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The Learning Continuum Company, Ltd.

TLCC is focused on WebSphere,, Rational, Notes and Domino training. It is all we do. The superior quality, materials, content and organization of TLCC courses are unmatched in the industry.

Notes 7 User Training

(As of 6/20/2006)

T·L·C·C
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TLCC Notes-Based Training is the easiest, most effective way to train thousands of Notes users simultaneously - at an incredibly low cost per user. For one low site license (significantly less than the cost of other training options) you get ALL the courses you need to train your users regardless of whether they have never used Notes before or are upgrading from a previous version of Notes. The Notes 7 user site license **includes**:

- *Notes 6 to 7 User Update* - This course is for Notes 6/6.5 users moving to the Notes 7 client. The course concentrates on what is new in Notes 7 so the student can quickly learn the differences between Notes 6/6.5 and Notes 7 and take advantage of the new features.
- *Notes R5 to 7 User Update* - This course is for R5 Notes users moving directly to the Notes 7 client. It covers the changes and differences between R5 and the Notes 7 client.
- *Using Notes 7* - This course is for users who have never used Notes before. The course covers using the Notes 7 features like mail, calendar and scheduling, instant messaging, using databases, searching for information and much more!
- *Using Domino Web Access 7* - This course covers how to use Domino Web Access to access Domino mail, calendar and contacts. Students use a web browser to take this course.

Runs on Notes and Domino - When comparing TLCC's Notes user courses to other training methods on the market, the biggest difference - and greatest benefit - is that TLCC courses use the Notes. TLCC courses do not simulate the Notes environment. Instead, they are delivered as a set of Notes databases which are easily deployed in your existing Notes and Domino implementation. The best way to deliver Notes training is by *using* Notes - not a simulation of it. All demonstrations and student activities use the Notes client which provides the highest level of learning reinforcement and effectiveness. The advantages of delivering Notes training using Notes include:

- The course is delivered to each student's workstation using your existing Notes and Domino infrastructure.
- No additional hardware, software or licensing requirements.
- No classroom, travel, or out-of-office costs.
- Use the familiar Notes client to customize the course content to your specific requirements and to deploy, administer and support the course.
- Integrated student activities are highly interactive and provide immediate reinforcement of lesson material.
- No simulations. Real Notes student activities are the most effective and engaging way to reinforce learning.

A web browser can be used to read the lessons if a Notes client is not available to the student (and for the DWA course.)

Self-Paced Learning - TLCC's user courses are designed to allow students to proceed through the material at their own pace. Students can start the course at any time and return to the course as needed to learn or review the topics.

An instructor monitors the integrated course Discussion database and responds to students' questions. This "open door" design allows thousands of students to take the course at the same time, makes it easy to coordinate training with your rollout, and reduces the need for course administration and instructor support.

Interactive Student Activities - A student activity is combined with almost every lesson. This learning model provides immediate reinforcement of the important points or procedures in the lesson and maximizes retention. TLCC's Notes user courses use three types of activities:

- **Practice Activities** allow a student to practice what was learned to provide immediate reinforcement.
- **Setup Activities** allow a student to customize their personal Notes setup after learning about a setup option. The student not only learns the Notes client, but also starts to customize it for their needs as they go through the course. An example of a setup activity is enabling an automatic signature for mail.
- **Learning Buddy Activities** involve another student to reinforce concepts related to collaborative activities such as mail, group scheduling, and group To Do's.

Course Discussion Monitoring and Support - TLCC's user courses include a Discussion database which takes advantage of Domino's proven collaboration capabilities. The course Discussion database allows students to post questions linked to the lessons in the course. The Discussion database provides a communication link between your user support team and the students as they are taking the course. The advantages of providing course discussion monitoring and support are:

- Allows you to provide individual and specific student support.
- Students can get help and do not feel they have nowhere to turn if they are "lost."
- Provides immediate feedback during the rollout and training phases of your project.
- Students can learn from other students' questions and answers.
- Discussion support can be disabled if desired

A button can be enabled to allow students to chat with instructors if they are using a Notes 6.5 or higher client or a web browser to view the course.

Help system - Context-sensitive help is available to describe how to use the course, how to post questions and how to review course-related discussion.

Module Self-Assessments or Quizzes - Each module includes a self-assessment quiz. The format for the self-assessments is Multiple Choice and True/False questions. For each question, the student can display the correct answer and compare their response. Self-assessments provide immediate feedback, allowing the student to assess their understanding of material presented in the current course module.

Optional Final Exam - An optional final exam can be enabled to test each student on their comprehension of the material or to ensure compliance with mandatory course completion policies. Detailed exam summary results are posted in the Exams database, allowing an Exam Administrator to identify students who may require additional training.

Optional Course Customization - The material in the TLCC user courses can be customized to best suit the needs of the target students and your implementation. Detailed procedures and customization recommendations in the *Course Setup Database* which is included. Lessons can be changed, added, or deleted. The advantages of TLCC course customization include:

- Customize course content to best suit the needs of the target students and your implementation.
- Create and customize different versions of the course for different groups of students.
- Use the familiar Notes client to easily customize the course content.

Flexible Delivery - Students take TLCC's courses using a Notes 7 client (or a web browser.) The course can be accessed from a Domino server or can be downloaded to the student's computer and taken locally. Mobile and remote users can take the course locally without using expensive and/or slow connections to a Domino server. Students take the course geared for their needs, either a new Notes user or a user who is upgrading to a new version of Notes. This wide flexibility of access options accommodates different company and student needs.

System Requirements - A Notes 7 client is needed to be able to take the course and do all demonstrations and activities. An Notes R5 client or Notes 6/6.5 client can be used to view the lessons in the Notes 7 courses and to take the quizzes and final exam. This allows the users to get started learning about Notes 7 before their migration to the Notes 7 client software. The lessons can also be accessed via a web browser.

Course Pricing - TLCC's user courses are sold via a one-time site license based on the number of users in the Domino Directory (Public Name and Address Book). The Notes 7 site license pricing is as follows:

Number of users in Directory	License	Maintenance (per year) [1]
1 to 50 users	$1,250	$200
51 to 100 users	$2,500	$375
101 to 250 users	$4,000	$675
251 to 500 users	$6,000	$900
501 to 1,000 users	$7,500	$1,125
1,001 to 3,000 users	$11,000	$1,650
3,001 to 5,000 users	$15,000	$2,250
5,001 to 10,000	$25,000	$3,750
Unlimited number of users	$35,000	$5,250

[1] TLCC provides support for installation related questions for 30 days after purchase. Purchase of a maintenance contract allows for access to download the latest releases of the user courses and installation and customization support beyond the 30-day period.

There is a 50% discount on the license fee for TLCC Notes 6 course licensees who have a current maintenance plan.

Free demonstrations of TLCC's user courses are available at http://www.tlcc.com/users.