

Professional & Workforce Training



EDUCATION • SKILLS • RESULTS

Computer Applications & Information Technology



ProWorkTraining.com
763-433-1200

Your Success **IS** Our Business

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Specializing in **business development and workforce training**, *Professional & Workforce Training* is your partner in economic success.

Why should your business or organization partner with *Professional & Workforce Training*?

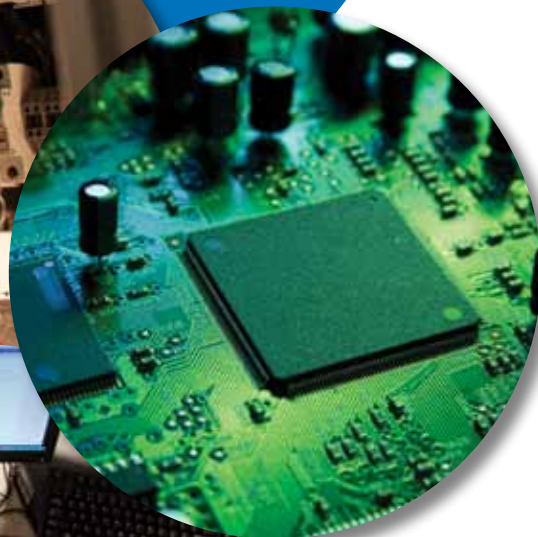
- Education and **training solutions** designed to **meet your goals** and **increase productivity and profit**
- Cost-effective, results-oriented solutions designed to enable your company to **increase its competitive edge**
- **Pre- and post-training assessments** to ensure your employees learn the skills most important to your industry and customers
- **Industry experts** and **experienced instructors** who provide **proven, real-world results**
- Services, industry certifications and training conducted on **your schedule** and at **your location**
- **Cutting-edge training programs** on the forefront of new technologies/processes to **enhance your employees' skills**
- **Increase your bottom line** through waste reduction, streamlining processes, energy conservation and workforce training

Contact us **today!**

About *Professional & Workforce Training*

Through customized consultation, needs assessments, coaching, evaluation and training services, *Professional & Workforce Training* is committed to partnering with you to ensure your unique business goals are met.

Working together, we'll assess your organization's needs and develop specific solutions to help your employees and business.





New programs added based on industry demand.
Customized programs also available to meet your needs.

Computer Applications & Information Technology

The world of technology is continually evolving; keeping up to date is critical to your organization's success. *Professional & Workforce Training* offers comprehensive computer and technology training to give your employees the edge they need to stay ahead.

Our offerings include training for all levels of your organization, from the computer novice to the IT professional.

Sample Programs & Courses:

- Adobe Acrobat®
- Adobe Photoshop®
- Adobe Illustrator®
- Adobe InDesign®
- Desktop Publishing
- Adobe Dreamweaver®
- HTML 5
- Web Graphics
- Web Design
- Web Development
- Web Marketing & Search Engine Optimization
- Mobile Web Design & App Development
- Microsoft Word®
- Microsoft Excel®
- Microsoft Access®
- Microsoft PowerPoint®
- Microsoft Publisher®
- Microsoft Outlook®
- Microsoft Visio®
- Microsoft Project®
- QuickBooks®
- QuickBooks Payroll®
- Cisco CCNA
- Cisco CCNA Security
- Cisco CCNA Wireless
- Cisco CCNA VOIP
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Microsoft Windows
- Microsoft Windows Server
- Project Management Fundamentals
- Advanced Project Management

Program Spotlight

Microsoft Office®

Microsoft Office® is considered the standard office software program in the country, yet the majority of people do not maximize its potential, wasting time and resources.

Professional & Workforce Training offers individual courses as well as a complete master certificate in Microsoft Office. Courses in Word, Excel, Access and Powerpoint will bring your employees' skills to an intermediate if not advanced level. Publisher, Outlook and Visio training is also available.

Courses may be customized to meet your organization's specific needs. Training may be scheduled during the work day, in the evening, weekends or online.



Information Technology Resources & Expertise to Meet Your Goals

Information Technology keeps changing at a rapid pace. Let us keep your employees current to increase their productivity. Outstanding IT skills will help your organization meet future success.

Professional & Workforce Training provides:

- State-of-the-art computer labs
- New Mac lab
- Convenient portable laptop lab
- Advanced Cisco equipment
- Expert, experienced instructors
- Continuously updated course content

Contact us **today!**



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