

ACCPAC

Advisor

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Paragon Training Classes Form



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Ongoing Training Protects Your ACCPAC Investment

ACCPAC Advantage Series is a complete business management system that helps companies of every size manage not only their finances, but virtually every aspect of their business. ACCPAC accomplishes this through a flexible, feature-rich foundation that can be tailored for individual business needs.



With feature-rich software such as ACCPAC, it is critical to receive proper training to ensure optimal system usage and maximum efficiency. Training often helps businesses eliminate redundant work and complete tasks with fewer steps. In addition, professional training im-

proves employee morale by displaying management's willingness to invest in their employees' future and by helping individuals understand their role in the overall process.

While training is particularly important when a new system is initially installed, ongoing training proves to be just as necessary as business needs change and evolve, employees come and go and advance, and as new functionality and features are released. It is important to continuously evaluate employee training levels and system usage to guarantee maximum efficiency and productivity. Companies committed to ongoing training have proven productivity results. ■

Customized Classes Fit Your Needs

For maximum productivity gains, Paragon Consulting Group offers customized courses tailored to your specific configuration and training needs. These courses offer a hands-on experience with one of Paragon's ACCPAC Certified Consultants and provide a forum for individuals to ask in-depth questions and for additional information.



The tailored training agendas are designed to cover critical functional

areas that directly affect staff productivity. Real-life examples and case studies from the workplace are used to emphasize key concepts and procedures. Through this association with daily activities, learning for the end-user is strongly reinforced.

Our classes are designed to cover the entire line of ACCPAC modules, third-party add-ons and reporting tools. For more information, please fill out and fax back the form located on page 3. ■

ACCPAC's Multimedia Training CD's:

Knowledge At Your Convenience

ACCPAC Multimedia Training is a suite of intuitive, hands-on CD's that teaches everything you need to know to maximize your productivity with ACCPAC's Windows-based accounting solutions. A unique mix of audio, video, and interactive techniques accommodate different learning styles and experience levels, while an on-screen instructor, end-of-session quizzes, and a "let me try" feature reinforce lessons learned. Each self-paced CD enables you to decide what you want to learn and when you want to learn it.



Course Map

- Easy-to-understand roadmap shows which course objectives have been completed and which remain to be studied
- Map and Windows Explorer-type "topic tree" help you navigate quickly and easily to any subject you want to study

On-Screen Guide

- Personable guide hosts each course module and presents material in a friendly, conversational way
- Guide's voiceover helps explain what you're seeing during each stage

Integration with ACCPAC Accounting Solutions

- Modules link directly with your ACCPAC Sample database so you can practice as you learn

Real-World Examples

- Course modules focus on commonly occurring accounting scenarios, and use examples that relate to how you actually do business
- Allows you to focus on and revisit the subjects most relevant to you

End-of Session Quizzes

- Multiple-choice quizzes provide a valuable opportunity to test skills retention and identify areas requiring further study
- System Administration tracks progress of all trainees ■

Highlights

- Easy to use with intuitive interface
- Maximize productivity by teaching essential skills
- Maximize convenience through self-paced study
- In-depth content created by experienced ACCPAC instructors



Modules Available

- System Manager
- General Ledger
- Accounts Receivable
- Accounts Payable
- Inventory Control
- Order Entry
- Purchase Orders
- U.S. Payroll

Did you know...

these common keyboard functions for ACCPAC for Windows

F1	Online Help Information
F3	Takes you off the notebook page
F4	Display records after entering all parts of the key
F5	Finder key
F7	Green Refresh Key
F9	Opens data entry screen and batch headers
F10	Maximizes Pop-up windows

Self-Paced Workbooks Enhance Productivity

With Red Maple Technologies' spiral-bound workbooks, you will obtain detailed information about ACCPAC modules and instruction on their proper use. Not only do the Red Maple workbooks show you how to perform the most important functions, but they also explain the concepts behind these tasks. This helps you to understand ACCPAC modules more easily and retain the information more readily.



Different Learning Styles

Depending on the circumstances, most people learn in one of two ways. They either work straight through a body of material from the very beginning or they jump right into the middle of it, acquiring the big picture as they go along. Because Red Maple workbooks rely

on the principles of instructional design, they support both learning styles. This is important, because it helps you learn more quickly and be more productive by selecting the style that works best for you.

Structured Learning

You can't really learn well unless you know what you need to know and why it's important. To meet these needs, each chapter provides both learning objectives and concepts important to the chapter contents.

Organization and Navigability

Information isn't worth much unless you can get it when you need it. Just as importantly, you can't effectively learn something if it's in a jumble. With these issues in mind, Red Maple ensures that their workbooks are consistently organized and provide a rich variety of navigational features. ■

Red Maple workbooks deliver the following:

- Easy to understand navigation system
- In-depth knowledge that delivers ACCPAC proficiency
- Valuable reference tools that can be used on a daily basis
- High-quality content written by ACCPAC Qualified Installers
- Available for all modules and several popular add-on's

For more information about anything you have seen in this issue, please contact Peter Wolf at 312.669.9500 x 14 or pwolf@pcginc.com

Please fill out the information below and fax to:

Paragon Consulting Group - Attn: Chesi McCann - (F) 312.669.9310

Company Name: _____

Contact Name: _____

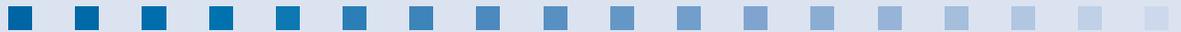
Phone Number: _____

Number of People Interested in Attending: _____

I am interested in training for the following ACCPAC modules: (Please check all that apply)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> General Ledger | <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Order Entry |
| <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Purchase Orders | <input type="checkbox"/> U.S. Payroll | <input type="checkbox"/> Financial Reporter |

Inside



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