



# CAPABILITY STATEMENT

## CORE COMPETENCIES

Access Computer Training, LLC, a certified woman-owned small business (WBE, WOSB), is an established successful computer training company based in the Tampa Bay area.

We specialize in Microsoft Office programs such as:

- Excel
- Word
- Access
- Outlook.
- Microsoft Project
- Office 365
- Cloud computing
- File Management
- Information Technology

In addition, Access Computer Training offers training in:

- Positive leadership techniques
- Effective team/staff management
- Emotional Intelligence
- DISC training
- Sales training

Access Computer Training gears our curriculum toward government agencies, nonprofit organizations, corporations and individuals.

Access Computer Training produces and executes customized and targeted curriculum to meet the needs of our clients through hands-on learning, remote training, on-site training and individual tutoring.

Whether you're a government entity, large corporation, small business or an individual, Access Computer Training is your one-stop shop for training in the most sought-after trainings in business today.

## GOVERNMENT AND CLIENT EXAMPLES

CareerSource Pasco Hernando, CareerSource Tampa Bay, Vocational Rehabilitation Area 4, American Tech Support, North East Underwriters, JTD Enterprises, Summit Holdings, Premier Community Health, Tampa Honda

## NAICS, PCS, DUNS, CAGE CODES

### NAICS Codes

611420: Computer Training

611519: Career Vocational or Technical Courses

611430 Professional and Management Development Training

541519 Other Computer Related Services

561110 Office Administrative Services

541990 All Other Professional, Scientific, and Technical Services

541690 Other Scientific and Technical Consulting Services

### PSC Codes

U012 Education/Training-Information Technology/Telecommunications Training

U008 Education/Training-Training/Curriculum Development

U006 Education/Training-Vocational/Technical

U010 Education/Training-Certifications/Accreditations for Educational Institutions

U099 Education/Training-Other

DUNS 079458445

CAGE 88MN0

## ADDITIONAL CLIENTS & VOLUNTEER EXAMPLES

Veterans Alternative, Senior Tech Day, Veterans Administration (We are contracted with the VA to accept the Post911 GIBill™ for former military personnel, spouse and children who qualify for training)

## SOCIO-ECONOMIC STATUS

Certified Woman Owned Small Business

Access Computer Training, LLC, 1537 Dale Mabry Hwy., Suite 101, Lutz, FL 33548  
813-326-2628 • 855-9-LEARNIT • 813-575-8400  
www.accesscomputertraining.com