



Workshop Schedule

Success Seminar Series



**Special Package
Mastering Microsoft Office**

Want to boost your productivity and learn how to do more with less? For a limited time, MTI is offering a special **Mastering Microsoft Office** package. Select eight of our most popular computer classes for only \$399 (retail value of up to \$750). For details, call 251-478-6848 or see www.mobiletechwebsite.com.

On-Site Training
Private training sessions for individuals or groups of any size may be scheduled at your location anywhere in the U.S., or at the MTI's Mobile, AL facility.

CE Credit
Continuing Education credit is available for a wide variety of professional and healthcare fields (including Nurses (ABNP1276), Nursing Home Administrators, social workers, CPAs Engineers, Land Surveyors, HVAC Contractors, HR Professionals (SPHR, PHR) and others), Attorneys, and others. Call today for information on your field.

Certification Testing
MTI operates local and mobile (on-site) authorized test centers for hundreds of nationally and internationally recognized certification exams. Computer-based ServSafe testing is also available.

Online Training Options:
See mobiletechwebsite.com for details about MTI's many online training options (including real estate, safety, computer skills, business classes, and more.)

Location:
MTI Training Center
1301 Azalea Road
Mobile, AL 36693
(in the Business Innovation Center)

Date	Topic	Time	Price
Feb 8 & 10 (W/F)	Excel Essentials	8:30 am – 12:30 pm	\$150
Feb 9 (Th)	PowerPoint	8:30 am – 12:30 pm	\$75
Feb 28 (Tu)	Word Intermediate (2007 & 2010)	8:30 am – 12:30 pm	\$75
March 1 (Th)	Excel Intermediate	8:30 am – 3:30 pm	\$150
March 6 (Tu)	Microsoft Project	8:30 am – 3:30 pm	\$250
March 8 & 9 (Th/F)	Crystal Reports	8:30 am – 3:30 pm	\$495
March 21 & 23 (W/F)	Excel Essentials	8:30 am – 12:30 pm	\$150
March 21 (W)	Facebook Basics: <i>How to Set Up & Manage a Business Page</i>	1:30 – 3:30 pm	\$50
March 22 (Th)	Word Essentials (2007)	8:30 am – 12:30 pm	\$75
April 4 & 6 (W/F)	Access	8:30 am – 3:30 pm	\$250
April 5 (Th)	Word Essentials (2010)	8:30 am – 12:30 pm	\$75
April 5 (Th)	Word Mail/Email Merge (2007/2010)	1:30 – 4:30 pm	\$60
April 10 (Tu)	Advanced Excel	8:30 am – 3:30 pm	\$150

Hands-on Computer Training

Business Management & Marketing Training

Feb 14 (Tu)	My Business Has a Facebook Page, Now What? <i>Practical Facebook Marketing Strategies That Work</i>	9 am – noon	\$60
Feb 15 (W)	ServSafe Food Protection Manager	8 am – 5 pm	\$160
Feb 29 (W)	ServSafe Food Protection Manager	8 am – 5 pm	\$160
March 2 (F)	Wage & Hour Law Essentials	9 am – noon	\$60
March 14 (W)	ServSafe Food Protection Manager	8 am – 5 pm	\$160
March 16 (F)	Business Writing Essentials	9 am – noon	\$60
March 28 (W)	ServSafe Food Protection Manager	8 am – 5 pm	\$160
April 11 (W)	ServSafe Food Protection Manager	8 am – 5 pm	\$160

Special Events

- **HR Certificate Programs** offered throughout the U.S. See course links for details: [Internal Investigations Certificate Program](#), [Certificate Program for HR Generalists](#), and [Certificate in Essentials of Human Resource Management](#) and [HR for Small Business](#).

Seating is limited. **Pre-registration is required**
Call **251-478-6848** or e-mail success@mtimail.com for more information or to register. Online registration is available at www.mobiletechwebsite.com.

MTI Business Solutions also provides on-site training, HR consulting services, PR consulting services, social media marketing, website design and development, email marketing and database development solutions. Call 478-6848 or see MTI's website to find out how the firm can assist you!