



Computer Application Skills

A program to help you develop competencies in Microsoft Office and other common applications.

With eLearning Innovations' online learning for Computer Application Skills, users learn by doing instead of just watching. The short, interactive lessons help users learn what they want, at their own pace, and the powerful search feature allows the online learning to double as an automated IT help desk.

The lessons offer unrivaled simulations of the software programs they teach, so users are able to learn in an authentic environment, without accessing the actual programs.

eLearning Innovations' online learning is delivered using a simple, yet powerful web-based learning management system (LMS) that allows users and administrators to track class progress and assess user knowledge. Lessons run with Macromedia Flash, a common plug-in that is already installed on most computers. And, because the online learning matches eLearning print-on-demand courseware lesson-for-lesson, creating a blended training curriculum is easy.

These courses are especially useful for elearning instructors and learners to brush up on their computer skills as well as program applications that are regularly used in course development and/or course management. They are designed to help users learn the necessary technology and skills for efficiently and successfully completing their online programs.

Course Options

- Access 2000
- Access 2002
- Access 2003
- Access 97
- Computer Basics
- Excel 2000
- Excel 2002
- Excel 2003
- Excel 2007
- Excel 97
- Mac OSX Tiger
- Outlook 2000
- Outlook 2002
- Outlook 2003
- Outlook 2007
- Outlook 98
- PowerPoint 2002
- PowerPoint 2003
- PowerPoint 2007
- Project 2003
- QuickBooks 2005
- What's New in Office 2003?
- Windows 2000
- Windows Vista
- Windows XP
- Word 2000
- Word 2002
- Word 2003
- Word 2004 for Mac
- Word 2007
- Word 97

Tuition

\$ 1,400.00 per month for up to 50 students or employees unlimited access to all programs.

Enrollment may be completed at www.elearninginnovations.com
Or by calling 405-743-3463

*Visa, MasterCard, and PayPal accepted for immediate registration.
Team discounts for 100 or more individuals are available.
This course can also be customized for specific group training needs.*

Registration Policies, Withdrawals & Refunds

Payment for Courses

Tuition payment for eLearning Innovations' training and professional development courses must be received before you will be granted access to your selected course.

Tuition may be paid in U.S. funds through company check, personal check, bank draft, traveler's check, cashier's check, credit card (Visa or MC). Purchase orders must be submitted well enough in advance to ensure receipt of payment by the course launch date.

Checks should be made payable to eLearning Innovations, Inc.

Withdrawals & Refunds

Courses are limited in enrollment and once you have been accepted, your participation is important to us -- we are counting on you to participate and complete the course in its entirety and within the timeframe it is offered.

For more information:

Call 405-743-3463 or e-mail information@teletrain.com.