

THE VALUE OF MICROSOFT TRAINING

Today's professional workforce, at a minimum, is required to possess an intermediate to expert-level skill set in most Microsoft Office products.

Obtaining Microsoft Office training not only empowers employees to satisfy that requirement but also kicks off a beneficial chain reaction of events: productivity, efficiency and job satisfaction increase, leading to above-average performance reviews, resulting in higher employee retention.

Professional Development Solutions

at The University of Alabama in Huntsville offers a variety of certificate programs, exam preps, and short courses in the areas of Engineering, Information Technology, Cybersecurity, Leadership Development, and Management. These programs allow participants to increase their education and expertise in order to earn or maintain a high level of proficiency in their job.

PAST PARTICIPANT TESTIMONIALS

"Organized, methodical, and instructive!"
– Excel Essentials

"Information was given in a professional and easily understood manner."
– PowerPoint Essentials

"Will definitely recommend this course to my co-workers."
– Excel Advanced

"I was pleasantly pleased with the content and pace of the course."
– Using Project

"This course has shown me how to use SharePoint to its full capability."
– Using SharePoint

Questions? Call 256.824.4430 or visit PCS.uah.edu/CorporateBundle.

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MEET ORGANIZATIONAL
TRAINING GOALS!

Look inside to learn more
about our Corporate Training
Bundle for Microsoft!



MICROSOFT CORPORATE TRAINING BUNDLE



PROFESSIONAL
DEVELOPMENT
SOLUTIONS

CORPORATE TRAINING BUNDLE – MICROSOFT

WHAT IS A BUNDLE?

Our Corporate Training Bundle provides you a cost-effective and stress-free approach to providing organizational-wide Microsoft Training.

A bundle is defined as a select number of “seats” purchased at one discounted price that can be used by any employee towards any of our listed Microsoft courses.

Employees can refine their skills in our Excel, Word, or Project series, or customize their experience by choosing from more than a dozen Microsoft courses.

WHAT ARE THE BENEFITS?

- **Cost Savings** – Save up to 40% off regular tuition rates! Savings begin when you purchase just 6 or more seats!
- **Progressive Planning** – Schedule, plan, and pay for an entire YEAR of training with one payment!
- **Employee Development** – Help your team members sharpen their professional skills by broadening their knowledge in Microsoft.
- **Employee Retention** – Increase your employees’ productivity, knowledge, loyalty, and contribution by investing in their education!

WHERE WILL THE TRAINING TAKE PLACE?

Courses are held in state-of-the-art computer labs located in the CPCS Executive Training Center on the UAH Campus or at your location if preferred.

Unlike many other training providers, all of our instruction is provided by on-site subject-matter experts.

Each participant will have a computer to practice what they are learning through hands-on exercises.

In addition, our break area provides the opportunity to network with other professionals while enjoying complimentary refreshments.

WHAT IS THE COST?

The standard price for a 7-hour Microsoft course is \$265. Select the Bundle Tier Level that fits your organization’s training needs and save big!

HOW DO I PURCHASE?

Purchasing a Corporate Training Bundle is simple! Please contact **Professional Development Solutions** at **256.824.4430** to complete your purchase.

We accept MasterCard, Visa, American Express, Discover, Company Purchase Orders, and SF-182s.



COURSES AVAILABLE:

Select courses from the listing below to build your customize Corporate Training Bundle.

- **Excel: Essentials, Intermediate, and Advanced**
- **Word: Essentials, Intermediate, and Advanced**
- **PowerPoint Essentials**
- **Access Essentials**
- **Using Project***
- **Project Power User***
- **Using SharePoint***

**Project and SharePoint courses are 12-hour courses and are equivalent to 2 seats.*

Courses are held in the CPCS Executive Training Center in Wilson Hall on the UAH campus. All materials needed for class are included in purchase.

TIER 6	TIER 10	TIER 25	TIER 50	TIER 100*
6 Seats	10 Seats	25 Seats	50 Seats	100 Seats
\$245 per seat	\$212 per seat	\$199 per seat	\$172 per seat	\$159 per seat
SAVE 18%	SAVE 20%	SAVE 25%	SAVE 35%	SAVE 40%

** Seats expire 12 months from the date of purchase, except Tier 100 seats, which expire after 18 months.*

