



Does your company need training?

MCC Workforce Development offers custom training services through CustomGuide®.

Allow MCC to take the hassle out of training for you. **WHAT MAKES IT IMPORTANT?**

- Hands-On, Tutorial format • Real-World Simulations • Skill Assessments • Interactive Formats
- Customizable Courseware • Completion Certificates • Detailed Reports

EVERYTHING YOU NEED TO OFFER AMAZING TRAINING

MICROSOFT

- Access
- Excel
- Office 365
- OneNote
- Outlook
- PowerPoint
- Teams
- Windows
- Word

GOOGLE

- Gmail
- Google Chrome
- Google Classroom
- Google Docs
- Google Drive
- Google Meet
- Google Sheets
- Google Slides

SOFTWARE

- Adobe Captivate
- Computer Basics
- macOS
- QuickBooks
- Salesforce
- Slack
- Storyline
- Zoom

BUSINESS SKILLS

- Business Writing
- Cyber Security
- Email Etiquette
- Manage Meetings
- Presentations
- SMART Goals
- Time Management
- + more, including Spanish versions

Cost is **\$200** per license



For more information:

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meridiancc.edu/workforce

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