

***Learn, Live & Explore***  
**Summer Sizzles with Savings!**



**15% off all Online Classes**  
**May 1 - June 30, 2012!**



*Find enclosed Highlighted Classes  
including:*

*Empowering Women Conference!*

*IPads - How to....*

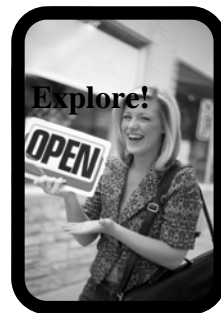
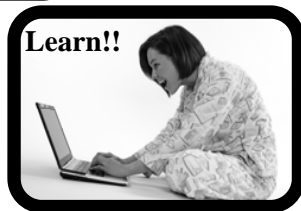
*Mail Merge*

*Basic Accounting with QuickBooks*

**This Summer is all about taking the Next Step Up in your life and your business!**

**Save 15% off all online classes! Savings are shown in brochure! You must call to register.**

**Join us for the 8th Annual Empowering Women Conference on June 7th! (see page 8-9)**



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## Computers

### Mail Merge

By combining a simple spreadsheet in Microsoft Excel 2010 and a letter in Microsoft Word 2010, you can send out a **Personalized** letter and address the envelope to 5 or 5,000 people with a simple click of the mouse. Learn how to turn your customer list, wedding invitation list, or reunion list into a easily accessible mailing list. You will be able to send a mass mailing, address envelopes or print labels for both business and private events – special sales and promotions, customer appreciation cards, weddings, birthdays, reunions and anniversaries – in a fraction of the time. This two hour hands on seminar will give you all the information you need to get started and a “cheat sheet” to take home. You must have only a basic knowledge of Word and Excel to get the full benefit from this seminar.

WED 10am-12pm                      JUNE 13  
Beckley                                      \$35

### IPad Basics

Do you have a new iPad 2 or think you might like to have a new iPad? Attend this hands-on 2-hour workshop featuring the basics of iPad 2 and get a preview of what the buzz is all about. We'll: explore the physical attributes; navigating your iPad; setting preferences to your liking; using email; restarting and resetting your iPad; organizing your home screen and more. One-to-one training is also available.

WED 10am-12pm                      MAY 16  
Beckley                                      \$55



### iPad How Tos

Now that you've got the basics down; what's next? Attend this hands-on 2-hour workshop and find out! We'll cover: updating your iPad; syncing with iTunes to managing music and photo content; transferring photos from your iPad to your computer; editing and organizing photos on your iPad; using Facetime; tips and tricks that are so cool! 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. *Stay tuned for iPad and business. Future classes to cover productivity apps; how to edit documents; create and present from your iPad; synchronized calendars with iCloud and more.*

WED 10am-12pm                      MAY 23  
Beckley                                      \$55

***Looking for computer training  
not on the schedule?***

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

***Spaces are limited***

**Call Sheila or Karen today!  
304-253-3145**



### **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: MAY 16 or JUNE 20  
 ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

### **Management and Professional Development**

#### **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: MAY 16 or JUNE 20  
 ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

### **Customer Service**

#### **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: MAY 16 or JUNE 20  
 ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

### **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.

TUE 10am-12pm                      JUN 26  
 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  
Beckley

JUNE 22  
\$125

### 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!



### 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

### 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**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.

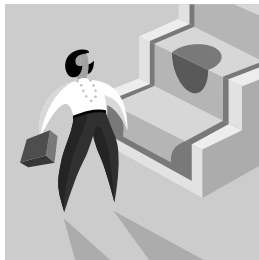
Start Dates: MAY 16 or JUNE 20  
 ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

## 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                      MAY 29  
 Beckley                              No Fee

**Business Fundamentals**

The Business 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.

TUES 5:30-8:30pm              MAY 22  
 Beckley  
 TUES 5:30-8:30pm              JUNE 12  
 Beckley                              \$35

**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: MAY 16 or JUNE 20  
 ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!



**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: MAY 16 or JUNE 20

ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**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: MAY 16 or JUNE 20

ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**Keys to Effective Communication**

If you often find yourself at a loss for words or lack confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step by step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Start Dates: MAY 16 or JUNE 20

ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**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: MAY 16 or JUNE 20

ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

*Empowering  
Women Conference*

*"Step Up Your Life!"*

*Thursday, June 7, 2012*

*8:30am - 3:30pm*

*Tamarack Conference Center*

*Beckley, WV*

*Presented by the.*

*Women's  
Business  
& Training Center*

**Wear your  
most stylish  
shoes and  
step up  
with us!**





### Mary Foley

Mary inspires women with practical advice to create sanity for their lives and confidence for their careers – all while having a bit of fun! She is the author of three books, a popular national speaker, and former co-host of the *Girlfriend We Gotta Talk!* Radio show. **Mary has appeared on the cover of *Kiplinger's Personal Finance* magazine and spoofed on the E! Entertainment TV Show *The Soup*.**

*Mary will present*  
**“5 Ways to Thrive on Change, Increase Your Confidence and Power Up Your Career”**

**Emily Bennington**  
**“Getting Organized to Get What You Want”**

**Kathleen DuBois**  
**“Marketing Yourself for the Future”**

**Cathy Schrader**  
**“Honoring Girl Scouts 100th Anniversary”**  
 &

**“Planning your financial future”**  
**“Protecting Yourself as You Move Up”**



### Rhonda Abrams

Entrepreneur best-selling author, and nationally syndicated columnist, **Rhonda Abrams is widely recognized as one of America's foremost experts on entrepreneurship and small business.**

Named one of America's top Small Business Champions, Rhonda has helped hundreds of thousands of entrepreneurs plan, launch, and run successful companies.

Rhonda is the author of more than 15 books on growing a business, which have been used by millions of entrepreneurs, been translated into more than 30 languages, and are used in over 700 business schools throughout the globe. **Her first book, *Successful Business Plan: Secrets & Strategies* is still America's best-selling business plan guide.** Rhonda writes the weekly **“Strategies” small business column in *USA Today*.** Her newest book is ***Bringing the Cloud Down to Earth*.**

*Rhonda will present*  
**“The Leap: Taking Your Business - and Yourself - To the Next Level”**

#### Registration (Early Bird Pricing ends May 23rd)

Name(s): \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Early Bird Tickets - # \_\_\_ @ \$80 per person = \_\_\_\_\_

Regular Tickets - # \_\_\_\_\_ @ \$95 per person = \_\_\_\_\_

Early Bird Reserved Table of 8 - \$600.00 = \_\_\_\_\_

Regular Table of 8 - \$700.00 = \_\_\_\_\_

TOTAL = \_\_\_\_\_

Online: [www.westvirginiawbc.org](http://www.westvirginiawbc.org)

Phone: Call Laura at 800-766-4556 or 304-253-3145

### 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

### 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

## 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

### 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

## 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.

WED 10-2pm                      JUN 27  
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 MAY 7-JUNE 1

NEW \$195

Only \$165 May-June!



**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 MAY 7-JUNE 1

NEW \$245

Only \$208 May-June!

**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 MAY 7-JUNE 1

\$195

Only \$165 May-June!

**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 MAY 7-JUNE 1

\$195

Only \$165 May-June!

**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  
Beckley

JUN 19  
\$55

**Personal Enrichment****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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

**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! 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. 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: MAY 16 or JUNE 20  
ONLINE (6 weeks) ~~\$99~~ Only \$84 May-June!

## **Online Training How it Works**

# 5

## **Easy ways to Register**

**Online:**

[www.westvirginiawbc.org](http://www.westvirginiawbc.org)

**Phone: Call 304-253-3145**

**M-F 8am to 5pm  
(Credit/Debit Card  
required)**

**Fax: Fax your Registration  
Form**

**Page 15 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**

*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**

**SBA** 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



**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, May 18th and Saturday, May 19th, many of them will be at the Clarksburg 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  
1st Annual Clarksburg Home Based Business Show  
*Self Employment Through Direct Selling*  
See what Direct Selling has to offer you!**

***A limited number of booths are still  
available for current Direct Sellers in Clarksburg.  
Call Laura today at 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 Show  
Beckley at the Crossroads Mall - September 21-22, 2012***

### 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

Name of Class:

Attendee Name:

Name of Class:

Attendee Name:

Name of Class:

Attendee Name:

Name of Class:

Attendee Name:

Company Name:

Address:

City/State/Zip:

E-mail:

Date of Birth:

Phone:

Fax:

# of Attendees

@ \$

per person = \$

Total

Email: [bizcenter@westvirginiawbc.org](mailto: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

Card Number:

Expiration Date:

Cardholder's Name:

Signature:

*Empowering  
Women  
Conference*

*"Step Up Your Life!"*

Thursday, June 7th

8:30am - 3:30pm

*Tamarack Conference*

*Center - Beckley*

**Register Early and Save!**

*See Page 8 & 9*



**New Class!**  
**iPad How Tos**

**Do you have a new iPad  
or think you might like  
to have a new iPad?**

Attend this hands-on 2-hour work-shop featuring the iPad 2 and find out what all the buzz is about. Learn how to: configure and use email; send and receive images; sync with your desktop; install and use some of the most popular apps and personalize your settings. *See page 3.*

Women's Business & Training Center  
602 New River Town Center  
Beckley, WV 25801

