



### **E-LEARNING SOLUTION**

Epicare offers an E-learning Solution that is available 24/7 and from any location.

Features of this program include:

- ❖ Accesses courses from any internet enabled computer with speakers/sound card. No special equipment is needed. VoIP technology is used so as not to require a telephone line or phone charges.
- ❖ Each course is approximately one hour
- ❖ Courses can be customized for an additional fee.
- ❖ At the end the learner completes an evaluation and downloads a certificate of completion (if applicable)
- ❖ Epicare provides a listing of staff that have completed the course to the organization.
- ❖ Epicare E-learning specialists are available to assist learners via telephone.

### **Benefits of E-learning**

- ⇒ 24/7 format is conducive for staff to complete the educational requirement. Courses can be used in General Orientation of new staff or ongoing.
- ⇒ Courses can be accessing from anywhere, and at anytime.

***Epicare appreciates the opportunity to assist your organization with your training needs***

### **FACULTY**

**Sally Ann Corbo, Ed.S., APN-BC, NEA-BC**

Sally is the President of Epicare Associates, Inc. She has an extensive teaching background and was previously the Director, Nursing Education at The New York Hospital-Cornell Medical Center. She is certified by the American Nurses Association as a Clinical Specialist in Adult Psychiatric and Mental Health Nursing and Nursing Administration Advanced.

**Elena N. Lombardi**

Elena is the Project Coordinator at Epicare Associates, Inc. She has an extensive teaching & training background on Microsoft office and Internet based Tools. She manages and supports the E-Learning Solution for Epicare as well assists and develops custom applications for train the trainer programs.

### **Epicare Associates, Inc.**

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**[WWW.EPICARE.COM](http://WWW.EPICARE.COM)**



***Presents***

# **Computer Catalog: On-Site Courses for Staff Development**

***1-877-4-EPICARE***

**[WWW.EPICARE.COM](http://WWW.EPICARE.COM)**



Epicare is a leader in staff development for business and healthcare organizations.

We provide on-site training in computer applications to enhance your staff's potential and increase productivity through cutting edge technology and world class training.

Epicare offers classroom training, e-learning, certification, skills assessments, and more—to serve the needs of customers.

### **BENEFITS of EPICARE**

- ⇒ **Expert Instructors with current clinical & technology experience**
- ⇒ **Curriculum updated annually to meet latest regulatory changes**
- ⇒ **Content is arranged in course types for customized approach**
- ⇒ **Tailored to Healthcare Professionals**
- ⇒ **Epicare faculty performs competencies**
- ⇒ **Continuing Nursing Education Credit**
- ⇒ **Certificate of completion**
- ⇒ **Course completion reports**
- ⇒ **Cost effective approach**
- ⇒ **Custom application to met specific needs**
- ⇒ **Course length can range from 1 hour to all day**

## **Computer Courses: From Beginner to Advanced**

### **1. Introduction to the Computer**

- a. Monitor
- b. Keyboard
- c. Mouse
- d. Printer
- e. Editing
- f. Saving

### **2. Building Confidence**

- a. Know your Desktop
- b. Toolbar
- c. Files and Folders

### **3. Internet Basics**

- a. World Wide What?
  - i. Browsers
  - ii. Search Engines
  - iii. Basic Navigation
  - iv. Favorites
  - v. Internet Safety

### **4. Internet Advanced**

- i. Google Apps
- ii. Networking
- iii. Web 2.0 Tools
- iv. Blogs & Wikis
- v. Digital Technology
- vi. Podcasting



## **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) - All Versions**

### **5. Microsoft Beginner**

- a. Basics
  - i. Toolbar
  - ii. Creating a file
  - iii. Printing
  - iv. Editing
  - v. Saving

### **6. Microsoft Advanced Beginner**

- a. Copy, Cut and Paste
- b. Creating Headers & Footers
- c. Bullets
- d. Page Set Up

### **7. Microsoft Intermediate**

- a. Using Graphics
  - i. Clip Art
  - ii. Pictures
- b. Formatting
- c. Charting
- d. File Conversion

### **8. Microsoft Advanced**

- a. Formulas
- b. Animation
- c. Sorting & Filtering
- d. Customizing
- e. Templates
- f. Importing & Exporting Data