






Dinuba Adult School

Small Business Computer Courses

Free Intro session	Feb 8 - \$0	<p>What does your business look like on Google?</p> <p>Set up "Google My Business"</p> <p>Create Google account for business</p> <p>Review courses - Which class could you most benefit from?</p>	  <p>Google My Business</p>
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Website Creation	Feb 15 & 22 - \$49	<p>Introduction to "Google Sites" (learn to use this easy & attractive website creation tool)</p> <p>Find attractive, effective images for your business's website</p> <p>Advanced Google Image Search (Size, Copyright, etc.)</p> <p>Download images, Upload them to your website</p> <p>Work on your individual Google Sites</p> <p>Get your individual questions answered - Plenty of time and support to work on your website</p>	
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Google Drive	March 1, 8, 15 - \$69	<div style="display: flex; align-items: center;">  <div> <p>▪ Introduction to "Google Drive" (includes Google Docs, Google Sheets, Google Slides, and more!)</p> <p>Learn the difference between MS Office and Google Drive, and why you should care</p> <p>Learn how to use Google Drive to be more effective and efficient in your work or business.</p> </div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="flex: 1;"> <p>▪ Google Docs in practice</p> <p>Practice & learn how to Create Meeting Agendas, Record minutes, Take notes</p> <p>Write Goals, Priorities, and Notes together - Share all of this in real time!</p> </div> <div style="text-align: center; margin-left: 10px;">  </div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="flex: 1;"> <p>▪ Google Sheets in practice</p> <p>Practice and learn how to keep track of money, inventory, and hours</p> <p>Use formulas to automatically update the arithmetic - no calculators needed!</p> </div> <div style="text-align: center; margin-left: 10px;">  </div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="flex: 1;"> <p>▪ Google Calendar</p> <p>Schedule meetings, Reserve rooms</p> </div> <div style="text-align: center; margin-left: 10px;">  </div> </div> <div style="margin-top: 10px;"> <p>▪ Google Drive to MS Office and back again!</p> <p>Learn how your Word, Excel, and PPT files play nice with Google Drive</p> </div>
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Call 596-2066 to Register or Get More Information <http://bit.ly/dascomp>

All classes open to **ANYONE** who wants to learn more about business-related technology.

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Social Media Marketing

March 22, April 5 - \$49

Twitter

- You need a Twitter account! Create one!
- Become part of the online conversation - pursue customers
- Learn WHAT to tweet about
- Learn WHEN to tweet, and how to schedule tweets automatically
- Put your business Twitter account on your print and online materials



Facebook

- Create a Facebook page for your business
- Learn how to advertise on Facebook
- Learn how to use Facebook strategically to strengthen your business



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