

PROFESSIONAL DEVELOPMENT



**Pennsylvania
College of Technology**
A Penn State Affiliate

COMPUTER APPLICATIONS



Pennsylvania College of Technology has

long been a leader in providing training across a broad spectrum of computer applications. From the novice learning a new program, to seasoned users aiming to hone the most advanced skills, our vast library of available course topics meets the needs of any business. By building skills in the applications employees use most often, computer training quickly impacts performance and the bottom line.

OUR MOST IMPORTANT CRITICS SAY IT BEST...

"I liked that it was hands-on. What I learned will simplify my work."

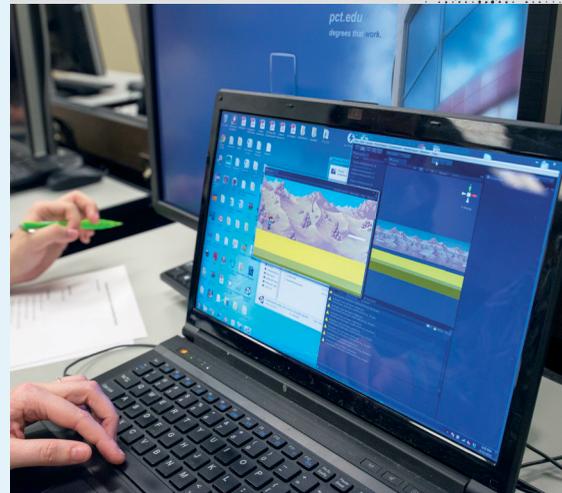
"There were many things I picked up from this course. I was only using 10% of the capabilities of Excel prior to this course."

"One of the best courses I have taken. Both the content and instructor were excellent."

"Great instructor; she took time to catch you up and make sure everyone was on the same page! Great course!"

"Outlines will now be a breeze. I'll be more efficient at work."

"I am now confident in returning to my clinic being able to build an effective educational lecture for our staff."



Why Choose Penn College?

- ◇ Customizable instruction
- ◇ Mobile computer labs
- ◇ State-of-the-art facilities
- ◇ All major platforms
- ◇ Training for every skill level
- ◇ Experienced instructors

Penn College offers courses in MS Office® applications, graphic and web design, architectural design, presentation development, and numerous additional topics. Whether training in our state-of-the-art facilities or via mobile labs at nearly any location, our accomplished team of instructors can customize content to best suit any company's needs.

Delivering **hands-on, customizable instruction**
on all major platforms, the most **popular and**
powerful programs ... building skills in the
applications **companies use each and every day.**



Word processing



Internet applications



Spreadsheets



Presentations



Desktop publishing



Online productivity apps



Graphic design



Architectural design



Web development



Database programming

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Workforce Development
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Penn College operates on a nondiscriminatory basis.

**Penn College is approved by
the PA Department of Labor
& Industry as a sponsor of
apprenticeship programs.**