

Course Outlines

Select from our series of courses on the left to view the outline that can help you decide the best options for your organization.

The ILT classes are commonly 4 hours of training with 1 break.

(Includes training manuals)

The traditional ILT courses are 4 hours per session. Example: Excel Introduction Day One 4 hours. Day Two 4 hours.

Provide a half day of training at the appropriate learning level for attendees. *(Fundamental, Intermediate, and Advanced) Some courses total 4 hours. Some 8 hours.*

Our On-line courses are 2.5 hours per session. Example Excel Introduction Day One 2.5 hours. Day Two 2.5 hours.

The online courses are the same outlines and content included in the ILT courses but done in webinars. Some courses are 2.5 hours total. Some 5 hours total.

Webinar sessions: (2 Hours)

These webinars are designed to focus learning specific needs within the Microsoft applications. Such as PivotTables in Excel, or Mail Merge in Word. A great way to get up to speed with your skills in a short period of time.

Presentation (Hands Off) (2 Hour Sessions)

All demonstration sessions can be modified to fit the group's needs. While we limit our ILT courses to 6 students per class the presentation style can be used for groups up to 20 people. The instructor demonstrates a full array of applications that include tips and tricks. Quick reference cards are provided for attendees.