



Glossary of Terms

Library Titles

OP	Office Productivity Library Including: Microsoft office, Macintosh, Lotus Smart Suite and more...
DM	Design & Media Including: Photoshop, Illustrator, Page maker, Quark, Dreamweaver and more...
OPDM	Office Productivity/Design & Media Combination of the above two libraries.
CP	Computer Professional Including: MCSE, A+, I Net+, Network+ Programming and Development and all tutorials included in our Design Media Library
ECDL	European Computing Drivers License Includes non vendor specific tutorials on basic computer operation
V-Labs	Interactive modules that allow the user to access live hardware through their own machine using our ASP. Labs are available in Cisco and Microsoft tutorials.
HIPAA	HIPAA Library Includes self-paced courses on privacy and confidentiality that includes overviews and privacy classes for medical staff.
TRA	TRA Communications Library Provides training for HIPAA compliance training for all entities within an affected organization
Cisco	Cisco Library Includes critical skills and certification objectives for Cisco's Associate and Professional level certifications (CCNA, CCNP, and more...)
Cisco Advanced	Cisco Advanced Library Includes Security, Optical Networking, Service Provider, MPLS and more...
Telephony	Telephony Library Includes communication technologies and design network courses (TCP/IP, ATM, VoIP, Wireless and more...)

E-Business	E-Business Library Includes Internet technology application courses used to carry out, improve, and streamline business processes (E-Commerce, site planning, security, encryption and more...)
Security	Security Library Includes courses designed to prepare you for the CISSP certification, CompTIA's Security+ and Security Certified Professional's (SCP) certification (Security+, Network Security Fundamentals, and more...)
Project Management	Project Management Library Includes courses to support the Project Management Institute's Project Management Professional® (PMP) Certification and CompTIA's Project+ Certification (Microsoft Project, Project Management Fundamentals, Project Management Professional®, and more...)
Sexual Harassment	Sexual Harassment Library Include courses on the policies and procedures for preventing Sexual Harassment in the workplace.
Workplace Safety	Workplace Safety Library Provides environmental, health and safety training that maps to OSHA compliance regulations and other regulatory standards. Example topics include: fire safety, chemical safety, asbestos awareness, and basic first aid
Business Fundamentals	Business Fundamentals Library Includes topics for your performance support needs including Managing Projects, Effective Meetings, and more...
Story-Based Cases	Story-Based Cases Library Includes the most common organizational change initiatives. (Giving Constructive Feedback, Managing Poor Performance, Cultivating Open Communications and more...)
Harvard HMM +	Harvard Manage Mentor Library Includes 37 critical topics tied to key management, leadership, communication skills, strategy, and decision-making responsibilities
Situational Leadership	Situational Leadership Library Includes quality leadership training by the Center for Leadership Studies.
HBSP	Harvard Business School Publishing Includes classes various business based tutorials geared toward the new manager up to the experienced leader
HBSP (Finance)	Harvard Business School Publishing Programs Finance Library Includes a comprehensive series of topics for managerial economics and financial regulation such as finance for managers and financial accounting.

HBSP (Management Transitions) **Harvard Business School Publishing Programs Management Transitions Library**
Includes a comprehensive series of topics for the new manager such as power and influence, managing your workgroup, manager, and peers.

HBSP (Developing Managers) **Harvard Business School Publishing Programs Developing Managers Library**
Includes a comprehensive series of topics for the developing manager such as coaching, managing virtual teams, and managing direct reports

HBSP (Developing Leaders) **Harvard Business School Publishing Programs Developing Leaders Library**
Includes a comprehensive series of topics for the developing leader including decision making, and influencing and motivating others

HBSP (Organizational Initiatives) **Harvard Business School Publishing Programs Management Transitions Library**
Includes a comprehensive series of topics for improving your organization such as productive business dialogue, service success, and managing across differences

We will also continue to use the terms "**SILVER**" and "**GOLD**" to describe the different levels of the libraries. We have added in the "**PLATINUM**" level.

Silver

- Includes all Self-Study Courses
- **Brainbench**, which is a way to test competences for all venues of instruction.
- Includes all our "Live", e-mail and phone technical support

Gold

- Includes all Self-Study Courses
- All Electronic Instructor-Led training Courses (EILT). EILT courses are true distance learning courses that include working with an Element K instructor online in threaded discussions, chats, and email, etc.
- **Books 24/7**, which is a vast electronic library of top technical titles from leading publishers.
- Includes all our "Live", e-mail and phone technical support
- **Brainbench**, which is a way to test competences for all venues of instruction.

Platinum

- Includes all Self-Study Courses
- All Electronic Instructor-Led training Courses (EILT). EILT courses are true distance learning courses that include working with an Element K instructor online in threaded discussions, chats, and email, etc.
- **Books 24/7**, which is a vast electronic library of top technical titles from leading publishers.
- Includes all our "Live", e-mail and phone technical support
- **Brainbench**, which is a way to test competences for all venues of instruction.
- **V-Labs**, which allow users live access to our Cisco and Microsoft hardware that enable the user to have a full lab environment.

Library pricing 5/1/05 through 4/30/07

LIBRARY	OP (Office Productivity)	OP/ECDL (Office Productivity EC DL)	OP/DM (Office Productivity Design & Media)	CP (Computer Professional Design & Media)	OP/CP (Office Productivity Computer Professional Design & Media)
SILVER	\$30 per user	\$35 per user	\$39 per user	\$104 per user	\$125 per user
GOLD	\$39 per user	\$44 per user	\$59 per user	\$159 per user	\$188 per user
PLATINUM	N/A	N/A	N/A	\$300 per user	\$438 per user

LIBRARY	CISCO	CISCO Advanced	Telephony	E-Business	Security
SILVER	\$125 per user	\$175 per user	\$60 per user	\$60 per user	\$125 per user
GOLD	\$159 per user	\$200 per user	\$75 per user	\$75 per user	\$159 per user
PLATINUM	\$300 per user	N/A	N/A	N/A	N/A

LIBRARY	Project Management	TRA	HIPAA	Workplace Safety	Sexual Harassment Awareness
SILVER	\$60 per user	\$400 per user	\$60 per user	\$60 per user	\$25 per user
GOLD	\$75 per user	\$450 per user	N/A	N/A	N/A
PLATINUM	N/A	N/A	N/A	N/A	N/A

LIBRARY	Business Fundamentals QuickKnowledge Only	Story-Based Cases	Harvard HMM +	Situational Leadership	HBSP (Finance)
SILVER	\$40 per user	\$40 per user	\$100 per user	\$250 per user	\$275 per user
GOLD	N/A	N/A	N/A	N/A	N/A
PLATINUM	N/A	N/A	N/A	N/A	N/A

LIBRARY	HBSP (Management Transitions)	HBSP (Developing Manager)	HBSP (Developing Leaders)	HBSP (Organizational Initiatives)	Business Books 24 x 7
SILVER	\$375 per user	\$375 per user	\$375 per user	\$375 per user	N/A
GOLD	N/A	N/A	N/A	N/A	\$300 per user
PLATINUM	N/A	N/A	N/A	N/A	N/A

Libraries no longer available

Accessory Pack (Included Cisco/Telephony and E-Business)

BPS-Business Performance Support

Comprehensive Business Libraries

Minimum Requirements

Using minimums keeps pricing lower. If schools need to lower minimum, please contact **Tania Ghysel** for special requests.

OP, OPDM 100 Users

All Other Libraries 5 Users

(800) 456-4677 ext.7479

We have expanded our library offerings to include everything Element K offers. We have added all Harvard Business School Publishing classes as well as all our technical offerings

A detail of each of these libraries is included in this proposal

The schools will continue to purchase 1-year subscriptions directly from Element K