

Cremona Community Engagement Site

Located at Cremona School
P.O. Box 141, Cremona, Alberta TOM ORO
206—3rd Street East

Jan Shand—Program Coordinator

Phone: 403.637-3856 ext:4862 or direct line 403.337-4277

E-mail: jshand@chinooksedge.ab.ca

Growing Together, Learning Forever
"A Campus Alberta Central Learning Site"

TRAVEL TIDBITS

SWITZERLAND

DATE: Tuesday, September 18th

TIME: 11:00 am, lunch to follow

COST: \$10/person, includes lunch

Please RSVP your attendance

prior to **September 13th to Jan @ 403-337-4277 OR**

EMAIL: jshand@chinooksedge.ab.ca

Limited Seating



BOOK CLUB

Date: Wednesday, September 12th

Time: 7:00—8:30 pm FREE

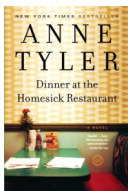
Winter Garden by Kristin Hannah



Date: Wednesday, October 10th

Time: 7:00—8:30 pm FREE

Dinner at the Homesick Restaurant by Ann Tyler



If you wish to participate please let the Cremona Library know well ahead of time so they can order the book.

Finding the Data You Need

Tuesday, September 18, 9:30am-11:00am \$15

CANSIM is the Canadian socioeconomic database and contains data on almost all aspects of Canadians' lives. Updated daily, CANSIM provides fast and easy access to a large range of the latest statistics available in Canada, at no cost!

The Power of E-Newsletters and Social Media Marketing

Wednesday, September 19, 1:30pm-3:00 pm \$15

As a small business owner, proactive, permission based E-mail marketing social media marketing should be a key component of your overall marketing and communications strategy. Educate, inform and articulate your competitive advantage using Email newsletters and a Facebook business page. Your customers do the best marketing for you – and their friends are your best prospects.

Small Business Accounting Basics

Wednesday, September 26, 2:00pm-3:00pm \$10

Familiarize yourself with some basic accounting terminology, as well as three of the most common financial state-

ments. This session will review:

- Methods of keeping receipts and recording business transactions
- What a ledger is and how to produce monthly statements
- Available resources to help you with tax planning, financing and government regulations

Incorporating in Alberta: What You Need to Know **Thursday, September 27, 6:30pm-8:00pm \$15**

Are you considering incorporating your business or is someone insisting you must incorporate and you want to know more about what that involves? This session will explain:

- What incorporation means
- The advantages and disadvantages of incorporating
- When to incorporate and when not to incorporate
- The current Alberta procedures for incorporating your business

MORE SESSIONS

Wednesday, October 3, 9:30am-11:30am \$20

Promotions: Creating Buzz for Your Biz on a Shoestring

Tuesday, October 9, 9:30am-11:30am \$20

Achieve Your Goals and Still Have a Life

Thursday, October 11, 2:00pm-3:30pm \$15

Starting a Food Business: Regulations, Permits and More

Thursday, October 11, 6:00pm-8:00pm \$20

How to Use Social Media for Business

Monday, October 15, 1:00pm-4:00pm \$40

Start Your Business!

Wednesday, October 17, 1:30pm-4:00pm \$30

Do-It-Yourself Market Research

Thursday, October 18, 12:00pm-3:00pm \$40

Preparing a Business Plan

If you are interested in any of these sessions please contact Jan @ 403 337- 4277

HOSTED BY BUSINESS LINK



QUICKBOOKS

QuickBooks gets you organized, simplifies sales & expense tracking, and ensures reliable records for tax time.

DATE: Sept. 26, Oct. 3, 10, 17, 24, 31

TIME: 6:15pm—9:15pm

COST: \$195/person, includes manual.

Laptops provided, bring USB stick if you wish to save your work.

CALL TO BOOK YOUR SPOT!



- iPhone Advanced
- iPad
- Microsoft Word
- Photography 101

If you are interested in any of these sessions please call as they have to be booked

**CALL JAN @ 403-337-4277 OR EMAIL:
jshand@chinooksedge.ab.ca**

We are always looking for suggestions for classes. Please feel free to give us ideas and we will make it happen if we can find an instructor and the class size is large enough.

*****HELP WANTED*****

Part-time Casual Relief - Adult Education Assistant:

The Cremona Community Engagement Site is looking for a person to help with the delivery of local, web-based and video conferenced programming. Computer knowledge essential, knowledge of Microsoft Office and our community's needs is an asset. Salary \$14 - \$17/ hour dependent on experience. Some evening work will be required.

Responsibilities:

- Set-up & facilitate video conference, web-based and local programs.
- Help compile a monthly newsletter and other advertising.
- Add and remove information to website and other social media.
- Take registrations.

Training will be provided. Please submit resume with references to:

Cremona CES, Box 141, Cremona, T0M 0R0.

Deadline for applications is Monday, September 17th, 2012.

THANK YOU to the Village of Cremona for all their help with our accounting for the last 18 months. Your support has created a hopefully sustainable site for our community to use and enjoy. Special thanks to Penny and Dallas for the extra hours they devoted to the Cremona CES.



High School Math Prep Course

Upgrade your math skills for work or high school with this free course!

- ▶ Learn in your own community through video conferencing
- ▶ Connect with your instructor in live, interactive video sessions
- ▶ Review and practice your lessons online
- ▶ Tutor support is available at your local Community Adult Learning Centre

Classes start September 17, 2012

For more information contact:

Mountain View Communities Adult Learning Society
RKC Building
4500 - 50 Street, Olds
Phone: 403-507-7750
Email: mshier@oldscollge.ca

OTHER POSSIBLE COURSES

- Spanish
- How to shoot Better Home Video
- How to edit your Home video
- Facebook for small business: How to set up and run a Facebook page
- Creating animated slideshows with your photographs on a Windows computer
- Getting Started with Windows
- How Computers work: Learning about the hardware inside your pc.
- Digital Art – What is it?
- Digital Image Editing
- Women and the Law
- iPhone Basics

