



your one source for IT & AV

338 Clubhouse Rd. | Hunt Valley, MD 21031 | p. 410.771.5544 | syssrc.com

Train Smarter. On Your Schedule.

Every course on our public schedule can be delivered as a private class for your team — plus a curated lineup of specialized courses that rarely (or never) appear on the calendar.

Same expert instructors. Same proven curriculum. Zero distractions. Maximum relevance.

Why Go Private?

Because your team isn't generic — and your training shouldn't be either.

- **Customized pacing & examples** tailored to your workflows
- **Flexible delivery** (on-site, virtual, or hybrid)
- **Cost-effective for groups**
- **Ask the questions you actually have** — without an audience

Old-school fundamentals meet modern tools. That's how real skills stick.

Available for Private Delivery

Microsoft Access

- [Access Part 1](#)
- [Access Part 2](#)
- [Access Part 3](#)

Adobe Acrobat Pro DC (Bits & Bytes Series)

- [Basics: Bits & Bytes](#)
- [Modifying a PDF Document: Bits & Bytes](#)
- [Reviewing PDF Documents & Converting PDF Files: Bits & Bytes](#)

AI & Emerging Tech

- [AI for Educators](#)
- [Microsoft Copilot: AI for Everyone](#)
- [Microsoft 365 Copilot across Microsoft 365 Applications](#)



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Microsoft Excel

- Excel Data Analysis with Pivot Tables
- Excel Data Analysis with Power Pivot

Microsoft PowerPoint

- PowerPoint Part 1
- PowerPoint Part 2
- Presentation Survival Skills

Project Management

- Project Management Fundamentals with a Team Approach (3 Days)
- Project Management Fundamentals with a Team Approach (5 Days)
- Project Part 1
- Project Part 2

Collaboration & Visualization

- Teams for Business Users
- Visio Part 1
- Visio Part 2

Microsoft Word

- Word Part 1
- Word Part 2
- Word Part 3

Let's Build the Right Class

Have a different goal? A blended audience? A deadline breathing down your neck?

We'll help you: - Combine courses - Adjust depth and duration - Align training to real-world outcomes

Tell us what your team needs. We'll handle the rest. Call 410-771-5544 x5 or email Training@syssrc.com

Train with intention. Learn with confidence. Perform with purpose.