



# BAC to BASICS

## 2013 Training Calendar

Yavapai County's Business Assistance Center is ready to assist your home-based or small business with a variety of free services.

*We've got your* BAC in Cottonwood

821 N. Main St, Cottonwood AZ • 928-340-2740

*You've asked for it. New topics added at new times.*

| May         |               |   |
|-------------|---------------|---|
| 15-May-2013 | 11:30 - 1:30p | Photoshop Tools for Marketing Your Business |
| 15-May-2013 | 2:00 - 4:00 p | Basic Excel                                 |
| 22-May-2013 | 11:30 - 1:30p | Intermediate Excel                          |

| June         |               |  |
|--------------|---------------|--|
| 4-June-2013  | 4:30 - 6:30p  | Promote Your Business                      |
| 14-June-2013 | 11:30 - 1:30p | Using Social Media to Market Your Business |

***Pre-registration required. Call Today!***  
***Please let us know additional topics and times you'd like to see.***

*We're in business to make your business a success!*

In addition to the workshops offered, the following services are available at the BAC's:

#### Services for Small Businesses

- Business Assessment and Planning
- Business Skills Development
- Leadership Development
- Customized Training/Workshops
- Labor recruitment and development (job fairs, grant support)
- Notary Public

#### State-of-the-Art Tools

- Broadband and Wi-Fi internet access
- Online communications software
- Laptop Computers
- Video projector for presentations
- Fax, copier, phones and printers
- Facilities



As always, there is **NO CHARGE** for any of BAC's Business workshops or center services.

*Call now to reserve your seat!*