



CUSTOM TRAINING OPTIONS

YOUR PERSONAL COMPUTER SPECIALIST

We offer customized, personalized computer and technology training for personal and workplace application. Courses are taught by a Ohio Department of Education certified/licensed business, marketing, and technology teacher: **Mari Engelhart, MEd** (www.mariengelhart.com)

Computer Services & Training Center

Home Computer & Technology

	Computer Basics	File Management
	Microsoft Windows	Digital Cameras
	Getting Started Online	Tablets: iPad or Other
	E-mail	Blogging
	Multimedia: Images	Social Media: Facebook
	Multimedia: Video/Audio	Social Media: Twitter

Workplace Management & Productivity

	QuickBooks Financial	Microsoft Outlook
	Microsoft Word	Adobe Elements
	Microsoft Excel	Adobe Photoshop
	Microsoft PowerPoint	Adobe InDesign
	Microsoft Access	Adobe Acrobat

Business Marketing Online

	Overview of Online Marketing	WordPress: Managing your Site
	Social Media Marketing	Google AdSense
	Create Your YouTube Channel	Create Webinars

Please email **Mari Engelhart** (mari@ramonline.net) or select the training titles above in which you would like to learn. The cost of customized training is calculated on a per hour schedule.

Group (3 or more participants) discounts are available.

Name	
Phone	
E-mail	