



# October Courses

Get yourself ready with the Quaboag Valley CDC's  
*Computer Training*

Registration deadline, Monday, September 28<sup>th</sup>

## **Windows / Internet for Beginners\***

*Three sessions, six-hours \$135 / text included*

TUES 10/6, 10/13 & 10/20 Ware

evenings 6:00 - 8:00pm

THU 10/8, 10/15 & 10/22 Brimfield

mornings 10:00am - NOON

## **Word Basic (Office 2007)\***

*Three sessions, six-hours \$135 / \$26 text*

MON 10/5, 10/12 & 10/19 Ware

evenings 6:00 - 8:00pm

## **Excel Basic (Office 2007)\***

*Three sessions, six-hours \$135 / \$26 text*

WED 10/7, 10/14 & 10/21 Ware

evenings 6:00 - 8:00pm

## **QuickBooks for the Small Business-owner**

*Four sessions, eight-hours \$180 / \$35 text*

WED 10/7, 10/14, 10/21 & 10/28 Ware

evenings 6:30 - 8:30pm

## **Transitioning to Vista\***

*Two sessions, four-hours \$90 / \$10 coursecard*

TUE 10/13 & 10/20 Palmer

evenings 6:00 - 8:00pm

*Have you upgraded your computer  
within the last year or two?*

## **Word Basic (Office 2003)\***

*Three sessions, six-hours \$135 / \$30 text*

THU 10/8, 10/15 & 10/22 Brimfield

evenings 6:00 - 8:00pm

## **Excel Basic (Office 2003)\***

*Three sessions, six-hours \$135 / \$30 text*

FRI 10/9, 10/16 & 10/23 Brimfield

mornings 10:00am - NOON

\* Students must be comfortable navigating within Windows XP & familiar with downloading & uploading files from the web before advancing to Office 2003 / 2007 classes or Vista courses.

## FREE Training

If you live in the towns of *Belchertown, Brimfield, Holland, Monson, Wales, Ware, Palmer, Hardwick* or *Warren* and your family income is less than **\$62,100**, you are eligible (based on a family of four).

Call the QVCDC today to find out if you qualify!

**(413) 967-3001**



## COMPUTER & SMALL BUSINESS TRAINING

*October 2009*



**Quaboag Valley Community  
Development Corporation  
& Business Assistance Corporation**

(413) 967-3001-ph

(413) 967-3008-fx

**www.QVCDC.com**

The Quaboag Valley CDC/BAC are Equal Opportunity Providers



**Quaboag Valley Community Development Corporation  
& Business Assistance Corporation**

(413) 967-3001-ph • [www.QVCDC.com](http://www.QVCDC.com) • (413) 967-3008-fx

# FREE Training

Call the QVCDC today to find out if you qualify! (413) 967-3001

## Small Business Workshops



### QuickBooks®: Custom Mini-Sessions

### Memorized Transactions & Reports \$50

Tuesday, October 27<sup>th</sup>  
6:00 - 7:00pm Palmer

Registration deadline, Monday, October 19<sup>th</sup>  
Students should be currently working in QuickBooks

### DIY Marketing Pieces: *Creating Newsletters*

Two-sessions, four hours \$100

FRI 10/16 & 10/23 Palmer 6:00 - 8:00pm

Create your own company newsletters using Publisher.  
Learn how to set-up a professional looking tool to draw in & keep customers.

A minimum of three and a maximum of six students per session.  
Registration deadline, Monday, Sept. 28<sup>th</sup>



Accounting • Legal • Insurance • Marketing  
Employees • Finance • Management

OCTOBER

### ASK THE EXPERTS:

### Accounting

Q&A Sessions featuring topics for Small Businesses

\$10 per person

October 21<sup>st</sup> 6:00 - 7:30pm, Belchertown

Each registrant is allowed three related questions which will be asked during the public Q&A session as time allows.

Questions should accompany paid registration.

Registration deadline, Monday, Oct. 12<sup>th</sup>

### Advertising & Promoting Your Business on a Shoestring Budget

One session, three-hours \$99

THURS 10/22 Ware 6:00 - 9:00pm

This hands-on, interactive 3-hour workshop will show you no-nonsense, cost-effective ways to improve your advertising and promotional efforts and increase sales in this difficult and competitive marketplace.

Registration deadline, Monday, Oct. 12<sup>th</sup>

### eCommerce: *Selling Stuff on the Web*

One session, three-hours \$75

THURS 10/15 Ware

6:00 - 9:00pm

This is a class for the author, the artisan, the merchant or the entrepreneur. The class covers the basics of eCommerce. It will save you time and hundreds or even thousands of dollars. You will learn the basic concepts required to make informed decisions as whether an Internet based business is for you.

Registration deadline, Monday, Sept. 28<sup>th</sup>