

PROFESSIONAL DEVELOPMENT

GOAL-ORIENTED CURRICULUM +
TASK ORIENTED TRAINING =
IMPROVED PRODUCTIVITY



Optimal **Improved Productivity** is achieved with a **Goal-Oriented Training** curriculum and **Task Oriented Training** to follow through on that curriculum.

- **GOAL ORIENTED CURRICULUM**—Training curricula to meet **your needs** using **your tools** in **your environment**
- **TASK ORIENTED TRAINING**—Training for **your specific needs** in **your environment** using **your equipment and software**
- **TECHNOLOGY-CURRICULUM INTEGRATION**—Real world marriage of **technology use, curriculum requirements, teacher skill, and local environment**

Professional Development Services include

- Develop a viable professional development strategy for all user skills, from novice to advanced
- Hands-on-classroom or lab-style training workshops
- Small group strategically focused training
- Targeted individual training for special services or needs
- Train the trainer

A **Sampling of Topics** on which we offer training include

- Microsoft Office
 - Word
 - Excel
 - PowerPoint
 - The integrated office
- E-Mail skills and etiquette for staff and students
 - Outlook/Outlook Express (Mac/Win)
 - Entourage
 - Mac OS X Mail/iAddress
- Internet skills
 - Research skills
 - Intelligent Browsing
 - Internet Explorer
 - Netscape Communicator
 - Web Site Analysis & Design
- Multimedia/Hypermedia
 - MM/HM concepts
 - Multimedia authoring
- FileMaker Pro
 - Using database solutions
 - Creating simple databases
 - Data export and import
- Computer and network basics
 - Windows
 - Macintosh OS X
 - Using servers
 - Basic troubleshooting
- Windows and Macintosh system administration
- SASIxp, CLASSROOMxp
- Supporting Tech Support
 - Set up a help desk
 - Define user support strategy
 - Define and implement problem reporting and escalation path
 - Acceptable Use Policies

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