

# e-Learning Flexible Cost-effective Training

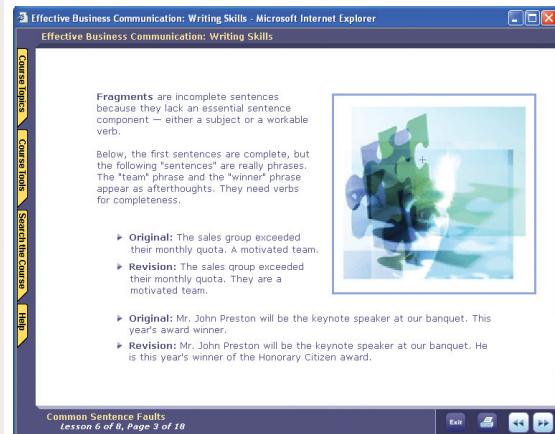
## What Challenges Do You Face Today?

Do you need to keep up with current technology? Want to improve your business skills? Don't have a lot to spend on training?

From balancing work and family to project management, and from using a PC to networking in an enterprise environment, our catalog of e-Learning courses supports personal and professional development for virtually anyone.

## e-Learning Can Help

- ▶ e-Learning courses are **ready when you are** — 24 hours a day, 7 days a week.
- ▶ **You control the pace.** Take courses quickly or complete them over time.
- ▶ **Focus on the training you need.** Skip what you already know or don't need, or take courses repeatedly. It's your choice.
- ▶ Pursue a **professional certification**, learn skills needed for a project or career advancement, or simply take courses for personal satisfaction.
- ▶ **Bookmarking** automatically tracks your progress in a course. The next time you access the course, you will automatically return to the same location. You don't have to remember where you stopped or how to get back there.
- ▶ Flash-based, multiple-step simulations show how applications really work. **Procedural simulations** include hints and step-by-step instructions to provide an interactive, structured walkthrough.
- ▶ **Business Skills Videos** offer scenario-based streaming video instruction that builds your core business competencies.





- ▶ **A variety of question formats** — including multi-step simulations, true/false, multiple choice, and fill-in-the-blank — challenge you to learn and provide constructive feedback for both correct and incorrect responses.
- ▶ **Flash and Audio** features create engaging interactions, activities, and simulations.
- ▶ A text-only version of each course is available so vision-impaired learners can use a text-reader program to take a course.

**Accessibility** features are fully compatible with JAWS 3.7 and 4.5, and comply with Federal 508 regulations and W3C's WCAG guidelines.

Our courses are highly interactive and designed using a rigorous set of criteria including quality content, appealing graphics, a consistent course interface, and challenging questions that combine to make learning fun, interesting, and effective.

To provide a complete learning experience, we also offer several e-learning tools that complement the courses:

- ▶ **Instant Mentoring** provides fast access to subject-matter experts, 24/7. Mentors will answer questions about the content and help clarify key concepts.
- ▶ **Reference Library** gives learners round-the-clock access to e-books for further research or to broaden the learning experience. Think of it as a personal research library on the Web.
- ▶ **TechLabs** lets learners practice new skills on actual hardware and software setups, not simulations.