YOUR GUIDE TO LEARN

Thank you for signing up to explore learning with us.

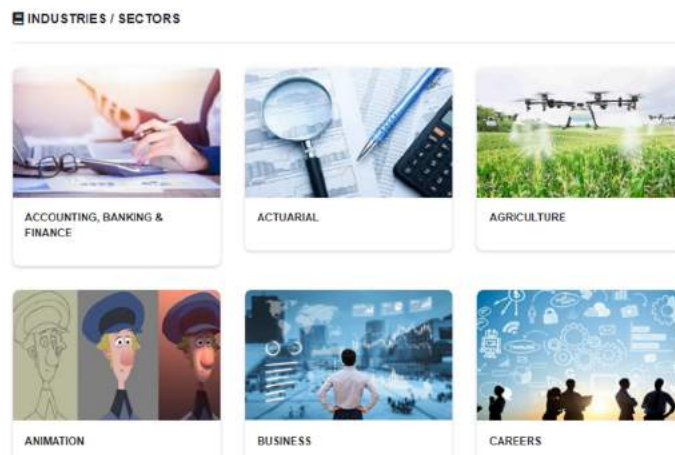We are covering Academic, Professional Development, Soft Skills, and Lifestyle content.

Please Click **START LEARNING** on the top right side of the navigation bar.

ONCE YOU CLICK START LEARNING, YOU WILL SEE LIST OF THE DIFFERENT CATEGORIES SUCH AS ACCOUNTING, BUSINESS, DATA SCIENTIST, ENGINEERING AND ETC. THERE IS PLENTY OF DIFFERENT CATEGORIES THAT YOU CAN CHOOSE TO LEARN.

STEPS OF LEARNING

1   **CHOOSING YOUR CATEGORY**

Here is where you will choose any sector or category that you want to learn.

2 · EXAMPLE: DATA SCIENTIST

In Data Scientist, you can learn example, Big Data, Data Science, Data Mining, etc. See method of learning below.

3 · METHOD OF LEARNING

For every sector or industry, you're provided with four (4) ways of learning, that is E-learning or online courses, E-books, Videos and Journals.
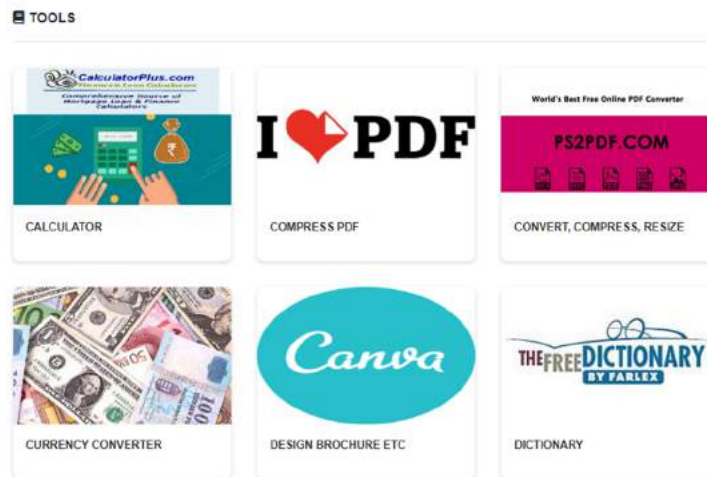
- **E-learning** : *You can do a short Certificate level programs from World Leading Universities or Professional Bodies.*
- **E-books** : *Books related to the course that you want or need to learn.*
- **Videos** : *Learning by videos provided by trusted providers.*
- **Journals** : *Read journals, research paper and articles in the field you are researching.*
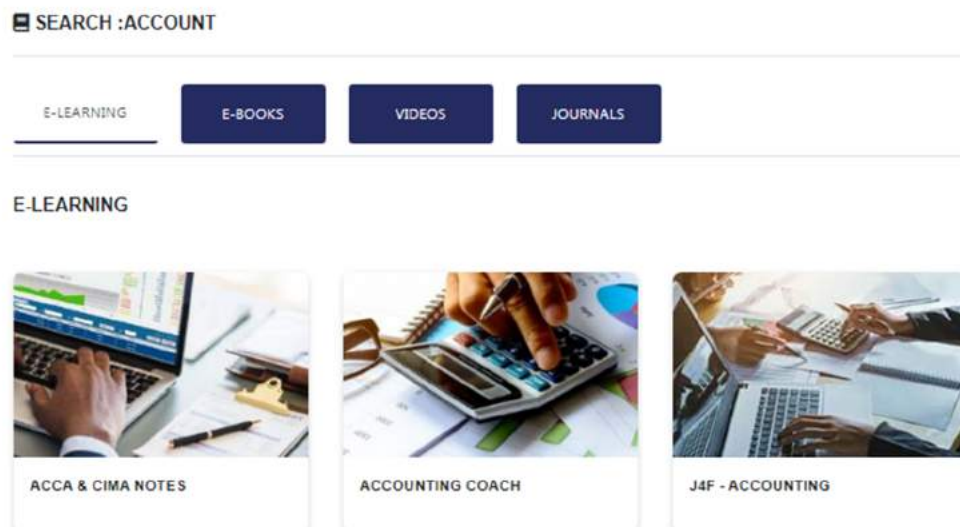
4 · LIBRARY

Here in the library, we have the providers of e-learning, e-books, videos and journals. Where you may find all the related courses, e-book, videos or journals for your learning.

5 TOOLS

Here we have tools to help you to be more efficient at both learning and working. Examples of what we have:

COMPRESSING PDF, SENDING BIG FILES, CREATING VIDEOS, DICTIONARY, GOOGLE TRANSLATE, WORLD MAP, WORLD TIME, CALCULATOR, ETC.

6 SEARCH FUNCTION

For a better user experience, we also provide you with a SEARCH function.
It is located at the top left section. It helps you to find what you want or need to learn.
When you do the search, you will find all the courses, e-books, videos or journals
that is related to the keyword that you typed in the SEARCH box. The image above
shows a search for the keyword ACCOUNT.

7 | NOTE

Here you may write down notes from what you are learning and save it . Writing important notes while learning helps you remember them better. In future you can come back and refer to the notes too.

8 | HISTORY

Here you may track the records of your past learning. It shows all your history of learning and you can revisit them any time you want.

9 | LEARNING REPORT

Learning Report is where you will fill all the details of your learning and research for you to track your learning journey.