

Technical & Professional Course Catalog



401(k) Plans Series

Total Courses: 1

Total Time: 3.00 hour(s)

This series is for those who are thinking about participating in a 401(k) plan, or who already are participating, and want basic information presented in a clear manner on how such a plan functions. In concise fashion, the series explains essential 401(k) rules and covers the important features and benefits of a 401(k) plan, how to enroll in a 401(k) plan, and even some points to keep in mind about protecting investments.

Access 2000 MOS Series

Total Courses: 8

Total Time: 22.00 hour(s)

This series is designed to help users prepare for Microsoft Access 2000 MOS certification. It shows how to create, plan, and modify databases and tables in Access 2000. It also covers sorting and filtering, creating queries, forms and reports, and advanced tasks such as saving Access objects as Web pages, importing data, and adding hyperlinks.

Access 2002 Series

Total Courses: 8

Total Time: 22.00 hour(s)

This series shows how to create, plan, and modify databases and database objects in Access 2002. Courses cover the following topics: understanding relational databases, creating and planning databases, selecting and printing database objects, creating tables, entering records, modifying tables and field properties, using advanced sorts, finding records, applying and removing filters, establishing and managing table relationships, specifying query criteria, creating calculated fields, running multi-table queries, creating forms and reports, implementing standard and calculated controls in both forms and reports, importing data, saving Access objects as Web pages, and performing administrative tasks. This series is procedure focused and assumes that the student is familiar with the mechanics of getting around in a Microsoft Office application.

Access 2003 Series

Total Courses: 7

Total Time: 22.00 hour(s)

The Access 2003 series of courses starts off with an overview of both database concepts in general and Access in particular. Learners then find out how to design, build, and use Access tables. Further topics include using queries, find, filter, and sort to unearth answers from data. Learners finally move on to the Access report system and delve into wizards, timesaving tips, and even a bit of programming.

Basics of Business Math Series

Total Courses: 6

Total Time: 16.00 hour(s)

This series is designed for users who want to improve their basic math skills. It covers basic mathematical calculations commonly used in business settings. Courses cover computing fractions and decimals, the order of operations for combined computations, and solving equations and word problems. It includes the use of proportions, ratios, and percentages, and also provides instruction on the use of a calculator for business applications.

Budgeting and Saving Series

Total Courses: 7

Total Time: 21.00 hour(s)

This series is designed to teach money management and investing skills to help the average consumer get the greatest return for his or her money. The series is for users who wish to learn how to control debt, choose credit and banking accounts wisely, and create a solid plan for retirement.

Business Ethics Series

Total Courses: 4

Total Time: 5.28 hour(s)

The Business Ethics series provides a common sense, practical approach to doing good work, emphasizing the need for people to prepare in advance for ethical dilemmas. The series takes an honest, realistic view of how managers can help improve ethical behavior in the rushed, output-driven business environment.

Career Development (Videos)

Total Courses: 2

Total Time: .53 hour(s)

It is your responsibility to take charge of your own career path. Our career development programs will help you set goals, create an effective career plan and manage your own professional development and growth.

Coaching (Videos)

Total Courses: 5

Total Time: 1.50 hour(s)

A successful leader encourages and guides employee development. Our coaching programs will teach you to become a mentor to your employees, helping them to make career decisions, acquire new skills and enhance professional performance.

Communication (Videos)

Total Courses: 15

Total Time: 2.87 hour(s)

Effective communication sets the foundation for individual and organizational success. When you master effective communication skills, you gain a great deal of power - the power to get things done. Our communication programs focus on building the key skills you need to communicate successfully.

CompTIA A+ Series

Total Courses: 12

Total Time: 38.00 hour(s)

The CompTIA A+ series prepares learners for the CompTIA A+ certification exams: Core Hardware and OS Technologies. Topics covered in this series include microprocessors, displays, storage media and devices, printers, modems, buses, operating systems, and more. Gaining CompTIA A+ certification assures employers and computer owners that a PC repair technician has the requisite knowledge to build, upgrade, troubleshoot, and repair personal computer (PC) systems.

Computer Basics Series

Total Courses: 1

Total Time: 4.00 hour(s)

This series introduces general computer use and terminology. It describes the basic hardware components of a PC and introduces basic skills for using software programs in a Windows environment.

Computing Concepts Series

Total Courses: 9

Total Time: 23.00 hour(s)

This series examines several basic computing concepts. Security issues are discussed, including administrative, physical, logical, and network security, and how to plan for security risks. The basic concepts of database functionality and selection are also discussed. Data processing and management is examined in detail, including teleprocessing, data transmission, and messages.

Crystal Reports 8 Series

Total Courses: 8

Total Time: 28.00 hour(s)

This series introduces users to Crystal Reports 8, a popular database reporting program. In this series, you will learn how to create standard and custom reports. You will also learn how to filter, summarize, sort, group, and manipulate data by inserting formulas and functions.

Customer Service (Videos)

Total Courses: 20

Total Time: 3.53 hour(s)

Knowing what your customers really need is the key to providing high quality customer service. Being accessible, listening to concerns and resolving problems are fundamental when building customer loyalty. Our programs will help you develop the skills to achieve total customer satisfaction.

Customer Service Series

Total Courses: 5

Total Time: 23.00 hour(s)

This series is designed to help users create and maintain good customer services. Concepts covered include defining company-wide customer service and standards, strategies for effective communication, and effective problem resolution. The series also provides an overview of creating a customer service department that useful tools for providing excellent customer service.

Dealing with Difficult People Series

Total Courses: 7

Total Time: 8.27 hour(s)

This series presents strategies for handling interpersonal tension in the workplace. In each course, learners will gain insight into analyzing situations, determining the best courses of action, and resolving problems. Scenarios and examples include working with difficult people in any organizational situation - supervisors, peers, and subordinates.

Dreamweaver MX Series

Total Courses: 12

Total Time: 42.00 hour(s)

This series presents instruction on designing for the Web using Macromedia Dreamweaver MX. Topics include an introduction to the new interface and the basic concepts of Web design, in addition to procedures for setting up the site, managing the site and a development team, creating pages, inserting basic text, links, and images, and finding or creating Web-optimized

images. The latter part of the series covers advanced topics such as tables and frames, stylesheets, DHTML, data and interactivity, and other complex designs. The content is geared toward basic computer users who are new to Web design, but is also useful for professional Web designers who wish to learn about the new features of Dreamweaver MX.

Dreamweaver MX 2004 Series

Total Courses: 7

Total Time: 23.00 hour(s)

This series presents information on designing Web sites using Macromedia Dreamweaver MX 2004. Topics include an introduction to the interface and the basic concepts of Web design, in addition to procedures for setting up the site, managing the site, creating pages, and inserting basic text, links, and images. The latter part of the series covers advanced topics such as tables and frames, DHTML, behaviors, and forms. Finally the series explains how to upload projects and work with templates.

Effective Business Communication Series

Total Courses: 1

Total Time: 1.00 hour(s)

This series teaches the writing skills learners will need to effectively communicate in a business setting. They'll learn how to prepare for a writing task, and about strategies and skills for effective word choice, sentence building, and paragraph design.

Estate Planning Series

Total Courses: 9

Total Time: 25.00 hour(s)

This series helps users understand the various considerations in planning an estate. It provides an overview of the terms and resources needed to prepare an estate plan, and explains how to determine assets, will preparation strategies and considerations, trusts, and retirement issues. Also covered are tax strategies to implement in your estate planning. This series also offers guidance on revising an estate plan throughout life changes.

Excel 2000 MOS Series

Total Courses: 7

Total Time: 21.00 hour(s)

This series is designed to help users prepare for the MOS Excel Core examination. The series begins with basic Excel tasks, such as entering and editing data, using Find, Replace, and AutoFill, and creating hyperlinks. It also covers locating, opening, and saving files, and using the help function, Office Assistant. Formatting worksheets is covered in detail, including cell and number formatting, adjusting rows and columns, and the use of AutoFormat, styles, and Format Painter. More advanced topics covered include page setup, managing worksheets and

data, and creating formulas and functions. An overview of charts and objects, including the Chart Wizard, is also provided.

Excel 2000 MOS Expert Series

Total Courses: 7

Total Time: 22.00 hour(s)

This series is designed to help users prepare for the MOS Excel 2000 Expert examination. It covers expert-level Excel topics such as importing and exporting data, working with templates, linking workbooks, and using the Report Manager. It also covers advanced worksheet formatting, including page setup and printing, and sorting and filtering data. More advanced topics covered include ranges, macros and customization, validating and auditing data, and creating and using charts, graphs, and pivot tables. Data analysis, file sharing, and security issues are also discussed.

Excel 2002 Series

Total Courses: 7

Total Time: 22.00 hour(s)

This series is intended as preparation for the Excel 2002 Microsoft Office User Specialist (MOUS) Core Proficiency exam. It introduces Excel's newest enhancements such as task panes for New Documents, Clipboard, Search, and Insert Clip Art; the Ask a Question box; enhancements to Find and Replace; and additional options for pasting and for inserting columns and rows. These new features, along with the productivity tools of previous versions, are taught within the context of working with cells and files, page setup and printing, worksheets and workbooks, formulas and functions, and charts and objects.

Excel 2003 Series

Total Courses: 7

Total Time: 26.00 hour(s)

This series is designed for beginning and intermediate Excel users. This series teaches learners about creating and editing spreadsheets, what's new in the 2003 version, the Excel interface, navigating, editing, and working with text, values, and formulas, printing, formatting, creating charts and databases, and using images and hypertext in a spreadsheet.

Finance (Videos)

Total Courses: 7

Total Time: 1.25 hour(s)

Finance is the language of business. People who have strong financial analysis abilities can enhance their organization's value in the marketplace. Our finance programs focus on the principles and strategies of finance and how you can help support the financial goals of your organization.

Flash MX Series

Total Courses: 5

Total Time: 18.00 hour(s)

This series provides a practical guide for using Macromedia Flash MX to create animations and interactive Web sites. The Flash MX series presents information for intermediate to advanced media designers and developers who want to learn the latest techniques for animating graphics and enhancing visual media with sound and music. Topics covered include: Drawing tools, design concepts, animation techniques, text and forms in animation, compound objects, scenes, timelines, layers, filters, and masks. One full course in this series is devoted to the incorporation of sound and music into Flash movies. Each topic covered includes tips and techniques for maximizing the effectiveness of Flash MX when viewed on the Web.

Flash MX 2004 Series

Total Courses: 7

Total Time: 24.00 hour(s)

Flash MX 2004 teaches learners how to create animated web graphics and movies from scratch. Learners will be able to apply their knowledge to the creation of both dynamic and interactive Web graphics and applications.

Flash MX 2004 ActionScript 2.0

Total Courses: 5

Total Time: 11.00 hour(s)

The Flash MX 2004 ActionScript 2.0 series is designed to help learners who are familiar with previous versions of ActionScript to learn more about the benefits of object-oriented programming and using ActionScript 2.0.

Flash MX ActionScript Series

Total Courses: 8

Total Time: 36.00 hour(s)

This series introduces the student to the ActionScript programming language and its capabilities, covering basic programming concepts such as objects, actions, arrays, and variables.

FrontPage 2000 Series

Total Courses: 4

Total Time: 11.00 hour(s)

This series provides an overview of using Microsoft FrontPage 2000 to create Web sites and pages. It discusses navigation, page and site creation, and publishing to the Web. It also

examines working with images, formatting text, using tables and lists, and creating hypertext links to other pages and sites. Additional topics include creating image maps, adding backgrounds, colors, and lines, creating hover buttons, hit counters, and text marquees, and building forms in Web pages.

Fundamentals of Business Management Series

Total Courses: 1

Total Time: 2.00 hour(s)

The Fundamentals of Business Management series provides learners with basic theories, skills and tools they can use to improve their performance as managers.

Global Business (Videos)

Total Courses: 5

Total Time: 1.22 hour(s)

It is dangerous to assume that business and communication practices do not vary across cultures. Our global business programs will familiarize you with cultural differences in business styles and prepare you to communicate effectively on a global level.

Grammar Series

Total Courses: 4

Total Time: 10.00 hour(s)

This series is designed for users who want to improve their grammar skills in a business setting. It examines sentence structure in detail, including parts of speech, subject/verb agreement, use of pronouns, and irregular verbs. Punctuation is discussed, including the proper use of apostrophes, quotation marks, capital letters, numbers, and abbreviations. Advanced topics include pronoun types, adjectives and adverbs, colons and semicolons, other punctuation, and modifiers.

GroupWise 5.5 Series

Total Courses: 6

Total Time: 16.00 hour(s)

This series introduces you to Novell's GroupWise 5.5. In this series, you will learn how to use the features of GroupWise to send and receive e-mail, set up appointments and discussion groups, create task lists and manage your schedule.

GroupWise 6.5 Series

Total Courses: 8

Total Time: 26.00 hour(s)

This series introduces the learner to the capabilities of Novell GroupWise 6.5. GroupWise is a collaboration tool that helps manage email communications, calendars, tasks, and documents within a group of people.

Home Business Series

Total Courses: 4

Total Time: 20.00 hour(s)

This series offers guidance on starting and managing a home-based business. It provides an overview of the options available in creating a home-based business and how to evaluate these options. Topics related to financing are examined, including writing a business plan and preparing financial statements, evaluating financing options, planning for personal expenses, and preparing for the loan application process. Office management considerations are covered, including equipment and insurance, hiring others, keeping the books and other tax considerations, and maintaining a professional image.

Instructional Design Series

Total Courses: 5

Total Time: 17.00 hour(s)

This series will teach the learner the basics of the instructional design process. Learners will discover how to identify the need for instruction and analyze the content to be taught. Best practices for designing, planning, implementing, and evaluating instruction will help prepare the learner to create instructional programs.

Internet/Internet Explorer Series

Total Courses: 6

Total Time: 23.00 hour(s)

This series covers the basics of accessing and using the Internet. It explains the hardware and software needed for accessing the Internet, including different methods of communication and information-gathering. The series also includes information on how to increase the power and efficiency of Web searches, downloading and saving Web files, and managing plug-ins and cookies. This series focuses on using the Microsoft Internet Explorer browser.

Internet Explorer 6 Series

Total Courses: 2

Total Time: 6.00 hour(s)

The courses in this series teaches students to use Microsoft Internet Explorer 6 to browse the Internet and to send and receive electronic mail using Microsoft Outlook Express.

Interview Skills Series

Total Courses: 9

Total Time: 27.00 hour(s)

This series examines the interview process, from obtaining an invitation to an interview to follow-up after the interview. The employer's perspective is discussed, and interview preparation is covered in detail. Proper interview demeanor, including listening and answering, asking questions, effective communication, and negotiating is discussed. Strategies for getting past screening interviews, navigating tough interviews, resolving objections, and managing the follow-up process are also provided.

Introduction to PCs Series

Total Courses: 10

Total Time: 35.00 hour(s)

This series is designed to introduce users to personal computers. Users will learn what a PC is and what an operating system is. They will learn basic computer skills such as turning a computer on, logging on to Windows, and working with files. Users will also learn to identify and use the major components of a PC, both externally and internally, including: disk drives, monitors, mice, keyboards, and printers.

Investing Fundamentals Series

Total Courses: 6

Total Time: 22.00 hour(s)

This series covers basic investing information and strategies. Fundamental topics covered include planning your financial goals, budgeting, managing diversification and risk, and options for retirement savings. Organization of finances is covered in detail, including analyzing net worth, putting aside emergency funds, and proper record keeping. An in-depth examination of investment options, including stocks, bonds, and mutual funds, is provided. The series concludes with a thorough discussion of planning for the future with solid investment strategies, retirement planning, and insurance coverage.

Leadership (Videos)

Total Courses: 25

Total Time: 6.07 hour(s)

When leaders create and communicate their vision, inspire others, implement strategy and champion change, organizations thrive. Our programs will help you enhance your leadership ability to create an environment of trust, credibility and integrity.

Leading Teams (Videos)

Total Courses: 7

Total Time: 1.38 hour(s)

Strong, cohesive teams are vital corporate assets and instrumental in achieving a variety of business goals. Our leading teams programs will teach you how to create, motivate and manage various types of teams to boost productivity and achieve positive results.

Lotus Notes 6.5 Series

Total Courses: 5

Total Time: 20.00 hour(s)

This series focuses on the major components of Lotus Notes 6.5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes 6.5 is covered in detail, along with using the calendar, to do lists, and address books. This series also discusses editing, formatting, and managing Notes documents, and linking and attaching files to documents. Advanced topics include using Lotus Notes 6.5 with the Web, replication, and using Notes remotely.

Lotus Notes R5 Series

Total Courses: 12

Total Time: 43.00 hour(s)

This series provides a comprehensive overview of Lotus Notes R5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes R5 is covered in detail, along with using the calendar and Address Books. This series also discusses using Lotus Notes to surf the Web, editing, formatting, and managing documents, and linking and attaching files to Notes documents. Advanced topics include finding and viewing data, replication, and using Notes remotely.

Management (Videos)

Total Courses: 21

Total Time: 4.58 hour(s)

Never before has your contribution as a manager been more important to your organization. This means you are going to have to lead as well as to manage. You need to hire, develop,

motivate and retain the right talent. If you're an experienced manager on the move or a new manager, you need answers and solutions, and you need them now. That's what our management programs are all about.

Managing Within The Law (Videos)

Total Courses: 16

Total Time: 4.52 hour(s)

There are a myriad of laws and regulations governing workplace issues such as discrimination, harassment and the hiring and dismissal of employees. Our managing within the law programs will help protect you and your employees by educating you about the laws that must guide policy and behavior in the workplace.

Motivation Series

Total Courses: 5

Total Time: 11.00 hour(s)

Summary:

This series presents the concepts of providing motivation for employees. It discusses developing a vision, a common goal, and direction for workers. Topics covered include using effective communication, conducting effective meetings, and encouraging creative problem solving. The series also discusses rewarding effort and correcting mistakes without damaging motivation. Other topics examined include time and stress management, training and education and motivation, and building trust. This series is designed for those interested in improving their skills in coaching and motivating employees.

Motivation Methods and Strategies Series

Total Courses: 1

Total Time: 1.00 hour(s)

This series provides insight for motivating team members in the workplace. Learners will understand principles for leading and coaching employees and will discover methods of motivating a team through rewarding top performers, correcting weaker performers, and building trust. Learners also will become familiar with established psychological theories that support these motivational strategies.

Negotiating Series

Total Courses: 4

Total Time: 19.00 hour(s)

Summary:

This series presents strategies for negotiating in business and daily situations. It covers techniques for developing a negotiation plan, evaluating the opposition, and taking advantage of body language, props, timing, questions, and correspondence. It presents strategies for

gaining control in negotiation situations, and effective methods of getting past obstacles and closing a negotiation. Several everyday negotiation scenarios are explored, with tips for effective negotiation techniques to apply to these situations.

Office 2000 Series

Total Courses: 8

Total Time: 27.00 hour(s)

This series introduces users to the Microsoft Office 2000 environment, including several Office applications. It covers basic tasks common across Office applications, such as navigation, starting and exiting programs, and working with files, and covers text editing and printing functions. An in-depth exploration of document formatting is also provided. This series also provides an introduction to Word (word processing), Excel (spreadsheet), Outlook (electronic mail), PowerPoint (presentation), and Access (database), covering the basic functions of each application.

Office 2003 - What's New Series

Total Courses: 2

Total Time: 2.00 hour(s)

This series describes products and features that are new in this version of Office and common to each of the applications in the suite. InfoPath and OneNote are new products introduced in this version of Office. The new features include XML support, Smart Documents, the Research task pane, new collaboration tools, and improved developer tools. The series also covers new features in each Office application.

Office XP Upgrade Series

Total Courses: 3

Total Time: 10.00 hour(s)

This series explains and introduces new and changed features in Office XP applications. Targeted for experienced Office users, the courses in this series highlight the new features of Office XP including task panes, smart tags, and SharePoint Team Services. Additionally, a course is devoted to discussing the most important changes to Word, Excel, Outlook, PowerPoint, Access, and FrontPage. The entire series features the XP interface in the screen captures.

Outlook 2002 Series

Total Courses: 5

Total Time: 18.00 hour(s)

This series teaches users how to use the major components of Outlook: Outlook Today, Contacts, Inbox, Calendar, Notes, and Tasks. Topics include navigating between components in Outlook; adding and using information about contacts; reading, sending, customizing, and

organizing e-mail messages; scheduling appointments, events, and meetings; and creating tasks and notes.

Outlook 2003 Series

Total Courses: 7

Total Time: 25.00 hour(s)

The Outlook 2003 series of courses teaches learners how to use the major components of the Outlook 2003 program: Mail, Calendar, Contacts, Tasks, and Notes. Topics include navigating between Outlook modules and reading, sending, customizing, and organizing e-mail messages. Learners will also find out how to schedule appointments, add and use information about contacts, and create tasks and notes. In addition, the courses will delve into the collaboration, security, and personalization features of Outlook 2003.

Paint Shop Pro 5 Series

Total Courses: 2

Total Time: 9.00 hour(s)

This series provides an introduction to using Paint Shop Pro 5 to create graphics. It describes how to create, open, and save files, and how to perform basic manipulations such as cropping, resizing, changing colors, and rotating images. Advanced topics presented include using the Image Browser, adjusting an image's brightness, contrast, hue, saturation, and lightness, working with layers, text, and drop shadows, and printing images.

Photoshop Series

Total Courses: 6 Total

Time: 19.00 hour(s)

This series is designed to introduce users to the functions of Photoshop. An overview of managing graphics files is provided, including navigating the Photoshop interface, opening, closing, and saving files, and changing image resolution and size. An explanation of different graphics formats is provided. Other topics covered in this series include the color, paint, pen, and brush tools, selecting, cropping, and retouching images, and using text, files, and actions. Advanced features covered include creating and manipulating layers, using plug-ins, and the Transform command. Image manipulation techniques are also discussed, including lighting, sharpening, blurring, and adjusting focus.

Photoshop 7 Series

Total Courses: 13

Total Time: 44.00 hour(s)

This series is designed for beginning and intermediate Photoshop users. This series teaches users about image editing, what's new in version 7, the Photoshop interface, pixels, saving and

printing, using the tools, making and modifying selections, layers, creating text effects, filters, color correction, and web graphics.

Photoshop CS Series

Total Courses: 7

Total Time: 33.00 hour(s)

This series provides learners with an overview of the most frequently used features of Photoshop CS. It teaches learners about navigation, selection, layers, layer styles, adjustment layers, layer masks, filters, color, as well as a variety of painting, drawing, and text tools. Learners will also become familiar with using Photoshop CS for image output and Web design.

PowerPoint 2000 MOS Series

Total Courses: 5

Total Time: 16.00 hour(s)

This series shows users how to create presentations using PowerPoint 2000. The series is designed to help users prepare for the MOS PowerPoint 2000 Core examination. The basics of PowerPoint, including navigation, templates, copying and deleting slides, and modifying the Slide Master, are presented. Detailed information on layout concepts and inserting text is provided, as well as how to integrate graphics and tables in presentations. Advanced topics covered include adding custom features and formatting, producing notes and handouts, running a slide show, and Web-based features such as hyperlinks, emailing slides, and publishing to the Web.

PowerPoint 2002 Series

Total Courses: 5

Total Time: 17.00 hour(s)

This series teaches the user how to create presentations and edit page layouts. The user will learn how to add text, graphics and tables to slides. The series also discusses customizing individual slides as well as the entire slide presentation. This series is designed for anyone who is interested in learning about the features of PowerPoint 2002.

PowerPoint 2003 Series

Total Courses: 6

Total Time: 25.00 hour(s)

The PowerPoint 2003 series is designed for beginning and intermediate PowerPoint users. This series teaches learners about creating and editing presentations and individual slides, outlining presentations, and printing presentations. The courses also detail topics such as formatting presentations and slides and using masters, color schemes, and templates. Learners will find out how to incorporate pictures, clip art, sound, video, and animation into a

presentation. Finally, the courses cover how learners can use PowerPoint with the Internet and when collaborating with others.

Project 2000 MOS Series

Total Courses: 6

Total Time: 21.00 hour(s)

This series teaches users to manage projects using Microsoft Project 2000, and is intended as preparation for the Project 2000 Microsoft Office Specialist (MOS) Core Proficiency exam. Topics include starting projects and customizing settings; organizing and scheduling tasks; assigning resources and managing workloads; tracking and reporting progress; and communicating with the project team using Project Central.

Project 2003

Total Courses: 10

Total Time: 30.00 hour(s)

The Project 2003 series is designed to help learners with the basics of Microsoft Office Project 2003. This series explains how to set up a project; manage project files; create a task list; schedule tasks; view a schedule; define and assign resources and costs; track a project; and analyze progress and revise a schedule.

Project Management Series

Total Courses: 12

Total Time: 22.00 hour(s)

This series provides a detailed examination of project management concepts and strategies. It discusses the seven components of a management system and the five phases of the project life cycle, and looks at factors that affect cost and quality. The project manager's role is explored in detail, and strategies for defining the project are examined. Tasks such as developing the Work Breakdown Structure, estimating and scheduling resources, scheduling computations, and tracking project activities are discussed. The closeout phase of a project is also covered. Other topics include formalizing project management standards, developing a project team, and strategies for becoming a more effective project manager.

Project Management Professional Certification 2005 Series

Total Courses: 7

Total Time: 12.00 hour(s)

This series complements the Project Management Body of Knowledge (PMBOK) in preparing a learner for the Project Management Professional (PMP) certification exam. This series will provide the learner with an understanding of the exam and how the Project Management Institute (PMI) views the topical areas associated with the initiation, planning, execution, monitoring and control, and closeout of projects.

QuickBooks® Series

Total Courses: 10

Total Time: 30.00 hour(s)

This series is designed for users who want to use QuickBooks 6.0 as a business accounting system. An overview of the application is presented, including using the EasyStep Interview process to enter basic company information and set up accounts. Tasks covered including setting up company records, entering historical data, managing accounts, and creating lists, reports, and graphs. Managing invoices, sales tax information, bills, and assets is also covered. Additional topics covered include managing payroll and employee data, managing taxes, online banking, and creating budgets.

QuickBooks 2004

Total Courses: 7

Total Time: 33.00 hour(s)

This series is designed for learners who want to use QuickBooks 2004 as a business accounting system. Tasks covered include using the EasyStep Interview to set up QuickBooks; adding accounts and customers; setting up security; tracking invoices, purchases, and payments; using timesaving features; recording inventory and assets; and working with taxes, equity, and liabilities.

Retirement Planning Series

Total Courses: 2

Total Time: 10.00 hour(s)

This series is designed to help users plan for a financially secure retirement. Basic concepts of financial planning, goal setting, and maximizing assets are discussed. Also covered are strategies for finding good professional financial advisers. An in-depth discussion of investing strategies is provided, including company retirement plans, stocks, bonds, mutual funds, allocation and diversification of funds, and tax strategies.

Sales and Marketing (Videos)

Total Courses: 19

Total Time: 3.85 hour(s)

Due to increased competition and cutthroat pricing, a higher level of sales and marketing skills is essential in today's marketplace. You need to get out there fast to effectively disseminate your company's name and brand. You need to find new prospects and cultivate repeat customers. Our programs will help you effectively build your brand, garner new business and close the sale.

SAP R/3 Release 4.6 Series

Total Courses: 5

Total Time: 11.00 hour(s)

This series provides an overview of SAP R/3 Release 4.6. It examines the new features of Release 4.6, using the interface, and working with the User Menu. Using the task screen is covered in detail, including how to use the tool bar and menu bar with tasks. Users are shown how to enter a basic task, how to search for and modify previously entered tasks, and how to print tasks. Additional topics covered include methods for optimizing your installation of R/3 by adding shortcuts and favorites and configuring the GUI, using multiple sessions, and using R/3 help functions. The series also discusses how to create and use reports.

Sarbanes-Oxley Act Series

Total Courses: 2

Total Time: 6.00 hour(s)

The Sarbanes-Oxley Act of 2002 will have a long lasting impact on the governance and financial accountability of publicly held companies. This series will provide the learner with an overview of the Act. Learners will master guidelines for making company policies, procedures, systems, and controls Sarbanes-Oxley compliant. Learners will also examine management certification responsibilities and noncompliance penalties under the Act.

Self-Management (Videos)

Total Courses: 15

Total Time: 3.53 hour(s)

Successful organizations are made up of individuals who are continually focused on developing the right skills for their job. Our self-management programs will help you develop the skills you need now and for your future.

Sexual Harassment in the Workplace Series

Total Courses: 4

Total Time: 3.28 hour(s)

This series works to educate managers and non-managers about the causes and effects of sexual harassment in the work environment. It looks at the elements that define behavior as harassment, methods that can be used to prevent it from occurring, as well as ways to deal with the situation if it happens.

SharePoint 2003 Series

Total Courses: 5

Total Time: 16.00 hour(s)

This series provides learners with the information they need to use SharePoint 2003 to help their organization manage their documents and files, as well as to enable their users to collaborate with one another. In addition to teaching the every-day user how to manage documents, lists, and tasks, it also teaches the Site Administrator how to set up and manage SharePoint sites and libraries.

Six Sigma (Videos)

Total Courses: 3

Total Time: .90 hour(s)

Six Sigma is a strategy and methodology for improving the performance of an organization, focused on fact- and data-based decision-making. These programs explain the basic principles of the Six Sigma process and the steps for successfully deploying it in an organization.

Time Management Fundamentals Series

Total Courses: 5

Total Time: 11.00 hour(s)

This series describes specific time-management strategies that learners can apply to make their work time more efficient and productive.

Visio 2002 Series

Total Courses: 10

Total Time: 36.00 hour(s)

This series introduces users to Microsoft Visio 2002, a powerful diagramming and drawing application that can be used to create business and technical diagrams. Learners will study the basics of the Visio 2002 interface and tools, explore the templates, stencils, and pre-defined shapes provided with Visio, and construct simple Visio diagrams.

Windows XP Upgrade Series

This series provides an overview of the features available in Windows XP Home Edition and Windows XP Professional.

Word 2000 MOS Series

Total Courses: 2

Total Time: 6.00 hour(s)

This series provides an overview of the features available in Windows XP Home Edition and Windows XP Professional. Users will be introduced to the new interface of Windows XP, the multimedia and reliability features of the Home Edition, and the advanced networking and system administration functions of the Professional version.

Word 2000 MOS Expert Series

Total Courses: 5

Total Time: 19.00 hour(s)

This series covers the basic features and capabilities of Microsoft Word 2000. It is designed to help users prepare for the MOS Word 2000 Core Exam. It discusses document management techniques, including document creation and display, creating document folders, sending documents through email, and adding hyperlinks. The series also examines how to add, delete, and format text, and various paragraph formatting techniques. Additional topics covered in this series include page formatting, printing, creating tables, and inserting objects into Word documents.

Word 2002 Series

Total Courses: 5

Total Time: 20.00 hour(s)

This series presents advanced topics and tasks for Microsoft Word 2000, and is designed to help users prepare for the Word 2000 MOS Expert Exam. Topics covered include page formatting, including sorting, Find and Replace, and using footnotes, document management, including inserting references, a table of contents, and indexes, Mail Merge, and inserting and embedding Excel worksheets, graphics, and charts. Advanced features are discussed, including macros, customized toolbars, forms, and fields. This series also discusses workgroup features such as tracking document changes, inserting comments, using document protection, and Round Trip documents.

Word 2003 Series

Total Courses: 9

Total Time: 32.00 hour(s)

This series is designed for beginning and intermediate Word users. This series teaches users about creating and editing documents, what's new in the 2003 version, the Word interface, navigating, editing, and working with text, spell checking, printing, formatting, styles, templates, borders, tables, columns, lists, and using images in a document.

Work and Life Balance (Videos)

Total Courses: 12

Total Time: 2.40 hour(s)

In today's hectic world, balancing work and personal life continues to be a constant challenge. We all want balance and we want it now. Our work lifestyle programs will provide you with up-to-date information on how to deal with today's issues faced by today's workforce.

Workplace Environment (Videos)

Total Courses: 12

Total Time: 2.93 hour(s)

The workplace continues to change and evolve into a complex and often ambiguous environment. Issues such as harassment, discrimination and violence have become significant problems within this landscape. Our workplace environment programs explore the causes and consequences of these issues and specific preventive actions you can take to handle potential problem situations.

Works Series

Total Courses: 7

Total Time: 21.00 hour(s)

This series provides a comprehensive look at Microsoft Works. It discusses basic tasks for getting started with Works, including operating the Works Task Launcher, using Task Wizards and help, managing documents, printing files, and working with multiple windows and applications. It explains how to use the Works word processor to create and edit documents, and how to format Works documents. It also covers how to use the Works spreadsheet, including entering, selecting, and manipulating data, using formulas and functions, formatting the spreadsheet, and creating charts. Additional topics include using the Works database for basic organization and presentation tasks, using the Calendar, and Works functions that can be used across multiple applications in Works.