TRAINING COURSES

Blackboard

- Blackboard Assessments
- Blackboard Basics
- Blackboard Communication Areas
- Blackboard Course Building (Getting your Course Materials Loaded)
- Blackboard Learning Units
- Making Blackboard Beautiful
- Blackboard Gradebook

Computer Orientation

- Laptop Computer Orientation
- Macintosh Orientation
- PC/Computer Account Orientation
- Remote Access

Database/Spreadsheet

- Filemaker Pro
- Microsoft Excel
- Microsoft Access

Office Packages

- Microsoft Word
- Corel Word Perfect
- Microsoft PowerPoint Basics
- Microsoft PowerPoint Advanced
- Microsoft Outlook Basics
- Microsoft Outlook Advanced
- Microsoft Outlook Spam Filtering

Publishing

- Adobe InDesign

Web Design/Creation

- Macromedia Dreamweaver: Introduction
- Macromedia Dreamweaver: Style Essentials
- Macromedia Dreamweaver: Form Creation
- Macromedia Dreamweaver: Creating a Faculty Web Page
- Macromedia Dreamweaver and Adobe Photoshop: Web Graphics and your Web Site
- Web Graphics: Paint Shop Pro & Dreamweaver

Don't see the course you want? Drop us a line and let us know. We will create the course that suits your needs.