

# The PROTRAINER

Web Site Address: [www.protrainsys.com](http://www.protrainsys.com) Email Address: [training@protrainsys.com](mailto:training@protrainsys.com)



Est. 1994

## PROTRAIN

A Division of Vivid Learning Systems



### Specials

If you register and pay for any Microsoft Office course (2000, 2002, 2003) in the months of June, July, or August you will a \$20.00 discount on each class.

If you are interested in a class that does not appear on our schedule please call us, and we will make every effort to generate a class that fits your needs. We do however, require a minimum of 5 registrations to provide this service.

### Digital Photography

Our digital Photography class is back by popular demand! This class will walk you through the fundamental concepts of taking great digital photographs. Topics include purchasing the perfect camera, definition of terms related to digital photography, This class will also answer some of your other questions such as; What makes a good photo? How do I avoid taking overexposed pictures? Class will be held June 29th from 6:00 pm to 8:30pm. For more info please call 375-0414.

### Free Monthly Community Enrichment Classes

On the heels of the Digital Photography class we would like to off a free Community Enrichment class every month.

Some of the classes we have planned are:

#### **Basic Interviewing Techniques**

Basic interviewing techniques will cover topics such as proper posture, style of dress, illegal questions that an interviewer may ask, negotiating salary, and more. This class is a must for anyone seeking employment.

#### **Computer Basics**

This class is designed for people with no or very little computer knowledge. This class will cover topics such as: Common Computer terms, Types of CDs, Burning a CD, and more.

#### **Windows XP Basics**

This class will cover fundamental windows skills for all levels of users. Setting screen resolution, Changing desktop wallpaper, Removing old programs, and more.

#### **Maximizing the potential of your portable devices**

Do you know how to use all the features on you PDA? Are you interested in buying a PDA, or cell phone? In this class we will discuss features versus functionality. What options are must haves on a portable device, and what features are just for show. We will also discuss the advantages and disadvantages of Tablet PC's Laptops and PDA Phones.

*If there are any classes you would like us to offer please call 375-0414, and let us know.*

-Jeff Coffiel-Lead Instructor

#### **Inside this issue:**

Specials,  
Digital Photography  
Free Monthly Community Enrichment Classes