

Back to School for Small Business

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Free Training Programs for Managers, Owners & Employees Starting in September

The Colchester Regional Development Agency (CoRDA),
The Truro & District Chamber of Commerce and CBDC – NOBL, in
partnership with the Department of Labour and Workforce
Development, are pleased to offer Free 40-hour training programs in:

Basic Business Computer Skills – Tatamagouche
Basic Business Computer Skills – Truro
Computer Skills for Business Managers - Truro
Business Management for Artisan and Craft Businesses – Tatamagouche

Each program is held one half-day per week with a maximum of 12 participants.

Application deadline is August 31st

For complete program, dates, time, location or to receive an application
contact CoRDA at 893-0140 or contact@corda.ca by August 31st.

“... everyday I learned something useful that I could apply directly to my business...”



**Truro and District
Chamber of Commerce**

Free - Essential Business Skills Computer Training Programs Fall 2010
Instructor: Jeff Brown, AlphaComputer Training

1) The Basics (Truro):

Title of Course: Essential Skills for Business – Starting Off Right

Topics included:

Introduction to the computer and essential computer skills
Introduction to Email for business
Introduction to the Internet – searching for success
Introduction to Microsoft Word
Introduction to Microsoft Excel
Introduction to Microsoft PowerPoint
Introduction to Social Media for Business

Thursday nights: 5:00 to 8:00 PM for 13 weeks at the Truro Library in the Gates Lab

Sept 9, 16, 23, 30
October 7, 21, 28 (none on 14th –instructor not available)
Nov 4, 18, 25 (none on 11th – Remembrance Day)
Dec 2, 9, 16

2) Advanced (Truro):

Title of Course:

Advanced Essential Skills for Business – Accessing the Next Level

Topics included:

Advanced Microsoft Outlook Skills
Using Microsoft Outlook Business Contact Manager
Advanced Microsoft Word
Advanced Microsoft Excel
Introduction to Microsoft Access
Business Presentations Using Microsoft PowerPoint
Designing with Microsoft Publisher
Advanced Social Media Skills for Business
SEO and Introduction to Website Design

Thursday mornings – 8:30 AM to 12:30 PM – 10 weeks at the Truro Library

September 9, 16, 23, 30
October 7, 21, 28
November 4, 18, 25

3) **Beginners course (Tatamagouche):**

Title of Course: Essential Skills for Business – Starting Off Right

Topics included:

Introduction to the Computer and Essential Computer Skills
Introduction to Email for Business
Introduction to the Internet – searching for success
Introduction to Microsoft Word
Introduction to Microsoft Excel
Introduction to Microsoft PowerPoint
Introduction to Social Media for Business

Tuesday mornings – 8:30 AM to 12:30 PM – 10 weeks at the North Shore Development Centre

September 14, 21, 28
October 5, 12, 19, 26
November 2, 9, 16

To receive an application e-mail: contact@corda.ca or call 893-1304

4) **Essential Business Skills for Artisans and Crafters**

Presenter: Debbie Lawrence, Abundant Living Personal Coaching

Location: Tatamagouche, North Shore Development Centre
Main Street, 2nd Floor

Time: 8:30 am to 12:30 – Monday Mornings

Dates: September 13, 2010 to November 22, 2010
(excluding October 11th – Thanksgiving Monday)

Description: This **Free** 40 hour program will explore the “business of art” and help artisans and crafters develop sound business and marketing practices. Including marketing in this new age of technology, communicating your message and maximizing your marketing dollars.

To receive an application e-mail: contact@corda.ca or call 893-1304