



# Back to Basics

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

## SEPTEMBER Courses

*Registration deadline, Monday, August 31<sup>st</sup>*

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

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

*TUES 9/8, 9/15 & 9/22 Ware*

*mornings 10:00am - NOON*

*THU 9/10, 9/17 & 9/24 Brimfield*

*evenings 6:00 - 8:00pm*

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

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

*MON 9/14, 9/21 & 9/28 Ware*

*evenings 6:00 - 8:00pm*

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

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

*WED 9/9, 9/16 & 9/23 Ware*

*evenings 6:00 - 8:00pm*

### **Transitioning to Vista\***

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

*THU 9/17, 9/24 Palmer*

*evenings 6:00 - 8:00pm*

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

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

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

*THU 9/11, 9/18 & 9/25 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

*September 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*



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## Small Business Workshops



### ASK THE EXPERTS

**Q&A Sessions featuring  
topics for Small Businesses**

*Accounting • Legal • Insurance • Marketing • Finance • Management*

**\$10 per session  
the 3rd Wednesday of the month  
6:00 - 7:30pm**

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.

*call for details*

#### **Be Your Own Boss**

*One session, two-hours FREE\**

**THU 9/12 Richard Sudgen Library, Spencer  
10:00am - Noon**

Refreshments will be served and handouts will be provided. *Registration deadline, Tues., September 8<sup>th</sup>*

*\*Pre-registration is free, registration after the deadline or at the door is \$10*

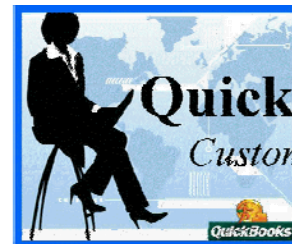
#### **Bookkeeping: Just the Basics**

*Three sessions, two-hours \$135*

**SAT 9/12, 9/19 & 9/26 Ware  
mornings 9:00 - 11:00am**

*A minimum of three and a maximum  
of six students per session.*

*Registration deadline, Monday, August 31<sup>st</sup>*



### **Understanding the Balance Sheet & Writing-off Bad Debt**

**\$50**

**Tuesday, September 29<sup>th</sup>  
6:00 - 7:00pm**

*Ware*

*Registration deadline,  
Monday, September 14<sup>th</sup>*

*Students should be currently working in QuickBooks*