

Start

Technology training is a vital element in your community's successful business development.

Technology classes provide new tools for you, your neighbors and the business owners in your community to:

- Develop career skills needed to succeed in fast-paced real-time business.
- Use technology to effectively compete in the global economy.
- Launch profitable technology-based commercial businesses.

Steps for Success

- Find a trainer.
- Arrange to use computers at your area school or technology center.
- Determine the cost of the classes. (See Revenue Assumptions inside.)
- Advertise! Use the local newspaper and broadcast stations, posters and Sunday bulletins.
- Register students and collect fees.
- We will send your books, a statement outlining the number ordered, the cost and other helpful tools to make your classes more successful.

Order books before classes begin. Call us at 701-223-0707 or write spanjer@trainingnd.com to make your order.

Complimentary Train the Trainer Seminar and Teaching Materials

Our "Train the Trainer" seminars include step-by-step instruction manuals, a Trainer's Resource CD with short-cut sheets, registration forms, certificates of completion, class evaluations, class rosters, and money-saving software at **no cost** to the trainer.

Tips

- Hold classes for no longer than 2 hours at a time.
- Each course/book is designed to be taught in four to six 2-hour sessions.
- This time frame provides opportunities for both daytime and evening class scheduling.
- Many small businesses elect to host multiple sessions rather be without key employees for a full day.

Partner Benefits

- Internet Service Provider – New Customers @ \$20 or more per month
- Computer Sales & Service Providers – Additional sales for businesses and sources of supply and service for the customer
- Banks & Credit Unions – New customers using on-line banking
- Colleges & Universities – Online Courses for Older Than Average Students taking classes
- Retailers & Wholesalers – Online orders for products from outside physical buying area
- Power & Telecommunication Services – People using computers use more power and telephone service.

Women & Technology/ Center for Technology & Business

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Center for
**Technology
& Business** **SBA**
U.S. Small Business Administration
New Small Business Owners
Funded in part through a cooperative agreement
with the U.S. Small Business Administration.

{ A How-to Guide }

Start Computer Classes



in your
community

Connecting people to the world
Easy classes for everyone

Curriculum

Introduction to Computing I



Simplified basics for absolute beginners
Learn about the internet and email

- Find maps & directions
- Price a new or used car
- Trace your family tree
- Shop online
- Check your savings bonds' values
- Confirm Social Security benefits
- Prepare for a new job



Introduction to Computing II



Beginning word processing & spreadsheets
Learn more about the internet and your computer

- How to handle viruses
- Get rid of spam, spyware & adware
- Download & install programs
- Burn CDs
- Troubleshoot computer problems
- Computer maintenance

Intermediate Computing



Intermediate Word Processing & Spreadsheets
Includes free Windows Management reference manual

- Mail Merge, print labels & envelopes
- Microsoft Excel - Create letters, calendars, resumes with templates
- Internet research projects
- Computer lingo
- Windows Explorer
- Windows XP shortcut sheet

Introduction to Web Design



The basics of web design in Front Page

- The web document structure
- Font tags & lists
- Hyperlinks
- Launch your own website

Introduction to Digital Photography



Intro to using digital cameras and scanners
Includes Power-Up with Projects book

- Download files
- Edit photographs
- Print cards & letters with photos
- Online troubleshooting resources
- Also Included - internet research - genealogy, shopping, computer troubleshooting, investing

Step-by-Step Learning Guides



Major Career Development Courses!

Practical business skills for all levels of employment
Microsoft Office Word, Excel, PowerPoint, Outlook & Access

- Key skills and technology uses – critical with today's business trends
- Document creation and formatting in Word
- File system organization in Windows
- Spreadsheet layout, format and design in Excel
- Automated tasks, schedules & rules in Outlook
- Presentation basics in PowerPoint
- Records, tables and database layout for Access
- *Beginning, Intermediate and Advanced* Module for each program.

Return on Investment

\$16

Purchase Books - Computing I & II, Intermediate, Intro to Digital Photography

\$26

Purchase Web Design and any Office Module book (Excel, Word, PowerPoint)

- Trainer costs \$10 - \$30 per Hour
(Suggested hourly range.)

Example 1:

If 10 people take class & each student pays \$60, then sponsor earns \$320.

Income \$600 (10 x \$60)
minus -\$160 (10 x \$16 = book costs)
minus -\$120 (8 hours x \$15 per hour for trainer - suggested rate)

= \$320 Net Profit

Example 2:

If 15 people take Excel Module class & each student pays \$90, then sponsor earns \$840.

Income \$1350 (15 x \$90)
minus -\$375 (15 x \$26 = book costs)
minus -\$120 (8 hours X \$15 per hour for trainer - suggested rate)

= \$840 Net Profit