

## EMOBILETEK

eMobileTek was founded in 2001 as a training company focused on providing customized computing courses for topics not offered by most training companies. Our first topic was PDA/Palm computing.

Today, we offer a wide variety of services including Networking, Security, Application Consultation, General Computer Services and Staff provision. In addition, we continue to offer training courses, both standard and ones customized to your specific needs.

eMobileTek serves many major Fortune 500 companies as well as many other corporate and government clients.



Please visit our Website at  
[www.emobiletek.com](http://www.emobiletek.com)

For more information on any of these courses or to find out more about how we can customize these and many other course topics to your particular business needs, please call or email us.

Two Locations to Serve You:

Ann Arbor  
P.O. Box 130495  
Ann Arbor, MI 48113  
734.418.3126  
734.847.2403 fax

Toledo  
1690 Woodlands Drive  
Maumee, OH 43537  
419.897.7980  
419.897.0888 fax

[sales@emobiletek.com](mailto:sales@emobiletek.com)

## SPECIALTY COURSES

### Computer Training & Services



Ann Arbor • Toledo  
[www.emobiletek.com](http://www.emobiletek.com)

## OUR LATEST IN CUSTOM COURSE OFFERINGS



Welcome to eMobileTek! We are pleased to announce 6 new course offerings to

complement our standard computer training solutions.

These courses are offered at your location and tailored for your specific needs. We hand picked these topics due to popular demand from our customers.

All courses are \$225 per student and include 8 hours training, a student manual and course completion certificate. Any of our courses may be taught in one full 8-hour session or divided into two half-day sessions over a long lunch hour to limit employee downtime. Each course is customized for your specific business needs, including company policy and standards.



For details on our service offerings and for our current course schedule, please

visit us at:

[www.emobiletek.com](http://www.emobiletek.com)

### Business Ethics

This course addresses the ethical decisions that occur in the day to day operations of a business. Whether you need to address a recent issue within your company, or would like to proactively communicate consistent ethical practices, this course can accommodate. This course defines business ethics, describing how to balance personal values and organizational ethics and identifying common ethical dilemmas and their causes.

### Business Etiquette

Business Etiquette teaches the fundamentals of proper business etiquette, including how to present a professional appearance and identify appropriate business attire. It also discusses cubicle and general office etiquette and how to develop positive co-worker relationships and avoid rumors, gossip and conflicts.

### Effective Presentation

Whether you are presenting externally to your customers or internally to a department, the need to communicate important, specific information in a succinct manner is critical. The audience must see a benefit in what is being presented. This course identifies effective presentations and helps plan a presentation by determining primary and secondary objectives.

### Change Management

Change is an element of life that every organization has to accept. Remaining open to change allows organizations to compete and adapt to new demands placed upon them within the business environment. This course identifies levels of change and the misconceptions about change. It also identifies the importance and benefits of change.

### Sexual Harassment Awareness

This course explains sexually harassing behavior and how to identify and take action in preventing sexual harassment. It identifies the psychological, health-related and career-related effects of sexual harassment and the associated legal issues.

### Organizational Skills

In this new era of squeezing every last drop of performance out of our employees, improving their organizational habits can drastically improve their individual as well as group productivity. This course shows how to manage information effectively through organization.

