

Government Solution Advisors

a SDVOSB Validated Contractor



Course Type	Course Description	Course Model
Beginner Courses		
Keyboarding	Touch typing, keyboard shortcuts, file management using Window Explorer	BC-KEY-010
MS WORD, level one	Creating a basic document, editing a document, formatting text and paragraphs, tables, inserting graphic objects, controlling page appearance and proofing a document	BC-WORD-010
MS Excel, level one	Creating a basic worksheet, performing calculations, modifying a worksheet, formatting a worksheet, printing, managing large workbooks	BC-EXCEL-010
MS PowerPoint, level one	Presentation basics, create a presentation, formatting text on a slide, working with graphical objects, tables and charts	BC-PPT-010
MS Outlook, level one	E-mail introduction, composing messages, formatting text, checking spelling and grammar, managing mail, scheduling appointments, scheduling meetings, managing contacts and tasks	BC-OUT-010
MS Access, level one	Overview of Access, managing Data, establishing relationships, querying the database, designing forms and producing reports	BC-ACCESS-010
MS Project, level one	Creating a project plan and work breakdown structure, creating and assigning resources and finalizing the project plan.	BC-PROJ-010

MS Publisher, level one	Introduction to the concepts and skill set of desktop publishing, examine the publisher environment, create a publication from a publication design, replace design object placeholders, create a publication from scratch.	BC-PUBL-010
Integrating Excel and Access, level one	Using recorded macros and the standard application interface of Excel and Access to allow Excel "to talk to" Access.	BC-E&AI-010
VBA, level one	Visual Basic for Applications, introduction to the VBE interface. General modules and class modules, sub and function procedures, debugging, looping, conditional statements and interactions with the user.	BC-VBAI-010
MS Visio, level one	Introduction to the user interface and the tools of Visio. Concentration on the underlying rules and concepts of the diagramming application.	BC-VI-010
Windows SharePoint Services, level one	Overview of SharePoint, Portals manage information, document management and repository introduction, enterprise search and business intelligence	BC-SH-010