



**SPRING 2019**  
**TECHNOLOGY BASICS FOR BUSINESS**

**Mondays, 5:00-8:30 pm starting Apr 15<sup>th</sup> for 11 weeks**

Keep your business moving forward with technology! This 40-hour hands-on computer program will equip you with the basic computer skills your business requires, covering many topics at an introductory level. For details & registration:

[www.ehcc.ca/education](http://www.ehcc.ca/education) [info@ehcc.ca](mailto:info@ehcc.ca) 902.883.1010

- MICROSOFT WORD
- WORKING WITH SPREADSHEETS (EXCEL)
- EMAIL BASICS
- WORKING ON THE INTERNET
- USING SEARCH ENGINES
- USING SMART PHONES AND TABLETS
- BASIC SECURITY

**LOCATION**  
EHCC Boardroom  
8 Old Enfield Rd, Unit 205

**INSTRUCTOR**  
Jeff Brown  
Alpha Social Media Inc.

