

-Accounting Classes-

Your business is run by numbers, regardless of how you look at it there needs to be a certain amount of money every month to pay bills, pay staff, purchase equipment among other things... Where is your money going every month? How much profit have you generated this year? What area of your business needs improvement? How many customers owe you money? These are all questions a good accounting practice can help answer for you.

Our accounting classes are taught by a certified accountant with a wealth of experience in the Alberta small business sector. She is happy to help you work through and understand how to get the most from your Simply Accounting experience.

Simply Accounting for Windows - \$298

7 hour full day class

Simply Accounting is a powerful accounting program that you can use to manage every aspect of your small business. Our Simply Accounting program will take you through a full month's worth of accounting so that you can understand how to create invoices and receive payment, record business expenses, reconcile your bank account and print various reports to assist your accountant and to gain greater insight into your business operations. **March 19 & May 21, 2009**

-Groups, Discounts & Promotions-

Cottage Computers Customer Appreciation

For those customers of ours who have purchased a computer or had computer servicing we will issue a gift certificate in the amount of \$50 to be used for one of our classes being offered during that quarter. We will also give you a gift certificate of \$50 for each full price friend that signs up for the same class with you.

Group Discounts

If you have a group of people (4 or more) that are interested in taking a class together (on the same date) we can offer the following discounts:

- | A group of 4 or more - 10% total discount
- | A group of 7 or more - 20% total discount
- | A group of 10 or more - 30% total discount

Please contact us in advance to schedule your date and to reserve your seats.

Multi Class

If you would like to sign up for multiple classes we can offer the following discounts:

- | 2 or more classes - \$50 total discount
- | 4 or more classes - \$75 total discount
- | 6 or more classes - \$100 total discount

All the information and promotional details contained are subject to change without notice. The discounts and promotions listed above are non-transferable and not to be combined with any other special offers or discounts.

-Computer Classes & Training-



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Quality and Service

The Only Things Worth Buying  The Only Things Worth Selling

-Introductory Classes-

Our introductory classes are geared towards all the people out there who have a desire to learn more about the basic operations of some of the more common computer systems and programs available on the market. Starting with the most basic class we are educating people so they can understand more about the computers they use every day. Then we move into focused classes on Microsoft Windows, Microsoft Office and a class on the Internet and E-mail.

Our classes are the perfect tool to get your existing staff on the same page, train new employees, brush up on the latest programs or just to start off. Please visit our webpage at <http://www.cottage-computers.com> for the latest class offerings and calendar. If you have any questions or if you would like to sign up for one of our training classes please feel free to stop in at the store or give us a call at (780) 986-8651.

Introduction to Pc's - Free Class

3 hour afternoon class

Learn about the different types of computers and the key components that go into them. Learn to use the mouse, keyboard, CD/DVD drives, USB flash drives as well as a basic overview of Windows XP / Vista. This is an essential course for the first time user and is a pre-requisite of all other courses (or equivalent computer experience). **February 13, March 14, April 23, 2009**

Introduction to the Internet and E-mail - \$125

6 hour full day class

Using Microsoft Internet Explorer you will learn all about the internet including e-mail, search engines and how to navigate your way through the World Wide Web. This is a great course for anyone who might be new to the internet or those who are unsure of its uses. **February 7, March 12, May 2 2009**

Introduction to Windows - \$125

6 hour full day class

The instructor will guide you through the ins and outs of using Microsoft Windows operating systems focusing primarily on Windows XP. This class will focus on helping you understand file locations, saving and opening files, finding things within the operating system, installing and changing programs as well as many other valuable topics. **February 19, March 28, April 30 2009**

Introduction to Microsoft Office 2007 - \$125

6 hour full day class

This is a great introduction to the Microsoft Office 2007 productivity suite running on Windows XP. You will learn the basic features and functions of the programs within Microsoft Office including Word, Excel, Powerpoint and Outlook. **February 21, April 2, April 25 2009**

-In-Depth Classes-

For the more experienced users we have in-depth classes with a very specific focus. These classes have fewer students and are designed for users who have a little practical experience already. By focusing on Microsoft products like Windows, Word, Excel and Powerpoint we are going to help you maximize your abilities. Come prepared with a list of questions and be ready to learn because these classes are intense!

For those of you with a specific goal in mind these classes will help elevate the productivity you can get from your computer. They are a perfect way to get you and your staff more comfortable with some of the advanced features within the programs you use on a daily basis.

In-Depth Microsoft Windows - \$175

6 hour full day class

Microsoft Windows operating systems are used in 90% of the computers deployed worldwide including homes, businesses and schools. This in-depth exploration of Windows XP will introduce you to some of the lesser known control functions and capabilities of the operating system. **March 26, April 4, May 7 2009**

In-Depth Microsoft Word - \$175

6 hour full day class

Microsoft Word is the most widely used word processor in the world, many people use it on a daily basis but may not understand all of the capabilities and functions that are included in this program. The in depth nature of this class will introduce you to the more advanced features of Word including tables of content, advanced formatting options and more. **January 30, March 21, April 9, May 9 2009**

In-Depth Microsoft Excel - \$175

6 hour full day class

This class will give you an in-depth working knowledge of Microsoft Excel 2007 running on Windows XP, a powerful spreadsheet program used widely in all areas of business. During this course you will learn how to create spreadsheets, how to set up automatic formulas, fixing errors within a spreadsheet as well as an introduction to simple macro commands. **January 31, March 5, April 18, May 14 2009**

In-Depth Microsoft Powerpoint - \$175

6 hour full day class

Powerpoint 2007 is a great program for creating slideshows for family and friends and is also used to create multimedia presentations for business purposes. This class will give everyone the knowledge they need to create stunning slideshows complete with pictures, transitions, music and video. **February 5, March 7, April 16 2009**