

## PROGRAM BENEFITS:

### Scholarships

Scholarships for San Antonio Hispanic Chamber of Commerce (SAHCC) members are available courtesy of AT&T. Contact the SAHCC for more information!

### Special Pricing

SAHCC members receive 20 percent savings over regular catalog prices for **Access to Technology Programs**. Tuition and materials all inclusive in course prices.

### Course Length

"Just in Time" delivery means courses are designed to maximize the quality of instruction while minimizing time commitment. Most courses are taught from 4-6p.m. during the week, or on Saturday mornings.

### Small Class Sizes

Classes have a maximum student to teacher ratio of 15 to 1.

### Course Location

Classes are held at locations throughout San Antonio. Mobile labs are available for classes of 10 or more.

### Innovative Partnerships

In order to bring our members this unique learning opportunity, we've partnered with Palo Alto College's Corporate and Community Education Division. With state-of-the-art facilities, expert instructors, the latest curriculum, and a long-standing reputation of service to San Antonio's Hispanic community, Palo Alto College is the ideal choice for this innovative partnership.

## Outsource Your IT Training

Custom Training Packages are also available! Outsource all your Technology and Office Skills training. Contact the Corporate and Community Education Division at Palo Alto College Today!

# Enterprise Technology Training

*Get the **COMPETITIVE EDGE!***

Your business growth depends on being smarter, better, and faster than your competitors. The **Access to Technology Program** from the San Antonio Hispanic Chamber is designed to help you harness the power of information technology to get you that edge!

Whether you want to get a better understanding of the latest technology tools available on today's market, learn how to network your office and keep your data safe, tap into government contracts, or take your company website to the next level with interactive e-Commerce applications, the San Antonio Hispanic Chamber and Palo Alto College have the training to suit your needs.



### Palo Alto College

Corporate & Community Education Division  
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SAN ANTONIO  
HISPANIC  
CHAMBER  
OF COMMERCE



*Get the  
**COMPETITIVE EDGE**  
with the latest in  
technology training for  
small businesses!*

In partnership with:



Palo Alto College  
Corporate and Community  
Education Division

## Course List

### **How to Speak "Geek" or Turning Your Technology Vendor into Your Technology Partner** \$70

A broad overview of the IT tools available to small businesses today, where to find them, what to consider in choosing between the options, and a lexicon of terminology. (6 Hours)

### **Basic PC Maintenance and Troubleshooting** \$70

A primer course in maintenance and troubleshooting, including preventive maintenance; virus scanning; creating system restore points; and installing, updating and uninstalling software. (4 Hours)

### **Understanding the Windows Operating System** \$180

Get under the hood of your operating system and take a look at Control Panel settings, organize your hard disks, Add/Remove programs, and learn basic security issues. (16 Hours)

### **Maintaining Your Office Network** \$140

Why pay thousands of dollars to network your office? Learn how to set up a simple Windows network, add users, set permissions, create firewalls and learn strategies to keep your network safe and secure. Understanding the Windows Operating System or equivalent experience required. (12 Hours)

### **Taming the Internet** \$70

Safe browsing techniques, conducting market research, online resources to support your small business, and using filters and web access controls. (4 Hours)

### **Using QuickBooks for Accounting** \$280

Get a handle on your business expenses and sales with the easy-to-use QuickBooks accounting software package. Track expenses, prepare invoices, pay accounts receivables, develop budgets and conduct forecasting. (16 Hours)

### **Advanced Office Productivity \*** \$120

One of the most frequent requests in the 2006 Technology Survey was for advanced classes in Microsoft Office applications. Learn the advanced features experts use in **Outlook, Word, Excel, and PowerPoint!** (8 Hours each)

### **Beginning Graphic Design** \$180

Learn layout and graphic design principles. Use your digital camera to create product photographs. Modify images using basic image editing programs such as Macromedia Fireworks. (10 Hours)

### **Using Microsoft Publisher to Create Eye-Catching Marketing Documents** \$140

This often overlooked desktop publisher application comes standard with most Microsoft Office productivity suites. Use Publisher's simple drag-and-drop interface to create brochures, flyers and price lists. Does it really work? You're looking at a Publisher document right now! (8 Hours)

### **Open Source for Small Business** \$140

Most popular proprietary software products have a Free/Open Source alternative that probably has all the features you are looking for. OpenOffice, Mozilla Firefox, The Gimp - know the alternatives and put those annual licensing fees back on the bottom line! (12 Hours)

### **Online Bidding for Government Contracts - Using Your Minority or Woman-Owned Status to do Business with the Government** \$180

The City of San Antonio, Bexar County and most of the surrounding counties, and the State of Texas have online bid posting systems, and all have special programs for minority and women-owned businesses. We'll take you through the step-by-step process of vendor registration - by the end of the class you'll be registered as a HUB vendor! (10 Hours)

\* Basic-level Courses in Microsoft Office Applications, Keyboards and other office skills are also available. Contact Palo Alto College Corporate and Community Education for more details!

### **Web Design and Development** \$280

Learn best practices in web design, how to create your own website, hosting and maintenance options, search engine optimization techniques, and ways to convert hits to sales. (16 Hours)

### **E-Commerce for Small Business** \$280

90 percent of the respondents in the 2006 Technology Survey reported having a company website. Yet less than 1 in 4 were using e-commerce tools to increase revenues. Learn how to create e-commerce sites from templates, and online marketing techniques using the Yahoo Small Business Portal. (16 Hours)

### **Data Security** \$90

Data security policy can make or break a business. Strong data security measures prevent down time and even civil litigation. Learn what you need to know about data backup, disaster recovery, customer data privacy policies, viruses, malware and more! Maintaining Your Office Network required. (4 Hours)

### **Access Database Software** \$280

Learn how to use Microsoft Access as a customer relationship management tool, creating inventory and order tracking databases, work with Access objects, and generate reports. (16 Hours)

## More Information...

For more information contact the San Antonio Hispanic Chamber of Commerce at (210) 225-0462, ext. 219. Or visit our website at:

[www.sahcc.org](http://www.sahcc.org)

Get the **COMPETITIVE EDGE!**

**REGISTER TODAY!**