

To reserve your seat(s) at Business University, please fill out the information below and return it to the Catoosa County Chamber office with payment. Or you can register online at www.catoosachamberofcommerce.com. Click on Business University.

Company Name: _____

Name(s) of Attendees(s)

Address: _____

Phone Number: _____

E-mail Address: _____

Please Check the Seminar(s) below that you would like to attend:

- German Language Class - Jan. 13 - Feb. 17
- German Language Class - March 3 - April 14
- Beginner QuickBooks - April 21
- Intermediate QuickBooks - August 18
- Miserly Marketing - September 15
- Facebooking the New Millennium: Social Media and Business Relationships - October 26

Cost

Payment is expected with registration in order to hold your seat. Seating is limited, so please RSVP early. No refunds will be given.

Payment options

- Cash Check Credit Card

If paying by credit card, please fill in your information below and sign.

Credit Card Number: _____

Expiration Date: __/__/__

Total Amount: \$ _____

Signature of Cardholder:

The Catoosa County Chamber of Commerce has partnered with The University of Georgia Small Business Development Center to offer advice and consulting. Once a month from 9:00 am until 10:00 am there will be an open class for new start-up businesses. From 10:00 am - until 1:00 pm consulting on an individual will be offered. There is no charge for these services; however, you must register by calling the Chamber office at 706-965-5201 Ext 10, or on the web site at www.catoosachamberofcommerce.com and clicking on Business University.

The dates for 2010 are as follows:

April 7, 2010

May 12, 2010

June 2, 2010

August 4, 2010

September 1, 2010

October 6, 2010

November 3, 2010

December 1, 2010



2010

(706) 965-5201

264 Catoosa Circle • Ringgold, GA 30736

www.catoosacountychamberofcommerce.com

Location

Seminars will be held at the Chamber Office inside the Colonnade Civic Center.

German Language Class

January 13, 2010 - February 17, 2010

6 pm - 8 pm

Presented by Karen Claypool

This is a conversational German class designed to allow you to walk away after 6 weeks with hundreds of German words and phrases. You will be able to carry on a limited conversation, offer greetings, recognize printed words, shop, and order from a menu.

Ms. Claypool is a linguist, language consultant, and specialist in accelerated language acquisition with both interest and experience working with international peoples and activities. She graduated from Ball State University with a Masters of Arts in Linguistics.

Cost is \$100 for members and
\$200 for non-members

German Language Class

March 3, 2010 - April 14, 2010

6 pm - 8 pm

Presented by Karen Claypool

This will be a continuation of the class noted above. However, there will be some review. So if you did not take the first class you will still be able to participate in this class. Although, it would benefit you to have some basic knowledge of the German language.

Cost is \$100 for members and
\$200 for non-members

Beginner QuickBooks

April 21, 2010

7:30 am Registration

8 am - 10 am

Presented by Stephanie Dickert

This is an introduction to basic QuickBooks and you will be given a DVD with information on setting up your own QuickBooks. You will need to bring a laptop to class.

Ms. Dickert is co-owner of Dickert and Sherrell. She is a certified QuickBooks Pro Advisor and has been an accountant for 15 years.

Cost is \$25 for members and
\$35 for non-members

Intermediate QuickBooks

August 18, 2010

7:30 am Registration

8 am - 11 am

11 am - Noon: Q & A Time

Presented by Stephanie Dickert

This is for those who currently use QuickBooks, but need to be able to reach the software's full potential. You will learn to analyze financial data, payroll, inventory control, sales tax, estimate and progress invoicing, and write forms and letters. You will need to bring a laptop to class.

Cost is \$25 for members and
\$35 for non-members

Miserly Marketing

September 15, 2010

7:30 am Registration

8 am - 10 am

*Presented by Dr. Marilyn M. Helms,
D.B.A., CFPIM, CIRM, CSCP, CQM/OE*

This class will help businesses identify creative ideas to promote their products, services, image and brand in a time of limited funding. You will explore both no-cost and low-cost methods through examples. Participants will leave with new ideas to implement in their organizations.

Dr. Marilyn M. Helms is the Sesquicentennial Chair and Professor of Management at Dalton State College in Dalton, GA. She works closely with the area community, speaking on quality, entrepreneurship, and other management topics as well as conducts seminars, and training programs. She teaches the capstone strategic management course to business seniors and their final semester-long project is a strategic analysis of a local business organization. Dr. Helms is the author of numerous business articles and writes

a monthly column for the *Dalton (GA) Daily Citizen* newspaper. She holds a doctorate degree from the University of Memphis (Tennessee) and was a Fulbright scholar to Portugal in 2000 at the University of Coimbra. Her current research interests include quality, customer service, and supply chain management.

Cost is \$25 for members and
\$35 for non-members

Facebooking the New Millennium: Social Media and Business

Relationships

October 26, 2010

7:30 am Registration

8 am - 10 am

Presented by: Dr. Stephen Lemay

This class will help businesses use Facebook, Twitter, LinkedIn, blogs, and on-line comment pages to manage business relationships. It will address customer, supplier, and employee relationships using free and almost-free media. Participants will leave the class with concrete ideas and sources for using Facebook and other social media in their businesses.

Dr. Stephen A. LeMay is Associate Professor of Marketing at Dalton State College and Professor Emeritus of Marketing and Logistics at Mississippi State University. He writes and consults on marketing, social media, human resources, and supply chain management. He has coauthored two books, a collection of teaching materials on logistics, and over 75 articles in academic and trade publications. He holds an undergraduate degree in journalism from Northwestern University and MBA in operations management from the University of Tennessee, Knoxville, and a doctorate in transportation and logistics from the University of Tennessee, Knoxville. He was a Russian linguist in the United States Air Force from 1972-1978. He runs distances, writes poetry, and read voraciously. He was born in Knoxville, TN, and currently lives in Ringgold, GA.

Cost is \$25 for members and
\$35 for non members