

### **INDEPENDENT CONTRACTOR VS. EMPLOYEE**

DATE & TIME: Wednesday, January 10 from 6:00 – 8:00 PM  
PRESENTER: Keith Raynor, Todd Rivenbark & Puryear  
COST: FREE

The IRS states if you incorrectly classify an employee as an independent Contractor, you can be held liable for employment taxes for that worker, plus a penalty. This seminar will help you understand the difference between Independent contractor and employee.

### **NOTARY PUBLIC**

DATE & TIME: Tuesdays & Thursdays  
January 22 & 24  
March 18 & 20 from 6 – 9 PM  
INSTRUCTORS: Kim Hargrove, Register of Deeds &  
Tracy Hairr  
COST: \$50.00 plus book

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 speak and write English.

### **CONVERSATIONAL SPANISH FOR YOU AND YOUR BUSINESS**

DATE & TIME: Mondays, January 28 April 14 from 6:00 – 9:00 PM

### **ADVANCED SPANISH FOR YOU AND YOUR BUSINESS**

DATE & TIME: Thursdays, January 24 – April 10, from 6:00 – 9:00 PM  
INSTRUCTOR: Francisco Hamilton  
COST: \$60.00 for each class plus book

These courses will broaden your Spanish speaking skills and will give you an advanced understanding of Spanish to provide the vocabulary needed for you to converse effectively with co-workers and with your employees. Basic Spanish is needed prior to Advanced Spanish.

### **THE BEST YEAR OF YOUR LIFE**

DATE & TIME: January 23 from 11:45 AM-1:00 PM  
PRESENTER: Tim Dannelly  
COST: \$7.50 for lunch

This seminar is A crash course on organizational skills to include · Developing and keeping a Winning Attitude, Time Management for the Executive or the Janitor , Remaining Successful, even if you lose your job.

### **FOOD SAFETY CLASS FOR EMPLOYEES**

DATE & TIME: January 31 from 9:00AM-1:00PM  
INSTRUCTOR: Lisa Childers  
COST: \$10.00 for book

This 4-hour food safety course is beneficial to anyone in the food service industry who serves food to the public. Call Cindy Van at 893-7535 for more information or to register.

### **BROKER IN CHARGE ANNUAL REVIEW # 2010**

DATE & TIME: Friday, February 1, 2008 from 8:30 AM -12:30 PM  
PRESENTER: Terry Farr  
COST: \$45.00

The Broker-in-Charge Annual Review Course must be taken by every Broker-in-Charge. Although it is a mandatory class every year for the BIC, it will count as elective credit. This course is written by the NCREC. Like the Update course, the specific content of the BIC Annual Review Course will differ from year to year. Course enrollment is restricted to only those who are currently designated as a BIC. **This requirement means that a BIC does not have a CE elective option after the first renewal of his or her license following BIC designation! The BIC 8 hours of continuing education is always: Mandatory Update and Broker-in-Charge Annual Review.**

### **HOW TO START A SMALL BUSINESS**

DATE & TIME: Thursday, February 7, from 6:00 – 9:00 PM  
PRESENTER: Brian Hamilton  
COST: Free

If you are thinking of starting a small business, this seminar is the first thing you need to do. Brian Hamilton will guide you in the direction of a successful venture.

### **HOW TO DO BUSINESS WITH THE GOVERNMENT**

DATE & TIME: To be announced  
PRESENTER: Kathryn Lobdell with the NCSBTDC  
COST: Free

This free seminar is a must for those who are interested in getting started in government contracting.

### **MARKETING – PROMOTE OR PERISH**

DATE & TIME: Tuesday, April 29 from 6:00 – 9:00 PM  
PRESENTER: Jess McLamb  
COST: FREE

Every business needs proven marketing techniques they can use to generate demand for their products and services. Jess McLamb will give great advice on promoting not perishing.

### **VIRTUAL INCUBATION**

*“HOW TO START A SMALL BUSINESS”*

DATE & TIME: Tuesdays, March 4 – April 8 from 6:00 - 8:00 PM  
PRESENTER: Nancy Blackman  
COST: FREE

This 6-week program will help you start your business. Professionals will also be on hand to guide you on legal aspects, accounting, insurance & banking requirements.

### **WHO HIJACKED MY FAIRYTALE?**

### **FINDING HUMOR WHEN LIFE DOESN'T GO AS PLANNED**

DATE & TIME: Wednesday, April 23, 2008 from 11:30 AM – 1:30 PM  
PRESENTER: Kelly Swanson  
COST: \$20.00 for members for lunch, \$25.00 for non-members

LOCATION: Barclay Villa, Angier  
This seminar is a humorous look at coping with change. Call 919.639.2500 to register.

### **REAL ESTATE UPDATE # 9908 & CASE STUDIES IN AGENCY**

DATES & TIME: Friday, May 2 from 8:30 AM – 12:30 PM (Part 1) & 1:30 – 5:30 PM (Part 2)  
PRESENTER: Terry Farr  
COST: \$85.00 for both sessions or \$45.00 for 1 session (includes breaks and lunch for all day attendees)

This is the required course for 2007-2008 (Four-Hour Update Credit). This course is a case study approach to agency concepts and the inherent conflicts of interest in agency relationships. It covers dual agency, agreements with buyers and sellers, fiduciary duties, agency policy, and risk reduction strategies (Four- Hour Elective). These courses are sponsored by Central Carolina Community College and the Harnett Area Board of Realtors.

**CENTRAL CAROLINA COMMUNITY COLLEGE  
HARNETT COUNTY SMALL BUSINESS CENTER  
COMPUTER CLASSES**

**All classes total 15 hours unless noted and cost is \$55.00  
Call 892-2884 to register or for more information**

Introduction to Computers	Mondays
January 28 – February 25	6:30 – 9:30 PM
Introduction to Excel & Word	Tuesdays
January 22 – February 19	6:30 – 9:30 PM
Introduction to QuickBooks	Wednesdays
January 9 – February 6	6:30 – 9:30 PM
Introduction to PowerPoint	Mondays
March 31 – April 28	6:30 – 9:30 PM
Introduction to Internet & Email	Tuesdays
April 1 – April 29	6:30 – 9:30 PM
Introduction to QuickBooks	Wednesdays
April 2 – April 30	6:30 – 9:30 PM

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**OVERLOADED, OVERWHELMED, AND OVER IT!  
HOW TO REGAIN A SENSE OF CONTROL AND CALM**

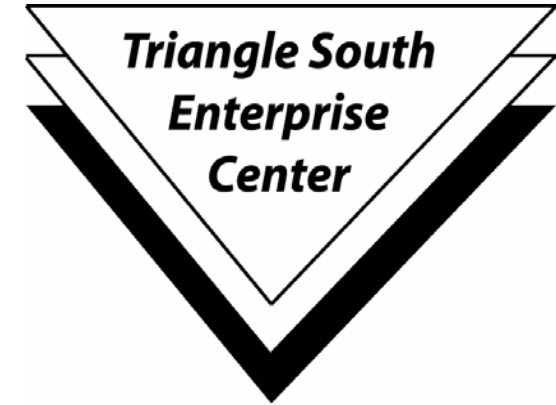
**DATE & TIME:** Wednesday, June 4, 2008 from 11:30  
AM -1:30 PM  
**PRESENTER:** Denise Ryan  
**COST:** TBA  
**LOCATION:** Harnett Commons, Lillington

Did you know that dealing with e-mail has increased your workload by one to two hours a day? Do you feel that you'll never get caught up? Are you overwhelmed by the sheer volume of information coming at you? Do you find yourself angry, tired and frustrated? If so, this session is for you. We'll discuss many of these overwhelming causes of stress and how to deal with them. You'll get tips on how to protect yourself in a world of ever increasing demands.

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**CENTRAL CAROLINA COMMUNITY COLLEGE  
HARNETT COUNTY SMALL BUSINESS CENTER**



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Triangle South Enterprise Center is a non-profit Small Business Incubator located conveniently off I-95, Hwy 301 and Hwy 421. The Center contains office space available for lease to new and emerging businesses. Additionally, it provides conditions and support to foster the successful development of local businesses. To be notified of upcoming classes, courses or seminars please email us at [njblackman@embarqmail.com](mailto:njblackman@embarqmail.com)