

# eLearning @ UVJVS

Smarter Learning

## Online Courses

**\$89**

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### Microsoft Office 2003

<p><b>Excel 2003</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	<p><b>Word 2003</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>
<p><b>Access 2003</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Intermediate</li> </ul>	<p><b>PowerPoint 2003</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Webinars available for more advanced topics</li> </ul>

### Microsoft Office 2007

<p><b>Excel 2007</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Intermediate</li> <li>• Advanced</li> <li>• Charts</li> </ul>	<p><b>Word 2007</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>
<p><b>Access 2007</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Intermediate</li> </ul>	<p><b>PowerPoint 2007</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Webinars available for more advanced topics</li> </ul>



- All online courses are Instructor-led, self-paced. Typical courses have six modules with regular assessments to test learned skills. Courseware is designed for adult learning styles and is Microsoft Office Certified.
- Don't have Internet Access? Computer lab time is available. Please call for more information!
- Online Orientation sessions are held every Tuesday - please call to schedule your half-hour orientation session.

## Global Training = Webinars

**New!**

**\$19**

~ **Topics include:** "Internet 101", "Excel Charts", "Merges with Word" and more!  
Call 1-800-589-6963, Ext. 349 or visit [www.uvjvs.org](http://www.uvjvs.org) for more exciting topics !

~ **Added Services:** **1).** Use *your* training materials with UVJVS Webinar facilitating services. **2).** Webinars can be hosted at the UVJVS facility utilizing our multi-purpose conference areas. (Additional fees may apply) .

#### The Support and Guidance You Need to Succeed ...

*"... the instructors are there to help you, teach you and guide you in the direction you want to go ..."*

#### Accessible Instructors with Real World Knowledge ...

*"... they made it easy for me to learn new skills ..."*



Combining the Flexibility of a 24/7 learning environment ...



**...with the skills you need right now!**