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Treat your Administrative staff to a morning of training on Microsoft Office 2007, Internet Explorer "tips" and communication skills.

Inspirational Keynote Speaker, Linda Fields



ADMINISTRATIVE ASSISTANT'S DAY

Wednesday, April 22, 2009

**Corporate Learning Center
Training Sessions: 9:00–11:30 am**

**Lunch and Guest speaker:
11:30 am–1:00 pm**

Center for Business and Industry Training

\$49 including lunch

Sponsors can join the lunch for an additional \$15

Call 979-230-3050 for more information

WHAT IS A BUSINESS REALLY WORTH?

The IN's and OUT's of Buying or Selling a Business

Tuesday, April 28, 6-8:30 pm

\$25 Fee (includes book & more)



Art Vandaveer, CPA

This seminar will focus on:

- General guidelines for determining the value of any business
- How to increase the value of a business
- What info buyers need from sellers
- How sellers can market their business
- Financing options for buying a business
- Ways to negotiate a purchase price

More details

STARTING OR OPERATING A SUCCESSFUL BUSINESS

Tuesday, April 21

5:30 - 9:30pm \$25



FREE Website Building Workshop

Put Your Company on the World Wide Web

Wednesday, May 14, 2009 1-4 pm

More details

Registration Deadline: **Friday, May 8**

HOT Business Topics

Duct Tape Marketing: Free Webcast

Twitter for Business Essentials

Tuesday, April 21 at Noon CDT

Harvard Business Publishing: Rita McGrath

A Better Way to Cut Costs

Inc.com: Ryan McCarthy

Pricing: How Low Can You Really Go?



SOUTHEAST TEXAS SMALL BUSINESS DEVELOPMENT CENTER NETWORK

The Brazosport College SBDC is a business consulting and training center of the University of Houston Small Business Development Center Network. The UH SBDC Network serves 32 counties in Southeast Texas and is funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Please call 979.230.3380 to make arrangements.