

ENTERPRISE COMPUTER BASED TRAINING

OFFLINE | MULTI-MEDIA | BROWSER

A DOCUMENTATION

BY

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INTRODUCTION

Education prepares people for the **Real/Professional** world and in this world, over 90% of Businesses and Government use Microsoft Windows and Office programs to get jobs done. One of the eligible requirements of today's job postings is to have a working knowledge of such programs in order to be considered for the job. For instance, without Microsoft Word, one cannot be able to type letters, articles etc. Without Microsoft PowerPoint, one cannot make a lively/convincing/fully comprehensible presentation.

Qwerty System Solution Limited is pleased to introduce **Enterprise Computer Based Training Offline | Multi-Media | Browser-Based** of courses coupled with onscreen demonstrations to deliver an engaging eLearning experience.

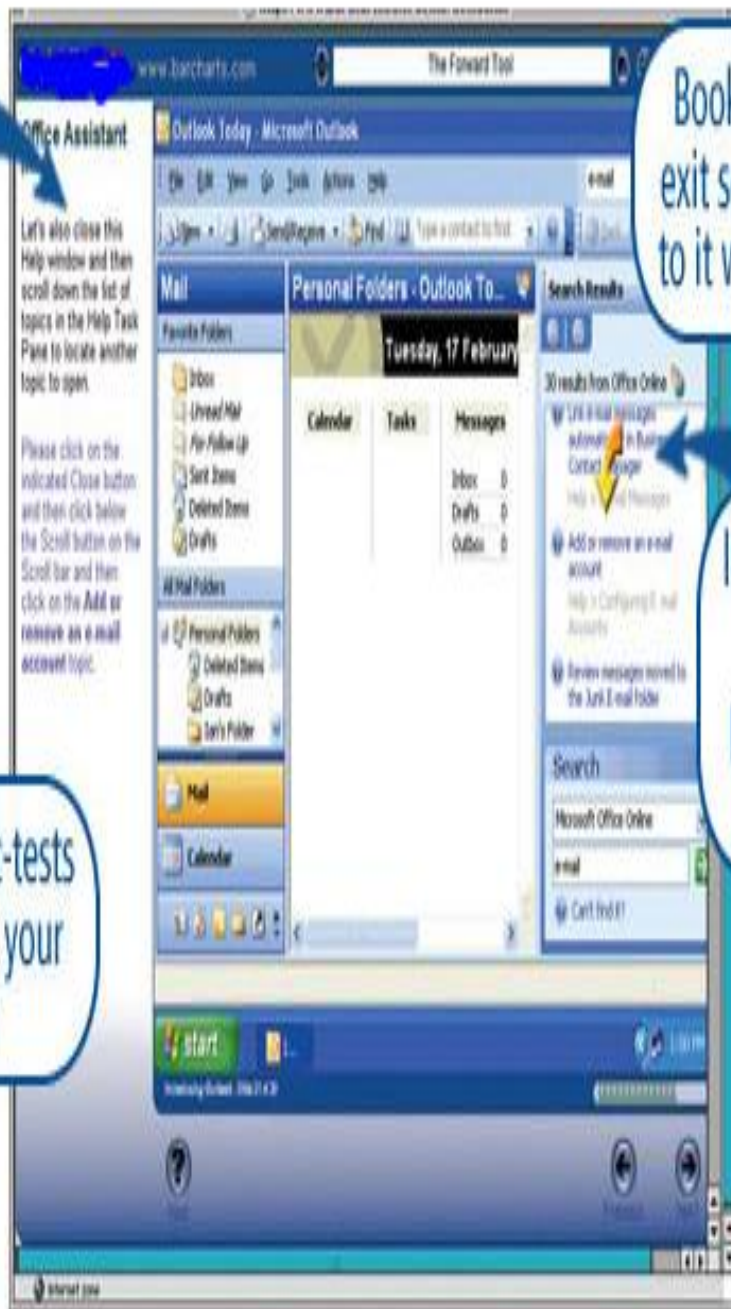
Enterprise Computer-Based Training is known to be **IMMEDIATE, HASSLE-FREE AND MORE AFFORDABLE** than live training options. Computer-Based Training (CBT) however, is an interactive method of learning that provides a series of **SELF-PACED, HANDS-ON** courses.

CBT offers technology, managerial, and supervisory curricula. These technology courses include Microsoft Office (Word, Excel, Outlook, Access, PowerPoint, OneNote, Project and Visio).

CBT is an easy and powerful tool for learning essential computer skills. The CBT search function allows you to locate courses on a particular topic. Depending on your knowledge of the topic being covered, you can choose **BASIC, INTERMEDIATE or ADVANCED** training.

Or, if you want to know how to do something specific, you can select that one skill. For example, if you want to know how to create a table in Microsoft Word, then you navigate to that section. Also, you can move through the CBT courses at your own pace, because you do not have to complete all of a course in one session. You can bookmark where you stop and pick up at the same place when you start the CBT course again.

Step-by-step instruction



Bookmarks when you exit so you can go right to it when you continue

Interactive graphics & audio training prompt you where to click next

Interactive post-tests help you track your progress

Snapshot of a CBT with features like bookmarking, instructions etc.

FEATURES

Immediate Feedback: The immediate feedback most computer-based training provides on trainee progress allows both instructors and trainees to monitor progress and adjust instruction accordingly. This feature is important for all skills, because it ensures that students are actually learning what they need to know.

Integration of Text, Graphics, Video, and Sound:

If the training is particularly content dense (many new concepts presented close together) or uses a hierarchy of skill acquisition (where current concept mastery is dependent on mastery of earlier concepts), CBT's integration of text, graphics, video, and sound facilitates the learning process. On average, people remember:

20% of what they see

40% of what they see and hear, and

70% of what they hear, see and do.

Offline: The Enterprise CBT solution is Offline and requires no internet connection to work. A Webserver with the Training Contents and Learning Management System will be deployed and setup on the existing Local Area Network with no bandwidth restriction or limitations.

Web-Based: The Multimedia based training is accessible via any windows based Computer with an Updated web browser (Firefox, Chrome, Opera) with Adobe Flash plug-in.

BENEFITS

CBT is cost effective

CBT is self-paced, flexible, and individualized

CBT is tireless

CBT can improve job performance

CBT can be a change agent

CBT also

- Affords students increased knowledge retention; content retention is increased by engaging multiple senses (auditory and visuals) during the learning process.
- Allows the repetition of the program as often as necessary to reach desired retention level.

CBT COURSES AND MODULES

Computer Basics Training

- Introduction to Computers
- Introduction to Internet

Microsoft Windows

- Windows 7
- Windows 8

Apple

- Excel 2008
- Entourage 2008
- Word 2008
- PowerPoint 2008
- Mac OS X Leopard

Microsoft Office 2013 , 2010, 2007

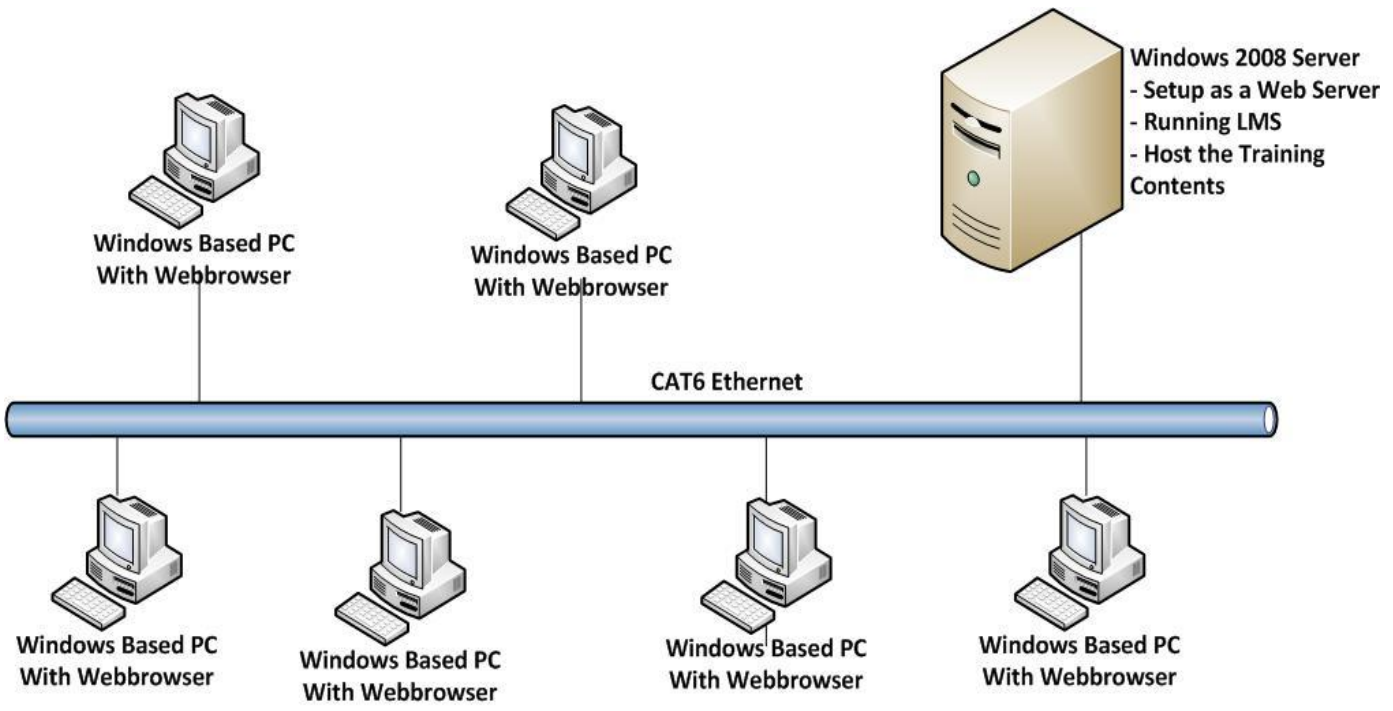
- Access
- Excel
- InfoPath
- OneNote
- Outlook
- PowerPoint
- Project
- SharePoint
- Word
- Visio

Adobe CS4, CS5 & CS6

- Photoshop
- Illustrator
- Flash
- Dreamweaver
- Adobe InDesign
- Adobe Acrobat X

Intuit

- QuickBooks 2009
- QuickBooks 2010
- QuickBooks 2011
- QuickBooks 2012
- QuickBooks 2013



Schematic For The Enterprise CBT on a LAN

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