



BAC to BASICS

2012-13 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

Verde Division • 821 N. Main Street, Cottonwood AZ • 928-634-0260

Lunch-n-Learn Series

September	20-Sep-12	11:30 - 1:30	Grant Writing Basics
October	25-Oct-12	11:30 - 1:30	Government Grant Seeking
November	6-Nov-12	11:30 - 1:30	Basic Excel
December	11-Dec-12	11:30 - 1:30	Intermediate Excel
January	8-Jan-13	11:30 - 1:30	Using Microsoft Publisher to Promote your Business
February	7-Feb-13	11:30 - 1:30	Networking Tools for New Business Development
March	28-Mar-13	11:30 - 1:30	Using Google Applications for your Business
April	9-Apr-13	11:30 - 1:30	Intermediate Quickbooks
May	15-May-13	11:30 - 1:30	Photoshop Tools for Marketing your Business
June	14-Jun-13	11:30 - 1:30	Using Social Media to Market your Business

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:

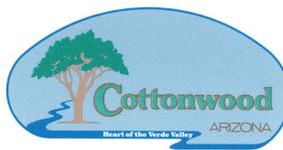
Services for Small Businesses

- 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.