Instead, entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. You’ll start with simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll discover how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment. ¡Vamos!
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Spanish in the Classroom
Learn the essential Spanish for teachers so you can bridge the communication gap with your Spanish-speaking students and parents! We've tossed out long vocabulary lists and complex grammar rules and replaced them with games and stories to make learning easy, painless, and even fun. In addition to basic greetings and general Spanish vocabulary, you'll master words and phrases that directly relate to the classroom, such as classroom objects, front-office receptions, action verbs and commands, study skills, registration, course names, school rules and discipline, and parent-teacher conference vocabulary. By the end of this course, you'll be well on your way to being a Spanish speaker and communicating effectively with the Spanish-speakers all around you. ¡Vamos! (Let's go!)
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Marketing

eMail Marketing
Low-cost marketing at the press of a send button! Discover safe, legal, easy to use ways to reach your customers about sales, new products, or specific items they asked about. Hands-on class utilizing Constant Contact.
FRI 10-2pm MAR 23
Beckley $55

Boosting Your Web Site Traffic
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.
ONLINE MAR 5-30
NEW $195
Introduction to Social Media
Get involved in the move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social networks. Your instructor is a nationally known speaker, consultant and trainer on social networks and social media.
ONLINE   APR 2 - APR 27
$195

Facebook for Business: Advanced Skills for Businesses and Organizations
Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.
ONLINE   MAR 5
ONLINE   MAY 7
NEW       $245

YouTube for Business
Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.
ONLINE   MAR 5
ONLINE   MAY 7
NEW       $195

Marketing Using Social Media
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You’ll find out the advantages and disadvantages of each, and learn what’s right for your work and type of organization. Your instructor, Suzanne Kart, is a director of marketing for a national association and writes and speaks on the topic.
ONLINE   MAR 5-30
$195
Advanced Website Strategies
You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Learn how to create content that is engaging and purposeful. Find out what you want to say to them. And finally, find out how you want to say it. In one month you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

ONLINE MAR 5-30
NEW $195

1 Year Marketing Plan
Are you planning your Christmas Marketing in November? Not getting the results you want? Need a way to track your marketing? Then this is the class for you. Take the time to plan your marketing, know how you are going to market and track what was effective.
TUES 10-2 pm APR 24
Beckley $55

Travel Photography for the Digital Photographer
The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye. This course will address the tools and tricks that enable digital photographers to capture scenes from around the world and bring them home. We’ll share various examples from destinations across the globe, and expand your knowledge of techniques for shooting digitally and working with the images after you get back.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Discover Digital Photography
Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that catapulted the photographic world into the 21st century. We’ll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You’ll learn what you need, what you can do, and what fun you can have. Whether you’re new to photography or a longtime professional making the change to the digital world, this class will provide an introduction to new opportunities.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Genealogy Basics
Who will you discover? What new branch of your family will you find? If you’re a newcomer or an amateur genealogist, this course will help guide you to the most useful Web sites where you can search for family names. Tracing your family’s history is a fascinating journey, as you’ll see through hands-on examples that help you dig deeper into your family’s past. The course explains in simple terms where to look, who to contact, and how to make your family history come alive.
Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

Personal Enrichment
Resume Writing Workshop

Ready to write the resume to get the job you have always wanted? Well this is the class to help you do it! Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

Start Dates: MAR 21 or APR 18
ONLINE (6 weeks) $99

ReadyMATH

Do your math skills need help? Are you or your child preparing for the ACT, SAT or GED test? ReadyMATH is the most advanced system for learning math and test preparation. This online program targets your math knowledge gaps with individualized instruction and teaches you just what you need to know.

ReadyMATH topics include Basic Arithmetic, Pre-Algebra, Beginning Algebra, and Intermediate Algebra.

Start Dates: Open Enrollment
ONLINE (6 weeks) $499

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Looking for Computer Training?

One-on-one Basic to Advanced Hands-on Computer Training

Spaces are limited

Call Sheila or Karen today!
304-253-3145

Rates as low as $35 per hour.

Online Training How it Works

It's easy! It's fun!

1. In the online classroom, - listen to audio lectures, - view slides, - even take an optional quiz to test yourself.

2. Discussion and Questions. Then post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.

3. Readings. Many courses have online readings of up to 20 pages a week.

4. Participate anytime of day or night, as little or as often as you like. The ideal is to go online 2-3 times a week, but you decide.

Have Questions?
Call Laura at 304-253-3145

Online Training

The Women’s Business & Training Center (WBC) is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). In addition, Women’s Business & Training Center (WBC) PRIME program is funded in part through a grant award from the U.S. Small Business Administration. All opinions, conclusions, or recommendations expressed are those of the author(s) and do not necessarily reflect the views of SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact The Women’s Business & Training Center at 602 New River Town Center, Beckley, WV or 304-253-3145, who will make the arrangements.
Home Based Business Show
Success through Self-employment

Have you ever dreamed of owning and managing your own business?

Do you want a career that will fit into your schedule leaving time for family and friends?

A home based business using direct selling may be for you! There are hundreds of direct selling business that operate throughout the United States and on Friday, March 2nd and Saturday, March 3rd, many of them will be at the Huntington Mall to showcase the opportunities offered through their company. You will have the opportunity to compare each company whose product interests you and see which one will best fit your lifestyle and financial goals.

Mark your calendar and join us for the 5th Annual Huntington Home Based Business Show
Self Employment Through Direct Selling
See what Direct Selling has to offer you!

Booths are now available for current Direct Sellers.
Call 304-253-3145 for more information.

Special discounted rates available this year thanks to the generous support of the Direct Selling Education Foundation, the Association of Women’s Business Centers and the U.S. Small Business Administration’s PRIME program.

Call Laura at 304-253-3145 today to see if you qualify!

Also mark your calendars for the upcoming 2012 Home Based Business Shows
Clarksburg at the Meadowbrook Mall May 18-19, 2012
Beckley at the Crossroads Mall - September 21-22, 2012
Business for Breakfast

Join us for
Business for Breakfast at our
Beckley Training Facility
7:45am-8:45am

Agenda:
7:45-8am Networking Breakfast
8am-8:30am Presentation
8:30am-8:45am Q&A

Be at work by 9am

No fee for the session - However registration is required.

Date       Topic
Mar 16th   iPads - Pros and Cons for Business Use
Apr 20th   Tips and Tricks for using Outlook for Organization
May 25th   Retirement Options for Business Owners

Call Laura at 304-253-3145 or visit www.westvirginiawbc.org to register
### Class Locations

Beckley - Women’s Business & Training Center - 602 New River Town Center  
Beckley *(located inside the WorkForce WV Career Center)*  
Charleston - 405 Capitol Street, - Charleston ,WV

*Driving Directions available upon request*  
*Call Laura at 800-766-4556*

### Registration Form - Due 5 days in advance of class

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<th>Name of Class:</th>
<th>Attendee Name:</th>
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<th># of Attendees</th>
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*Email: bizcenter@westvirginiawbc.org*  
*Mail: WBC, 602 New River Town Center, Beckley, WV 25801*  
*Fax: 304-252-9584 (must be paying with credit card)*  
*Call: 304-253-3145 or 800-766-4556*  
☐ Enclosed is my check/money order payable to: **WBC**  
Please charge the following account: ☐ MasterCard ☐ Visa

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NEW Webinar

Discover fast bits of information

WORD 2010 Tips and Tricks
Have you ever watch someone perform a task with Word and thought “Wow, I didn’t know you could do that!”? Microsoft Word has the ability to many things to both save time and make tasks easier. Join us for this free Webinar and learn some of the “Tips and Tricks”.

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Send three people and the third person comes free!

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