



PURE SAFETY PRESENTS

## PC Skills Training

PureSafety's iMPETUS Information Technology Skills Library teaches basic to advanced computer software skills within the context of common workplace applications. The "real-job" context for the instruction engages the interest of the adult learners, and provides a foundation of business problem solving and communication techniques, which encourage the student to apply their PC skills to making their work more productive. Here are some of the features of the iMPETUS Information Technology Skills Library:

- Each course runs over a traditional network/intranet or the Internet and provides 8-10 hours of learning, from beginner through to early advanced training.
- The courses are packed with practical lessons and simulations. 80% of the tutorial screens in the courses are interactive, ensuring that users are constantly involved and thus motivated to learn.
- Users can start each course with an optional interactive pre-test which identifies any skills gaps they may have. The courses then recommend the most appropriate modules that the user needs to concentrate on to round off their knowledge. Thus, intermediate and advanced users are directed to the specific topics they need in order to supplement their existing knowledge.
- A simple menu structure and interface enables users to move forwards and backwards and instantly replay information, so they can learn at their own pace.
- A 'progress indicator' shows how far they reached in the course. If they exit without completing the course, their place is 'bookmarked' for the next session.

The iMPETUS library has been used successfully in hundreds of corporations across a wide variety of businesses – from banking and insurance to telecommunications and manufacturing and will be a perfect addition to your employee training curriculum.



### Course Offerings:

#### OFFICE XP

- Access XP
- Excel XP
- Advanced XP
- Outlook XP
- PowerPoint XP
- Word XP
- Word XP Advanced

#### OFFICE 2003

- Access 2003
- Excel 2003
- Outlook 2003
- PowerPoint 2003
- Word 2003
- Word 2003 Advanced

#### OFFICE 2000

- Access 2000
- Excel 2000
- Frontpage 2000
- Outlook 2000
- PowerPoint 2000
- Word 2000

#### OFFICE 97

- Office 97
- Excel 97
- Outlook 98
- PowerPoint 97
- Word 97

#### Miscellaneous Courses

- International Computer Driver's License (ICDL)
- Internet Explorer 5 & 6
- PC Basics
- Project 98
- Project 2000
- Windows 98
- Windows 2000
- Windows XP