

The convenience of e-learning at a price that is easy on your budget!

Improve Employee Skills with Self-Paced Training

The Center for Workforce Solutions at Anne Arundel Community College now brings the convenience of e-learning right to your desktop! Your employees can now perfect their skills, enhance job performance and receive Anne Arundel Community College Continuing Education Units* from self-paced training courses over the Internet. You set the parameters and your employees can learn what they need, when and where they need it – on the job or after hours. As a training manager, the choice is yours!

Get Proven Results with CWS & Element K

Element K has trained millions of professionals in thousands of organizations for 22 years. In the 1980s, they created innovative tools and techniques; many of which, the CWS uses for workforce training in the classroom. In the 1990s, Element K was the first to bring interactive IT training to the Web. Today, Element K is the most effective, comprehensive and integrated e-Learning resource in the industry. The Center for Workforce Solutions is excited to be able to offer the same level of quality that you have grown to expect from Anne Arundel Community College and Element K for your business' distance learning needs.

Choose from Self-Directed Training or Online Instruction

Features	Version	
	Silver	Gold
Online Collaborative Learning	No	Yes
Self Paced Courses	Yes	Yes
Assessment/Brainbench Exams	Yes	Yes
Virtual Labs	No	No
Online Reference Books	No	Yes

Library	License price per student	
	Silver	Gold
Office Productivity	\$177	\$210
Computer Professional	\$840	\$1,050
Design & Media	\$336	\$420
Project Management	\$352	NA
Business Fundamentals	\$175	NA
Workplace Safety	\$218	NA

*10-license minimum. Licenses are not transferable. Prices effective through June 2006. Library overviews can be found on the following page. Please contact your CWS representative for quantity and government discounts. *CEUs limited to certain classes, ask for details.*

Online Training by Library

Office Productivity

This training library offers interactive, self-paced tutorials and online asynchronous instructor-led courses aimed at anyone using desktop operating systems and general office applications. This includes training for word processing, spreadsheets, desktop databases, presentation and publishing applications, mail and communication tools, and more. The curriculum serves as an invaluable resource for ongoing personal computer use and supports the core competencies required to use PCs. Ideal for application rollouts, individual career development, cross-training, and “Just-in-Time” problem solving.

Computer Professional *(includes NOS, PWD & D&M)*

Network & Operating Systems

Learn a wide range of information technology courses that use relevant examples and accurate simulations in all of the course offerings. This collection provides networking professionals training for the dominant server and operating system technologies including Microsoft®, Novell, LINUX, UNIX, and Mainframe technologies. This comprehensive library is ideal both to support IT job functions and to prepare for industry recognized-IT certifications – e.g., CompTIA® A+™, Network+™, Server+; Microsoft® MCSA and MCSE; Novell CNA CNE; and many more.

Programming and Web Development

The PWD sub-library is designed specifically for individuals and teams that develop applications and administer their back-end databases, includes training and support to create Web applications, mail-tool applications, scripts, relational databases, and reports. Featured programming languages include: C, C++, Java, HTML, ASP, Perl, XML, and even COBOL for organizations that maintain legacy business code. Training supports database technologies by Oracle, Microsoft SQL and Microsoft Access. The collection is appropriate for the wide range of job roles, and the depth in any one area is sufficient to accommodate the entry-level programmer through the most senior developers on staff.

Design and Media *(D&M licenses are available separately or as part of the CP library)*

Courses are ideal for design professionals who use technology to enhance communication, such as Web designers, graphic designers, page layout experts, and creators of original art and media. Training is suited for most major design functions from graphic development to photo manipulation and enhancement to layout and publishing. This library provides a “Just-in-Time” reference to be used under tight project deadlines, as well as a formal training tool that accommodates various learning paths in design and electronic communication disciplines. Courses cover products from leading software vendors, including: Adobe, Macromedia, Corel, Lotus, Quark, and Microsoft.

Project Management

This library is made up of both self-study and e-ILT tutorials on topics such as Microsoft Project, Project Management Fundamentals, and Project Management Professional® tutorials. Courses in this library support the Project Management Institute’s (PMI’s) 2002 and 1996 Project Management Professional® (PMP) Certification. Element K is a Registered Education Provider for the Project Management Institute (PMI).

Business Fundamentals

Topics transcend core management and leadership topics to include functional skills that can be applied organization-wide – including sales, customer service, and HR. Courses in the Business Fundamentals library include conceptual material, resources, and work aids to ensure the application of learning to the employee’s individual challenges.

Workplace Safety

Courses provide online safety training with built-in assessment tools that map to OSHA compliance regulations. Courses are available in four major categories; 1) General Office Safety, 2) Laboratory and Clinical Safety, 3) Manufacturing and Industrial Safety, 4) Utility and Energy Safety.