








# BEC Technology Tuesdays

The primary goal of this course is to demonstrate how small business owners can improve the success of their businesses using Information and Communication Technology (ICT). To achieve this goal, the Smart Technology for a Smarter Business™ curriculum focuses on helping small business owners do the following:

- Gain awareness and comfort with ICT
- Gain knowledge and skills in the business applications of ICT
- Use ICT to improve their business' efficiency and growth.

Participants learn the following modules:

## Curriculum Topics

 OPERATIONS AND MANAGEMENT	 FINANCE	 COMMUNICATIONS	 MARKETING	 TECHNOLOGY MANAGEMENT
Scheduling	Common Financial Documents	Email and Internet	Print Marketing	Setting Priorities
Contact Management	Expense Tracking	Presentations	Digital Images	Putting It All Together
Information Management	Financial Graphics	Communication Devices	Electronic Marketing	
Project Planning	Cash Flow Analysis	Virtual Collaboration	Websites	
	Financial Accounting			



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**Prerequisites** - Participants should have an understanding of basic business concepts and prior experience with computers, word-processing, email and the internet.

**For more information contact:**

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