



## Course Catalog

*Revised 11/13/08*

## Business & Professional Skills

Curriculum	Series	Course Title	Duration
------------	--------	--------------	----------

### Administrative Support

#### Advanced Skills for Administrative Support Professionals

Behavior: Putting Your Best Foot Forward	4 Hour(s)
Communicating with Power and Confidence	3 Hour(s)
Managing Yourself and Those Around You	4 Hour(s)
Partnering with Your Boss	3 Hour(s)
<i>Simulation</i>	
Advanced Administrative Support Simulation	.5 Hour(s)

#### The Effective Administrative Support Professional

Administrative Functions	3 Hour(s)
Advancing Your Administrative Career	3 Hour(s)
Getting Started - Administrative Support	3 Hour(s)
Overview to Effective Business Communication	3 Hour(s)
Using Effective Business Communication	2 Hour(s)
<i>Simulation</i>	
Effective Administrative Support Professional Simulation	.5 Hour(s)

### Business Analysis

#### Certified Business Analysis Professional (CBAP)

Analyzing Requirements	3 Hour(s)
Communicating and Implementing Requirements	3 Hour(s)
Core Concepts in Business Analysis	1.5 Hour(s)
Eliciting Requirements	3.5 Hour(s)
Enterprise Analysis and Making a Business Case	2.5 Hour(s)
Introduction to Requirements Planning	2 Hour(s)
Refining and Documenting Requirements	1.5 Hour(s)
Requirements Planning and Management	2.5 Hour(s)

### Business Law

#### Fundamentals of Business Law

A Manager's Introduction to Business Law	3.0 Hour(s)
American Business Formations in the 21st Century	3.5 Hour(s)
Contracts in Commercial Transactions	4 Hour(s)
Employment and Labor Laws	3.5 Hour(s)
Intellectual Property and Proprietary Rights	4 Hour(s)
Lawsuits and Negotiations	2.5 Hour(s)

### Communication

#### Anger Management in the Workplace

Experiencing Anger	5 Hour(s)
Managing Your Anger	5.5 Hour(s)
<i>Simulation</i>	
Managing Anger in the Workplace Simulation	.5 Hour(s)

#### Assertive Communication

Assertiveness from the Inside Out	3 Hour(s)
Professional Assertiveness	3 Hour(s)
<i>Simulation</i>	
Assertive Communication Simulation	.5 Hour(s)

#### Building Better Work Relationships

Building Effective Intercultural Relationships	2.5 Hour(s)
Building Effective Interfunctional Relationships	2.5 Hour(s)
Building Effective Intergender Relationships	2.5 Hour(s)
Working Effectively with Business Partners	3 Hour(s)
Working Effectively with Customers	2.5 Hour(s)
<i>Simulation</i>	
Building Better Work Relationships Simulation	.5 Hour(s)

<b>Business Etiquette and Professionalism</b>	
Communication Etiquette	2.5 Hour(s)
Etiquette and the Business Meeting	2.5 Hour(s)
Etiquette for Supervisors	3 Hour(s)
Everyday Business Etiquette	3 Hour(s)
<i>Simulation</i>	
Business Etiquette & Professionalism Simulation	.5 Hour(s)
<b>Business Grammar Essentials</b>	
Foundations of Grammar	2.5 Hour(s)
Punctuating with Skill	2 Hour(s)
Sentence Construction	2 Hour(s)
Understanding Writing Mechanics	2 Hour(s)
<b>Building Improved Work Relationships</b>	
Building Improved Work Relationships Simulation	
Effective Intercultural Relationships	2 Hour(s)
Effective Interfunctional Relationships	2.5 Hour(s)
Effective Intergender Relationships	2 Hour(s)
Effective Relationships with Business Partners	3 Hour(s)
Effective Relationships with Customers	2 Hour(s)
<i>Simulation</i>	
Building Improved Work Relationships Simulation	.5 Hour(s)
<b>Business Writing Essentials</b>	
Avoiding Errors in Usage and Punctuation	4.5 Hour(s)
Avoiding Grammatical Errors in Business Writing	4.5 Hour(s)
Crisp Composition	4.5 Hour(s)
Getting the Most from Business Documents	4 Hour(s)
TestPrep Final Exam: Business Writing Essentials	N/A
The Writing Process	5 Hour(s)
Writing to Reach the Audience	3 Hour(s)
Writing with Intention	4 Hour(s)
<i>Blended Learning Toolkit</i>	
Business Writing Essentials	N/A
<b>Communicating Assertively</b>	
Asserting Yourself Professionally	2.5 Hour(s)
Assertiveness from Inside to Outside	2.5 Hour(s)
<i>Simulation</i>	
Communicating Assertively Simulation	.5 Hour(s)
<b>Conflict in the Workplace</b>	
Handling Conflict	3.5 Hour(s)
Managing Organization Conflict	3.5 Hour(s)
Perspectives on Conflict in the Workplace	3.5 Hour(s)
<i>Simulations</i>	
Conflict in the Workplace Simulation	.5 Hour(s)
Managing Workplace Conflict Simulation	.5 Hour(s)
<b>Delivering Successful Presentations</b>	
Delivering Your Message	4.5 Hour(s)
Presentation Resources Available To You	5 Hour(s)
Presenting To Succeed	4.5 Hour(s)
<i>Simulation</i>	
Delivering Successful Presentations Simulation	.5 Hour(s)
<b>Effective Business Meetings</b>	
Leading an Effective Business Meeting	2.5 Hour(s)
Participating Effectively in a Business Meeting	2.5 Hour(s)
Planning an Effective Business Meeting	2.5 Hour(s)
<i>Simulation</i>	
The Effective Business Meeting Simulation	.5 Hour(s)
<b>Effective Feedback for Employees and Colleagues</b>	
An Essential Guide to Giving Feedback	2.5 Hour(s)
Coping With Criticism and Feedback	5 Hour(s)
Giving Feedback to Colleagues	4.5 Hour(s)
Giving Feedback: A Manager's Guide	4 Hour(s)
Team Feedback: A Guide	4 Hour(s)
<i>Simulations</i>	
Effective Feedback for Business Employees and Colleagues	.5 Hour(s)
Effective Use of Feedback for Teams Simulation	.5 Hour(s)

<b>Effective Listening Skills</b>	
Enhancing Listening Skills	2 Hour(s)
Higher Purpose Listening	1.5 Hour(s)
Listening Basics	1 Hour(s)
Listening to Comprehend	4 Hour(s)
<i>Simulation</i>	
Effective Listening Simulation	.5 Hour(s)
<b>E-mail Essentials</b>	
E-mail and Organizational Communication	2.5 Hour(s)
E-mail as a Marketing Tool	2 Hour(s)
Essentials of Electronic Communication	1.5 Hour(s)
Optimizing E-mail at Work	2 Hour(s)
<b>Emotional Intelligence at Work</b>	
Defining Emotional Intelligence	2 Hour(s)
Emotional Intelligence and Teamwork	2 Hour(s)
Emotional Intelligence in the Workplace	1.5 Hour(s)
Emotionally Intelligent Leadership	2 Hour(s)
Increasing Emotional Intelligence	2 Hour(s)
<i>Simulation</i>	
Emotional Intelligence at Work Simulation	.5 Hour(s)
<b>Emotional Intelligence in the WorkPlace</b>	
Emotional Intelligence at Work	2.5 Hour(s)
Increasing Your Emotional Intelligence	2.5 Hour(s)
Teamwork and Emotional Intelligence	2.5 Hour(s)
The Emotionally Intelligent Leader	2.5 Hour(s)
What is Emotional Intelligence?	2.5 Hour(s)
<i>Simulation</i>	
Emotional Intelligence in the Workplace Simulation	.5 Hour(s)
<b>Getting Results Without Authority</b>	
Building Relationships to Get Results	2.5 Hour(s)
Gaining Allies, Creating Change	3 Hour(s)
Getting Results from the Boss	3 Hour(s)
Getting Results through Communication	3 Hour(s)
Leadership Without Authority	3 Hour(s)
Teamwork and Results Without Authority	2.5 Hour(s)
<i>Simulation</i>	
Getting Results without Authority Simulation	.5 Hour(s)
<b>How to Write an Effective Internal Business Case</b>	
Preparing a Business Case	2.5 Hour(s)
Presenting Your Case	2.5 Hour(s)
Writing a Business Case	2.5 Hour(s)
<i>Simulation</i>	
Preparing an Effective Internal Business Case Simulation	.5 Hour(s)
<b>International Communications</b>	
Improving Your Cross-cultural Communications	3 Hour(s)
The Art of Global Communication	3.5 Hour(s)
The Impact of Culture on Communication	2.5 Hour(s)
<i>Simulations</i>	
Cross-cultural Communications Simulation	.5 Hour(s)
International Communications Simulation	.5 Hour(s)
<b>Interpersonal Communication Skills for Business</b>	
Communicating for Contacts	3 Hour(s)
Communicating for Results	3.5 Hour(s)
Interpersonal Communications: The Process	3 Hour(s)
Leadership Communication Skills	3.5 Hour(s)
Resolving Conflict with Communication Skills	3 Hour(s)
The Mechanics of Communicating Effectively	3 Hour(s)
Workplace Communication Skills	3 Hour(s)
<i>Simulation</i>	
Business Interpersonal Communication Skills Simulation	.5 Hour(s)
Team Interpersonal Communication Skills Simulation	.5 Hour(s)
<b>Managing and Working with Difficult People</b>	
Difficult People in the Workplace	3.5 Hour(s)
Working with Aggressive People	3 Hour(s)
Working with Arrogant and Duplicious People	2 Hour(s)
Working with Negative People and Procrastinators	3 Hour(s)
<i>Simulations</i>	
Communicating Effectively with Difficult Coworkers Simulation	.5 Hour(s)
Managing and Working with Difficult People Simulation	.5 Hour(s)

<b>Negotiating To Win: Getting Results You Want</b>	
Connecting and Communicating	2 Hour(s)
Crafting Deals	2.5 Hour(s)
Mastering Negotiation	1.5 Hour(s)
Negotiating Inclusively	2 Hour(s)
The Dynamics of Interacting	2 Hour(s)
The Process of Negotiation	2 Hour(s)
What to Do When the Going Gets Tough	2 Hour(s)
<i>Simulations</i>	
Winning Negotiation Simulation	.5 Hour(s)
<b>Obtaining Results without Authority</b>	
Communicating to Get Results	2.5 Hour(s)
Creating Change, Gaining Allies	2.5 Hour(s)
Getting Results by Building Relationships	2 Hour(s)
Leading without Authority	3 Hour(s)
Obtaining Results from the Boss	3 Hour(s)
Results and Teamwork without Authority	2.5 Hour(s)
<i>Simulations</i>	
Getting Results with No Authority Simulation	.5 Hour(s)
<b>Professionalism and Business Etiquette</b>	
Business Etiquette for Supervisors	2.5 Hour(s)
Communication Business Etiquette	2.5 Hour(s)
Etiquette at the Business Meeting	3 Hour(s)
Standard Business Etiquette	2.5 Hour(s)
<i>Simulations</i>	
Professionalism and Business Etiquette Simulation	.5 Hour(s)
<b>Telephone Skills For Business Professionals</b>	
Effective Telephone Techniques	3.5 Hour(s)
Making Telephone Calls Count	5 Hour(s)
<i>Simulation</i>	
Telephone Skills for Business Professionals Simulation	.5 Hour(s)
<b>Working with and Managing Difficult People</b>	
Available Presentation Resources	3.5 Hour(s)
Delivering the Message	3 Hour(s)
Difficult People in the Workplace Environment	3 Hour(s)
How to Work with Aggressive People	3 Hour(s)
How to Work with Arrogant and Duplicious People	2 Hour(s)
How to Work with Negative People and Procrastinators	3 Hour(s)
Presenting Successfully	3 Hour(s)
<i>Simulation</i>	
Effective Communication with Difficult Coworkers Simulation	.5 Hour(s)
Giving Successful Presentations Simulation	.5 Hour(s)
Working with and Managing Difficult People Simulation	.5 Hour(s)

## Consulting

<b>Consulting with the External Client</b>	
Diagnosing and Planning	4 Hour(s)
Essentials of External Consulting	5 Hour(s)
Evaluation and Review	4 Hour(s)
Managing Delivery	3.5 Hour(s)
The Client-Consultant Relationship	5 Hour(s)
<i>Simulation</i>	
Consulting with the External Client Simulation	.5 Hour(s)
<b>Consulting with the Internal Client</b>	
A Workable Solution for Internal Clients	4 Hour(s)
Essentials of Internal Consulting	4 Hour(s)
Establishing a Relationship with Internal Clients	4 Hour(s)
Evaluating Internal Assignments	4.5 Hour(s)
Internal Consulting Skills	3.5 Hour(s)
<i>Simulation</i>	
Consulting with the Internal Client Simulation	.5 Hour(s)
<b>Internal Consulting for the Technical Professional</b>	
Creating Effective Contracts	3 Hour(s)
Resistance and Technical Professional Consultants	2 Hour(s)
The Technical Professional as Internal Consultant	4 Hour(s)
Using Data as a Technical Professional Consultant	2.5 Hour(s)

## Customer Service

<b>Excelling at Customer Service</b>	
Advancing Service Expertise	3.5 Hour(s)
Corporate Culture: Building the Service Foundation	3 Hour(s)
Customers, Confrontation and Conflict	5 Hour(s)
Overcoming Difficult Service Situations	4.5 Hour(s)
Service Teams and Service Stars	5 Hour(s)
The Customer's Voice	5 Hour(s)
The EXCEL Acronym: Instilling Service Excellence	5 Hour(s)
The Fundamentals of Exceptional Customer Service	3 Hour(s)
<i>Simulation</i>	
Excel at Customer Service Simulation	.5 Hour(s)
Providing Customer Service Simulation	.5 Hour(s)
<b>Frontline Call Center Skills</b>	
Call Center Communication Skills	4.5 Hour(s)
Call Center Customer Service	3.5 Hour(s)
Call Center Telephone Sales	3 Hour(s)
The Call Center Industry	2.5 Hour(s)
<i>Simulation</i>	
Frontline Call Center Skills Simulation	.5 Hour(s)
<b>HDI - Customer Support Specialist</b>	
Effective Communication Skills	2.5 Hour(s)
Interacting with the Customer	3 Hour(s)
Managing Conflict, Stress, and Time	2.5 Hour(s)
<i>Simulation</i>	
Customer Support Specialist Simulation	.5 Hour(s)
<b>HDI - Customer Support Specialist, Process</b>	
Customer Service Procedures	3.5 Hour(s)
Management Tools and Metrics	2 Hour(s)
Managing the Quality of the Customer Support Service Center	3.5 Hour(s)
<b>HDI - Customer Support Specialist, Professionalism</b>	
Establishing Team and Customer Relationships	2.5 Hour(s)
Support Center Services	2.5 Hour(s)
The Customer Support Specialist	3.5 Hour(s)
<i>Simulation</i>	
Customer Support Specialist Professionalism Simulation	0.5 Hour(s)
<b>How to Excel at Customer Service</b>	
Advancing Your Service Expertise	4.5 Hour(s)
Building the Service Foundation: Corporate Culture	3.5 Hour(s)
Customers, Conflict and Confrontation	5.5 Hour(s)
Fundamentals of Exceptional Customer Service	3.5 Hour(s)
Instilling Service Excellence: The EXCEL Acronym	7.5 Hour(s)
Overcoming Challenging Service Situations	6 Hour(s)
Service Stars and Service Teams	5.5 Hour(s)
The Voice of the Customer	4.5 Hour(s)
<i>Simulations</i>	
Excelling at Customer Service	.5 Hour(s)
Excelling at Customer Service Simulation	.5 Hour(s)
<i>Blended Learning Toolkit</i>	
How to Excel at Customer Service	N/A
<b>Inbound Call Center Management</b>	
Inbound Call Center Management: Leadership	3 Hour(s)
Inbound Call Center Technology	4 Hour(s)
Inbound Call Centers: People Management	3 Hour(s)
Performance Metrics for an Inbound Call Center	2.5 Hour(s)
The Inbound Call Center	2.5 Hour(s)
<b>Internal Customer Service</b>	
Excellence in Internal Customer Service	5 Hour(s)
Overcoming Internal Customer Service Problems	3.5 Hour(s)
<i>Simulation</i>	
Internal Customer Service: Conflict and Complaints Simulation	.5 Hour(s)
<b>Internal Customer Service Agent Skills</b>	
Cross-Selling in a Customer Service Call	5.5 Hour(s)
Managing Challenges in Customer Service	5 Hour(s)
Professional Skills for Customer Service Agents	4.5 Hour(s)
The Customer Service Agent in Action	4.5 Hour(s)
<i>Simulation</i>	
Customer Service Agent Skills Simulation	.5 Hour(s)

<b>IT Infrastructure Library (ITIL) Foundations</b>	
ITIL: Configuration and Release Management	3 Hour(s)
ITIL: Continuity and Availability Management	2.5 Hour(s)
ITIL: Financial and Security Management	2 Hour(s)
ITIL: Problem and Change Management	2.5 Hour(s)
ITIL: Service Level and Capacity Management	2.5 Hour(s)
ITIL: The Service Desk and Incident Management	3.5 Hour(s)
<b>IT Infrastructure Library (ITIL) Foundations V3</b>	
ITIL V3 - Continual Service Improvement Fundamentals	1.5 Hour(s)
ITIL V3 - ITIL and the Service Lifecycle	1.5 Hour(s)
ITIL V3 - Service Design Fundamentals	2 Hour(s)
ITIL V3 - Service Design Processes	2.5 Hour(s)
ITIL V3 - Service Operation Principles and Functions	2 Hour(s)
ITIL V3 - Service Operation Processes	1.5 Hour(s)
ITIL V3 - Service Strategy Fundamentals	2.5 Hour(s)
ITIL V3 - Service Strategy Processes	1 Hour(s)
ITIL V3 - Service Transition Processes and Principles	2.5 Hour(s)
<b>Managing A Customer-Focused Department</b>	
Bridge The Expectations Gap	4.5 Hour(s)
Identifying Your Customer's Expectations	4.5 Hour(s)
Leading A Customer-Focused Team	4 Hour(s)
Measuring Customer Satisfaction	2.5 Hour(s)
<i>Simulation</i>	
Managing a Customer-focused Department Simulation	.5 Hour(s)
<b>Measuring Customer Satisfaction</b>	
Customer Satisfaction: Analysis to Implementation	2.5 Hour(s)
Developing Customer Satisfaction Surveys	3 Hour(s)
Discovering What Your Customers Want	2.5 Hour(s)
<i>Simulation</i>	
Measuring Customer Satisfaction Simulation	.5 Hour(s)
<b>Technical Support Agent Skills</b>	
Assessing and Dealing with Customer Behavior	4.5 Hour(s)
Technical Support Agent Survival Skills	3.5 Hour(s)
Technical Support Essentials	5 Hour(s)
The Contact Center and the Technical Support Agent	4.5 Hour(s)
<i>Simulation</i>	
Technical Support Agent Skills Simulation	.5 Hour(s)

## Finance & Accounting

<b>Accounting 101</b>	
Accounting for Cash Control	3 Hour(s)
Accounting for Merchandising Businesses	2.5 Hour(s)
Accounting Fundamentals	3.5 Hour(s)
Accounting Systems and Closing Activities	2.5 Hour(s)
Accrual Accounting Procedures	2 Hour(s)
<b>Accounting 102</b>	
Accounting for Corporations	2.5 Hour(s)
Accounting for Partnerships	3.5 Hour(s)
Analyzing Cash Flow Statements	2 Hour(s)
Master Budgets	4 Hour(s)
<b>Accounting 106</b>	
TestPrep Final Exam: Accounting 101	N/A
TestPrep Final Exam: Accounting 102	N/A
<b>Advanced Business Finance</b>	
Corporate Restructuring	2.5 Hour(s)
Financial Risk Management	1.5 Hour(s)
International Finance	2 Hour(s)
Introduction to Advanced Finance	3 Hour(s)
Investment Project Analysis and Selection	2 Hour(s)
Managing Working Capital	4 Hour(s)
Raising Capital and Financing Decisions	3 Hour(s)
TestPrep Final Exam: Advanced Business Finance	N/A
<b>Auditing: A Practical Approach</b>	
Introduction to Auditing	3 Hour(s)
Introduction to External Auditing	3.5 Hour(s)
Introduction to Internal Auditing	4.5 Hour(s)
Principles of External Auditing	4 Hour(s)
Principles of Internal Auditing	3 Hour(s)

<b>Finance Fundamentals for Non-financial Professionals</b>	
Basics of Budgeting	3.5 Hour(s)
Managing Cash Flows	2.5 Hour(s)
Principles of Financial Management	4 Hour(s)
Understanding Financial Statements	3.5 Hour(s)
<b>Fundamental Finance for non-Finance Professionals</b>	
Financial Statements	2 Hour(s)
Management of Cash Flows	2 Hour(s)
The Basics of Budgeting	2 Hour(s)
The Principles of Financial Management	2.5 Hour(s)
<b>Managerial Accounting</b>	
Cost Accounting Decisions	4 Hour(s)
Managerial Decisions and Capital Budgeting	5 Hour(s)
Managing for Asset Control	5.5 Hour(s)
Overview of Managerial Accounting	5 Hour(s)
<b>Practical Budgeting Skills for Business</b>	
Creating and Analyzing an Operating Budget	3.5 Hour(s)
Effective Budget Management	3 Hour(s)
The Ins and Outs of Capital Budgeting	3.5 Hour(s)
<b>Using Financial Statements (Co-Developed with Wharton)</b>	
Analyzing an Annual Report	4.5 Hour(s)
Analyzing Cash Flow	4.5 Hour(s)
Analyzing the Income Statement and Balance Sheet	2 Hour(s)
Components of Financial Statements	3 Hour(s)
Credibility and Disclosure in an Annual Report	2.5 Hour(s)
Principals of Financial Statements	
Ratio Analysis for Financial Statements	3 Hour(s)
The Income Statement and Balance Sheet Connection	2 Hour(s)

## Human Resources

<b>Behavioral Interviewing</b>	
Building a Firm Foundation	3 Hour(s)
Conducting the Behavioral-based Interview	2.5 Hour(s)
Experiencing the Behavioral-based Interview	2.5 Hour(s)
Preparing as the Interviewee	2.5 Hour(s)
Preparing for the Behavioral Interview	3 Hour(s)
Screening Applicants	3 Hour(s)
<i>Simulation</i>	
Behavioral Interviewing Simulation	.5 Hour(s)
<b>Effective Hiring and Interviewing Skills</b>	
<i>Simulation</i>	
Effective Hiring and Interviewing Simulation	.5 Hour(s)
<b>German Laws for Equality of Treatment</b>	
AGG (GETA) - Information for Management	1.5 Hour(s)
AGG (GETA) - Information for Employees	1 Hour(s)
<b>HRCI/PHR Certification Program</b>	
Affirmative Action and the EEO (HRCI/PHR)	2.5 Hour(s)
Compensating Employees (HRCI/PHR)	3 Hour(s)
Developing Employees (HRCI/PHR)	1.5 Hour(s)
Developing Human Resources (HRCI/PHR)	1.5 Hour(s)
Employment Management (HRCI/PHR)	2.5 Hour(s)
Employment Relations (HRCI/PHR)	1.5 Hour(s)
Health and Safety in the Workplace (HRCI/PHR)	1.5 Hour(s)
Human Resources Fundamentals (HRCI/PHR)	2 Hour(s)
Non-Unionized Workplaces (HRCI/PHR)	1.5 Hour(s)
Offers, Contracts, and Exit from the Organization (HRCI/PHR)	3 Hour(s)
Programs to Benefit Employees (HRCI/PHR)	1.5 Hour(s)
Recruiting and Selecting Candidates (HRCI/PHR)	2 Hour(s)
Risk Assessment and Prevention (HRCI/PHR)	2.5 Hour(s)
Sexual Harassment at Work (HRCI/PHR)	1.5 Hour(s)
Strategic Management (HRCI/PHR)	2.5 Hour(s)
Unionized Workplaces (HRCI/PHR)	1.5 Hour(s)
<b>HRCI Senior Professional in Human Resources (SPHR)</b>	
HR's Strategic Role in the Organization (HRCI/SPHR)	1 Hour(s)
Management of the HR Process (HRCI/SPHR)	2 Hour(s)
Strategic Approaches to Human Resource Development (HRCI/SPHR)	2.5 Hour(s)
Strategic Approaches to Labor Relations (HRCI/SPHR)	4.5 Hour(s)
Strategic Approaches to Risk Management (HRCI/SPHR)	2 Hour(s)
Strategic Approaches to Total Rewards (HRCI/SPHR)	3 Hour(s)
Strategic Approaches to Workforce Planning and Employment (HRCI/SPHR)	3 Hour(s)

<b>Managing Diversity</b>		
	<i>Simulation</i>	
	Managing Diversity in the Workplace Simulation	.5 Hour(s)
	Managing Diversity Simulation	.5 Hour(s)
<b>New Employee Orientation</b>		
	Health, Safety and Security Challenges	5.5 Hour(s)
<b>Recruiting &amp; Retention Strategies for the Tight Labor Market</b>		
	Facilitating Effective Hiring	2.5 Hour(s)
	Online Recruiting	2.5 Hour(s)
	Recruiting for the 21st Century: Strategies	4 Hour(s)
	Recruiting for the 21st Century: The Market	3 Hour(s)
	Recruiting Successfully	3.5 Hour(s)
	Retention	3 Hour(s)
<b>Test Preps</b>		
	Professional in Human Resources (PHR) BOK 2005 Aligned	N/A

## Industry

<b>Industry Overviews 2006</b>		
	The Automotive Industry Overview	3 Hour(s)
	The Banking Industry Overview	2.5 Hour(s)
	The Food and Beverage Industry Overview	2.5 Hour(s)
	The Health Care Industry Overview	1.5 Hour(s)
	The Insurance Industry Overview: Version 2	3 Hour(s)
	The Manufacturing Industry Overview	2.5 Hour(s)
	The Oil and Gas Industry Overview	2.5 Hour(s)
	The Pharmaceutical Industry Overview	2.5 Hour(s)
	The Retail Industry Overview	2.5 Hour(s)
	The Telecommunications Industry Overview: Version 2	2.5 Hour(s)

## Knowledge Management

<b>Achieving Measurable Performance Impact from Training</b>		
	Training for Business Results	2.5 Hour(s)
<b>Knowledge Management Fundamentals</b>		
	Being a Knowledge Activist	3 Hour(s)
	Knowledge as Capital	3 Hour(s)
	Knowledge Management Fundamentals	N/A
	Managing Knowledge Workers	2 Hour(s)
	Putting Knowledge to Work	4 Hour(s)
	The Art of Knowledge Management	3.5 Hour(s)
<b>The 21st Century Learning Curve</b>		
	Benchmarking for Best Practices	2.5 Hour(s)
	Implementation and Evaluation Self-Directed Learning	3 Hour(s)
	Knowledge As Strategy: Performance Improvement	3 Hour(s)
	Performance Support	3 Hour(s)
	The Potential of Self-directed Learning	3 Hour(s)
	The Power of the Learning Organization	3 Hour(s)

## Leadership

<b>Business Execution</b>		
	Business Execution in Action	5 Hour(s)
	Creating an Execution Culture	8 Hour(s)
	Foundations for Business Execution	7 Hour(s)
	<i>Simulations</i>	
	Business Execution Simulation	.5 Hour(s)
<b>Going from Management to Leadership</b>		
	Coaching for Performance	2.5 Hour(s)
	Communicating a Shared Vision	4.5 Hour(s)
	Communicating as a Leader	4.5 Hour(s)
	Leading Through Change	3 Hour(s)
	The Enabling Leader	5 Hour(s)
	The Leader as a Model	3 Hour(s)
	The Mark of a Leader	4.5 Hour(s)
	<i>Simulations</i>	
	Going from Management to Leadership Simulation	.5 Hour(s)
	Growing from a Manager to a Leader Simulation	.5 Hour(s)
	<i>Blended Learning Toolkit</i>	
	Going from Management to Leadership	N/A

<b>Leading from the Frontline</b>		
Challenges of the 21st Century		2 Hour(s)
Dynamics of Leadership		3 Hour(s)
Energizing and Empowering Employees		2.5 Hour(s)
Leadership and the Knowledge Worker		2.5 Hour(s)
Leading Change from the Front Line		2.5 Hour(s)
Organizational Culture & Leadership		2.5 Hour(s)
<i>Simulation</i>		
Leading from the Frontline Simulation		.5 Hour(s)
<b>Leading the Workforce Generations</b>		
Attracting, Developing and Retaining Generations		3 Hour(s)
Cross-generational Workers in the 21st Century		3 Hour(s)
Introduction to Work Force Generations		2.5 Hour(s)
Leading Generations X and Next		3.5 Hour(s)
Leading Silent Generation and Baby Boomer Workers		3 Hour(s)
Making Cross-generational Teams Work		3 Hour(s)
<i>Simulation</i>		
Leading the Workforce Generation Simulation		.5 Hour(s)
<b>Moving from Management to Leadership</b>		
Coaching Performance		2 Hour(s)
Communication and Leadership		4 Hour(s)
Leadership and Change		1.5 Hour(s)
Leading by Enabling		4 Hour(s)
Recognizing a Leader		5 Hour(s)
The Communication of a Shared Vision		5 Hour(s)
The Model Leader		2 Hour(s)
<i>Simulation</i>		
Growing from Management into Leadership Simulation		.5 Hour(s)
Moving from Management to Leadership Simulation		.5 Hour(s)
<b>Succession Planning for Business Environment</b>		
Succession Planning and Human Resources		5 Hour(s)
Succession Planning Management		2.5 Hour(s)
Succession Planning Overview		2 Hour(s)
Succession Planning Strategies		4.5 Hour(s)
<i>Simulations</i>		
Implementing a Succession Plan Simulation		.5 Hour(s)
Initiating a Succession Plan Simulation		.5 Hour(s)

## Management

<b>360-Degree Performance</b>		
About 360-Degree Performance Feedback		2.5 Hour(s)
Delivering 360-Degree Performance Feedback		5 Hour(s)
Elements of a 360-Degree Performance Review		2 Hour(s)
<i>Simulation</i>		
360-Degree Performance Appraisal Simulation		.5 Hour(s)
<b>Advanced Management Skills</b>		
Managing Cross-Functions		3 Hour(s)
Managing For High Performance		4 Hour(s)
Managing in a Global Business Environment		3 Hour(s)
Managing Managers		3.5 Hour(s)
Managing Upward Relationships		3 Hour(s)
<i>Simulations</i>		
Advanced Management Skills Simulation		.5 Hour(s)
<b>Appraising Performance</b>		
Assessing Performance Continuously		3 Hour(s)
Performance Reviews		3.5 Hour(s)
<i>Simulations</i>		
Appraising Performance Simulation		.5 Hour(s)
<b>Coach with Confidence</b>		
Business Coaching		2.5 Hour(s)
Emotions, Mindsets and Coaching		2.5 Hour(s)
Successfully Coaching Relationships		5 Hour(s)
The Coaching Skillset		3 Hour(s)
The Key Stages of Coaching		4 Hour(s)
Trends in Coaching		2.5 Hour(s)
<i>Simulation</i>		
Coaching Teams and Personalities Simulation		.5 Hour(s)
Coaching with Confidence Simulation		.5 Hour(s)
<b>Delegation Skills</b>		
Delegation: the Personal Approach		2 Hour(s)
Managing Delegation		3 Hour(s)
The Basics of Delegation		1.5 Hour(s)
<i>Simulation</i>		
Delegating Effectively Simulation		.5 Hour(s)

<b>Effectively Managing Top Performers</b>		
Managing and Rewarding Top Performers		2.5 Hour(s)
<b>Essential Skills for Tomorrow's Manager</b>		
A Primer for Ensuring Accountability		4.5 Hour(s)
Managing as Coach and Counselor		3.5 Hour(s)
Managing as Project Champion		3.5 Hour(s)
Tomorrow's Managers' Competencies		3 Hour(s)
Tomorrow's Managers' Development Tools		3.5 Hour(s)
<i>Simulations</i>		
Crucial Skills for Tomorrow's Managers Simulation		.5 Hour(s)
<b>Facilitating Successfully</b>		
Facilitating Difficult Situations		5 Hour(s)
Facilitating Meetings and Work Groups		4.5 Hour(s)
Facilitative Fundamentals: Tools and Techniques		4.5 Hour(s)
Facilitative Leadership		4.5 Hour(s)
Facilitative Tools and Formats: Offering Options		4.5 Hour(s)
The Facilitator Role		4 Hour(s)
<i>Simulations</i>		
Facilitating Successfully Simulation		.5 Hour(s)
<b>How to Overcome Negativity in the Workplace</b>		
Overcoming Organizational Negativity		2 Hour(s)
Proactive Approaches to Stop Negativity		2 Hour(s)
The Path from Pessimism to Optimism		4 Hour(s)
<b>Managing Contractors and Temporary Employees</b>		
Doing Business with Independent Contractors		4.5 Hour(s)
Hiring Temporary (Contingent) Employees		5 Hour(s)
Legal Pitfalls Regarding Independent Contractors		3 Hour(s)
Managing Contingent Employees		4.5 Hour(s)
Managing Contractors and Temporary Employees		N/A
Working with Temporary Agencies		5.5 Hour(s)
<i>Simulation</i>		
Hiring and Managing Contractors Simulation		.5 Hour(s)
<b>Managing Others Through Change</b>		
Integrating Change in Your Organization		3 Hour(s)
Managing the Change Process		3 Hour(s)
Starting the Change Process		3 Hour(s)
<i>Simulation</i>		
Using Change Process to Support Employees Simulation		.5 Hour(s)
Using Change Process to Support Teams Simulation		.5 Hour(s)
<b>Managing Problem Performance</b>		
Addressing Problem Performance		2.5 Hour(s)
Problem Performance Identification		2.5 Hour(s)
Problem Performance Improvement		3 Hour(s)
Problem Performance Prevention		2.5 Hour(s)
<i>Simulations</i>		
Avoiding Problem Performance Simulation		.5 Hour(s)
Dealing with Problem Performance Simulation		.5 Hour(s)
<b>Managing Technical Professionals</b>		
Attracting, Motivating, and Retaining Technical Professionals		3.5 Hour(s)
Developing Career Plans for Your Technical Professionals		3.5 Hour(s)
Understanding Technical Professionals		2.5 Hour(s)
Understanding Technical Professionals		2.5 Hour(s)
<b>Mentoring Essentials</b>		
Achieving Success with the Help of a Mentor		3.5 Hour(s)
Effective Mentoring		3 Hour(s)
e-Mentoring		3.5 Hour(s)
Implementing an Organizationwide Mentoring Program		2.5 Hour(s)
Mentoring Strategies in the 21st Century		3 Hour(s)
The Mentoring Manager		2.5 Hour(s)
<i>Simulation</i>		
Mentoring Essentials Simulation		.5 Hour(s)
<b>Moving from Technical Professional to Management</b>		
Communication Skills for Successful Management		3 Hour(s)
Leadership Development for Technical Professionals		3 Hour(s)
Management Development for Technical Professionals		3.5 Hour(s)
Process Management Skills		4.5 Hour(s)
Strategies for Transitioning into Management		6.5 Hour(s)
<i>Simulations</i>		
From Technical Professional to Leadership Simulation		.5 Hour(s)
Transitioning From Technical Professional to Management Simulation		.5 Hour(s)

<b>Moving into a Management Role</b>		
A New Manager and the Company's Future		3.5 Hour(s)
Becoming a Manager: Leading and Communicating		4 Hour(s)
Becoming a Manager: Responsibilities and Fears		3.5 Hour(s)
Taking on a Management Role		3.5 Hour(s)
<i>Simulations</i>		
Leadership and Management Simulation		.5 Hour(s)
Moving into a Management Role Simulation		.5 Hour(s)
<b>Performance Appraisal</b>		
Continuous Performance Assessment		3.5 Hour(s)
Reviewing Performance		4 Hour(s)
<i>Simulation</i>		
Performance Appraisal Simulation		.5 Hour(s)
<b>The Essentials of Mentoring</b>		
Achieving Success: the Help of a Mentor		3 Hour(s)
Implementing a Mentoring Program for the Organization		2.5 Hour(s)
Mentoring as a Manager		2 Hour(s)
Mentoring Effectively		2 Hour(s)
Mentoring On-line		2.5 Hour(s)
Mentoring Strategies for the 21st Century		2.5 Hour(s)
<i>Simulation</i>		
The Essentials of Mentoring Simulation		.5 Hour(s)
<b>The Fundamentals of Business Crisis Management</b>		
Preparing for Business Crises		2 Hour(s)
Recovering from Business Crises		2 Hour(s)
Responding to Business Crises		3 Hour(s)
<i>Simulation</i>		
Business Crisis Management Simulation		.5 Hour(s)
<b>The Successful Facilitator</b>		
Facilitating Challenging Situations		5 Hour(s)
Facilitating Work Groups and Meetings		5 Hour(s)
Facilitative Formats and Tools: Offering Options		5 Hour(s)
Facilitative Fundamentals: Techniques and Tools		3.5 Hour(s)
The Facilitative Leader		5 Hour(s)
The Role of the Facilitator		5 Hour(s)
<i>Simulation</i>		
The Successful Facilitator Simulation		.5 Hour(s)

## Marketing

<b>Competitive Marketing Strategies</b>		
Competitive Strategies for a Global Marketplace		2.5 Hour(s)
Surpassing the Competition		3 Hour(s)
<b>Online Branding Strategy</b>		
Introduction to Online Branding		3.5 Hour(s)
Strategies for Building an Online Brand		7 Hour(s)
The Online Marketing Environment		3 Hour(s)
<b>Principles of Marketing</b>		
Principles of Marketing - Distribution Strategy		4 Hour(s)
Principles of Marketing - Fundamentals of Marketing		2 Hour(s)
Principles of Marketing - Pricing Strategy		4 Hour(s)
Principles of Marketing - Product Strategy		4 Hour(s)
Principles of Marketing - Promotion Strategy		4 Hour(s)
Principles of Marketing - Writing a Marketing Plan		2 Hour(s)
<b>Product Management Essentials</b>		
Developing a New-product Strategy		2 Hour(s)
Introduction to Product Management		2 Hour(s)
Pricing and Profitability for Product Managers		3 Hour(s)
<b>Strategic Brand Management</b>		
Building Brand Equity		3.5 Hour(s)
Evaluating Brand Effectiveness		6 Hour(s)
Introduction to Brand Management		3.5 Hour(s)
Managing and Maintaining Brand Equity		4.5 Hour(s)
Managing the Creative Elements of Brands		3.5 Hour(s)
Promoting Your Brand to Consumers		3 Hour(s)
<b>Strategic Marketing in Action</b>		
Analyzing the Market		2.5 Hour(s)
Competitive Factors in Strategic Marketing		2.5 Hour(s)
Creating a Marketing Campaign		4 Hour(s)
Elements of Market Strategy		3 Hour(s)
Financial Analysis for Successful Marketing		4.5 Hour(s)
Marketing Management		4 Hour(s)
Writing a Marketing Plan - Phase I		3 Hour(s)
Writing the Marketing Plan - Creative Strategy		2.5 Hour(s)

## Netg Business Skills Courses

### Communication Skills Curriculum

<b>Advanced Business Communication</b>		
Advanced Business Communication - Business Writing for Results		3 Hour(s)
Advanced Business Communication - Effective Business Communication		3 Hour(s)
Advanced Business Communication - Enhanced Business Communication		3 Hour(s)
<b>Organizational Communication</b>		
Organizational Communication - Communicating in the Workplace		4 Hour(s)
Organizational Communication - Managing Communication		3 Hour(s)
Organizational Communication - The Fundamentals		2.5 Hour(s)

### Customer Service Skills Curriculum

<b>Customer Relationship Management</b>		
Customer Relationship Management - eCRM		2.5 Hour(s)
Customer Relationship Management - Fundamentals of CRM		3 Hour(s)
Customer Relationship Management - Implementing CRM		3 Hour(s)

### Economics

<b>Economics Curriculum</b>		
Economics - Producers and Markets		4 Hour(s)
Economics - The Foundations of Macroeconomics		4 Hour(s)
Economics Part 2 - Basic Concepts in Microeconomics		4 Hour(s)

### Government

<b>Government Curriculum</b>		
Government Contracting: Overview of Government Contracts		1 Hour(s)
Government Contracting: Working with Government Contracts		3 Hour(s)

### Human Resources Curriculum

<b>Exit Interviewing Skills</b>		
Exit Interviewing Skills - Conducting an Exit Interview		3 Hour(s)
Exit Interviewing Skills - Preparing for an Exit Interview		2 Hour(s)
Exit Interviewing Skills - The Termination Process		3 Hour(s)

### Knowledge Management Curriculum

<b>E-Learning Essentials</b>		
E-Learning Essentials Pt. 1 - E-Learning and Successful Strategy		3 Hour(s)
E-Learning Essentials Pt. 2 - Marketing to Your Key Players		3 Hour(s)
E-Learning Essentials Pt. 3 - Deploying and Measuring Your Solution		3 Hour(s)
<b>Organizational Learning</b>		
Organizational Learning - Developing a Knowledge Management System		4 Hour(s)
Organizational Learning - Transferring Knowledge Within an Organization		4 Hour(s)
Organizational Learning - Deploying a Knowledge Management System		4 Hour(s)

### Leadership Curriculum

<b>Executive Level Leadership</b>		
Executive Level Leadership - Becoming an Executive Leader		2 Hour(s)
Executive Level Leadership - Change and the Executive Leader		2 Hour(s)
Executive Level Leadership - Leadership and Communication		2 Hour(s)
<b>Goal Setting</b>		
Goal Setting - Goal Setting in the Organizational Environment		2 Hour(s)
Goal Setting - Goal Setting Tools for Managers		2 Hour(s)
Goal Setting - Reaching Individual Goals		2 Hour(s)

### Management Curriculum

<b>Balanced Scorecard</b>		
Balanced Scorecard - Corporate Strategy		2 Hour(s)
Balanced Scorecard - Implementing		3 Hour(s)
Balanced Scorecard - Measuring Business Objectives		3 Hour(s)
<b>Business Case</b>		
Business Case: Preparing		2 Hour(s)
<b>Managing High Performers</b>		
Managing High Performers - Creating a Retention Strategy		4 Hour(s)
Managing High Performers - Defining and Finding High Performers		3 Hour(s)
Managing High Performers - Implementing Recognition Programs		3 Hour(s)
<b>Managing the Expert</b>		
Managing the Expert - Developing a Successful Environment		4 Hour(s)
Managing the Expert - Managing the Unique Needs of Experts		4 Hour(s)
Managing the Expert - Understanding Experts		2 Hour(s)
<b>Organizational Behavior</b>		
Organizational Behavior - Organizational Dynamics for Individuals		3 Hour(s)
Organizational Behavior - Organizational Group Dynamics		2 Hour(s)
Organizational Behavior - The Organizational System		3 Hour(s)

<b>Remote Manager Practices</b>		
Remote Manager Practices - Communicating with Employees		1 Hour(s)
Remote Manager Practices - Delivering Performance Evaluations		1 Hour(s)
Remote Manager Practices - Hiring a Telecommuting Employee		1 Hour(s)
Remote Manager Practices - Managing Poor Performance		1 Hour(s)
Remote Manager Practices - Monitoring Employee Performance		1 Hour(s)
Remote Manager Practices - Motivating Employees		1 Hour(s)
<b>Talent Management</b>		
Talent Management - Developing Talent		2 Hour(s)
Talent Management - Knowing Talent		2.5 Hour(s)
Talent Management - Selecting Talent		3 Hour(s)
<b>Operations Curriculum</b>		
<b>ISO 9001:2000</b>		
ISO 9001:2000 - Implementing Standards		4 Hour(s)
ISO 9001:2000 - Overview of Standards		4 Hour(s)
ISO 9001:2000 - The Auditing Process		4 Hour(s)
<b>Operations Management</b>		
Operations Management - Fundamentals of Operations Management		4 Hour(s)
Operations Management - Operations Components		2 Hour(s)
Operations Management - Operations Management Tools		2 Hour(s)
<b>Quality Management</b>		
Quality Management - Business Process Improvement		4 Hour(s)
Quality Management - Quality Management Tools		3 Hour(s)
Quality Management - The Quality Management Process		2 Hour(s)
<b>Total Quality Management</b>		
Total Quality Management - Essentials of TQM		3 Hour(s)
Total Quality Management - Managing TQM Rollouts		2 Hour(s)
Total Quality Management - Principles		3 Hour(s)
<b>Personal Development Curriculum</b>		
<b>Business Travel Safety</b>		
Business Travel Safety - Developing a Corporate Travel Program		4 Hour(s)
Business Travel Safety - Domestic Travel		1.5 Hour(s)
Business Travel Safety - International Travel		1.5 Hour(s)
Business Travel Safety - Safety Measures for Travelers		4 Hour(s)
<b>Remote Employee Practices</b>		
Remote Employee Practices - Working as a Telecommuting Employee		3 Hour(s)
<b>Project Management Curriculum</b>		
<b>Advanced Project Leadership</b>		
Advanced Project Leadership - Bringing Home the Value		3 Hour(s)
Advanced Project Leadership - Navigating Corporate Structures		2 Hour(s)
Advanced Project Leadership - Organization, Strategy and Business Needs		2 Hour(s)
Advanced Project Leadership - Selling Project Management to the Organization		2 Hour(s)
<b>Advanced Project Management</b>		
Advanced Project Management - Building Productive Stakeholder Relationships		3 Hour(s)
Advanced Project Management - Building Stakeholder Relationships		N/A
Advanced Project Management - Managing Accelerated Projects		3 Hour(s)
Advanced Project Management - Portfolio Management		3 Hour(s)
Advanced Project Management - Project Estimating Techniques		2 Hour(s)
Advanced Project Management - Project Management Maturity		4 Hour(s)
Advanced Project Management - Setting Up a Project Office		2 Hour(s)
<b>Project Leadership</b>		
Project Leadership - Communicating Within a Project Team		2 Hour(s)
Project Leadership - Leading the Project Team		3 Hour(s)
Project Leadership - Overcoming Obstacles		3 Hour(s)
<b>Project Management for Verticals</b>		
Project Management for Verticals: Government		2 Hour(s)
<b>Sales Curriculum</b>		
<b>Competitive Seilling</b>		
Competitive Selling - Beating the Competition		2 Hour(s)
Competitive Selling - Defining Value		2 Hour(s)
Competitive Selling - Enhancing Value		2 Hour(s)
<b>Managing Business Risk</b>		
Managing Business Risk - Developing a Risk Management Plan		2 Hour(s)
<b>Relationship Management</b>		
Relationship Management - Building the Client Relationship		2 Hour(s)
Relationship Management - Maintaining the Client Relationship		2 Hour(s)
Relationship Management - Preparing the Client Relationship		2 Hour(s)

<b>Sales Forecasting</b>	Sales Forecasting - Applying Forecasting Methods	2 Hour(s)
	Sales Forecasting - Forecasting for Success	2 Hour(s)
	Sales Forecasting - Forecasting Your Own Accounts	2 Hour(s)
<b>Sales Negotiations</b>	Sales Negotiations - Fundamentals of Negotiation	2 Hour(s)
	Sales Negotiations - Negotiation Execution	2 Hour(s)
	Sales Negotiations - Negotiation Strategies	2 Hour(s)
<b>Sales Presentations</b>	Sales Presentations - Delivering the Sales Presentation	2 Hour(s)
	Sales Presentations - Developing High Quality Sales Presentations	2 Hour(s)
	Sales Presentations - Preparing for Sales Presentations	2 Hour(s)

## Strategic Management Curriculum

<b>Strategic Management</b>	Strategic Management - Analysis & Choice	2 Hour(s)
	Strategic Management - Corporate Implementation	2.5 Hour(s)
	Strategic Management - Planning	2.5 Hour(s)

## Team Building Curriculum

<b>Cross Functional Teams</b>	Cross-Functional Teams - Cross-Functional Team Development	2 Hour(s)
	Cross-Functional Teams - Goal Setting in a Cross-Functional Team	2 Hour(s)
	Cross-Functional Teams - Selecting Cross-Functional Team Members	1.5 Hour(s)
<b>Project Teams</b>	Project Teams - Applying Team Building Techniques	4 Hour(s)
	Project Teams - Building a Project Team	4 Hour(s)
	Project Teams - Participating on a Project Team	2 Hour(s)
<b>Team Leadership</b>	Team Leadership - Conducting Productive Team Meetings	2 Hour(s)
	Team Leadership - Developing a High-Performance Team	2 Hour(s)
	Team Leadership - Promoting Your Team's Effectiveness	2 Hour(s)
<b>Virtual Team Management</b>	Virtual Team Management - Coaching Virtual Team Members	3 Hour(s)
	Virtual Team Management - Developing Virtual Teams	3 Hour(s)
	Virtual Team Management - Managing Virtual Team Relationships	2.5 Hour(s)

## Operations

<b>Certified Manager of Quality/Organizational Excellence</b>	Communication Skills and Project Management	2 Hour(s)
	Customer Focused Management	2 Hour(s)
	Developing and Deploying Strategic Plans	2.5 Hour(s)
	Leadership	2.5 Hour(s)
	Managerial Skills and Abilities	2.5 Hour(s)
	Measurement: Assessment and Metrics	1.5 Hour(s)
	Problem Solving and Process Management Tools	2.5 Hour(s)
	Quality Systems, Models, and Theories	2 Hour(s)
	Supply Chain Management	1.5 Hour(s)
	Team Dynamics	2 Hour(s)
	Training and Development	2 Hour(s)
<b>Lean Manufacturing</b>	Lean Logic	4 Hour(s)
	Lean Strategies	4.5 Hour(s)
	Lean Techniques	6 Hour(s)
	Lean Value	4 Hour(s)
	TestPrep Final Exam: Lean Manufacturing	N/A
<b>Logistics Management</b>	Overview of Logistics Management	3.5 Hour(s)
	Inventory Management	3 Hour(s)
	Supply Chain Management	3 Hour(s)
<b>Managing Customer-Driven Quality Improvement</b>	Identifying What the Customer Wants	3 Hour(s)
	Implementing Improvements	2.5 Hour(s)
	Managing Process Improvements	3 Hour(s)
	Translating Requirements into Process Goals	3.5 Hour(s)
	Understanding Processes	2.5 Hour(s)
	Why Customer Driven?	2.5 Hour(s)
	<i>Simulation</i>	
	Managing Customer-driven Process Improvement Simulation	.5 Hour(s)
<b>Overview ISO 9000:2000</b>	Building a Quality Management System	2 Hour(s)
	Continual Quality Improvement	4 Hour(s)
	Customer Satisfaction Through Resource Management	2.5 Hour(s)
	Processes for Quality Products and Services	4 Hour(s)
	Quality-minded Management	2.5 Hour(s)
	Steps for Successful ISO Registration	3 Hour(s)
	The Who, What & Why of ISO 9000:2000	2 Hour(s)
	Transitioning from ISO 9000:1994 to ISO 9001:2000	2.5 Hour(s)

<b>Six Sigma: Champion Training</b>		
Introduction to Six Sigma		3 Hour(s)
Managing and Deploying Six Sigma		3.5 Hour(s)
Six Sigma Process Improvement		3 Hour(s)
Six Sigma Projects and Project Teams		2.5 Hour(s)
<b>Six Sigma Deployment</b>		
History of Organizational Improvement and the Foundations of Six Sigma		2 Hour(s)
Leadership in Six Sigma		3 Hour(s)
Organizational Goals and Objectives		2 Hour(s)
Six Sigma and the Corporate Enterprise		2.5 Hour(s)
The Importance of Metrics to Six Sigma		1.5 Hour(s)
<b>Six Sigma Foundations</b>		
Introduction to Six Sigma		2 Hour(s)
Six Sigma Foundations		3.5 Hour(s)
TestPrep Final Exam: Six Sigma Foundations		N/A
<b>Six Sigma: Statistical Process Control</b>		
Six Sigma--Statistical Process Control		1.5 Hour(s)
<b>Six Sigma Team Implementation</b>		
Six Sigma DMAIC: Analyzing the Data		5.5 Hour(s)
Six Sigma DMAIC: Analyzing the Process		3 Hour(s)
Six Sigma DMAIC: Controlling the Improved Process		4 Hour(s)
Six Sigma DMAIC: Defining the Problem		4 Hour(s)
Six Sigma DMAIC: Improving the Process		4.5 Hour(s)
Six Sigma DMAIC: Measuring the Process		5 Hour(s)
Six Sigma: Listening to the Voice of the Customer		5.5 Hour(s)
Six Sigma: Reducing Variation to Improve Quality		4 Hour(s)
TestPrep Final Exam: Six Sigma Team Implementation		N/A
<b>Six Sigma: The Analyze Phase</b>		
Common Tests		3.0 Hour(s)
Exploratory Data Analysis		2.5 Hour(s)
Hypothesis Testing		2.5 Hour(s)
<b>Six Sigma: The Define Phase</b>		
Define the Six Sigma Opportunity		3 Hour(s)
Defining and Mapping the Six Sigma Process		2.5 Hour(s)
Six Sigma and Critical Customer Requirements		2 Hour(s)
Six Sigma Management and Planning Tools		1.5 Hour(s)
Six Sigma Team Dynamics and Performance		3 Hour(s)
Six Sigma Team Leadership		3 Hour(s)
The Six Sigma Change Agent		2.5 Hour(s)
The Six Sigma Project Charter and Plan		2 Hour(s)
<b>Six Sigma: The Improve Phase</b>		
Design of Experiments (DOE)		2 Hour(s)
<b>Six Sigma: The Measurement Phase</b>		
Collecting and Summarizing Data		2.5 Hour(s)
Properties and Applications of Probability Distributions		1.5 Hour(s)
<b>Six Sigma Black Belt: Deployment</b>		
Overview of Business Process Management		2.5 Hour(s)
<b>Six Sigma Black Belt: Design for Six Sigma Black Belt</b>		
Design for X		2 Hour(s)
Failure Mode and Effect Analysis		2 Hour(s)
Quality Function Deployment		2 Hour(s)
Robust Design and Process		3 Hour(s)
Special Design Tools		2 Hour(s)
<b>Six Sigma Black Belt: The Analyze Phase</b>		
Variance, Contingency Tables, and Nonparametric Tests		2.5 Hour(s)
<b>Six Sigma Black Belt: The Control Phase</b>		
Control Charts and the Pre-control Process		2 Hour(s)
Six Sigma--Lean Tools for Control		2 Hour(s)
Six Sigma--Measurement System Re-analysis		2.5 Hour(s)
<b>Six Sigma Black Belt: The Define Phase</b>		
Scoping the Six Sigma Project		3 Hour(s)
Six Sigma and the Voice of the Customer		2 Hour(s)
<b>Six Sigma Black Belt: The Improve Phase</b>		
Design and Analysis		2 Hour(s)
Experimenting for Process Improvement		2 Hour(s)
Taguchi and Quality Improvement		2 Hour(s)
<b>Six Sigma Black Belt: The Lean Enterprise</b>		
Lean Concepts		3.5 Hour(s)
Lean Tools		3 Hour(s)
Non-value-added Steps and Tasks		3 Hour(s)
Total Productive Maintenance		2.5 Hour(s)

<b>Six Sigma Black Belt: The Measurement Phase</b>	
Calculating Process Capability	1.5 Hour(s)
Measurement Systems	2 Hour(s)
Probability and Statistics	2 Hour(s)
Process Analysis and Documentation	2.5 Hour(s)
<b>Six Sigma Green Belt: Analyze</b>	
Exploratory Data Analysis in Six Sigma	1.5 Hour(s)
Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	1.5 Hour(s)
Introduction to Hypothesis Testing and Testing for Means in Six Sigma	2 Hour(s)
<b>Six Sigma Green Belt: Define</b>	
Basics of Six Sigma Projects and Teams	2.5 Hour(s)
Processes and Customer Analysis in Six Sigma Proje	2.5 Hour(s)
Tools for Planning and Managing Six Sigma Project Opportunities	2.5 Hour(s)
Using Six Sigma Analysis Tools and Metrics for Project Decisions	1.5 Hour(s)
<b>Six Sigma Green Belt: Improve and Control</b>	
Design of Experiments and Validation of Solutions in Six Sigma	1.5 Hour(s)
Statistical Process Control and Control Plans in Six Sigma	1.5 Hour(s)
Using Basic Control Charts in Six Sigma	2.5 Hour(s)
<b>Six Sigma Green Belt: Measure</b>	
Data Classification and Collection in Six Sigma	1.5 Hour(s)
Measuring Process Capability and Performance in Six Sigma	2 Hour(s)
Modeling and Analyzing Processes in Six Sigma	2 Hour(s)
Probability Distributions and Measurement Systems Analysis in Six Sigma	2 Hour(s)
Statistics and Probability in Six Sigma	2 Hour(s)
Summarizing and Presenting Data in Six Sigma	1.5 Hour(s)
<b>Six Sigma Green Belt: Six Sigma and the Organization</b>	
Design for Six Sigma in the Organization	2 Hour(s)
<b>Supply Chain Management</b>	
Supply Chain Management and e-Business	4 Hour(s)
Supply Chain Management Strategies	5.5 Hour(s)
Supply Chain Planning and Inventory Management	5 Hour(s)
Supply Chain Transportation and Facility Design	4.5 Hour(s)
The Fundamentals of Supply Chain Management	2 Hour(s)

## Personal Development

<b>Achieving Organizational Excellence Through Critical Thinking</b>	
Critical Thinking Skills for Managing	3.5 Hour(s)
Developing Fundamental Critical Thinking Skills	3 Hour(s)
Organizational Scope of Critical Thinking	3.5 Hour(s)
Strategies for Facilitating Critical Thinking	4.5 Hour(s)
The Role of Critical Thinking in Organizations	4 Hour(s)
<i>Simulation</i>	
Critical Thinking Strategies Simulation	.5 Hour(s)
<b>Basic Business Math Skills</b>	
Decimals and Percents	2 Hour(s)
Ratios and Averages	2 Hour(s)
Whole Numbers, Fractions, and Equations	4 Hour(s)
<b>Business Ethics</b>	
Business Ethics for Managers	1.5 Hour(s)
Making Decisions Ethically	2.5 Hour(s)
Social Responsibility in Corporations	3 Hour(s)
Understanding Organizational Ethics	3 Hour(s)
<i>Simulation</i>	
Business Ethics Simulation	.5 Hour(s)
<b>Business Professionalism</b>	
Business Professionalism	.5 Hour(s)
Developing a Positive Attitude	2.5 Hour(s)
Goals and Goal Setting	2 Hour(s)
Personal Accountability: Working for Your Inner Boss	2.5 Hour(s)
Self-empowerment: Managing from Within	2.5 Hour(s)
Successful Lifelong Learning	2.5 Hour(s)
<i>Simulation</i>	
Professionalism in Business Simulation	.5 Hour(s)
<b>Creativity and Innovation in the Workplace</b>	
Evaluating Creative and Innovative Ideas	3.5 Hour(s)
Generating Creative and Innovative Ideas	3.5 Hour(s)
Implementing Creative and Innovative Ideas	5 Hour(s)
The Foundations of Creativity and Innovation	4.5 Hour(s)
<i>Simulation</i>	
Creativity and Innovation in the Workplace Simulation	.5 Hour(s)
<b>Dealing with Organizational Change</b>	
Being Prepared for Change	3.5 Hour(s)
Communicating during Organizational Change	3.5 Hour(s)
Perspectives on Organizational Change	3 Hour(s)
<i>Simulation</i>	
Dealing with Organizational Change Simulation	.5 Hour(s)

<b>Decision-making and Problem-solving for Business</b>	
Decision Making: Implementation and Evaluation	2.5 Hour(s)
Group Problem Solving and Decision Making	2.5 Hour(s)
Making Decisions Dynamically	2.5 Hour(s)
Problem Framing	3 Hour(s)
Problem Solving: Generating Alternatives	2 Hour(s)
The Fundamentals of Effective Thinking	3 Hour(s)
<i>Simulation</i>	
Effective Thinking and Creative Problem Solving Simulation	.5 Hour(s)
Rational Decision-making and Problem Solving Simulation	.5 Hour(s)
<b>Doing Business Professionally</b>	
Creating a Positive Attitude	2 Hour(s)
Goals and Setting Goals	2 Hour(s)
Managing from Within: Self-empowerment	2 Hour(s)
Pursuing Successful Lifelong Learning	2 Hour(s)
Working for Your Inner Boss: Personal Accountability	2 Hour(s)
<i>Simulation</i>	
Doing Business Professionally Simulation	.5 Hour(s)
<b>Ethics in Business</b>	
Corporate Social Responsibility	.5 Hour(s)
Ethical Decision Making	3.5 Hour(s)
Managerial Business Ethics	2.5 Hour(s)
Organizational Ethics	3.5 Hour(s)
<i>Simulation</i>	
Ethics in Business Simulation	.5 Hour(s)
<b>Fast-tracking Your Career</b>	
Basic Business Skills to Get You on the Fast Track	2.5 Hour(s)
Communication Skills to Fast-track Your Career	2.5 Hour(s)
Get Your Career on the Fast Track	2.5 Hour(s)
Improving Your Image	3 Hour(s)
Interpersonal Skills on the Fast Track	2.5 Hour(s)
The Boss Factor	3 Hour(s)
<i>Simulation</i>	
Fast-tracking Your Career Simulation	.5 Hour(s)
<b>Handling Organizational Change</b>	
Communication during Organizational Change	3.5 Hour(s)
Preparing for Change	3 Hour(s)
Views on Organizational Change	2.5 Hour(s)
<i>Simulation</i>	
Handling Organizational Change Simulation	.5 Hour(s)
<b>Living a Balanced Life</b>	
Finding Your Life Balance	4.5 Hour(s)
Living a Balanced Life Simulation	.5 Hour(s)
Strategies for Better Balance	5 Hour(s)
Success over Stress	4.5 Hour(s)
<b>Problem-solving and Decision-making for Business</b>	
Dynamic Decision Making	2.5 Hour(s)
Foundations of Effective Thinking	3.5 Hour(s)
Framing the Problem	3 Hour(s)
Generating Alternatives in Problem Solving	2.5 Hour(s)
Implementing and Evaluating a Decision	3 Hour(s)
Problem Solving and Decision Making in Groups	2.5 Hour(s)
<i>Simulations</i>	
Creative Problem Solving and Effective Thinking Simulation	.5 Hour(s)
Rational Problem Solving and Decision-making Simulation	.5 Hour(s)
<i>Blended Learning Toolkit</i>	
Problem-solving & Decision-making for Business	N/A
<b>Strategies for Better Balance</b>	
Finding Your Life's Balance	4.5 Hour(s)
Strategies for Better Balance	5 Hour(s)
Success Over Stress	4.5 Hour(s)
<i>Simulation</i>	
Living a Balanced Life Simulation	.5 Hour(s)
<b>Take Control of Your Time by Working More Effectively</b>	
Developing Excellent Time Management Habits	3.5 Hour(s)
Techniques for Improved Time Management	2 Hour(s)
Your Time and You	3 Hour(s)
<i>Simulation</i>	
Taking Control of Your Time Simulation	.5 Hour(s)
<b>Working More Effectively - Taking Control of Your Time</b>	
Developing Good Time Management Habits	4.5 Hour(s)
Techniques for Better Time Management	4.5 Hour(s)
You and Your Time	5 Hour(s)
<i>Simulation</i>	
Working More Effectively Simulation	.5 Hour(s)
<b>Working without a Net - The Business of Risk</b>	
Approaches to Risk Management	2 Hour(s)
Decisions and Risk	2 Hour(s)
Risk Basics	2 Hour(s)
Risk Strategies -The Cutting Edge	2.5 Hour(s)
Strategic Planning and Risk Management	2.5 Hour(s)
<i>Simulation</i>	
Working without a Net: Decisions Simulation	.5 Hour(s)



## Project Management

<b>Managing Software Project Outsourcing</b>	
Determining Project Quality Standards and Milestones	2.75 Hour(s)
Making the Right Outsourcing Decision	2.25 Hour(s)
Measuring Project Outsourcing Success	3 Hour(s)
Planning the Outsourcing Deal	1.75 Hour(s)
The Outsourcing Project	3.25 Hour(s)
<b>Portfolio Management (PMI® Standard-aligned)</b>	
Introduction to Portfolio Management	2 Hour(s)
Portfolio Management Processes	2 Hour(s)
Portfolio Management Processes and the Organization	2 Hour(s)
<b>Program Management (PMI Standard-aligned)</b>	
Introduction to Program Management	2 Hour(s)
Monitoring, Controlling, and Closing Programs	2 Hour(s)
Program Lifecycle and Organization	2.5 Hour(s)
Program Management Processes and the Initiating Process Group	1.5 Hour(s)
Program Planning	2.5 Hour(s)
The Execution Process Group	1.5 Hour(s)
<b>Project Communications Management (PMBOK® Third Edition aligned)</b>	
Communications Planning and Information Distribution	2.5 Hour(s)
Performance Reporting and Stakeholder Management	2 Hour(s)
<i>Simulation</i>	
Project Communications Management Simulation	.5 Hour(s)
<b>Project Cost Management (PMBOK® Third Edition aligned)</b>	
Budgeting and Controlling Costs	2 Hour(s)
Estimating Activity Costs	1.5 Hour(s)
<b>Project Human Resource Management (PMBOK® Guide - Third Edition-aligned)</b>	
Elements of Project Human Resource Management	1.5 Hour(s)
Implementing Project Human Resource Management	3 Hour(s)
<i>Simulation</i>	
Project Human Resources Management Simulation	.5 Hour(s)
<b>Project Integration Management (PMBOK® Third Edition aligned)</b>	
Initiation a Project and Preparing the Project Plan	2.5 Hour(s)
Project Integration: Executing and Completing a Project	2 Hour(s)
<b>Project Management Essentials (PMBOK® Third Edition aligned)</b>	
Executing, Monitoring & Controlling, and Closing a Project	1.5 Hour(s)
Introduction to Project Management	2.5 Hour(s)
Introduction to Project Process Groups and Initiating a Project	1.5 Hour(s)
Project Lifecycles and Stakeholders	2 Hour(s)
Project Planning	2.5 Hour(s)
<i>Simulation</i>	
Project Management Essentials Simulation	.5 Hour(s)
<b>Project Management for IT Professionals</b>	
Functions of IT Project Managers	4.5 Hour(s)
Introduction to IT Project Management	4 Hour(s)
Managing Efficiencies of IT Projects	4.5 Hour(s)
Managing the Execution and Control of IT Projects	5.5 Hour(s)
TestPrep Final Exam: Project Management for IT Professionals	N/A
The Life Cycle of an IT Project	5 Hour(s)
<i>Simulations</i>	
Project IT Management Simulation - Design to Rollout	.5 Hour(s)
Project IT Management Simulation - The Early Stages	.5 Hour(s)
<b>Project Management for Non-Project Managers</b>	
Initiating and Planning a Project	2 Hour(s)
Managing a Project	2.5 Hour(s)
Project Management for Non-Project Managers	.5 Hour(s)
Project Management Fundamentals	2.5 Hour(s)
Transitioning into a Project Management Role	3 Hour(s)
Troubleshooting and Closing the Project	2 Hour(s)
<b>Project Management Foundations (PRINCE2-aligned)</b>	
Controlling, Managing and Closing a PRINCE2-aligned Project	2 Hour(s)
Initial and Ongoing Processes in a PRINCE2-aligned Project	2 Hour(s)
Managing Quality and Risk in a PRINCE2-aligned Project	2 Hour(s)
Overview of Project Managing a PRINCE2-aligned Project	1 Hour(s)
Project Planning and Controlling a PRINCE2-aligned Project	2 Hour(s)
Techniques for Managing a PRINCE2-aligned Project	1.5 Hour(s)
<b>Project Quality Management (PMBOK® Guide - Third Edition-aligned)</b>	
Performing Quality Assurance and Control	2.5 Hour(s)
Planning for Quality	2 Hour(s)
<b>Project Procurement Management (PMBOK® Guide - Third Edition-aligned)</b>	
Choosing Sellers and Administering and Closing Contracts	2.5 Hour(s)
Planning Project Procurement and Requesting Seller Responses	2.5 Hour(s)
<i>Simulation</i>	
Project Procurement Management Simulation	.5 Hour(s)
<b>Project Risk Management (PMBOK® Third Edition aligned)</b>	
Analyzing Project Risk	2 Hour(s)
Planning and Identifying Project Risk	2.5 Hour(s)
Responding to and Controlling Project Risk	2.5 Hour(s)

<b>Project Scope Management (PMBOK® Third Edition aligned)</b>		
Controlling Project Scope		2 Hour(s)
Planning a Project Scope		1.5 Hour(s)
<b>Project Time Management (PMBOK® Third Edition aligned)</b>		
Elements of Project Time Management		2.5 Hour(s)
Project Scheduling		3 Hour(s)
<b>Strategic Project Management for IT Projects</b>		
Cost Management and Project Trade-offs		4.5 Hour(s)
Estimating the IT Project Work Effort		5.5 Hour(s)
IT Project Leadership, Authority & Accountability		6 Hour(s)
Managing Multiple IT Projects		5.5 Hour(s)
Strategic Approaches to Managing IT Projects		5 Hour(s)
Strategic Planning and Positioning for IT Projects		5 Hour(s)
TestPrep Final Exam: Strategic Project Management for IT Projects		N/A
<i>Simulation</i>		
Planning Strategic IT Projects Simulation		.5 Hour(s)

## Sales

<b>Communication 101</b>		
Sales University® Sales Communication Essentials		7 Hour(s)
Sales University® Sales Communication Foundations		7 Hour(s)
Sales University® Telesales Communication		6 Hour(s)
<i>Simulation</i>		
Sales Communication Techniques Simulation		.5 Hour(s)
<b>Field Sales Foundations</b>		
Applying Your Field Sales Approach		4 Hour(s)
Completing Your Field Sales Approach		3.5 Hour(s)
Field Sales Foundations		3.5 Hour(s)
Planning Your Field Sales Approach		4.5 Hour(s)
<i>Simulation</i>		
Field Sales Skills Simulation		.5 Hour(s)
<b>Inside Sales Skills</b>		
Completing Inbound Sales Calls		5 Hour(s)
Completing Outbound Sales Calls		5 Hour(s)
Initiating Outbound Sales Calls		3.5 Hour(s)
Preparing for Inbound Sales Calls		5 Hour(s)
Preparing for Outbound Sales Calls		6 Hour(s)
<i>Simulation</i>		
Inside Sales Skills Simulation		.5 Hour(s)
<b>Sales Manufacturing: Building a Predictable Sales Machine</b>		
Sales Manufacturing: Identifying Sales Opportunities		5 Hour(s)
Sales Manufacturing: Sales Production		6 Hour(s)
<i>Simulations</i>		
Sales Manufacturing Simulation		.5 Hour(s)
<b>Sales Team Management</b>		
Building a Winning Sales Team		5.5 Hour(s)
Communicating in Sales Teams		2.5 Hour(s)
Motivating a Winning Sales Team		4.5 Hour(s)
Using Business Tools to Manage a Sales Team		3 Hour(s)
<i>Simulation</i>		
Sales Team Management Simulation		.5 Hour(s)
<b>Sales University® Sales Math 101:</b>		
<b>Developing a Sales Plan for Success</b>		
Sales University® Sales Math 101: Developing a Sales Plan for Success		4 Hour(s)
<b>Sales University® Sales Orientation:</b>		
<b>Professional Selling in the Knowledge Economy</b>		
Sales University Professional Sales in the Knowledge Economy		5 Hour(s)
Sales University The Profession of Selling		3.5 Hour(s)
<i>Simulation</i>		
Sales University Professional Selling in the Knowledge Economy Simulation		.5 Hour(s)
<b>Selling at the Executive Level</b>		
From Executive-level Sale to Strategic Partnership		4 Hour(s)
Negotiating to Mutual Benefit		4 Hour(s)
Prepare for Success		3 Hour(s)
Presenting Your Proposition		4 Hour(s)
Progressing through the Complex Sale		4 Hour(s)
Strategic Planning		3.5 Hour(s)
<i>Simulations</i>		
Closing Executive-level Sales Simulation		.5 Hour(s)
Preparing for the Executive-Level Sale Simulation		.5 Hour(s)
Progressing through the Complex Sale Simulation		.5 Hour(s)
<b>Strategic Account Sales Skills</b>		
Conducting Effective Sales Research Meetings		3.5 Hour(s)
Delivering High-Impact Sales Presentations		6 Hour(s)
The Strategic Account Sales Approach		3 Hour(s)
Understanding Your Customer		3.5 Hour(s)
Working with Your Customer's Key Players		3.5 Hour(s)
<i>Simulation</i>		
Strategic Account Sales Skills Simulation		.5 Hour(s)

<b>Territorial Account Sales Skills</b>		
Delivering High-Impact Territorial Account Sales (TAS) Presentations		5 Hour(s)
Effectively Using Customer-focused Research Meetings		3.5 Hour(s)
Gaining Access to Key Personnel at Your Target Accounts		3.5 Hour(s)
The Territorial Account Sales Approach		3 Hour(s)
Understanding Your Target Customer's Business		3.5 Hour(s)
<i>Simulation</i>		
Territorial Account Sales Skills Simulation		.5 Hour(s)

## Strategic Planning

<b>Moving From an Operational Manager to a Strategic Thinker</b>		
Planning and Implementing a Business Strategy		2.5 Hour(s)
Sustaining Competitive Advantage		3 Hour(s)
The Imperatives of Innovation and Leadership in Strategy		2.5 Hour(s)
Thinking Strategically		2 Hour(s)
<b>Strategic Planning Curriculum</b>		
Managing Business Risk - Developing a Risk Management Plan		1.5 Hour(s)
Managing Business Risk - Financing and Contingency Planning		2 Hour(s)
Managing Business Risk - Risk Assessment and Control		2 Hour(s)
<b>Strategic IT Planning</b>		
IT Challenges: Present and Future		2.5 Hour(s)
Setting the Stage for IT Success		2.5 Hour(s)
Strategic Decision Making		1.5 Hour(s)
<i>Simulation</i>		
Strategic IT Planning Simulation		.5 Hour(s)
<b>Systems Thinking in the 21st Century</b>		
Building a Healthy System		2.5 Hour(s)
Redesigning Your Organization: Part I		3 Hour(s)
Redesigning Your Organization: Part II		3 Hour(s)
System Archetypes		3 Hour(s)
Systems-thinking Models and Thinking Skills		2.5 Hour(s)
Taking Systems Thinking into Your Personal Life		3 Hour(s)
What is Systems Thinking?		2.5 Hour(s)
<b>The Fundamentals of Globalization</b>		
Globalization and Our Changing World		1.5 Hour(s)
Globalization and Your Company		4 Hour(s)
Managing from a Global Viewpoint		4.5 Hour(s)
The Process of Globalizing a Product or Service		3.5 Hour(s)

## Team Building

<b>Creating High-performance On-site and Virtual Teams</b>		
Facilitating On-site and Virtual Teams		4.5 Hour(s)
Launching Successful On-site and Virtual Teams		5.5 Hour(s)
Leading Successful On-site Teams		5 Hour(s)
Leading Virtual Teams		5 Hour(s)
<i>Simulations</i>		
Creating High-performance On-site Teams Simulation		.5 Hour(s)
Leading Virtual Teams Simulation		.5 Hour(s)
<b>High-Performance Onsite-and Virtual Teams</b>		
Facilitating Virtual and On-site Teams		4 Hour(s)
Launching Successful Virtual and On-site Teams		3 Hour(s)
Leading High-performance On-site Teams		3.5 Hour(s)
Leading High-performance Virtual Teams		3.5 Hour(s)
<i>Simulation</i>		
Creating Virtual and High-performance Teams Simulation		.5 Hour(s)
Leading High-performance Virtual Teams Simulation		.5 Hour(s)

<b>Making Teams Work: Capitalizing on Conflict</b>		
Analyzing Workplace War Zones		2.5 Hour(s)
Conquering Conflict through Communication		3 Hour(s)
Getting Past Clashes: Valuing Team Diversity		2.5 Hour(s)
Manager's Performance Guide - Team Conflict Skills		1.5 Hour(s)
Team Conflict: The Seeds of Dissent		3.5 Hour(s)
The Path to Peace and Harmony		2.5 Hour(s)
<i>Simulation</i>		
Making Teams Work Simulation		.5 Hour(s)
<b>Participating in Teams</b>		
Effective Team Building Strategies		4 Hour(s)
Effectively Communicating in Teams		3 Hour(s)
The Individual's Role in a Team		3.5 Hour(s)
<i>Simulation</i>		
Participating in Teams Simulation		.5 Hour(s)

## Test Preps

<b>Test Preps</b>	TestPrep ITIL V3 Foundation (ITV3F)	N/A
-------------------	-------------------------------------	-----

## Legal Compliance

Curriculum	Series	Course Title	Duration
<b>Federal Government Legal Compliance</b>			
		Accessibility and Section 508 Awareness	1 Hour(s)
		Federal Budgeting Process	1 Hour(s)
		Federal Enterprise Architecture	1 Hour(s)
		Government Ethics	1 Hour(s)
		Human Resources Flexibilities	1.5 Hour(s)
		Information Security Awareness	1 Hour(s)
		IT Security Awareness	1 Hour(s)
		Proper Use of Government Charge Cards	1 Hour(s)
		Sexual Harassment Prevention for Federal Employees	1 Hour(s)
		The No FEAR Act	1 Hour(s)
		The US Constitution	1 Hour(s)
		Workplace Safety	1 Hour(s)
<b>Harassment</b>			
		Dealing with Sexual Harassment Claims	2 Hour(s)
		Employee Sexual Harassment Awareness	1 Hour(s)
		Harassment in the Workplace	1 Hour(s)
		Sexual Harassment Training For Human Resource Professionals	2 Hour(s)
		Supervisor and Manager Sexual Harassment Awareness	1 Hour(s)
		Supervisor and Manager Sexual Harassment Awareness - Multi-State Edition	2.5 Hour(s)
		<i>Simulation</i>	
		Dealing with Sexual Harassment Simulation	.5 Hour(s)
		Interviewing and Hiring Practices Simulation	.5 Hour(s)
		Managing Sexual Harassment Problems Simulation	.5 Hour(s)
		Managing Workplace Harassment Complaints Simulation	.5 Hour(s)
<b>HR Compliance</b>			
		Americans with Disabilities Act (ADA)	1 Hour(s)
		Anti Money Laundering	1 Hour(s)
		Antitrust--Overview	1 Hour(s)
		Antitrust--Talking with the Competition	1 Hour(s)
		Antitrust-Trade Associations	1 Hour(s)
		Attorney-Client Privilege	1 Hour(s)
		Code of Conduct Awareness	1 Hour(s)
		Conflict of Interest	1.5 Hour(s)
		Conflicts of Interest in the Workplace	1 Hour(s)
		Documenting Discipline	2.5 Hour(s)
		Doing Business on the Internet	1.5 Hour(s)
		Doing Business with the Government	1.5 Hour(s)
		Drug-free Workplace	4 Hour(s)
		E-mail and Internet Use	1 Hour(s)
		Equal Employment Opportunity (EEO)	2.5 Hour(s)
		Equal Employment Opportunity and Discriminatory Practices in Hiring	1 Hour(s)
		Export Controls	1 Hour(s)
		Fair Labor Standards Act (FLSA)	1.5 Hour(s)
		Family Medical Leave Act (FMLA)	2 Hour(s)
		Foreign Corrupt Practices Act	1 Hour(s)
		Independent Contractors and Temporary Employees	1.5 Hour(s)
		Insider Trading	1.5 Hour(s)
		Intellectual Property Overview	1.5 Hour(s)
		Interviewing and Hiring Practices	1 Hour(s)
		Privacy and Information Security	1 Hour(s)
		Procurement Integrity	1 Hour(s)
		Record Retention	1 Hour(s)
		Rightful Employment Termination	1.5 Hour(s)
		Rightful Termination	1.5 Hour(s)
		Sarbanes Oxley: Whistleblower Protection	1.5 Hour(s)
		The Sarbanes-Oxley Act of 2002	1 Hour(s)
		Trade Secrets	2 Hour(s)
		Union Awareness	2 Hour(s)
		Workplace Diversity Awareness	1 Hour(s)
		Workplace Ethics	1 Hour(s)
		Workplace Violence	1.5 Hour(s)
		<i>Simulation</i>	
		Conflict of Interest Simulation	.5 Hour(s)
		Ethical Decision Making Simulation	.5 Hour(s)
		Illegal Insider Trading Simulation	.5 Hour(s)



## HIPAA

HIPAA Privacy Rules	1 Hour(s)
HIPAA: Electronic Health Data Transactions	1.5 Hour(s)
HIPAA: Electronic Health Data Transactions	2 Hour(s)
HIPAA: Implementing Privacy Rules	1.5 Hour(s)
HIPAA: Securing Protected Health Information	1.5 Hour(s)

# End User Desktop Computing

Series	Course Title	Duration
<b>Access 2000 MOS Series</b>		
	Access 2000 MOS: 1 Creating Databases	3 Hour(s)
	Access 2000 MOS: 2 Building Tables	4 Hour(s)
	Access 2000 MOS: 3 Modifying Tables	4 Hour(s)
	Access 2000 MOS: 4 Sorting and Filtering	3 Hour(s)
	Access 2000 MOS: 5 Relationships & Queries	4 Hour(s)
	Access 2000 MOS: 6 Building Forms	2 Hour(s)
	Access 2000 MOS: 7 Producing Reports	3 Hour(s)
	Access 2000 MOS: 8 Advanced Tasks	4 Hour(s)
<b>Access 2002 Series</b>		
	Access 2002: 1 Creating Databases	3 Hour(s)
	Access 2002: 2 Building Tables	2 Hour(s)
	Access 2002: 3 Modifying Tables	3 Hour(s)
	Access 2002: 4 Sorting and Filtering	3 Hour(s)
	Access 2002: 5 Relationships & Queries	4 Hour(s)
	Access 2002: 6 Building Forms	2 Hour(s)
	Access 2002: 7 Producing Reports	3 Hour(s)
	Access 2002: 8 Advanced Tasks	2 Hour(s)
<b>Access 2003 Series</b>		
	Access 2003: 1 Introduction to Access	2 Hour(s)
	Access 2003: 2 Designing and Building Tables	3 Hour(s)
	Access 2003: 3 Enhanced Tables and Datasheets	3 Hour(s)
	Access 2003: 4 Searches and Queries	3 Hour(s)
	Access 2003: 5 Advanced Queries and Calculations	3 Hour(s)
	Access 2003: 6 Access Report System	5 Hour(s)
	Access 2003: 7 The Internet, Forms, and the Analyzer	3 Hour(s)
<b>Access 2007 Series</b>		
	Access 2007: 1 Introduction to Access	1 Hour(s)
	Access 2007: 2 Creating Tables	2 Hour(s)
	Access 2007: 3 Working with Tables	2 Hour(s)
	Access 2007: 4 Creating Forms	2 Hour(s)
	Access 2007: 5 Creating Reports	1 Hour(s)
	Access 2007: 6 Creating Queries and Filters	1 Hour(s)
<b>Access 2007 Advanced</b>		
	Access 2007 Advanced: 1 Expressions and Queries	3 Hour(s)
	Access 2007 Advanced: 2 PivotTables, PivotCharts, and Graphs	3 Hour(s)
	Access 2007 Advanced: 3 Macros and Data Imports/Exports	3 Hour(s)
<b>BCS Certificate for IT Users (Level 2) - Unit E</b>		
	BCS Certificate for IT Users (Level 2) - Unit E: Unit E - Using IT	4 Hour(s)
<b>Computing Concepts Series</b>		
	Computing Concepts: 1 Types of Security	3 Hour(s)
	Computing Concepts: 2 Security Risks	3 Hour(s)
	Computing Concepts: 3 Database Basics	3 Hour(s)
	Computing Concepts: 4 Selecting Databases	3 Hour(s)
	Computing Concepts: 5 Data Processing	2 Hour(s)
	Computing Concepts: 6 Managing Data	2 Hour(s)
	Computing Concepts: 7 Teleprocessing	2 Hour(s)
	Computing Concepts: 8 Transmitting Data	3 Hour(s)
	Computing Concepts: 9 Messaging	2 Hour(s)
<b>Crystal Reports 8 Series</b>		
	Crystal Reports 8: 1 Getting Started	4 Hour(s)
	Crystal Reports 8: 2 Designing a Report	4 Hour(s)
	Crystal Reports 8: 3 Selecting Records	3 Hour(s)
	Crystal Reports 8: 4 Creating Summary Totals, Reports & Graphs	4 Hour(s)
	Crystal Reports 8: 5 Sorting and Grouping Data	4 Hour(s)
	Crystal Reports 8: 6 Formulas and Functions	4 Hour(s)
	Crystal Reports 8: 7 Printing and Exporting Reports	2 Hour(s)
	Crystal Reports 8: 8 Linking Tables	3 Hour(s)

### Crystal Reports XI

Crystal Reports XI: 1 Navigating the Design Environment	2 Hour(s)
Crystal Reports XI: 2 Selecting Just the Right Data Source(s) for Your Report	2 Hour(s)
Crystal Reports XI: 3 Do It Yourself and Wizard Reporting	1 Hour(s)
Crystal Reports XI: 4 Selecting and Organizing Your Report Data	1 Hour(s)
Crystal Reports XI: 5 Manipulating Your Report Data in Meaningful Ways	2 Hour(s)
Crystal Reports XI: 6 Letting Formulas and Functions Do All the Work	3 Hour(s)
Crystal Reports XI: 7 Creating Dynamic Reports with Parameters	2 Hour(s)
Crystal Reports XI: 8 Formatting Reports that Function and Sizzle	3 Hour(s)
Crystal Reports XI: 9 Making Report Sections Work for You	2 Hour(s)
Crystal Reports XI: 10 Visualizing Your Report Data with Charts and Maps	3 Hour(s)

### European Computer Driving Licence Version 4.0 Series

European Computer Driving Licence Version 4.0: Concepts of Information Technology (IT)	3 Hour(s)
European Computer Driving Licence Version 4.0: Using the Computer and Managing Files	5 Hour(s)
European Computer Driving Licence Version 4.0: Word Processing	7 Hour(s)
European Computer Driving Licence Version 4.0: Spreadsheets	9 Hour(s)
European Computer Driving Licence Version 4.0: Database	5 Hour(s)
European Computer Driving Licence Version 4.0: Presentation	7 Hour(s)
European Computer Driving Licence Version 4.0: Information and Communication	6 Hour(s)

### European Computer Driving Licence 4.0 XP Series

European Computer Driving Licence 4.0 XP: Concepts of Information Technology (IT)	3 Hour(s)
European Computer Driving Licence 4.0 XP: Using the Computer and Managing Files	5 Hour(s)
European Computer Driving Licence 4.0 XP: Word Processing	6 Hour(s)
European Computer Driving Licence 4.0 XP: Spreadsheets	9 Hour(s)
European Computer Driving Licence 4.0 XP: Database	5 Hour(s)
European Computer Driving Licence 4.0 XP: Presentation	6 Hour(s)
European Computer Driving Licence 4.0 XP: Information and Communication	6 Hour(s)

### Excel 2000 MOS Series

Excel 2000 MOS: 1 Working with Cells	4 Hour(s)
Excel 2000 MOS: 2 Working with Files	3 Hour(s)
Excel 2000 MOS: 3 Formatting Worksheets	4 Hour(s)
Excel 2000 MOS: 4 Page Setup and Printing	2 Hour(s)
Excel 2000 MOS: 5 Worksheets & Workbooks	3 Hour(s)
Excel 2000 MOS: 6 Formulas and Functions	3 Hour(s)
Excel 2000 MOS: 7 Charts and Objects	2 Hour(s)

### Excel 2000 MOS Expert Series

Excel 2000 MOS Expert: 1 Importing and Exporting Data	4 Hour(s)
Excel 2000 MOS Expert: 2 Working with Templates, Links, and Report Manager	2 Hour(s)
Excel 2000 MOS Expert: 3 Formatting, Sorting, & Filtering Data	3 Hour(s)
Excel 2000 MOS Expert: 4 Naming Ranges, Working with Macros, and Customizing Toolbars	5 Hour(s)
Excel 2000 MOS Expert: 5 Validating and Auditing Data	2 Hour(s)
Excel 2000 MOS Expert: 6 Analyzing Data and Using PivotTables	3 Hour(s)
Excel 2000 MOS Expert: 7 Sharing Work and Adding Security	3 Hour(s)

### Excel 2002 Series

Excel 2002: 1 Working with Cells	4 Hour(s)
Excel 2002: 2 Working with Files	3 Hour(s)
Excel 2002: 3 Formatting Worksheets	4 Hour(s)
Excel 2002: 4 Page Setup and Printing	2 Hour(s)
Excel 2002: 5 Worksheets and Workbooks	4 Hour(s)
Excel 2002: 6 Formulas and Functions	3 Hour(s)
Excel 2002: 7 Charts and Objects	2 Hour(s)

### Excel 2003 Series

Excel 2003: 1 Getting Started	3 Hour(s)
Excel 2003: 2 Creating a Spreadsheet	4 Hour(s)
Excel 2003: 3 Formatting Data	3 Hour(s)
Excel 2003: 4 Editing and Printing Worksheets	5 Hour(s)
Excel 2003: 5 Managing Worksheets	4 Hour(s)
Excel 2003: 6 Charts and Databases	4 Hour(s)
Excel 2003: 7 Hypertext and Tips	3 Hour(s)

### Excel 2007

Excel 2007: 1 Getting Started	2 Hour(s)
Excel 2007: 2 Creating a Worksheet	3 Hour(s)
Excel 2007: 3 Formatting Data	1 Hour(s)
Excel 2007: 4 Editing and Printing Worksheets	1 Hour(s)
Excel 2007: 5 Managing Worksheets	2 Hour(s)
Excel 2007: 6 Using Charts and Objects	2 Hour(s)
<b>Excel 2007 Advanced</b>	
Excel 2007 Advanced: 1 Filtering and Sorting Data	2 Hour(s)
Excel 2007 Advanced: 2 Using Pivot Tables	2 Hour(s)
Excel 2007 Advanced: 3 Working with Functions	3 Hour(s)
Excel 2007 Advanced: 4 Using Data Analysis Tools	1 Hour(s)
Excel 2007 Advanced: 5 Automating with VBA Macros	2 Hour(s)
Excel 2007 Advanced: 6 Adding Connections and Importing Data	2 Hour(s)
<b>GroupWise 5.5 Series</b>	
GroupWise 5.5: 1 Getting Started with GroupWise	2 Hour(s)
GroupWise 5.5: 2 Creating and Sending Messages	3 Hour(s)
GroupWise 5.5: 3 Organizing Your Mailbox	2 Hour(s)
GroupWise 5.5: 4 Calendar, Task and Phone Features	3 Hour(s)
GroupWise 5.5: 5 Managing Documents and Folders	3 Hour(s)
GroupWise 5.5: 6 Advanced GroupWise Features	3 Hour(s)
<b>GroupWise 6.5 Series</b>	
GroupWise 6.5: 1 Getting Started	2 Hour(s)
GroupWise 6.5: 2 Messages and the Address Book	4 Hour(s)
GroupWise 6.5: 3 Managing Messages	4 Hour(s)
GroupWise 6.5: 4 Calendar and Tasks	4 Hour(s)
GroupWise 6.5: 5 Advanced GroupWise Features	3 Hour(s)
GroupWise 6.5: 6 Managing Documents	4 Hour(s)
GroupWise 6.5: 7 Remote Access and Customizing GroupWise	3 Hour(s)
GroupWise 6.5: 8 Mobile GroupWise Access	2 Hour(s)
<b>International Computer Driving Licence Series</b>	
International Computer Driving Licence Version 4.0: Concepts of Information Technology (IT)	3 Hour(s)
International Computer Driving Licence Version 4.0: Using the Computer and Managing Files	5 Hour(s)
International Computer Driving Licence Version 4.0: Word Processing	7 Hour(s)
International Computer Driving Licence Version 4.0: Spreadsheets	9 Hour(s)
International Computer Driving Licence Version 4.0: Database	5 Hour(s)
International Computer Driving Licence Version 4.0: Presentations	7 Hour(s)
International Computer Driving Licence Version 4.0: Information and Communications	6 Hour(s)
<b>International Computer Driving Licence 4.0 XP U.S. Series</b>	
International Computer Driving Licence 4.0 XP U.S.: 1 Concepts of Information Technology (IT)	3 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 2 Using the Computer and Managing Files	5 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 3 Word Processing	6 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 4 Spreadsheets	9 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 5 Database	5 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 6 Presentation	6 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 7 Information and Communication	6 Hour(s)
<b>International Computer Driving Licence 4.0 XP Series</b>	
International Computer Driving Licence 4.0 XP: Concepts of Information Technology (IT)	3 Hour(s)
International Computer Driving Licence 4.0 XP: Using the Computer and Managing Files	6 Hour(s)
International Computer Driving Licence 4.0 XP: Word Processing	5 Hour(s)
International Computer Driving Licence 4.0 XP: Spreadsheets	9 Hour(s)
International Computer Driving Licence 4.0 XP: Database	5 Hour(s)
International Computer Driving Licence 4.0 XP: Presentations	6 Hour(s)
International Computer Driving Licence 4.0 XP: Information and Communications	6 Hour(s)
<b>Internet Explorer 6 Series</b>	
Internet Explorer 6:1 Browsing the Web	3 Hour(s)
Internet Explorer 6:2 Using Files and Mail	3 Hour(s)
<b>Internet Explorer 7</b>	
Internet Explorer 7: 1 Learning the New Interface and Features	2 Hour(s)
<b>Introduction to PCs Series</b>	

Introduction to PCs: 1 Introducing the PC	4 Hour(s)
Introduction to PCs: 2 Using Your PC	4 Hour(s)
Introduction to PCs: 3 Working with Folders and Files	4 Hour(s)
Introduction to PCs: 4 Inside Your PC	4 Hour(s)
Introduction to PCs: 5 Basic Peripherals	4 Hour(s)
Introduction to PCs: 6 Other Peripherals	3 Hour(s)
Introduction to PCs: 7 Understanding Software	2 Hour(s)
Introduction to PCs: 8 Introducing the Internet	3 Hour(s)
Introduction to PCs: 9 Internet and E-mail Tips	4 Hour(s)
Introduction to PCs:10 Troubleshooting and Tips	3 Hour(s)
<b>Lotus Notes R5 Series</b>	
Lotus Notes R5: 1 Getting Around in Notes	4 Hour(s)
Lotus Notes R5: 2 Reading and Sending Mail	3 Hour(s)
Lotus Notes R5: 3 Managing Mail	4 Hour(s)
Lotus Notes R5: 4 Using the Calendar	3 Hour(s)
Lotus Notes R5: 5 Meetings & Address Books	3 Hour(s)
Lotus Notes R5: 6 Browsing the Web	4 Hour(s)
Lotus Notes R5: 7 Editing Documents	4 Hour(s)
Lotus Notes R5: 8 Using Document Tables	4 Hour(s)
Lotus Notes R5: 9 File Attachments & Links	3 Hour(s)
Lotus Notes R5: 10 Finding and Viewing Data	4 Hour(s)
Lotus Notes R5: 11 Replication	3 Hour(s)
Lotus Notes R5: 12 Using Notes Remotely	4 Hour(s)
<b>Lotus Notes 6.5 Series</b>	
Lotus Notes 6.5: Mail	4 Hour(s)
Lotus Notes 6.5: Calendar, To Do Lists, and Address Books	4 Hour(s)
Lotus Notes 6.5: Databases	3 Hour(s)
Lotus Notes 6.5: Managing and Enhancing Documents	4 Hour(s)
Lotus Notes 6.5: Advanced Notes Features	5 Hour(s)
<b>Office 2000 Series</b>	
Refining and Documenting Requirements	4 Hour(s)
Office 2000:2 Editing Text and Printing	4 Hour(s)
Office 2000:3 Text and Document Formats	3 Hour(s)
Office 2000:4 Introduction to Word	3 Hour(s)
Office 2000:5 Introduction to Excel	4 Hour(s)
Office 2000:6 Introduction to Outlook	3 Hour(s)
Office 2000:7 Introduction to PowerPoint	3 Hour(s)
Office 2000:8 Introduction to Access	3 Hour(s)
<b>Office 2003 - What's New Series</b>	
Office 2003 - What's New: 1 New Features	1 Hour(s)
Office 2003 - What's New: 2 Changes in Applications	1 Hour(s)
<b>Office XP Upgrade Series</b>	
Office XP Upgrade: 1 Getting Around in the New Interface	3 Hour(s)
Office XP Upgrade: 2 New Options and Tools	2 Hour(s)
Office XP Upgrade: 3 Application Changes	5 Hour(s)
<b>Office 2007</b>	
Office 2007: 1 Navigating the New Interface	2 Hour(s)
Office 2007: 2 What's New in Word	3 Hour(s)
Office 2007: 3 What's New in Excel	3 Hour(s)
Office 2007: 4 What's New in PowerPoint	2 Hour(s)
Office 2007: 5 What's New in Access	2 Hour(s)
Office 2007: 6 What's New in Outlook	2 Hour(s)
Office 2007: 7 Common Tasks	3 Hour(s)
<b>Outlook 2002 Series</b>	
Outlook 2002: 1 Navigating in Outlook	4 Hour(s)
Outlook 2002: 2 Reading and Sending Messages	4 Hour(s)
Outlook 2002: 3 Customizing and Organizing Messages	4 Hour(s)
Outlook 2002: 4 Using the Calendar	3 Hour(s)
Outlook 2002: 5 Using Tasks and Notes	3 Hour(s)
<b>Outlook 2003 Series</b>	

Outlook 2003: 1 Getting Started	4 Hour(s)
Outlook 2003: 2 Managing Messages	3 Hour(s)
Outlook 2003: 3 Contacts and Calendar Entries	3 Hour(s)
Outlook 2003: 4 Tasks, Notes, and Journal Entries	5 Hour(s)
Outlook 2003: 5 Newsgroups and Outlook Web Access	3 Hour(s)
Outlook 2003: 6 Collaboration and Security	4 Hour(s)
Outlook 2003: 7 Personalizing Outlook and Other Tips	3 Hour(s)
<b>Outlook 2007</b>	
Outlook 2007: 1 Sending and Receiving E-Mail	3 Hour(s)
<b>Paint Shop Pro 5 Series</b>	
Paint Shop Pro 5:1 Working With Graphics	4 Hour(s)
Paint Shop Pro 5:2 Enhancing Images	5 Hour(s)
<b>PowerPoint 2000 MOS Series</b>	
PowerPoint 2000 MOS: 1 Presentations	4 Hour(s)
PowerPoint 2000 MOS: 2 Layout and Text	4 Hour(s)
PowerPoint 2000 MOS: 3 Graphics & Tables	3 Hour(s)
PowerPoint 2000 MOS: 4 Custom Slides	3 Hour(s)
PowerPoint 2000 MOS: 5 Showing Slides	2 Hour(s)
<b>PowerPoint 2002 Series</b>	
PowerPoint 2002: 1 Presentations	4 Hour(s)
PowerPoint 2002: 2 Layout and Text	4 Hour(s)
PowerPoint 2002: 3 Graphics & Tables	3 Hour(s)
PowerPoint 2002: 4 Custom Slides	3 Hour(s)
PowerPoint 2002: 5 Showing Slides	3 Hour(s)
<b>PowerPoint 2003 Series</b>	
PowerPoint 2003: 1 Introduction to PowerPoint	5 Hour(s)
PowerPoint 2003: 2 Completing the Presentation	3 Hour(s)
PowerPoint 2003: Maximizing Presentation Effectiveness	3 Hour(s)
PowerPoint 2003: Color, Masters and Templates	4 Hour(s)
PowerPoint 2003: Drawings, Charts, Sound and Video	6 Hour(s)
PowerPoint 2003: Animation, Web Pages and Collaboration	4 Hour(s)
<b>PowerPoint 2007</b>	
PowerPoint 2007: 1 Getting Started	2 Hour(s)
PowerPoint 2007: 2 Developing a Presentation	2 Hour(s)
PowerPoint 2007: 3 Design Elements	2 Hour(s)
PowerPoint 2007: 4 Inserting Shapes	3 Hour(s)
PowerPoint 2007: 5 Formatting Shapes	3 Hour(s)
PowerPoint 2007: 6 Clip Art, Pictures, and WordArt	2 Hour(s)
PowerPoint 2007: 7 SmartArt Graphics	2 Hour(s)
PowerPoint 2007: 8 Charts and Tables	3 Hour(s)
<b>Project 2000 MOS Series</b>	
Project 2000 MOS: 1 Starting a Project	5 Hour(s)
Project 2000 MOS: 2 Scheduling Tasks and Adding Resources	4 Hour(s)
Project 2000 MOS: 3 Managing Work and Multiple Projects	4 Hour(s)
Project 2000 MOS: 4 Using Project Central	2 Hour(s)
Project 2000 MOS: 5 Customizing the Project	3 Hour(s)
Project 2000 MOS: 6 Creating Reports and Exporting Data	3 Hour(s)
<b>Project 2003</b>	
Project 2003: 1 Learning the Basics	2 Hour(s)
Project 2003: 2 Setting up a Project	4 Hour(s)
Project 2003: 3 Managing Project Files	2 Hour(s)
Project 2003: 4 Creating a Task List	4 Hour(s)
Project 2003: 5 Scheduling Tasks	3 Hour(s)
Project 2003: 6 Viewing a Schedule	3 Hour(s)
Project 2003: 7 Defining Resources and Costs	3 Hour(s)
Project 2003: 8 Assigning Resources and Costs	4 Hour(s)
Project 2003: 9 Tracking a Project	3 Hour(s)
Project 2003: 10 Analyzing Progress and Revising the Schedule	2 Hour(s)
<b>SAP R/3 Release 4.6 Series</b>	

SAP R/3 Release 4.6: 1 Getting Started	2 Hour(s)
SAP R/3 Release 4.6: 2 Using the Task Interface	2 Hour(s)
SAP R/3 Release 4.6: 3 Working with Data in a Task	
SAP R/3 Release 4.6: 4 Optimizing R/3 and Getting Help	
SAP R/3 Release 4.6: 5 Reporting	2 Hour(s)
<b>SharePoint 2003</b>	
SharePoint 2003: 1 SharePoint Basics	2 Hour(s)
SharePoint 2003: 2 Standard Libraries and Lists	3 Hour(s)
SharePoint 2003: 3 Advanced SharePoint Features	4 Hour(s)
SharePoint 2003: 4 Site Administration Basics	3 Hour(s)
SharePoint 2003: 5 Advanced Administration Functions	4 Hour(s)
<b>SharePoint 2007</b>	
SharePoint 2007: 1 Getting Organized	1 Hour(s)
SharePoint 2007: 2 Managing Documents	2 Hour(s)
SharePoint 2007: 3 Using Libraries and Lists	2 Hour(s)
SharePoint 2007: 4 Creating Pages, Workspaces, and Sites	3 Hour(s)
SharePoint 2007: 5 Integrating with Microsoft Office	2 Hour(s)
SharePoint 2007: 6 Managing Records and Web Content	2 Hour(s)
SharePoint 2007: 7 Using Advanced Features	2 Hour(s)
<b>Visio 2002 Series</b>	
Visio 2002: 1 Using Tools, Commands, Custom Toolbars, and Menus	4 Hour(s)
Visio 2002: 2 Working with Objects and Hyperlinks	4 Hour(s)
Visio 2002: 3 Using the Shape Menu	4 Hour(s)
Visio 2002: 4 Working with Shapes	3 Hour(s)
Visio 2002: 5 Defining and Using Styles, Custom Properties and Templates	4 Hour(s)
Visio 2002: 6 Working with Pages, Layers, and Stencils	4 Hour(s)
Visio 2002: 7 Working with Data	2 Hour(s)
Visio 2002: 8 Understanding ShapeSheets	3 Hour(s)
Visio 2002: 9 Working with Flowcharts	4 Hour(s)
Visio 2002:10 Creating Database Models	4 Hour(s)
<b>Windows</b>	
Windows 2000 Basics: Client	3 Hour(s)
<b>Windows XP Upgrade Series</b>	
Windows XP Upgrade: 1 Home Editions	3 Hour(s)
Windows XP Upgrade: 2 Professional	3 Hour(s)
<b>Word 2000 MOS Series</b>	
Word 2000 MOS: 1 Managing Documents	4 Hour(s)
Word 2000 MOS: 2 Working with Text	4 Hour(s)
Word 2000 MOS: 3 Formatting Paragraphs	4 Hour(s)
Word 2000 MOS: 4 Page Format and Printing	4 Hour(s)
Word 2000 MOS: 5 Tables and Other Objects	4 Hour(s)
<b>Word 2000 MOS Expert Series</b>	
Word 2000 MOS Expert: 1 Page Formatting	4 Hour(s)
Word 2000 MOS Expert: 2 Managing Documents	4 Hour(s)
Word 2000 MOS Expert: 3 Inserting Objects	4 Hour(s)
Word 2000 MOS Expert: 4 Advanced Features	5 Hour(s)
Word 2000 MOS Expert: 5 Workgroup	3 Hour(s)
<b>Word 2002 Series</b>	
Word 2002: 1 Managing Documents	4 Hour(s)
Word 2002: 2 Working with Text	4 Hour(s)
Word 2002: 3 Formatting Paragraphs	3 Hour(s)
Word 2002: 4 Page Format and Printing	4 Hour(s)
Word 2002: 5 Tables and Other Objects	3 Hour(s)
<b>Word 2003 Series</b>	
Word 2003: 1 Introduction to Word	3 Hour(s)
Word 2003: 2 Navigating, Editing, and Working with Text Blocks	5 Hour(s)
Word 2003: 3 Spell Checking, Print Preparation, and Other Tips	4 Hour(s)
Word 2003: 4 Formatting Characters, Fonts, Text, and Paragraphs	3 Hour(s)
Word 2003: 5 Formatting Tabs, Pages, and Documents	3 Hour(s)

Word 2003: 6 Styles, Templates, and Formatting Tips	5 Hour(s)
Word 2003: 7 Borders, Tables, and Columns	3 Hour(s)
Word 2003: 8 Lists, Images, and Art	3 Hour(s)
Word 2003: 9 Creating Projects with Word	3 Hour(s)

**Windows Vista**

Windows Vista: 1 Understanding the New Interface	1 Hour(s)
Windows Vista: 2 Using New Features and Applications	1 Hour(s)

**Word 2007**

Word 2007: 1 Getting Started	2 Hour(s)
Word 2007: 2 Typing and Editing Text	3 Hour(s)
Word 2007: 3 Formatting Text	2 Hour(s)
Word 2007: 4 Formatting Paragraphs and Lists	3 Hour(s)
Word 2007: 5 Building Tables	2 Hour(s)
Word 2007: 6 Working with Images	2 Hour(s)

# End User Home and Small Business

Series	Course Title	Duration
<b>401(k) Plans Series</b>	401(k) Plans: 1 401(k) Basics	3 Hour(s)
<b>Budgeting and Saving Series</b>		
	Budgeting and Saving: 1 Confronting Debt	3 Hour(s)
	Budgeting and Saving: 2 Eliminating Debt	3 Hour(s)
	Budgeting and Saving: 3 Banking Basics	3 Hour(s)
	Budgeting and Saving: 4 Choosing Bank Accounts	3 Hour(s)
	Budgeting and Saving: 5 Planning Your Retirement	3 Hour(s)
	Budgeting and Saving: 6 Making 401(k) Plans Work	3 Hour(s)
	Budgeting and Saving: 7 Exploring Investment Options	3 Hour(s)
<b>Estate Planning Series</b>		
	Estate Planning: 1 Starting an Estate Plan	2 Hour(s)
	Estate Planning: 2 Sorting Out Your Assets	4 Hour(s)
	Estate Planning: 3 Preparing Your Will	3 Hour(s)
	Estate Planning: 4 All About Probate	2 Hour(s)
	Estate Planning: 5 Considering Your Family	3 Hour(s)
	Estate Planning: 6 Taxes to Expect	3 Hour(s)
	Estate Planning: 7 Tax Strategies	3 Hour(s)
	Estate Planning: 8 Retirement Issues	3 Hour(s)
	Estate Planning: 9 Revising an Estate Plan	2 Hour(s)
<b>Home Business Series</b>		
	Home Business: 1 Choosing a Business	5 Hour(s)
	Home Business: 2 Raising Financing	5 Hour(s)
	Home Business: 3 Office Management	5 Hour(s)
	Home Business: 4 Managing Your Business	5 Hour(s)
<b>Interview Skills Series</b>		
	Interview Skills: 1 Getting the Interview	3 Hour(s)
	Interview Skills: 2 Preparing Yourself	3 Hour(s)
	Interview Skills: 3 Making an Entrance	3 Hour(s)
	Interview Skills: 4 Listening & Answering	4 Hour(s)
	Interview Skills: 5 Taking the Reins	3 Hour(s)
	Interview Skills: 6 Asking Questions	3 Hour(s)
	Interview Skills: 7 Opening Interviews	3 Hour(s)
	Interview Skills: 8 Tough Interviews	2 Hour(s)
	Interview Skills: 9 Following Through	3 Hour(s)
<b>Investing Fundamentals Series</b>		
	Investing Fundamentals: 1 The Basics	3 Hour(s)
	Investing Fundamentals: 2 Organizing	3 Hour(s)
	Investing Fundamentals: 3 Stocks	4 Hour(s)
	Investing Fundamentals: 4 Bonds	3 Hour(s)
	Investing Fundamentals: 5 Mutual Funds	5 Hour(s)
	Investing Fundamentals: 6 Planning	4 Hour(s)
<b>QuickBooks Series</b>		
	QuickBooks: 1 The First Time in QuickBooks	2 Hour(s)
	QuickBooks: 2 Setting Up Accounting	3 Hour(s)
	QuickBooks: 3 Entering Historical Data	3 Hour(s)
	QuickBooks: 4 Managing Accounts and Lists	3 Hour(s)
	QuickBooks: 5 Invoices and Sales Tax	3 Hour(s)
	QuickBooks: 6 Paying Bills	3 Hour(s)
	QuickBooks: 7 Managing Assets and Reports	3 Hour(s)
	QuickBooks: 8 Paying Employees	3 Hour(s)
	QuickBooks: 9 Managing Taxes	3 Hour(s)
	QuickBooks: 10 Online Banking and Budgets	3 Hour(s)
<b>QuickBooks 2004</b>		
	QuickBooks 2004: 1 Setting Up QuickBooks	5 Hour(s)
	QuickBooks 2004: 2 Adding Information and Security	4 Hour(s)
	QuickBooks 2004: 3 Invoices, Purchases, and Payments	6 Hour(s)
	QuickBooks 2004: 4 Timesaving Features	4 Hour(s)

QuickBooks 2004: 5 Recording Inventory and Assets	4 Hour(s)
QuickBooks 2004: 6 Working with Taxes, Equity, and Liabilities	5 Hour(s)
QuickBooks 2004: 7 Extra Features and Reports	5 Hour(s)

**Retirement Planning Series**

Retirement Planning: 1 Money Management	5 Hour(s)
Retirement Planning: 2 Investing	5 Hour(s)

**Works Series**

Works: 1 Getting Started	2 Hour(s)
Works: 2 Introducing the Word Processor	3 Hour(s)
Works: 3 Formatting Word Processor Pages	3 Hour(s)
Works: 4 Using the Spreadsheet	3 Hour(s)
Works: 5 Managing Spreadsheet Data	3 Hour(s)
Works: 6 Using the Database	3 Hour(s)
Works: 7 Calendar and Cross-Works Tools	4 Hour(s)

# Technical General

Series	Course Title	Duration
<b>C Series</b>		
C in 21 Days: Week 1		11 Hour(s)
C in 21 Days: Week 2		14 Hour(s)
C in 21 Days: Week 3		13 Hour(s)
<b>Cisco Related Series by MindLeaders BCMSN 642-811</b>		
Cisco Related Series by MindLeaders BCMSN 642-811: 1 Switched Networks, VLANs, and Trunks		4 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 2 Spanning Tree Protocol		4 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 3 Enhancements to STP		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 4 Multilayer Switching		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 5 Availability and Redundancy		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 6 Multicasts		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 7 Network Quality of Service		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811: 8 QOS Configuration and Verification		1 Hour
Cisco Related Series by MindLeaders BCMSN 642-811: 9 MLS Optimization and Security		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811:10 Metro Ethernet		2 Hour(s)
Cisco Related Series by MindLeaders BCMSN 642-811:11 Practice Exams		2 Hour(s)
<b>Cisco Related Series by MindLeaders BCMSN 642-812</b>		
Cisco Related Series by MindLeaders BCMSN 642-812: 1 Practice Exam 1		1 Hour
Cisco Related Series by MindLeaders BCMSN 642-812: 2 Practice Exam 2		1 Hour
Cisco Related Series by MindLeaders BCMSN 642-812: 3 Practice Exam 3		1 Hour
<b>Cisco Related Series by MindLeaders BSCI 642-901</b>		
Cisco Related Series by MindLeaders BSCI 642-901: 1 Practice Exam 1		1 Hour
Cisco Related Series by MindLeaders BSCI 642-901: 2 Practice Exam 2		1 Hour
Cisco Related Series by MindLeaders BSCI 642-901: 3 Practice Exam 3		1 Hour
Cisco Related Series by MindLeaders BSCI 642-901: 4 Practice Exam 4		1 Hour
<b>Cisco Related Series by MindLeaders ISCW 642-825</b>		
Cisco Related Series by MindLeaders ISCW 642-825: 1 Practice Exam 1		1 Hour
Cisco Related Series by MindLeaders ISCW 642-825: 2 Practice Exam 2		1 Hour
Cisco Related Series by MindLeaders ISCW 642-825: 3 Practice Exam 3		1 Hour
<b>Cisco Related Series by MindLeaders ONT 642-845</b>		
Cisco Related Series by MindLeaders ONT 642-845: 1 Practice Exam 1		1 Hour
Cisco Related Series by MindLeaders ONT 642-845: 2 Practice Exam 2		1 Hour
Cisco Related Series by MindLeaders ONT 642-845: 3 Practice Exam 3		1 Hour
Cisco Related Series by MindLeaders ONT 642-845: 4 Practice Exam 4		1 Hour
<b>Cisco Related Series by MindLeaders BCRA 642-821</b>		
Cisco Related Series by MindLeaders BCRA 642-821: 1 WAN Technologies, Components, and AAA Security		1 Hour
Cisco Related Series by MindLeaders BCRA 642-821: 2 PPP Authentication & Network Address Translation		2 Hour(s)
Cisco Related Series by MindLeaders BCRA 642-821: 3 Modems and Asynchronous Connections		1 Hour
Cisco Related Series by MindLeaders BCRA 642-821: 4 Using ISDN Connections		1 Hour
Cisco Related Series by MindLeaders BCRA 642-821: 5 Using Frame Relay Connections		1 Hour
Cisco Related Series by MindLeaders BCRA 642-821: 6 Dial-on-Demand and Broadband		2 Hour(s)
Cisco Related Series by MindLeaders BCRA 642-821: 7 Enabling Backup Connections and Management of Traffic		2 Hour(s)
Cisco Related Series by MindLeaders BCRA 642-821: 8 Securing the Network with VPNs		1 Hour
Cisco Related Series by MindLeaders BCRA 642-821: 9 Practice Exams		2 Hour(s)
<b>Cisco Related Series by MindLeaders CIT 642-831</b>		
Cisco Related Series by MindLeaders CIT 642-831: 1 Networking Principles and Technologies		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 2 TCP/IP		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 3 Windows Troubleshooting		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 4 The Physical and Data Link Layers		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 5 Virtual LANs		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 6 Serial Links		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 7 Routing Protocols		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 8 ISDN		2 Hour(s)
Cisco Related Series by MindLeaders CIT 642-831: 9 Practice Exams		2 Hour(s)
<b>Cisco Related Series by MindLeaders CCDA 640-863</b>		
Cisco Related Series by MindLeaders CCDA 640-863: 9 Practice Exam 1		1 Hour
Cisco Related Series by MindLeaders CCDA 640-863:10 Practice Exam 2		1 Hour

Cisco Related Series by MindLeaders CCDA 640-863:11 Practice Exam 3	1 Hour
Cisco Related Series by MindLeaders CCDA 640-863:12 Practice Exam 4	1 Hour
<b>Cisco Related Series by MindLeaders CCNA 640-802</b>	
Cisco Related Series by MindLeaders CCNA 640-802: 1 Networking Fundamentals	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 2 Network Models	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 3 Concepts in IP Addressing	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 4 Working with Cisco Equipment	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 5 Managing Your Router	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 6 Basic Catalyst Switch Operations and Configuration	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 7 Introduction to WANs	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 8 Wireless LANs	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802: 9 Basic Network Security	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:10 Basic Routing	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:11 Small-Office Internet Connection	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:12 Advanced Catalyst Switch Operations and Configuration	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:13 IP Access Lists	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:14 Advanced Routing	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:15 Advanced WANs	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:16 Advanced IP Concepts	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:17 Practice Exam 1	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:18 Practice Exam 2	1 Hour
Cisco Related Series by MindLeaders CCNA 640-802:19 Practice Exam 3	1 Hour
<b>Cisco Related Series by MindLeaders CCNA 640-802</b>	
Cisco Related Series by MindLeaders ICND1 640-822: 1 Networking Fundamentals	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 2 Network Models	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 3 Concepts in IP Addressing	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 4 Working with Cisco Equipment	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 5 Managing Your Router	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 6 Basic Catalyst Switch Operations and Configuration	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 7 Introduction to WANs	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 8 Wireless LANs	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822: 9 Basic Network Security	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822:10 Basic Routing	1 Hour
Cisco Related Series by MindLeaders ICND1 640-822:11 Small-Office Internet Connection	1 Hour
<b>Cisco Related Series by MindLeaders ICND2 640-816</b>	
Cisco Related Series by MindLeaders ICND2 640-816: 1 Advanced Catalyst Switch Operations and Configuration	1 Hour
Cisco Related Series by MindLeaders ICND2 640-816: 2 IP Access Lists	1 Hour
Cisco Related Series by MindLeaders ICND2 640-816: 3 Advanced Routing	1 Hour
Cisco Related Series by MindLeaders ICND2 640-816: 4 Advanced WANs	1 Hour
Cisco Related Series by MindLeaders ICND2 640-816: 5 Advanced IP Concepts	1 Hour
<b>Cisco CCDA Series</b>	
CCDA: 1 Internetworking Review	3 Hour(s)
CCDA: 2 LAN Networking	4 Hour(s)
CCDA: 3 WAN Networking	3 Hour(s)
CCDA: 4 Introduction to Design	3 Hour(s)
CCDA: 5 Examining Existing Networks	3 Hour(s)
CCDA: 6 Designing LANs	4 Hour(s)
CCDA: 7 Designing WANs	3 Hour(s)
CCDA: 8 Design Issues	4 Hour(s)
CCDA: 9 Optimizing by Design	2 Hour(s)
CCDA: 10 Testing and Managing	3 Hour(s)
<b>Cisco CCNA 640-801 Series</b>	
Cisco CCNA 640-801: The Open Systems Interconnect Model (OSI)	1 Hour
Cisco CCNA 640-801: Hardware and the OSI Reference Model	2 Hour(s)
Cisco CCNA 640-801: Wide Area Network Protocols	1 Hour
Cisco CCNA 640-801: TCP/IP Technologies	1 Hour
Cisco CCNA 640-801: Understanding Layer 2 Switching Technology	1 Hour
Cisco CCNA 640-801: Understanding Layer 3 Routing Technologies	1 Hour
Cisco CCNA 640-801: Configuring a Cisco Switch	2 Hour(s)
Cisco CCNA 640-801: Configuring a Cisco Router	1 Hour
Cisco CCNA 640-801: Creating and Applying Additional Router Configurations	2 Hour(s)
Cisco CCNA 640-801: Practice Exam	3 Hour(s)

### Cisco CCNP BSCI 642-801 Series

Cisco CCNP BSCI 642-801: Routing Principles	2 Hour(s)
Cisco CCNP BSCI 642-801: Extending IP Addresses	2 Hour(s)
Cisco CCNP BSCI 642-801: Implementing OSPF in a Single Area	2 Hour(s)
Cisco CCNP BSCI 642-801: Interconnecting OSPF Areas	2 Hour(s)
Cisco CCNP BSCI 642-801: Applying Integrated IS-IS	2 Hour(s)
Cisco CCNP BSCI 642-801: Employing Enhanced IGRP	2 Hour(s)
Cisco CCNP BSCI 642-801: Configuring Border Gateway Protocol	1 Hour
Cisco CCNP BSCI 642-801: Scaling BGP Networks	1 Hour
Cisco CCNP BSCI 642-801: Routing Update Optimization and Redistribution	2 Hour(s)
Cisco CCNP BSCI 642-801: Practice Exam	2 Hour(s)

### CISSP Security Professional Series

CISSP Security Professional: Access Control Systems and Methodology	2 Hour(s)
CISSP Security Professional: Telecommunications and Network Security	3 Hour(s)
CISSP Security Professional: Security Management and Practices	2 Hour(s)
CISSP Security Professional: Applications and Systems Development Security	3 Hour(s)
CISSP Security Professional: Cryptography, Security Architecture, and Security Models	2 Hour(s)
CISSP Security Professional: Operations Security	2 Hour(s)
CISSP Security Professional: Business Continuity and Disaster Recovery Planning	2 Hour(s)
CISSP Security Professional: Law, Investigation, Ethics, and Physical Security	3 Hour(s)
CISSP Security Professional: Practice Exams	5 Hour(s)

### CompTIA A+ Series

CompTIA A+: 1 Computer Basics	3 Hour(s)
CompTIA A+: 2 Bus Structures and Microprocessors	3 Hour(s)
CompTIA A+: 3 Memory and Data Storage	3 Hour(s)
CompTIA A+: 4 Powering and Disassembling the PC	4 Hour(s)
CompTIA A+: 5 Input and Output	3 Hour(s)
CompTIA A+: 6 Printers and Portable Systems	2 Hour(s)
CompTIA A+: 7 Keeping the PC Running	3 Hour(s)
CompTIA A+: 8 OS Basics and Windows 95, 98, and Me	4 Hour(s)
CompTIA A+: 9 Windows 2000/XP and OS Troubleshooting	3 Hour(s)
CompTIA A+:10 Networking	4 Hour(s)
CompTIA A+:11 Working on the Network and Internet	3 Hour(s)
CompTIA A+:12 Practice Exam	3 Hour(s)

### CompTIA A+ Depot Technician 220-604

CompTIA A+ Depot Technician 220-604: 1 Practice Exam 1	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 2 Practice Exam 2	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 3 Practice Exam 3	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 4 Practice Exam 4	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 5 Practice Exam 5	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 6 Practice Exam 6	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 1 Troubleshooting and Preventive Maintenance	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 2 Advanced PC Troubleshooting	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 3 Portable Computer Fundamentals	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 4 Maintaining and Repairing Portable Computers	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 5 Printers and Scanners	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 6 Troubleshooting Printer Problems	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 7 Security	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 8 Safety and Environmental Issues	1 Hour(s)
CompTIA A+ Depot Technician 220-604: 9 Advanced PC Component Installations and Upgrades	1 Hour(s)

### CompTIA A+ Essentials 220-601

CompTIA A+ Essentials 220-601	1 Hour(s)
CompTIA A+ Essentials 220-601	1 Hour(s)
CompTIA A+ Essentials 220-601	1 Hour(s)
CompTIA A+ Essentials 220-601	1 Hour(s)
CompTIA A+ Essentials 220-601	1 Hour(s)
CompTIA A+ Essentials 220-601	1 Hour(s)
CompTIA A+ Essentials 220-601: 1 Computer Components	4 Hour(s)
CompTIA A+ Essentials 220-601: 2 Operating Systems	2 Hour(s)
CompTIA A+ Essentials 220-601: 3 Diagnosing Problems	2 Hour(s)
CompTIA A+ Essentials 220-601: 4 Laptops and Portable Devices	2 Hour(s)
CompTIA A+ Essentials 220-601: 5 Printers and Scanners	2 Hour(s)
CompTIA A+ Essentials 220-601: 6 Networks	2 Hour(s)
CompTIA A+ Essentials 220-601: 7 Security	2 Hour(s)
CompTIA A+ Essentials 220-601: 8 Safety, Environment, and Customer Issues	2 Hour(s)

### CompTIA A+ IT Technician 220-602

CompTIA A+ IT Technician 220-602: 1 Practice Exam 1	1 Hour(s)
CompTIA A+ IT Technician 220-602: 2 Practice Exam 2	1 Hour(s)
CompTIA A+ IT Technician 220-602: 3 Practice Exam 3	1 Hour(s)
CompTIA A+ IT Technician 220-602: 4 Practice Exam 4	1 Hour(s)
CompTIA A+ IT Technician 220-602: 5 Practice Exam 5	1 Hour(s)
CompTIA A+ IT Technician 220-602: 1 Installing and Configuring PC Components	1 Hour(s)
CompTIA A+ IT Technician 220-602: 2 Troubleshooting and Preventive Maintenance	1 Hour(s)
CompTIA A+ IT Technician 220-602: 3 Advanced PC Troubleshooting	1 Hour(s)
CompTIA A+ IT Technician 220-602: 4 Portable Computer Fundamentals	1 Hour(s)
CompTIA A+ IT Technician 220-602: 5 Maintaining and Repairing Portable Computers	1 Hour(s)
CompTIA A+ IT Technician 220-602: 6 Major Windows Structures	1 Hour(s)
CompTIA A+ IT Technician 220-602: 7 Optimizing Operating Systems	1 Hour(s)
CompTIA A+ IT Technician 220-602: 8 Operating System Utilities	1 Hour(s)
CompTIA A+ IT Technician 220-602: 9 Basic OS Troubleshooting and Maintenance	1 Hour(s)
CompTIA A+ IT Technician 220-602:10 Printers and Scanners	1 Hour(s)
CompTIA A+ IT Technician 220-602:11 Troubleshooting Printer Problems	1 Hour(s)
CompTIA A+ IT Technician 220-602:12 Wide Area Networking	1 Hour(s)
CompTIA A+ IT Technician 220-602:13 Network Troubleshooting	1 Hour(s)
CompTIA A+ IT Technician 220-602:14 Security	1 Hour(s)
CompTIA A+ IT Technician 220-602:15 Safety and Environmental Issues	1 Hour(s)
CompTIA A+ IT Technician 220-602:16 Professionalism and Communication	1 Hour(s)

### CompTIA A+ Remote Support Technician 220-603

CompTIA A+ Remote Support Technician 220-603: 1 Practice Exam 1	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 2 Practice Exam 2	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 3 Practice Exam 3	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 4 Practice Exam 5	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 5 Practice Exam 6	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 1 Installing and Configuring PC Components	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 2 Troubleshooting and Preventive Maintenance	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 3 Advanced PC Troubleshooting	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 4 Major Windows Structures	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 5 Optimizing Operating Systems	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 6 Operating System Utilities	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 7 Basic OS Troubleshooting and Maintenance	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 8 Printers and Scanners	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603: 9 Troubleshooting Printer Problems	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603:10 Installing Local Area Networks	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603:11 Wide Area Networking	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603:12 Network Troubleshooting	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603:13 Security	1 Hour(s)
CompTIA A+ Remote Support Technician 220-603:14 Professionalism and Communication	1 Hour(s)

### CompTIA Network+ 2005 (N10-003) Series

CompTIA Network+ 2005 (N10-003): Network Fundamentals and Operating Systems	5 Hour(s)
CompTIA Network+ 2005 (N10-003): Network Media	3 Hour(s)
CompTIA Network+ 2005 (N10-003): Network Devices	3 Hour(s)
CompTIA Network+ 2005 (N10-003): Wireless Technologies	4 Hour(s)
CompTIA Network+ 2005 (N10-003): The OSI Model	3 Hour(s)
CompTIA Network+ 2005 (N10-003): TCP/IP Fundamentals	5 Hour(s)
CompTIA Network+ 2005 (N10-003): TCP/IP Configuration and Utilities	2 Hour(s)
CompTIA Network+ 2005 (N10-003): Network and Remote Access Service	3 Hour(s)
CompTIA Network+ 2005 (N10-003): Network Infrastructure and Security	3 Hour(s)
CompTIA Network+ 2005 (N10-003): Fault Management and Disaster Recovery	2 Hour(s)
CompTIA Network+ 2005 (N10-003): Troubleshooting	5 Hour(s)

### CompTIA Server+ 2005 (SK0-002) Series

CompTIA Server+ 2005 (SK0-002): 1 Server Basics	2 Hour(s)
CompTIA Server+ 2005 (SK0-002): 2 Server Availability	2 Hour(s)
CompTIA Server+ 2005 (SK0-002): 3 Multiprocessing and Server Memory	3 Hour(s)
CompTIA Server+ 2005 (SK0-002): 4 Server Bus Architecture	3 Hour(s)
CompTIA Server+ 2005 (SK0-002): 5 SCSI Systems	2 Hour(s)
CompTIA Server+ 2005 (SK0-002): 6 IDE/ATA and RAID Systems	2 Hour(s)
CompTIA Server+ 2005 (SK0-002): 7 Advanced Storage Arrays	2 Hour(s)
CompTIA Server+ 2005 (SK0-002): 8 Installing Hardware	3 Hour(s)
CompTIA Server+ 2005 (SK0-002): 9 Server Management and Configuration	3 Hour(s)
CompTIA Server+ 2005 (SK0-002):10 Preparing the Server for Service	4 Hour(s)

CompTIA Server+ 2005 (SK0-002):11 Upgrading the Basic System	3 Hour(s)
CompTIA Server+ 2005 (SK0-002):12 Adapters, Peripherals, Monitoring Agents and Service Tools	3 Hour(s)
CompTIA Server+ 2005 (SK0-002):13 Maintenance and Environmental Issues	3 Hour(s)
CompTIA Server+ 2005 (SK0-002):14 Server Problem Determination	3 Hour(s)
CompTIA Server+ 2005 (SK0-002):15 Troubleshooting	2 Hour(s)
CompTIA Server+ 2005 (SK0-002):16 Disaster Recovery	3 Hour(s)
CompTIA Server+ 2005 (SK0-002):17 Practice Exams	3 Hour(s)
<b>Data Warehousing Series</b>	
Data Warehousing: Concepts	2 Hour(s)
Data Warehousing: Management	3 Hour(s)
<b>DB2 Universal Database Series</b>	
DB2 Universal Database: 1 Features of DB2	3 Hour(s)
DB2 Universal Database: 2 Installing and Configuring DB2	2 Hour(s)
DB2 Universal Database: 3 DB2 Instances, Server Communications, and Clients	5 Hour(s)
DB2 Universal Database: 4 Data Security and Database Creation	3 Hour(s)
DB2 Universal Database: 5 Creating Table Spaces and Accessing Data	4 Hour(s)
DB2 Universal Database: 6 SQL and Design Considerations	4 Hour(s)
DB2 Universal Database: System Tools and Recovery Concepts	3 Hour(s)
DB2 Universal Database: Moving and Replicating Data	3 Hour(s)
DB2 Universal Database: Monitoring DB2 Performance	5 Hour(s)
<b>Dreamweaver 8</b>	
Dreamweaver 8: 1 New Design Tools	2 Hour(s)
Dreamweaver 8: 2 New Application Development Features	2 Hour(s)
<b>Flash 8</b>	
Flash 8: 1 What's New to Basic	4 Hour(s)
Flash 8: 2 What's New to Professional	3 Hour(s)
<b>FOCUS Series</b>	
FOCUS: 1 Getting Started	4 Hour(s)
FOCUS: 2 Working with FOCUS	4 Hour(s)
FOCUS: 3 Basic Report Preparation	3 Hour(s)
FOCUS: 4 Creating Simple Reports	4 Hour(s)
FOCUS: 5 Creating Complex Reports	4 Hour(s)
FOCUS: 6 Additional Reporting Techniques	4 Hour(s)
FOCUS: 7 Fundamentals of Graphs	2 Hour(s)
FOCUS: 8 Advanced Graph Topics	4 Hour(s)
FOCUS: 9 Data Manipulation for Reporting	4 Hour(s)
FOCUS: 10 Advanced Screening Techniques	4 Hour(s)
FOCUS: 11 Accessing External Files	4 Hour(s)
FOCUS: 12 Creating File Definitions	4 Hour(s)
FOCUS: 13 Adjusting File Definitions	2 Hour(s)
FOCUS: 14 Basic MODIFY Requests	4 Hour(s)
FOCUS: 15 Segment Modification	4 Hour(s)
FOCUS: 16 Complex MODIFY Requests	4 Hour(s)
FOCUS: 17 Additional File Maintenance	3 Hour(s)
FOCUS: 18 Dialogue Manager and FIDEL	4 Hour(s)
FOCUS: 19 More Features of FIDEL	3 Hour(s)
FOCUS: 20 MAINTAIN Facility	4 Hour(s)
FOCUS: 21 Completing a MAINTAIN Application	2 Hour(s)
<b>ITIL Version 2 Foundation Certificate EX0-100</b>	
ITIL Version 2 Foundation Certificate EX0-100: 1 Practice Exam 1	1 Hour(s)
ITIL Version 2 Foundation Certificate EX0-100: 2 Practice Exam 2	1 Hour(s)
ITIL Version 2 Foundation Certificate EX0-100: 3 Practice Exam 3	1 Hour(s)
<b>Linux LPIC 101 Series</b>	
Linux LPIC 101: 1 Partitions and the Boot Process	3 Hour(s)
Linux LPIC 101: 2 File Management	3 Hour(s)
Linux LPIC 101: 3 GNU and Linux Commands	3 Hour(s)
Linux LPIC 101: 4 File System Maintenance	4 Hour(s)
Linux LPIC 101: 5 Users and Groups	3 Hour(s)
Linux LPIC 101: 6 Text Streams	3 Hour(s)
Linux LPIC 101: 7 Permissions	2 Hour(s)
Linux LPIC 101: 8 Administration and Documentation	4 Hour(s)

Linux LPIC 101: 9 Backup and Restore	3 Hour(s)
<b>Linux Certification Training Series</b>	
Linux Certification Training Series: RHCT Prerequisites	3 Hour(s)
Linux Certification Training Series: Installation	3 Hour(s)
Linux Certification Training Series: Advanced Installation	2 Hour(s)
Linux Certification Training Series: Basic Configuration and Administration	3 Hour(s)
Linux Certification Training Series: Kernel, User, and Recovery Administration	3 Hour(s)
Linux Certification Training Series: The X Window System	3 Hour(s)
Linux Certification Training Series: Linux Network Clients	2 Hour(s)
Linux Certification Training Series: Exam Practice	5 Hour(s)
<b>Notes 5 Programming Series</b>	
Notes 5 Programming: 1 Designing in Domino	4 Hour(s)
Notes 5 Programming: 2 Pages and Forms	4 Hour(s)
Notes 5 Programming: 3 Organizing Info	4 Hour(s)
Notes 5 Programming: 4 Scripting	3 Hour(s)
Notes 5 Programming: 5 LotusScript	4 Hour(s)
Notes 5 Programming: 6 Java	3 Hour(s)
<b>Novell 560 CNE Series</b>	
Novell 560 CNE: 1 NetWare Basics	3 Hour(s)
Novell 560 CNE: 2 Installation	4 Hour(s)
Novell 560 CNE: 3 Using NDS	3 Hour(s)
Novell 560 CNE: 4 File System	4 Hour(s)
Novell 560 CNE: 5 NDS Security	3 Hour(s)
Novell 560 CNE: 6 File Security	2 Hour(s)
Novell 560 CNE: 7 ZENworks	3 Hour(s)
Novell 560 CNE: 8 Advanced ZENworks	4 Hour(s)
Novell 560 CNE: 9 Distributed Printing	2 Hour(s)
<b>Novell 570 CNE Advanced Administration Series</b>	
Novell 570 CNE Advanced Administration: 1 Upgrading or Migrating	2 Hour(s)
Novell 570 CNE Advanced Administration: 2 Managing the Server	3 Hour(s)
Novell 570 CNE Advanced Administration: 3 The File System	4 Hour(s)
Novell 570 CNE Advanced Administration: 4 Storage and Backup	4 Hour(s)
Novell 570 CNE Advanced Administration: 5 Server Performance	3 Hour(s)
Novell 570 CNE Advanced Administration: 6 Improving Performance	3 Hour(s)
<b>Object-Oriented Analysis &amp; Design Series</b>	
Object-Oriented Analysis & Design:1 Intro	2 Hour(s)
Object-Oriented Analysis & Design:2 System	4 Hour(s)
<b>OOP Using C++ Series</b>	
OOP Using C++: Week 1	13 Hour(s)
OOP Using C++: Week 2	13 Hour(s)
OOP Using C++: Week 3	12 Hour(s)
<b>Oracle Series</b>	
Oracle: 1 Introduction to PL/SQL	5 Hour(s)
Oracle: 2 Overview of Developer/2000	6 Hour(s)
Oracle: 3 Forms 4.5 and Reports 2.5	6 Hour(s)
Oracle: 4 Graphics 2.5 and Procedure Builder 1.5	6 Hour(s)
Oracle: 5 Developer/2000 Applications	8 Hour(s)
Oracle: 6 Developer/2000 Integration	5 Hour(s)
<b>Oracle8 Series</b>	
Oracle8: 1 Installing Oracle	4 Hour(s)
Oracle8: 2 Database Management	5 Hour(s)
Oracle8: 3 Building Databases	4 Hour(s)
Oracle8: 4 Files, Data, and Users	4 Hour(s)
Oracle8: 5 Database Schema Objects	4 Hour(s)
Oracle8: 6 Processes and Security	4 Hour(s)
Oracle8: 7 Backup and Recovery	5 Hour(s)
<b>Oracle9i Database Fundamentals 1Z0-031 Series</b>	
Oracle9i Database Fundamentals 1Z0-031: 1 Oracle Architecture and Tools	3 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 2 Managing Instances and Creating Databases	3 Hour(s)

Oracle9i Database Fundamentals 1Z0-031: 3 Managing the Database Structure	3 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 4 Managing Table Managing Tablespaces and Datafiles	2 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 5 Managing Storage Structures and Undo Data	4 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 6 Managing Tables	4 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 7 Managing Indexes and Data Integrity	3 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 8 Managing Users and Profiles	3 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 9 Managing Privileges and Roles	3 Hour(s)
Oracle9i Database Fundamentals 1Z0-031: 10 Exam Preparation	3 Hour(s)
<b>Oracle9i Database Fundamentals II 1Z0-032</b>	
Oracle9i Database Fundamentals II 1Z0-032:20 Practice Exam 1	1 Hour(s)
Oracle9i Database Fundamentals II 1Z0-032:21 Practice Exam 2	1 Hour(s)
Oracle9i Database Fundamentals II 1Z0-032:22 Practice Exam 3	1 Hour(s)
Oracle9i Database Fundamentals II 1Z0-032:23 Practice Exam 4	1 Hour(s)
Oracle9i Database Fundamentals II 1Z0-032:24 Practice Exam 5	1 Hour(s)
<b>Oracle9i Database Performance Tuning 1Z0-033</b>	
Oracle9i Database Performance Tuning 1Z0-033:15 Practice Exam 1	1 Hour(s)
Oracle9i Database Performance Tuning 1Z0-033:16 Practice Exam 2	1 Hour(s)
Oracle9i Database Performance Tuning 1Z0-033:17 Practice Exam 3	1 Hour(s)
Oracle9i Database Performance Tuning 1Z0-033:18 Practice Exam 4	1 Hour(s)
<b>Oracle9i SQL 1Z0-007 Series</b>	
Oracle9i SQL 1Z0-007:1 Introduction to SQL	3 Hour(s)
Oracle9i SQL 1Z0-007:2 Intermediate Queries	2 Hour(s)
Oracle9i SQL 1Z0-007:3 Queries with Single-Row Functions	2 Hour(s)
Oracle9i SQL 1Z0-007:4 Combining Tables	2 Hour(s)
Oracle9i SQL 1Z0-007:5 Grouping and Summarizing Data	1 Hour(s)
Oracle9i SQL 1Z0-007:6 Advanced Queries and Views	2 Hour(s)
Oracle9i SQL 1Z0-007:7 Working with Data	2 Hour(s)
Oracle9i SQL 1Z0-007:8 Creating Tables and Constraints	2 Hour(s)
Oracle9i SQL 1Z0-007:9 Database Objects and User Security	4 Hour(s)
Oracle9i SQL 1Z0-007:10 SQL*Plus And iSQL*Plus Reporting and PL/SQL	3 Hour(s)
Oracle9i SQL 1Z0-007:11 Practice Exam	4 Hour(s)
<b>Oraclee 10g Administration</b>	
Oracle 10g Administration: 1 Oracle Architectural Components	32 Minute(s)
Oracle 10g Administration: 2 Oracle Server Introduction	10 Minute(s)
Oracle 10g Administration: 3 Database Architecture, Creation and Interfaces	39 Minute(s)
Oracle 10g Administration: 4 Database Control and Storage Structures	91 Minute(s)
Oracle 10g Administration: 5 Managing Users and Schemas	115 Minute(s)
Oracle 10g Administration: 6 Data Management	57 Minute(s)
Oracle 10g Administration: 7 PL/SQL	81 Minute(s)
Oracle 10g Administration: 8 Database Security Management	59 Minute(s)
Oracle 10g Administration: 9 Oracle Net Services	27 Minute(s)
Oracle 10g Administration:10 Oracle Shared Server	28 Minute(s)
Oracle 10g Administration:11 Database Performance Monitoring	44 Minute(s)
Oracle 10g Administration:12 Database Maintenance	52 Minute(s)
Oracle 10g Administration:13 Database Undo Management	54 Minute(s)
Oracle 10g Administration:14 Database Locking Conflicts	19 Minute(s)
Oracle 10g Administration:15 Database Backup and Recovery Concepts	85 Minute(s)
Oracle 10g Administration:16 Database Backups	58 Minute(s)
Oracle 10g Administration:17 Database Recovery	40 Minute(s)
<b>Oracle 10g Database Administration II 1Z0-043</b>	
Oracle 10g Database Administration II 1Z0-043:15 Practice Exam 1	1 Hour(s)
Oracle 10g Database Administration II 1Z0-043:16 Practice Exam 2	1 Hour(s)
Oracle 10g Database Administration II 1Z0-043:17 Practice Exam 3	1 Hour(s)
Oracle 10g Database Administration II 1Z0-043:18 Practice Exam 4	1 Hour(s)
Oracle 10g Database Administration II 1Z0-043:19 Practice Exam 5	1 Hour(s)
<b>PowerBuilder 9 Advanced Development Series</b>	
PowerBuilder 9 Advanced Development: 1 Source Code Control	2 Hour(s)
PowerBuilder 9 Advanced Development: 2 Deploying Applications and Using InfoMaker	2 Hour(s)
PowerBuilder 9 Advanced Development: 3 Coding Techniques	3 Hour(s)
PowerBuilder 9 Advanced Development: 4 Techniques for Using DataWindows	3 Hour(s)
PowerBuilder 9 Advanced Development: 5 Graphic DataWindows and XML DataWindows	2 Hour(s)

## Rational Unified Process Series

Rational Unified Process: 1 Understanding the RUP	3 Hour(s)
Rational Unified Process: 2 Inception and Elaboration Phases	2 Hour(s)
Rational Unified Process: 3 Construction and Transition Phases	2 Hour(s)
Rational Unified Process: 4 Adopting the RUP	2 Hour(s)
Rational Unified Process: 5 Planning an Iterative Project	3 Hour(s)
Rational Unified Process: 6 RUP for Project Managers, Analysts, and Architects	3 Hour(s)
Rational Unified Process: 7 RUP for Developers and Testers	3 Hour(s)

## RDBMS

RDBMS Fundamentals: Database Principles	4 Hour(s)
---	-----------

## RPG IV Programming Series

RPGIV Programming: 1 Introduction to RPG	3 Hour(s)
RPGIV Programming: 2 Getting Started with RPG	3 Hour(s)
RPGIV Programming: 3 Defining Data	2 Hour(s)
RPGIV Programming: 4 Arithmetic Operations	3 Hour(s)
RPGIV Programming: 5 Flow of Control	3 Hour(s)
RPGIV Programming: 6 Externally Described Files	3 Hour(s)
RPGIV Programming: 7 File Access	3 Hour(s)
RPGIV Programming: 8 Interactive Applications	4 Hour(s)
RPGIV Programming: 9 Tables and Arrays	3 Hour(s)
RPG IV Programming:10 Modular Programming	3 Hour(s)
RPG IV Programming:11 Advanced Data Definition	4 Hour(s)
RPG IV Programming:12 Advanced Techniques	2 Hour(s)
RPG IV Programming:13 Maintaining the Past	2 Hour(s)

## SAS Series

SAS: 1 Introduction	3 Hour(s)
SAS: 2 Using SAS	4 Hour(s)
SAS: 3 Data Manipulation	4 Hour(s)
SAS: 4 DATA Step Programming	3 Hour(s)
SAS: 5 Results	5 Hour(s)
SAS: 6 Display Manager System	5 Hour(s)
SAS: 7 Data Libraries	5 Hour(s)
SAS: 8 Inputting Data and PROC SQL	4 Hour(s)
SAS: 9 Combining and Updating Data Sets	5 Hour(s)

## SAS 8 Series

SAS 8: 1 Introduction	3 Hour(s)
SAS 8: 2 Using SAS	4 Hour(s)
SAS 8: 3 Data Manipulation	4 Hour(s)
SAS 8: 4 DATA Step Programming	3 Hour(s)
SAS 8: 5 Results	5 Hour(s)
SAS 8: 6 Display Manager System	4 Hour(s)
SAS 8: 7 Data Libraries	5 Hour(s)
SAS 8: 8 Inputting Data and PROC SQ	4 Hour(s)
SAS 8: 9 Combining and Updating Data Sets	5 Hour(s)

## Security+ Series

Security+: 1 Exam Basics	3 Hour(s)
Security+: 2 General Security Concepts	2 Hour(s)
Security+: 3 Remote Access and Wireless LANs	2 Hour(s)
Security+: 4 E-Mail, Internet, and File Security	3 Hour(s)
Security+: 5 Infrastructure Security	3 Hour(s)
Security+: 6 Security Baselines	2 Hour(s)
Security+: 7 Cryptography	2 Hour(s)
Security+: 8 Operational Security	3 Hour(s)
Security+: 9 Organizational Security	3 Hour(s)
Security+:10 Practice Exam	1 Hour

## Solaris 8 System Administrator 310-011 Series

Solaris 8 System Administrator 310-011: 1 Installation, Initialization, and Shutdown	3 Hour(s)
Solaris 8 System Administrator 310-011: 2 The Boot Process and Boot PROM	3 Hour(s)
Solaris 8 System Administrator 310-011: 3 User and Software Package Administration	3 Hour(s)
Solaris 8 System Administrator 310-011: 4 System Security and Remote Connection	4 Hour(s)
Solaris 8 System Administrator 310-011: 5 Process Control	3 Hour(s)
Solaris 8 System Administrator 310-011: 6 File Systems, Files, and Directories	5 Hour(s)

Solaris 8 System Administrator 310-011: 7 Disk Configuration	2 Hour(s)
Solaris 8 System Administrator 310-011: 8 Backup and Recovery	3 Hour(s)
Solaris 8 System Administrator 310-011: 9 vi Editor and Command Syntax	2 Hour(s)
Solaris 8 System Administrator 310-011:10 LP Print Service	2 Hour(s)
Solaris 8 System Administrator 310-011:11 Practice Exam	1 Hour(s)
<b>Solaris 9 System Administrator 310-014/310-015</b>	
Solaris 9 System Administrator 310-014/310-015: 1 Installation and Maintenance	2 Hour(s)
Solaris 9 System Administrator 310-014/310-015: 2 The User Environment and System Security	3 Hour(s)
Solaris 9 System Administrator 310-014/310-015: 3 File and Disk Administration	3 Hour(s)
Solaris 9 System Administrator 310-014/310-015: 4 Backups, Printing, and the Network Environment	2 Hour(s)
Solaris 9 System Administrator 310-014/310-015: 5 Access Control, Syslog, and Advanced Disk Management	3 Hour(s)
Solaris 9 System Administrator 310-014/310-015: 6 Network File System and Name Services	2 Hour(s)
Solaris 9 System Administrator 310-014/310-015: 7 Practice Exams	2 Hour(s)
<b>SQL for the Mainframe Environment</b>	
SQL for the Mainframe Environment: 1 Introduction to Databases and SQL	2 Hour(s)
SQL for the Mainframe Environment: 2 Filtering Data	2 Hour(s)
SQL for the Mainframe Environment: 3 Calculations and Functions	2 Hour(s)
SQL for the Mainframe Environment: 4 Summarizing Data	1 Hour(s)
SQL for the Mainframe Environment: 5 Groups and Queries	2 Hour(s)
SQL for the Mainframe Environment: 6 Joins	3 Hour(s)
SQL for the Mainframe Environment: 7 Data and Tables	3 Hour(s)
SQL for the Mainframe Environment: 8 Views and Stored Procedures	2 Hour(s)
SQL for the Mainframe Environment: 9 Transaction Processing and Cursors	2 Hour(s)
SQL for the Mainframe Environment:10 Advanced SQL Functions	2 Hour(s)
<b>SQL for the Windows Environment</b>	
SQL for the Windows Environment: 1 Introduction to Databases and SQL	2 Hour(s)
SQL for the Windows Environment: 2 Filtering Data	2 Hour(s)
SQL for the Windows Environment: 3 Calculations and Functions	2 Hour(s)
SQL for the Windows Environment: 4 Summarizing Data	1 Hour(s)
SQL for the Windows Environment: 5 Groups and Queries	2 Hour(s)
SQL for the Windows Environment: 6 Joins	3 Hour(s)
SQL for the Windows Environment: 7 Data and Tables	3 Hour(s)
SQL for the Windows Environment: 8 Views and Stored Procedures	2 Hour(s)
SQL for the Windows Environment: 9 Transaction Processing and Cursors	2 Hour(s)
SQL for the Windows Environment:10 Advanced SQL Functions	2 Hour(s)
<b>Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 Series</b>	
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027: 1 Designing the Application	3 Hour(s)
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027: 2 Creating the Application	2 Hour(s)
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027: 3 Completing the Application	3 Hour(s)
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027: 4 Exam Resources	2 Hour(s)
<b>Sybase Series</b>	
Sybase: 1 Introduction to Sybase	3 Hour(s)
Sybase: 2 Using SQL Server	5 Hour(s)
Sybase: 3 System Administration	4 Hour(s)
Sybase: 4 User Administration	2 Hour(s)
Sybase: 5 Programming with T-SQL	3 Hour(s)
Sybase: 6 Querying Databases with T-SQL	3 Hour(s)
Sybase: 7 T-SQL Commands	3 Hour(s)
<b>UML 2.0 Series</b>	
UML 2.0: 1 Understanding UML	2 Hour(s)
UML 2.0: 2 Working with Class Diagrams	3 Hour(s)
UML 2.0: 3 Working with Common Diagrams	2 Hour(s)
UML 2.0: 4 Working with Specialized Diagrams	2 Hour(s)
<b>UNIX Systems Series</b>	
UNIX: 1 Introduction to UNIX	5 Hour(s)
UNIX: 2 Shells: Bourne, Korn, and C	9 Hour(s)
UNIX: 3 Shell Programming	6 Hour(s)
UNIX: 4 System Administration I	5 Hour(s)
UNIX: 5 System Administration II	9 Hour(s)
UNIX: 6 Process Management	5 Hour(s)

**Visual Basic 6 Series**

Visual Basic 6.0: 1 Programming Basics	4 Hour(s)
Visual Basic 6.0: 2 Controls and Coding	3 Hour(s)
Visual Basic 6.0: 3 Coding the Details	5 Hour(s)
Visual Basic 6.0: 4 Lists and More Controls	6 Hour(s)
Visual Basic 6.0: 5 Using Supplied Tools	4 Hour(s)
Visual Basic 6.0: 6 Data Files and Printing	3 Hour(s)
Visual Basic 6.0: 7 Program Tuning	5 Hour(s)
Visual Basic 6.0: 8 Delivering the Program	3 Hour(s)

**Visual Basic 2005**

Visual Basic 2005: 1 .NET Platform Architecture	44 Minute(s)
Visual Basic 2005: 2 Managed Type Fundamentals	66 Minute(s)
Visual Basic 2005: 3 Objects, Values, and Memory	53 Minute(s)
Visual Basic 2005: 4 Reflection and Attributes	39 Minute(s)
Visual Basic 2005: 5 Delegates and Events	37 Minute(s)
Visual Basic 2005: 6 Asynchronous Execution	45 Minute(s)
Visual Basic 2005: 7 Assemblies	58 Minute(s)
Visual Basic 2005: 8 Windows Forms	45 Minute(s)
Visual Basic 2005: 9 Code Access Security	70 Minute(s)

**Windows 2000 Basics Series**

Windows 2000 Basics: Server	4 Hour(s)
-----------------------------	-----------

**Windows Vista Upgrade**

Windows Vista Upgrade: 1 Understanding the New Interface	1 Hour(s)
Windows Vista Upgrade: 2 Using New Features and Applications	1 Hour(s)
Windows Vista Upgrade: 3 Planning a Corporate Deployment	1 Hour(s)

## Technical Microsoft

Series	Course Title	Duration
<b>Exchange 2000 Administration MCSE 70-224 Series</b>		
	Exchange 2000 Administration MCSE 70-224: 1 Installation and Coexistence	3 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 2 Creating and Managing Recipient Objects	3 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 3 Creating and Managing Groups and Connectors	4 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 4 Deploying Internet Messaging	2 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 5 Administering the Chat Service	2 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 6 Working with Clients	2 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 7 Using Public Folders	2 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 8 Security and Performance	3 Hour(s)
	Exchange 2000 Administration MCSE 70-224: 9 Backing Up Data	2 Hour(s)
<b>Microsoft Exchange Server 2003 MCSA/MCSE 70-284 Series</b>		
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 1 Implementing and Troubleshooting	2 Hour(s)
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 2 Managing Exchange Recipient Objects	2 Hour(s)
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 3 Managing Address Lists and Policies	2 Hour(s)
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 4 Managing the Exchange Organization	2 Hour(s)
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 5 Managing Computers and Performance	4 Hour(s)
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 6 Security and Troubleshooting	2 Hour(s)
	Microsoft Exchange Server 2003 MCSA/MCSE 70-284: 7 Practice Exams	2 Hour(s)
<b>Microsoft Exchange Server 2007 MCTS 70-236</b>		
	Microsoft Exchange Server 2007 MCTS 70-236:51 Practice Exam 1	1 Hour(s)
	Microsoft Exchange Server 2007 MCTS 70-236:52 Practice Exam 2	1 Hour(s)
	Microsoft Exchange Server 2007 MCTS 70-236:53 Practice Exam 3	1 Hour(s)
<b>Microsoft Office Project 2007 MCTS 70-632</b>		
	Microsoft Office Project 2007 MCTS 70-632: 6 Practice Exam 1	1 Hour(s)
	Microsoft Office Project 2007 MCTS 70-632: 7 Practice Exam 2	1 Hour(s)
	Microsoft Office Project 2007 MCTS 70-632: 8 Practice Exam 3	1 Hour(s)
	Microsoft Office Project 2007 MCTS 70-632: 9 Practice Exam 4	1 Hour(s)
<b>Microsoft SharePoint Server 2007 MCTS 70-630</b>		
	Microsoft SharePoint Server 2007 MCTS 70-630:51 Practice Exam 1	1 Hour(s)
	Microsoft SharePoint Server 2007 MCTS 70-630:52 Practice Exam 2	1 Hour(s)
	Microsoft SharePoint Server 2007 MCTS 70-630:53 Practice Exam 3	1 Hour(s)
	Microsoft SharePoint Server 2007 MCTS 70-630:54 Practice Exam 4	1 Hour(s)
<b>Exchange Server 5.5 Series</b>		
	Exchange Server 5.5: 1 Planning	4 Hour(s)
	Exchange Server 5.5: 2 Strategies	5 Hour(s)
	Exchange Server 5.5: 3 Installing	5 Hour(s)
	Exchange Server 5.5: 4 Configuring	6 Hour(s)
	Exchange Server 5.5: 5 Managing	4 Hour(s)
	Exchange Server 5.5: 6 Monitoring	5 Hour(s)
	Exchange Server 5.5: 7 Troubleshooting	3 Hour(s)
	Exchange Server 5.5: 8 Connectivity	4 Hour(s)
	Exchange Server 5.5: 9 Site Solutions	4 Hour(s)
<b>IIS 6</b>		
	IIS 6: 1 Architecture and Features	3 Hour(s)
	IIS 6: 2 Installation	2 Hour(s)
	IIS 6: 3 Administration	2 Hour(s)
	IIS 6: 4 Remote Administration	3 Hour(s)
	IIS 6: 5 Creating and Configuring Web Sites	3 Hour(s)
	IIS 6: 6 Creating and Configuring Applications and FTP Sites	4 Hour(s)
	IIS 6: 7 Security	4 Hour(s)
	IIS 6: 8 Working from the Command Line	4 Hour(s)
	IIS 6: 9 Performance Tuning and Monitoring	2 Hour(s)
	IIS 6:10 Maintenance and Troubleshooting	3 Hour(s)
	IIS 6:11 Working with the Metabase	3 Hour(s)
	IIS 6:12 SMTP and NNTP	2 Hour(s)
	IIS 6:13 Publishing	2 Hour(s)
<b>Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316</b>		
	Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 1 Windows Forms	3 Hour(s)

Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 2 Components, Assemblies, and Services	2 Hour(s)
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 3 Data Binding and Data Manipulation	3 Hour(s)
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 4 User Assistance and Accessibility	2 Hour(s)
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 5 Testing, Deployment, Configuration and Support	3 Hour(s)
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316: 6 Practice Exams	3 Hour(s)
<b>Microsoft .NET 2.0 App Development MCTS 70-536</b>	
Microsoft .NET 2.0 App Development MCTS 70-536: 1 Visual Basic Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 App Development MCTS 70-536: 2 Visual Basic Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 App Development MCTS 70-536: 3 Visual Basic Practice Exam 3	1 Hour(s)
Microsoft .NET 2.0 App Development MCTS 70-536: 4 C# Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 App Development MCTS 70-536: 5 C# Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 App Development MCTS 70-536: 6 C# Practice Exam 3	1 Hour(s)
<b>Microsoft .NET 2.0 Web Development MCTS 70-528</b>	
Microsoft .NET 2.0 Web Development MCTS 70-528: 1 Visual Basic Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 2 Visual Basic Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 3 Visual Basic Practice Exam 3	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 4 C# Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 5 C# Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 6 C# Practice Exam 3	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 1 Creating and Programming Web Applications	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 2 Configuring a Web Application	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 3 Using Globalization, Localization, and Accessibility	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 4 Using ADO.NET and XML with ASP.NET	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 5 Creating Custom Web Controls	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 6 Deploying ASP.NET Applications	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 7 Troubleshooting and Optimizing Web Applications	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 8 Customizing and Personalizing Web Applications	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528: 9 Implementing Authentication and Authorization	1 Hour(s)
Microsoft .NET 2.0 Web Development MCTS 70-528:10 Creating ASP.NET Mobile Web Applications	1 Hour(s)
<b>Microsoft .NET 2.0 Distributed Apps MCTS 70-529</b>	
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 7 Visual Basic Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 8 Visual Basic Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 Distributed Apps MCTS 70-529: 9 Visual Basic Practice Exam 3	1 Hour(s)
Microsoft .NET 2.0 Distributed Apps MCTS 70-529:10 C# Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 Distributed Apps MCTS 70-529:11 C# Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 Distributed Apps MCTS 70-529:12 C# Practice Exam 3	1 Hour(s)
<b>Microsoft .NET 2.0 Windows Development MCTS 70-526</b>	
Microsoft .NET 2.0 Windows Development MCTS 70-526: 8 Visual Basic Practice Exam 1	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526: 9 Visual Basic Practice Exam 2	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526:10 Visual Basic Practice Exam 3	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526:11 Visual Basic Practice Exam 4	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526:12 C# Practice Exam 5	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526:13 C# Practice Exam 6	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526:14 C# Practice Exam 7	1 Hour(s)
Microsoft .NET 2.0 Windows Development MCTS 70-526:15 C# Practice Exam 8	1 Hour(s)
<b>Microsoft .NET Architectures MCP/MCSD 70-300</b>	
Microsoft .NET Architectures MCP/MCSD 70-300: 1 Envisioning the Solution and Analyzing Business Requirements	2 Hour(s)
Microsoft .NET Architectures MCP/MCSD 70-300: 2 Analyzing User, Operational, and Infrastructure Requirements	2 Hour(s)
Microsoft .NET Architectures MCP/MCSD 70-300: 3 Developing Specifications and Creating the Conceptual Design	3 Hour(s)
Microsoft .NET Architectures MCP/MCSD 70-300: 4 Creating the Logical Design	2 Hour(s)
Microsoft .NET Architectures MCP/MCSD 70-300: 5 Creating the Logical Data Model and Physical Design	2 Hour(s)
Microsoft .NET Architectures MCP/MCSD 70-300: 6 Deploying the Application and Creating Standards	3 Hour(s)
Microsoft .NET Architectures MCP/MCSD 70-300: 7 Practice Exam	2 Hour(s)
<b>Microsoft SQL Server 2005 Admin MCITP 70-444</b>	
Microsoft SQL Server 2005 Admin MCITP 70-444:51 Practice Exam 1	1 Hour(s)
Microsoft SQL Server 2005 Admin MCITP 70-444:52 Practice Exam 2	1 Hour(s)
Microsoft SQL Server 2005 Admin MCITP 70-444:53 Practice Exam 3	1 Hour(s)
<b>Microsoft SQL Server 2005 Data Access MCITP 70-442</b>	
Microsoft SQL Server 2005 Data Access MCITP 70-442:51 Practice Exam 1	1 Hour(s)
Microsoft SQL Server 2005 Data Access MCITP 70-442:52 Practice Exam 2	1 Hour(s)
Microsoft SQL Server 2005 Data Access MCITP 70-442:53 Practice Exam 3	1 Hour(s)

### Microsoft SQL Server 2005 Design MCITP 70-443

Microsoft SQL Server 2005 Design MCITP 70-443:51 Practice Exam 1	1 Hour(s)
Microsoft SQL Server 2005 Design MCITP 70-443:52 Practice Exam 2	1 Hour(s)

### Microsoft SQL Server 2005 Solutions MCITP 70-441

Microsoft SQL Server 2005 Solutions MCITP 70-441:51 Practice Exam 1	1 Hour(s)
Microsoft SQL Server 2005 Solutions MCITP 70-441:52 Practice Exam 2	1 Hour(s)

### Microsoft SQL Server 2005 Upgrade MCITP 70-447

Microsoft SQL Server 2005 Upgrade MCITP 70-447:51 Practice Exam 1	1 Hour(s)
Microsoft SQL Server 2005 Upgrade MCITP 70-447:52 Practice Exam 2	1 Hour(s)
Microsoft SQL Server 2005 Upgrade MCITP 70-447:53 Practice Exam 3	1 Hour(s)
Microsoft SQL Server 2005 Upgrade MCITP 70-447:54 Practice Exam 4	1 Hour(s)
Microsoft SQL Server 2005 Upgrade MCITP 70-447:55 Practice Exam 5	1 Hour(s)

### Project Server 2003 Series

Project Server 2003: 1 Preparing To Use Project Server	2 Hour(s)
Project Server 2003: 2 Installing and Configuring Project Server	4 Hour(s)
Project Server 2003: 3 Customizing Project Server	3 Hour(s)
Project Server 2003: 4 Customizing PWA and PWA Housekeeping	2 Hour(s)
Project Server 2003: 5 Identifying the Roles of the Project Manager and the Executive	4 Hour(s)
Project Server 2003: 6 Using Project Web Access	2 Hour(s)

### Server 2003 Security Admin MCSA/MCSE 70-299 Series

Server 2003 Security Admin MCSA/MCSE 70-299: 1 Implementing, Managing, and Troubleshooting Security Policies	2 Hour(s)
Server 2003 Security Admin MCSA/MCSE 70-299: 2 Network Communications Security and Patch Management	2 Hour(s)
Server 2003 Security Admin MCSA/MCSE 70-299: 3 PKI Administration and IPSec Troubleshooting	3 Hour(s)
Server 2003 Security Admin MCSA/MCSE 70-299: 4 Planning and Implementing Security for Remote Users and Wirel	2 Hour(s)
Server 2003 Security Admin MCSA/MCSE 70-299: 5 Practice Exams	2 Hour(s)

### SQL Server 6.5 Series

SQL Server 6.5: 1 Introduction	9 Hour(s)
SQL Server 6.5: 2 Installation and Setup	5 Hour(s)
SQL Server 6.5: 3 Users and Replication	9 Hour(s)
SQL Server 6.5: 4 Database Administration	9 Hour(s)
SQL Server 6.5: 5 System Management	7 Hour(s)
SQL Server 6.5: 6 Tuning for Performance	7 Hour(s)

### SQL Server 7 Admin Series

SQL Server 7 Admin: 1 Security Strategy	3 Hour(s)
SQL Server 7 Admin: 2 System Requirements	3 Hour(s)
SQL Server 7 Admin: 3 Migration Planning	3 Hour(s)
SQL Server 7 Admin: 4 Replication Plans	3 Hour(s)
SQL Server 7 Admin: 5 Installing the Server	4 Hour(s)
SQL Server 7 Admin: 6 Other Installations	2 Hour(s)
SQL Server 7 Admin: 7 Configuring	3 Hour(s)
SQL Server 7 Admin: 8 Security Management	3 Hour(s)
SQL Server 7 Admin: 9 Managing Accounts	2 Hour(s)
SQL Server 7 Admin: 10 Managing Permissions	4 Hour(s)
SQL Server 7 Admin: 11 Database Management	3 Hour(s)
SQL Server 7 Admin: 12 Loading Databases	3 Hour(s)
SQL Server 7 Admin: 13 Backups and Restores	4 Hour(s)
SQL Server 7 Admin: 14 Managing Replication	3 Hour(s)
SQL Server 7 Admin: 15 Management Tasks	3 Hour(s)
SQL Server 7 Admin: 16 Monitoring Events	3 Hour(s)
SQL Server 7 Admin: 17 Watching & Optimizing	3 Hour(s)
SQL Server 7 Admin: 18 Server Repair	4 Hour(s)
SQL Server 7 Admin: 19 More Troubleshooting	4 Hour(s)

### SQL Server 2000 Admin MCDBA MCSA MCSE 70-228

SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 1 Basic Concepts and Installation	2 Hour(s)
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 2 Advanced Installation	2 Hour(s)
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 3 Creating and Managing Databases	2 Hour(s)
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 4 Disaster Recovery and Data Integrity	2 Hour(s)
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 5 Extracting and Securing Data	2 Hour(s)
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 6 Automation and Performance	2 Hour(s)
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228: 7 Practice Exam	1 Hour

### SQL Server 2000 Database Design Series MCSE 70-229

SQL Server 2000 Database Design MCSE 70-229: 1 Data Modeling and Database Creation	4 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 2 Database Objects	3 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 3 Retrieving and Modifying Data	2 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 4 Indexes and Views	3 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 5 Database Programming	4 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 6 Remote Data Access and XML	2 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 7 Optimization and Security	2 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 8 Exam Preparation 1	1 Hour(s)
SQL Server 2000 Database Design MCSE 70-229: 9 Exam Preparation 2	1 Hour(s)

### SQL Server 2005 MCTS 70-431

SQL Server 2005 MCTS 70-431: 1 Installing and Configuring SQL Server 2005	2 Hour(s)
SQL Server 2005 MCTS 70-431: 2 Creating Databases	2 Hour(s)
SQL Server 2005 MCTS 70-431: 3 Working with Tables and Programmability Objects	3 Hour(s)
SQL Server 2005 MCTS 70-431: 4 Implementing Database Objects	4 Hour(s)
SQL Server 2005 MCTS 70-431: 5 Supporting the XML Framework	2 Hour(s)
SQL Server 2005 MCTS 70-431: 6 Enhancing Data Consumption and Throughput	2 Hour(s)
SQL Server 2005 MCTS 70-431: 7 Maintaining and Backing Up Databases	3 Hour(s)
SQL Server 2005 MCTS 70-431: 8 Monitoring Performance	2 Hour(s)
SQL Server 2005 MCTS 70-431: 9 Troubleshooting and Optimizing	2 Hour(s)
SQL Server 2005 MCTS 70-431:10 Implementing High Availability	3 Hour(s)
SQL Server 2005 MCTS 70-431:11 Practice Exams	1 Hour(s)

### TCP/IP Series

TCP/IP: 1 Introduction to TCP/IP Concepts	3 Hour(s)
TCP/IP: 2 Data Delivery and Routing	3 Hour(s)
TCP/IP: 3 Microsoft TCP/IP and IIS	3 Hour(s)
TCP/IP: 4 Printing Services and DHCP	4 Hour(s)
TCP/IP: 5 Name Resolution and WINS	6 Hour(s)
TCP/IP: 6 Introduction to DNS Server	4 Hour(s)
TCP/IP: 7 Managing DNS and TCP/IP	5 Hour(s)
TCP/IP: 8 Utilities for Monitoring TCP/IP	4 Hour(s)
TCP/IP: 9 Performance Monitor and RAS	4 Hour(s)
TCP/IP: 10 PPTP and Troubleshooting	4 Hour(s)

### Visual Basic .NET for Web MCSD/MCAD 70-305 Series

Visual Basic .NET for Web MCSD/MCAD 70-305: 1 Web Forms and Controls	3 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 2 User Interface Navigation and Error Handling	2 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 3 Binding, Consuming, and Manipulating Data	4 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 4 Components, Assemblies, and Web Services	2 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 5 Globalization and Legacy Code	2 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 6 Testing, Debugging, and Deploying Web Applications	2 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 7 Maintaining, Supporting, and Configuring Web Applications	2 Hour(s)
Visual Basic .NET for Web MCSD/MCAD 70-305: 8 Practice Exams	2 Hour(s)

### Visual Basic .NET for XML Web MCSD/MCAD 70-310 Series

Visual Basic .NET for XML Web MCSD/MCAD 70-310: 1 DataSets and XML Data	3 Hour(s)
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 2 .NET Remoting and Web Services	3 Hour(s)
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 3 Windows Services and Component Services	3 Hour(s)
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 4 Testing, Debugging, and Deployment	2 Hour(s)
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 5 Security Issues	2 Hour(s)
Visual Basic .NET for XML Web MCSD/MCAD 70-310: 6 Practice Exams	2 Hour(s)

### Visual C# Web Applications MCAD 70-315 Series

Visual C# Web Applications MCAD 70-315: 1 Introducing Web Forms	4 Hour(s)
Visual C# Web Applications MCAD 70-315: 2 Controls and Input Validation	4 Hour(s)
Visual C# Web Applications MCAD 70-315: 3 Implementing Navigation for the User Interface	3 Hour(s)
Visual C# Web Applications MCAD 70-315: 4 Error Handling, User Assistance, and Accessibility	4 Hour(s)
Visual C# Web Applications MCAD 70-315: 5 Data Binding	4 Hour(s)
Visual C# Web Applications MCAD 70-315: 6 Accessing and Manipulating Data	4 Hour(s)
Visual C# Web Applications MCAD 70-315: 7 SQL Server Data and Data Errors	3 Hour(s)
Visual C# Web Applications MCAD 70-315: 8 Managing .NET Components and Assemblies	3 Hour(s)
Visual C# Web Applications MCAD 70-315: 9 Web Services, Globalization, and Legacy Code	5 Hour(s)
Visual C# Web Applications MCAD 70-315:10 Testing and Debugging Web Applications	3 Hour(s)
Visual C# Web Applications MCAD 70-315:11 Deploying a Web Application and Using Shared Assemblies	5 Hour(s)
Visual C# Web Applications MCAD 70-315:12 Maintaining, Supporting, and Configuring Web Applications	5 Hour(s)

Visual C# Web Applications MCAD 70-315:13 Practice Exam	1 Hour
<b>Visual C# XML MCAD 70-320 Series</b>	
Visual C# XML MCAD 70-320: 1 Creating and Manipulating DataSets	3 Hour(s)
Visual C# XML MCAD 70-320: 2 Accessing and Manipulating SQL Server Data	3 Hour(s)
Visual C# XML MCAD 70-320: 3 Accessing and Manipulating XML Data	6 Hour(s)
Visual C# XML MCAD 70-320: 4 .NET Remoting Architecture	2 Hour(s)
Visual C# XML MCAD 70-320: 5 Applying .NET Remoting	5 Hour(s)
Visual C# XML MCAD 70-320: 6 Web Services	5 Hour(s)
Visual C# XML MCAD 70-320: 7 Windows Services	3 Hour(s)
Visual C# XML MCAD 70-320: 8 Component Services	3 Hour(s)
Visual C# XML MCAD 70-320: 9 Enterprise Services and Unmanaged Code	5 Hour(s)
Visual C# XML MCAD 70-320:10 Testing and Debugging	4 Hour(s)
Visual C# XML MCAD 70-320:11 Deployment	7 Hour(s)
Visual C# XML MCAD 70-320:12 Security	5 Hour(s)
Visual C# XML MCAD 70-320:13 Practice Exam	2 Hour(s)
<b>Visual Studio .NET Advanced Topics</b>	
Visual Studio .NET Advanced Topics:1 Using Rich Web Controls and Debugging Applications	4 Hour(s)
Visual Studio .NET Advanced Topics:2 Data Binding and Working with Control Templates	3 Hour(s)
Visual Studio .NET Advanced Topics:3 Creating Mobile Applications and Using ADO.NET	4 Hour(s)
Visual Studio .NET Advanced Topics:4 Working with XML, Configuration, and HTTP Handlers	5 Hour(s)
Visual Studio .NET Advanced Topics:5 Caching, Security, and Migration	3 Hour(s)
Visual Studio .NET Advanced Topics:6 Working with Web Services	5 Hour(s)
Visual Studio .NET Advanced Topics:7 Deploying Applications	4 Hour(s)
<b>Visual Studio .NET and ASP.NET Series</b>	
Visual Studio .NET and ASP.NET: 1 Getting Started	2 Hour(s)
Visual Studio .NET and ASP.NET: 2 Using Server Controls	3 Hour(s)
Visual Studio .NET and ASP.NET: 3 Working with Validation and Composite Controls	3 Hour(s)
<b>Visual Studio .NET Overview Series</b>	
Visual Studio .NET Overview: 1 Exploring the .NET Initiative	2 Hour(s)
Visual Studio .NET Overview: 2 Languages and Application Development	2 Hour(s)
Visual Studio .NET Overview: 3 Getting Started with .NET	2 Hour(s)
<b>Visual Studio .NET Programming with Visual C# Series</b>	
Visual Studio .NET Programming with Visual C#: 1 Getting Started	3 Hour(s)
Visual Studio .NET Programming with Visual C#: 2 Arrays and Classes	3 Hour(s)
Visual Studio .NET Programming with Visual C#: 3 Creating Windows Applications	4 Hour(s)
<b>Visual Basic .NET Windows Apps MCSD/MCAD 70-306 Series</b>	
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 1 Windows Forms and Controls	2 Hour(s)
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 2 Exceptions, Components, and Assemblies	3 Hour(s)
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 3 Binding and Manipulating Data	2 Hour(s)
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 4 Globalization and User Services	2 Hour(s)
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 5 Testing, Deploying, and Maintaining Windows Applications	3 Hour(s)
Visual Basic .NET Windows Apps MCSD/MCAD 70-306: 6 Practice Exams	2 Hour(s)
<b>Windows 2000 Active Directory Series 70-217</b>	
Windows 2000 Active Directory MCSE 70-217: 1 Preparing for Active Directory	4 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 2 Building an Active Directory Structure	4 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 3 Administering Active Directory Services	4 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 4 Managing Servers	3 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 5 Understanding Group Policy	4 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 6 Managing User Environments with Group Policy	3 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 7 Distributing Software with Group Policy	3 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 8 Managing Security with Group Policy	3 Hour(s)
Windows 2000 Active Directory MCSE 70-217: 9 Using Remote Installation Services	3 Hour(s)
<b>Windows 2000 Directory Design Series 70-219</b>	
Windows 2000 Directory Design MCSE 70-219: 1 Analyzing Business Requirements	4 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 2 Analyzing the Technical Environment	3 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 3 Analyzing Performance and Access	3 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 4 Analyzing Security Considerations	3 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 5 Analyzing the Impact of Active Directory	3 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 6 Analyzing Client Management Requirements	2 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 7 Directory Naming and DNS Placement	3 Hour(s)

Windows 2000 Directory Design MCSE 70-219: 8 Designing Directory Service Architecture	3 Hour(s)
Windows 2000 Directory Design MCSE 70-219: 9 Designing a Site Topology and Service Locations	2 Hour(s)
Windows 2000 Directory Design MCSE 70-219:10 Designing an OU Management Structure	2 Hour(s)
Windows 2000 Directory Design MCSE 70-219:11 Designing a Group Policy Management Structure	2 Hour(s)
Windows 2000 Directory Design MCSE 70-219:12 Planning for Coexistence with Other Directories	2 Hour(s)
Windows 2000 Directory Design MCSE 70-219:13 Schema Modification Policy and Implementation Plan	2 Hour(s)

#### **Windows 2000 Network Administration Series 70-216**

Windows 2000 Network Administration MCSE 70-216: 1 Working with DNS and DHCP	5 Hour(s)
Windows 2000 Network Administration MCSE 70-216: 2 Working with Remote Access	2 Hour(s)
Windows 2000 Network Administration MCSE 70-216: 3 Working with Network Protocols	4 Hour(s)
Windows 2000 Network Administration MCSE 70-216: 4 Working with WINS and NAT	3 Hour(s)
Windows 2000 Network Administration MCSE 70-216: 5 Working with IP Routing	4 Hour(s)
Windows 2000 Network Administration MCSE 70-216: 6 Working with Certificate Services	4 Hour(s)

#### **Windows 2000 Network Design Series 70-221**

Windows 2000 Network Design MCSE 70-221: 1 Analyzing Business Needs	3 Hour(s)
Windows 2000 Network Design MCSE 70-221: 2 Analyzing Technical Needs	4 Hour(s)
Windows 2000 Network Design MCSE 70-221: 3 Infrastructure Design	6 Hour(s)
Windows 2000 Network Design MCSE 70-221: 4 DHCP and Name Services	4 Hour(s)
Windows 2000 Network Design MCSE 70-221: 5 Designing for the Internet	3 Hour(s)
Windows 2000 Network Design MCSE 70-221: 6 Designing a WAN	3 Hour(s)
Windows 2000 Network Design MCSE 70-221: 7 Management and Services	3 Hour(s)

#### **Windows 2000 Network Management MCSA Series 70-218**

Windows 2000 Network Management MCSA 70-218: 1 Installing Devices and Managing Disks	4 Hour(s)
Windows 2000 Network Management MCSA 70-218: 2 Configuring Volume Features and Replication	4 Hour(s)
Windows 2000 Network Management MCSA 70-218: 3 Managing Permissions and Resources	4 Hour(s)
Windows 2000 Network Management MCSA 70-218: 4 Updating Windows and Software	2 Hour(s)
Windows 2000 Network Management MCSA 70-218: 5 Managing Group Policy	5 Hour(s)
Windows 2000 Network Management MCSA 70-218: 6 Implementing Auditing and Account Policies	2 Hour(s)
Windows 2000 Network Management MCSA 70-218: 7 Controlling File and Web Access	3 Hour(s)
Windows 2000 Network Management MCSA 70-218: 8 Monitoring and Backing Up Systems	4 Hour(s)
Windows 2000 Network Management MCSA 70-218: 9 Managing TCP/IP and DHCP	4 Hour(s)
Windows 2000 Network Management MCSA 70-218:10 Administering Name Resolution and DNS	4 Hour(s)
Windows 2000 Network Management MCSA 70-218:11 Managing Remote Access	4 Hour(s)
Windows 2000 Network Management MCSA 70-218:12 Configuring VPNs and Terminal Services	3 Hour(s)
Windows 2000 Network Management MCSA 70-218:13 Practice Test	1 Hour(s)

#### **Windows 2000 Professional Series 70-210**

Windows 2000 Professional MCSE 70-210: 1 Installation	3 Hour(s)
Windows 2000 Professional MCSE 70-210: 2 Remote Installations and Upgrades	3 Hour(s)
Windows 2000 Professional MCSE 70-210: 3 Administering Resources	3 Hour(s)
Windows 2000 Professional MCSE 70-210: 4 Administering Shared Resources	3 Hour(s)
Windows 2000 Professional MCSE 70-210: 5 Managing Disks	4 Hour(s)
Windows 2000 Professional MCSE 70-210: 6 Managing Hardware	4 Hour(s)
Windows 2000 Professional MCSE 70-210: 7 Monitoring and Optimizing Your System	4 Hour(s)
Windows 2000 Professional MCSE 70-210: 8 Configuring Your Desktop	4 Hour(s)
Windows 2000 Professional MCSE 70-210: 9 Networking with Windows 2000 Professional	4 Hour(s)
Windows 2000 Professional MCSE 70-210: 10 Using TCP/IP	4 Hour(s)
Windows 2000 Professional MCSE 70-210: 11 Managing Users and Groups	3 Hour(s)
Windows 2000 Professional MCSE 70-210: 12 Securing Your System	3 Hour(s)

#### **Windows 2000 Security Design Series 70-220**

Windows 2000 Security Design MCSE 70-220: 1 Analyzing Business Requirements	4 Hour(s)
Windows 2000 Security Design MCSE 70-220: 2 Analyzing Technical Requirements	4 Hour(s)
Windows 2000 Security Design MCSE 70-220: 3 Establishing a Security Baseline	3 Hour(s)
Windows 2000 Security Design MCSE 70-220: 4 Planning Security for System Resources	2 Hour(s)
Windows 2000 Security Design MCSE 70-220: 5 Designing a Security Group Strategy	2 Hour(s)
Windows 2000 Security Design MCSE 70-220: 6 Designing Security Policy Inheritance	3 Hour(s)
Windows 2000 Security Design MCSE 70-220: 7 Protecting Resources with Auditing and Encryption	3 Hour(s)
Windows 2000 Security Design MCSE 70-220: 8 Using Native Windows 2000 Authentication	2 Hour(s)
Windows 2000 Security Design MCSE 70-220: 9 Using Alternate Authentication Strategies	3 Hour(s)
Windows 2000 Security Design MCSE 70-220:10 Designing a Public Key Infrastructure	4 Hour(s)
Windows 2000 Security Design MCSE 70-220:11 Designing Security for Network Services	3 Hour(s)
Windows 2000 Security Design MCSE 70-220:12 Designing Security for Access Between Networks	3 Hour(s)
Windows 2000 Security Design MCSE 70-220:13 Designing Security for Communications Channels	3 Hour(s)

### Windows 2000 Server 70-215 Series

Windows 2000 Server MCSE 70-215: 1 Installation	4 Hour(s)
Windows 2000 Server MCSE 70-215: 2 Hardware	4 Hour(s)
Windows 2000 Server MCSE 70-215: 3 Controlling Access to Files and Folders	5 Hour(s)
Windows 2000 Server MCSE 70-215: 4 Controlling Access to Web Resources and Printers	4 Hour(s)
Windows 2000 Server MCSE 70-215: 5 Optimizing Your Server	4 Hour(s)
Windows 2000 Server MCSE 70-215: 6 Recovering from Disaster	4 Hour(s)
Windows 2000 Server MCSE 70-215: 7 Configuring Disks and Volumes	3 Hour(s)
Windows 2000 Server MCSE 70-215: 8 Administering Disks	3 Hour(s)
Windows 2000 Server MCSE 70-215: 9 Networking Your Server	4 Hour(s)
Windows 2000 Server MCSE 70-215:10 Implementing Remote Access	4 Hour(s)
Windows 2000 Server MCSE 70-215:11 Implementing Terminal Services	3 Hour(s)
Windows 2000 Server MCSE 70-215:12 Using Security Features	4 Hour(s)

### Windows Server 2003

Windows Server 2003: 1 Installation and Setup	4 Hour(s)
Windows Server 2003: 2 Working with Active Directory	5 Hour(s)
Windows Server 2003: 3 Printing and IP Addressing	3 Hour(s)
Windows Server 2003: 4 Managing Users and Permissions	3 Hour(s)
Windows Server 2003: 5 Managing Backup and Security	3 Hour(s)

### Windows Server 2003 Administration MCSA/MCSE 70-290 Series

Windows Server 2003 Administration MCSE 70-290: 1 Overview of Windows Server 2003	4 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 2 Managing Physical and Logical Disks	6 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 3 Configuring, Monitoring, and Troubleshooting Server Hardware	4 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 4 Managing User, Group, and Computer Accounts	7 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 5 Managing Access to Resources	4 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 6 Configuring Terminal Services	4 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 7 Managing and Troubleshooting Terminal Services	3 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 8 Using Server Management Tools	4 Hour(s)
Windows Server 2003 Administration MCSE 70-290: 9 Managing Web Servers in IIS 6.0	5 Hour(s)
Windows Server 2003 Administration MCSE 70-290:10 Monitoring Performance and Security	7 Hour(s)
Windows Server 2003 Administration MCSE 70-290:11 Planning Disaster Recovery	2 Hour(s)
Windows Server 2003 Administration MCSE 70-290:12 Implementing Disaster Recovery	4 Hour(s)

### Windows Server 2003 Network Management MCSA/MCSE 70-291 Series

Windows Server 2003 Network Management MCSE 70-291: 1 TCP/IP Protocol	3 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 2 IP Addressing and Routing	3 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 3 Classless Subnet Masking and Client Address Configuration	3 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 4 The Dynamic Host Configuration Protocol (DHCP)	5 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 5 Integrating and Troubleshooting DHCP	4 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 6 Windows Internet Name Server (WINS)	4 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 7 WINS Client and Interoperability and NetBIOS	4 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 8 Domain Naming System Concepts	5 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 9 The DNS Server	5 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 10 Routing and Remote Access Service VPN Services	5 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 11 Security Templates and Software Updates	3 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 12 Monitoring and Troubleshooting Network Activity	3 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 13 LAN Routing and Dial-Up Services	3 Hour(s)
Windows Server 2003 Network Management MCSE 70-291: 14 LAN and Dial-Up Security	4 Hour(s)

### Windows Server 2003 Network Planning MCSE 70-293 Series

Windows Server 2003 Network Planning MCSE 70-293: 1 Using Planning Tools and Documentation	2 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 2 Server Roles and Security	6 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 3 TCP/IP Infrastructure	5 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 4 Routing	5 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 5 Internet Connectivity	4 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 6 DNS Name Resolution	6 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 7 NetBIOS Name Resolution	3 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 8 Remote Access	4 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 9 High Availability	3 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 10 Windows Cluster Services and Network Load Balancing	3 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 11 Internet Protocol	3 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 12 Security Framework	4 Hour(s)
Windows Server 2003 Network Planning MCSE 70-293: 13 Public Key Infrastructure	3 Hour(s)

### Windows Server 2003 Active Directory MCSE 70-294 Series

Windows Server 2003 Active Directory MCSE 70-294: Active Directory Infrastructure Overview	4 Hour(s)
--	-----------

Windows Server 2003 Active Directory MCSE 70-294: Working with User, Group, and Computer Accounts	5 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: Creating User and Group Strategies	3 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: Working with Forests and Domains	5 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: Restructuring a Forest and Renaming Domains	3 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: 6 Working with Trusts and Organizational Units	2 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: 7 Working with Active Directory Sites	3 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: 8 Working with Domain Controllers	2 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294: 9 Working with Global Catalog Servers and Schema	2 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294:10 Working with Group Policy	3 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294:11 Deploying Software Via Group Policy	2 Hour(s)
Windows Server 2003 Active Directory MCSE 70-294:12 Ensuring Active Directory Availability	3 Hour(s)

#### Windows Server 2003 Infrastructure MCSE 70-297 Series

Windows Server 2003 Infrastructure MCSE 70-297: 1 Assessing the Environment	3 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 2 Developing the Active Directory Infrastructure Design	4 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 3 Developing the Network Services Design	2 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 4 Designing Logical Components	3 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 5 Name Resolution	3 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 6 Remote Access and Address Management	2 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 7 Service Placement and Sizing	2 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 8 The Physical Design	2 Hour(s)
Windows Server 2003 Infrastructure MCSE 70-297: 9 Practice Exam	1 Hour

#### Windows Server 2003 Security MCSE 70-298 Series

Windows Server 2003 Security MCSE 70-298: 1 Designing a Secure Network Framework	2 Hour(s)
Windows Server 2003 Security MCSE 70-298: 2 Defining a Baseline Security Template	3 Hour(s)
Windows Server 2003 Security MCSE 70-298: 3 Designing Role-Based Server Security	2 Hour(s)
Windows Server 2003 Security MCSE 70-298: 4 Securing a Public Key Infrastructure and Network Management Proce	4 Hour(s)
Windows Server 2003 Security MCSE 70-298: 5 Designing Network Infrastructure Security	3 Hour(s)
Windows Server 2003 Security MCSE 70-298: 6 Securing Data Transmissions and Wireless Networks	2 Hour(s)
Windows Server 2003 Security MCSE 70-298: 7 Securing Internet Information Services	2 Hour(s)
Windows Server 2003 Security MCSE 70-298: 8 Securing VPNs, Extranets, and Network Clients	4 Hour(s)
Windows Server 2003 Security MCSE 70-298: 9 Securing Active Directory	3 Hour(s)
Windows Server 2003 Security MCSE 70-298: 10 Designing an Access Control Strategy for Files and Folders	3 Hour(s)
Windows Server 2003 Security MCSE 70-298: 11 Designing an Encrypted File System and Securing Backup/Restore	3 Hour(s)
Windows Server 2003 Security MCSE 70-298: 12 Practice Exam	2 Hour(s)

#### Windows XP Application Support MCDST 70-272 Series

Windows XP Application Support MCDST 70-272: 1 The Operating System and Internet Explorer	3 Hour(s)
Windows XP Application Support MCDST 70-272: 2 Office and Outlook Applications	3 Hour(s)
Windows XP Application Support MCDST 70-272: 3 Hardware and Network Connectivity	2 Hour(s)
Windows XP Application Support MCDST 70-272: 4 Application Security and Security Incidents	3 Hour(s)
Windows XP Application Support MCDST 70-272: 5 Practice Exams	2 Hour(s)

#### Windows XP Professional MCSE 70-270 Series

Windows XP Professional MCSE 70-270: 1 Installation	3 Hour(s)
Windows XP Professional MCSE 70-270: 2 Administering Resources	4 Hour(s)
Windows XP Professional MCSE 70-270: 3 Configuring Hardware	5 Hour(s)
Windows XP Professional MCSE 70-270: 4 Optimizing the System	5 Hour(s)
Windows XP Professional MCSE 70-270: 5 Configuring the Desktop	3 Hour(s)
Windows XP Professional MCSE 70-270: 6 Networking the System	6 Hour(s)
Windows XP Professional MCSE 70-270: 7 Securing the System	4 Hour(s)

#### Windows XP System Support MCDST 70-271 Series

Windows XP System Support MCDST 70-271: 1 Installing Windows XP	2 Hour(s)
Windows XP System Support MCDST 70-271: 2 Configuring and Troubleshooting Resources	3 Hour(s)
Windows XP System Support MCDST 70-271: 3 Managing Disks	2 Hour(s)
Windows XP System Support MCDST 70-271: 4 Managing Hardware Devices	2 Hour(s)
Windows XP System Support MCDST 70-271: 5 Configuring the Desktop and User Profiles	4 Hour(s)
Windows XP System Support MCDST 70-271: 6 Performance Monitoring and Network Troubleshooting	3 Hour(s)
Windows XP System Support MCDST 70-271: 7 Practice Exam	1 Hour

#### Visual C#

Visual C#: 1 .NET What You Need to Know	1 Hour
Visual C#: 2 First C# Programs	1 Hour
Visual C#: 3 Data Types in C#	1 Hour
Visual C#: 4 Operators and Expressions	1 Hour
Visual C#: 5 Control Structures and Arrays	1 Hour

Visual C#: 6 Object-Oriented Programming	1 Hour
Visual C#: 7 Classes	1 Hour
Visual C#: 8 More About Types	1 Hour
Visual C#: 9 Methods, Properties and Operators	1 Hour
Visual C#:10 Characters and Strings	1 Hour
Visual C#:11 Arrays and Indexers	1 Hour
Visual C#:12 Inheritance	1 Hour
Visual C#:13 Virtual Methods and Polymorphism	1 Hour
Visual C#:14 Formatting and Conversion	1 Hour
Visual C#:15 Exceptions	1 Hour
Visual C#:16 Interfaces	1 Hour
Visual C#:17 Interfaces and Collections	1 Hour
Visual C#:18 Delegates and Events	1 Hour
Visual C#:19 Introduction to Windows Forms	1 Hour
<b>Windows Vista &amp; Office 2007 Desktops MCTS 70-624</b>	
Windows Vista & Office 2007 Desktops MCTS 70-624: 1 Practice Exam 1	1 Hour
Windows Vista & Office 2007 Desktops MCTS 70-624: 2 Practice Exam 2	1 Hour
Windows Vista & Office 2007 Desktops MCTS 70-624: 3 Practice Exam 3	1 Hour
<b>Windows Vista Configuration MCTS 70-620</b>	
Windows Vista Configuration MCTS 70-620: 1 Practice Exam 1	1 Hour
Windows Vista Configuration MCTS 70-620: 2 Practice Exam 2	1 Hour
Windows Vista Configuration MCTS 70-620: 3 Practice Exam 3	1 Hour
Windows Vista Configuration MCTS 70-620: 1 Installing and Upgrading	1 Hour
Windows Vista Configuration MCTS 70-620: 2 Interface and Device Options	1 Hour
Windows Vista Configuration MCTS 70-620: 3 Advanced Networking	1 Hour
Windows Vista Configuration MCTS 70-620: 4 NTFS Security Features and File Sharing	1 Hour
Windows Vista Configuration MCTS 70-620: 5 User Account Security	1 Hour
Windows Vista Configuration MCTS 70-620: 6 Network Security	1 Hour
Windows Vista Configuration MCTS 70-620: 7 Internet Explorer 7.0	1 Hour
Windows Vista Configuration MCTS 70-620: 8 Maintenance and Optimization	1 Hour
Windows Vista Configuration MCTS 70-620: 9 Media Applications	1 Hour
Windows Vista Configuration MCTS 70-620:10 Productivity Applications	1 Hour
Windows Vista Configuration MCTS 70-620:11 Mobile Computers	1 Hour
<b>Windows Vista Enterprise Support MCITP 70-622</b>	
Windows Vista Enterprise Support MCITP 70-622: 1 Practice Exam 1	1 Hour
Windows Vista Enterprise Support MCITP 70-622: 2 Practice Exam 2	1 Hour
Windows Vista Enterprise Support MCITP 70-622: 3 Practice Exam 3	1 Hour

# Technical Web Development

Series	Course Title	Duration
<b>AJAX</b>		
	AJAX: 1 History and Revival of AJAX	1 Hour(s)
	AJAX: 2 Introducing JavaScript	1 Hour(s)
	AJAX: 3 The XMLHttpRequest Object	1 Hour(s)
	AJAX: 4 N-Tier and AJAX	1 Hour(s)
	AJAX: 5 Rich Internet Applications	1 Hour(s)
	AJAX: 6 CSS and the DOM	1 Hour(s)
	AJAX: 7 AJAX Frameworks	1 Hour(s)
	AJAX: 8 Understanding an AJAX Library	1 Hour(s)
	AJAX: 9 AJAX and Web Services	1 Hour(s)
	AJAX:10 Tagging with AJAX	1 Hour(s)
	AJAX:11 Cloning Google Suggest	1 Hour(s)
	AJAX:12 User Controls and AJAX.NET	1 Hour(s)
	AJAX:13 AJAX and Mapping	1 Hour(s)
	AJAX:14 AJAX and Web Parts	1 Hour(s)
	AJAX:15 AJAX and ASP.NET Security	1 Hour(s)
	AJAX:16 Performance	1 Hour(s)
	AJAX:17 Debugging Your Application	1 Hour(s)
	AJAX:18 AJAX and Site Testing	1 Hour(s)
	AJAX:19 AJAX Usability	1 Hour(s)
	AJAX:20 Atlas	1 Hour(s)
<b>CGI/Perl Series</b>		
	CGI/Perl: 1 Getting Familiar with Forms	4 Hour(s)
	CGI/Perl: 2 Building Programs	4 Hour(s)
	CGI/Perl: 3 Web Applications	3 Hour(s)
	CGI/Perl: 4 Interacting with Databases	4 Hour(s)
<b>CIW Foundations 1D0-510</b>		
	CIW Foundations 1D0-510: 1 IT Job Roles	20 minute(s)
	CIW Foundations 1D0-510: 2 Internet Access Infrastructure	29 minute(s)
	CIW Foundations 1D0-510: 3 Web Browsers	32 minute(s)
	CIW Foundations 1D0-510: 4 Electronic Mail	26 minute(s)
	CIW Foundations 1D0-510: 5 Networking and Internet Services	22 minute(s)
	CIW Foundations 1D0-510: 6 Communicating with Internet Technology	12 minute(s)
	CIW Foundations 1D0-510: 7 Web Browser Customizations	17 minute(s)
	CIW Foundations 1D0-510: 8 Internet Client Security Issues	19 minute(s)
	CIW Foundations 1D0-510: 9 Web Search Engines	18 minute(s)
	CIW Foundations 1D0-510:10 PIMs, File Transmissions, and Usage Issues	20 minute(s)
	CIW Foundations 1D0-510:11 Project Management Concepts	20 minute(s)
	CIW Foundations 1D0-510:12 Database Concepts	10 minute(s)
	CIW Foundations 1D0-510:13 Web Page Creation	26 minute(s)
	CIW Foundations 1D0-510:14 HTML and Graphics	15 minute(s)
	CIW Foundations 1D0-510:15 Web Page Design and Color	11 minute(s)
	CIW Foundations 1D0-510:16 HTML User-Input Forms	16 minute(s)
	CIW Foundations 1D0-510:17 HTML Frames	13 minute(s)
	CIW Foundations 1D0-510:18 XML and Server-Side Programming Languages	19 minute(s)
	CIW Foundations 1D0-510:19 Web Site Navigation and Accessibility	15 minute(s)
	CIW Foundations 1D0-510:20 Cascading Style Sheets (CSS)	13 minute(s)
	CIW Foundations 1D0-510:21 Extensible Hypertext Markup Language (XHTML)	11 minute(s)
	CIW Foundations 1D0-510:22 Web Technologies	11 minute(s)
	CIW Foundations 1D0-510:23 GUI HTML-Editing Software	12 minute(s)
	CIW Foundations 1D0-510:24 Web Site Performance Issues	12 minute(s)
	CIW Foundations 1D0-510:25 Web Site Planning	10 minute(s)
	CIW Foundations 1D0-510:26 Web Site Development and Maintenance	12 minute(s)
	CIW Foundations 1D0-510:27 Oral Web Site Presentation	12 minute(s)
	CIW Foundations 1D0-510:28 E-Commerce Technologies and Concepts	18 minute(s)
	CIW Foundations 1D0-510:29 Database Connectivity	16 minute(s)
	CIW Foundations 1D0-510:30 Service Providers	13 minute(s)
	CIW Foundations 1D0-510:31 The End User Experience/Site Creativity	10 minute(s)
	CIW Foundations 1D0-510:32 Copyright and Ethical Issues	9 minute(s)
	CIW Foundations 1D0-510:33 Basic Data Communications	14 minute(s)
	CIW Foundations 1D0-510:34 Networking Hardware	25 minute(s)
	CIW Foundations 1D0-510:35 IP Addresses	18 minute(s)
	CIW Foundations 1D0-510:36 Internet Servers	23 minute(s)
	CIW Foundations 1D0-510:37 Client Performance Issues	14 minute(s)
	CIW Foundations 1D0-510:38 Network-Aware System Maintenance	16 minute(s)
	CIW Foundations 1D0-510:39 Network-Based Client Operating Systems	20 minute(s)
	CIW Foundations 1D0-510:40 Wireless Networks	13 minute(s)
	CIW Foundations 1D0-510:41 Managing IT Careers	12 minute(s)
<b>CIW Security 1D0-470 Series</b>		
	CIW Security 1D0-470: 1 Security Fundamentals	5 Hour(s)
	CIW Security 1D0-470: 2 Attack Types and Encryption	4 Hour(s)
	CIW Security 1D0-470: 3 Protocol Layers and Security	3 Hour(s)
	CIW Security 1D0-470: 4 Firewalls	4 Hour(s)
	CIW Security 1D0-470: 5 Operating System Security	5 Hour(s)
	CIW Security 1D0-470: 6 Assessing and Reducing Risk	4 Hour(s)
	CIW Security 1D0-470: 7 Security Auditing	3 Hour(s)
	CIW Security 1D0-470: 8 Auditing and the Control Phase	4 Hour(s)

CIW Security 1D0-470: 9 Attack Detection and Response	3 Hour(s)
CIW Security 1D0-470:10 Auditing and Log Analysis	4 Hour(s)
<b>ColdFusion MX</b>	
ColdFusion MX: 1 Introduction and Installation	3 Hour(s)
ColdFusion MX: 2 Talking With the Database	3 Hour(s)
ColdFusion MX: 3 Displaying Data	3 Hour(s)
ColdFusion MX: 4 Programming and Application Framework	3 Hour(s)
ColdFusion MX: 5 Custom Tags and Building Blocks	3 Hour(s)
ColdFusion MX: 6 Using E-mail, Complex Data Types, and FTP	4 Hour(s)
ColdFusion MX: 7 Securing, Debugging, and Improving Application Performance	3 Hour(s)
ColdFusion MX: 8 Using Flash, Java, and XML	3 Hour(s)
ColdFusion MX: 9 Integration and Understanding Fusebox and FLIP	2 Hour(s)
ColdFusion MX: 10 Functions, Tags, and Resources	2 Hour(s)
<b>Dreamweaver 8</b>	
Dreamweaver 8: 1 New Design Tools	2.0 hour(s)
Dreamweaver 8: 2 New Application Development Features	2.0 hour(s)
<b>Dreamweaver MX 2004 Series</b>	
Dreamweaver MX 2004: 1 Interface and Web Page Creation Basics	3 Hour(s)
Dreamweaver MX 2004: 2 Project Planning, Link Creation, and HTML Editing	4 Hour(s)
Dreamweaver MX 2004: 3 Images, Image Maps, and Assets	3 Hour(s)
Dreamweaver MX 2004: 4 Tables, Frames, and Framesets	4 Hour(s)
Dreamweaver MX 2004: 5 Dynamic HTML	3 Hour(s)
Dreamweaver MX 2004: 6 Advanced Behaviors and Forms	4 Hour(s)
Dreamweaver MX 2004: 7 Uploading Projects and Working with Templates	2 Hour(s)
<b>Dreamweaver MX Series</b>	
Dreamweaver MX: 1 Introduction	3 Hour(s)
Dreamweaver MX: 2 Setting Up a Web Site	4 Hour(s)
Dreamweaver MX: 3 Designing the Site	6 Hour(s)
Dreamweaver MX: 4 Adding Graphics	2 Hour(s)
Dreamweaver MX: 5 Tables	3 Hour(s)
Dreamweaver MX: 6 Frames	3 Hour(s)
Dreamweaver MX: 7 Styles and CSS	3 Hour(s)
Dreamweaver MX: 8 Dynamic HTML	4 Hour(s)
Dreamweaver MX: 9 Advanced DHTML	3 Hour(s)
Dreamweaver MX: 10 Multimedia Integration	4 Hour(s)
Dreamweaver MX: 11 Dynamic Web Sites	3 Hour(s)
Dreamweaver MX: 12 Forms and Interactivity	4 Hour(s)
<b>Dynamic HTML Series</b>	
Dynamic HTML: 1 DHTML and Style Sheets	4 Hour(s)
Dynamic HTML: 2 Using JavaScript	2 Hour(s)
Dynamic HTML: 3 Objects and Events	3 Hour(s)
Dynamic HTML: 4 Styles and Content	5 Hour(s)
Dynamic HTML: 5 Data From Other Sources	4 Hour(s)
<b>E-Commerce Series</b>	
E-Commerce: 1 Your E-Business	4 Hour(s)
E-Commerce: 2 Getting Started	3 Hour(s)
E-Commerce: 3 Influences on E-Commerce	3 Hour(s)
E-Commerce: 4 Killer Apps	4 Hour(s)
E-Commerce: 5 Developing Your E-Business	5 Hour(s)
E-Commerce: 6 Real-Time and Data Mining	4 Hour(s)
E-Commerce: 7 Lowering Your Business Costs	5 Hour(s)
E-Commerce: 8 Customer Service and Payment	4 Hour(s)
E-Commerce: 9 Marketing Your E-Business	5 Hour(s)
E-Commerce: 10 Advertising on the Internet	4 Hour(s)
E-Commerce: 11 Building Marketing Strategy	5 Hour(s)
E-Commerce: 12 Resource Planning	4 Hour(s)
E-Commerce: 13 Managing Your E-Business	5 Hour(s)
<b>Flash 8</b>	
Flash 8: 1 What's New to Basic	4.0 hour(s)
Flash 8: 2 What's New to Professional	3.0 hour(s)
<b>Flash MX 2004 ActionScript 2.0</b>	
Flash MX 2004 ActionScript 2.0: 1 Object-Oriented Programming	3 Hour(s)
Flash MX 2004 ActionScript 2.0: 2 Properties and Methods	2 Hour(s)
Flash MX 2004 ActionScript 2.0: 3 Implementing Inheritance and Interfaces	2 Hour(s)
Flash MX 2004 ActionScript 2.0: 4 Inter-Object Communications	2 Hour(s)
Flash MX 2004 ActionScript 2.0: 5 Building User Interface Components	2 Hour(s)
<b>Flash MX 2004 Series</b>	
Flash MX 2004: 1 Using the Interface and Importing Graphics	3 Hour(s)
Flash MX 2004: 2 Drawing, Painting, and Using the Library	4 Hour(s)
Flash MX 2004: 4 Creating Animations	3 Hour(s)
Flash MX 2004: 5 Using Shape Tween and Timeline Effects	3 Hour(s)
Flash MX 2004: 6 Using Sound and Layers	4 Hour(s)
Flash MX 2004: 7 Adding Symbols and Buttons	3 Hour(s)
Flash MX 2004: 8 ActionScript, Behaviors, and Publishing	4 Hour(s)
<b>Flash MX Series</b>	

Flash MX: 1 Flash Overview	5 Hour(s)
Flash MX: 2 Animation	4 Hour(s)
Flash MX: 3 Text and Forms	3 Hour(s)
Flash MX: 4 Coordinated Animations	3 Hour(s)
Flash MX: 5 Sound and Music	3 Hour(s)
<b>FrontPage 2000 Series</b>	
FrontPage 2000: 1 Creating Web Sites	3 Hour(s)
FrontPage 2000: 2 Building Pages	3 Hour(s)
FrontPage 2000: 3 Working with Images	3 Hour(s)
FrontPage 2000: 4 Adding Spark to Your Site	3 Hour(s)
<b>GUI Design Series</b>	
GUI Design: 1 Planning an Interface	3 Hour(s)
GUI Design: 2 Developing an Interface	3 Hour(s)
GUI Design: 3 Designing Screen Elements	4 Hour(s)
<b>HTML Series</b>	
HTML: 5 Start Using JavaScript	5 Hour(s)
HTML: 6 Using JavaScript for Interactivity	3 Hour(s)
HTML: 7 Using Advanced JavaScript	6 Hour(s)
<b>JAVA 1.2 Series</b>	
Java 1.2: 1 Writing Java Programs	2 Hour(s)
Java 1.2: 2 Java Programming Basics	4 Hour(s)
Java 1.2: 3 Using Objects and Arrays	4 Hour(s)
Java 1.2: 4 Creating Java Applets	4 Hour(s)
Java 1.2: 5 Graphics and User Events	3 Hour(s)
Java 1.2: 6 Putting Your Skills to Work	3 Hour(s)
<b>JavaScript Series</b>	
JavaScript Series: Start Using JavaScript	3 Hour(s)
JavaScript Series: Using JavaScript for Interactivity	5 Hour(s)
JavaScript Series: Using Advanced JavaScript	6 Hour(s)
<b>Java 2 Enterprise Design Series</b>	
Java 2 Enterprise Design: 1 Enterprise Foundations	4 Hour(s)
Java 2 Enterprise Design: 2 Modeling Components with JavaBeans	2 Hour(s)
Java 2 Enterprise Design: 3 Enterprise Data and JDBC	4 Hour(s)
Java 2 Enterprise Design: 4 Network and Web Communications	3 Hour(s)
Java 2 Enterprise Design: 5 CORBA, RMI, and DCOM Communications	3 Hour(s)
Java 2 Enterprise Design: 6 Naming, Directory, Trading, and Activation Services	4 Hour(s)
Java 2 Enterprise Design: 7 Messaging and Transaction Services	4 Hour(s)
Java 2 Enterprise Design: 8 Systems Assurance and Security	3 Hour(s)
Java 2 Enterprise Design: 9 Java's Security Features	3 Hour(s)
Java 2 Enterprise Design:10 Enterprise Web Design	3 Hour(s)
Java 2 Enterprise Design:11 Java Servlets	3 Hour(s)
Java 2 Enterprise Design:12 JavaServer Pages	2 Hour(s)
Java 2 Enterprise Design:13 Enterprise Applications and Enterprise JavaBeans	2 Hour(s)
Java 2 Enterprise Design:14 Advanced Enterprise JavaBeans and Application Integration	3 Hour(s)
<b>Macromedia Flash MX ActionScript</b>	
Macromedia Flash MX ActionScript:1 Getting Started	5 Hour(s)
Macromedia Flash MX ActionScript:2 Directing and Managing Movies	4 Hour(s)
Macromedia Flash MX ActionScript:3 Using Variables, Properties, and Functions	7 Hour(s)
Macromedia Flash MX ActionScript:4 Creating Objects and Interactive Elements	4 Hour(s)
Macromedia Flash MX ActionScript:5 Working with Text, Buttons, and Menus	5 Hour(s)
Macromedia Flash MX ActionScript:6 Statements, Expressions, and Testing	4 Hour(s)
Macromedia Flash MX ActionScript: 7 Adding Advanced Features	4 Hour(s)
Macromedia Flash MX ActionScript: 8 Finishing Touches	3 Hour(s)
<b>Photoshop CS Series</b>	
Photoshop CS: 1 Getting Started	5 Hour(s)
Photoshop CS: 2 Navigation and Layers	5 Hour(s)
Photoshop CS: 3 Selection and Color	7 Hour(s)
Photoshop CS: 4 Paint, Drawing and Text	3 Hour(s)
Photoshop CS: 5 Layer Styles and Filters	5 Hour(s)
Photoshop CS: 6 Adjustment Layers, Tools and Layer Masks	4 Hour(s)
Photoshop CS: 7 Image Output and Web Design	4 Hour(s)
<b>Photoshop Series</b>	
Photoshop: 1 Managing Graphics Files	3 Hour(s)
Photoshop: 2 Colors, Brushes, and Printing	4 Hour(s)
Photoshop: 3 Selecting and Retouching	2 Hour(s)
Photoshop: 4 Text, Fills, and Actions	4 Hour(s)
Photoshop: 5 Using Layers and Plug-Ins	4 Hour(s)
Photoshop: 6 Manipulating Images	2 Hour(s)
<b>Photoshop 7 Series</b>	
Photoshop 7: 1 The Application and Its Elements	3 Hour(s)
Photoshop 7: 2 Opening and Navigating Images	3 Hour(s)
Photoshop 7: 3 Pixels, Image Sizes, and Color	4 Hour(s)
Photoshop 7: 4 Saving and Printing	4 Hour(s)
Photoshop 7: 5 The Paint Tools	4 Hour(s)
Photoshop 7: 6 Modifying Images	2 Hour(s)

Photoshop 7: 7 Cleaning Images and Undoing	4 Hour(s)
Photoshop 7: 8 Making Selections	4 Hour(s)
Photoshop 7: 9 Modifying Selections and Color Filling	4 Hour(s)
Photoshop 7:10 Layers	3 Hour(s)
Photoshop 7:11 Adding Type	3 Hour(s)
Photoshop 7:12 Filters and Color Correction	3 Hour(s)
Photoshop 7:13 Creating Graphics for the Web	3 Hour(s)
<b>Visual InterDev 6 Series</b>	
Visual InterDev 6: 1 Learning the Basics	3 Hour(s)
Visual InterDev 6: 2 Using HTML	4 Hour(s)
Visual InterDev 6: 3 Dynamic Content	4 Hour(s)
Visual InterDev 6: 4 Objects and Databases	3 Hour(s)
Visual InterDev 6: 5 Database Interaction	3 Hour(s)
Visual InterDev 6: 6 Active Server Pages	4 Hour(s)
Visual InterDev 6: 7 Controls and Scripts	4 Hour(s)
Visual InterDev 6: 8 Testing and Debugging	2 Hour(s)
Visual InterDev 6: 9 Management and Design	3 Hour(s)
<b>Web Design &amp; Graphics Series</b>	
Web Design & Graphics: 1 Introduction to Design	3 Hour(s)
Web Design & Graphics: 2 Making Your Site Fast and Viewable	4 Hour(s)
Web Design & Graphics: 3 Building Your Site with Images	3 Hour(s)
Web Design & Graphics: 4 Building Your Site with Formatting	3 Hour(s)
Web Design & Graphics: 5 Using Other Tools	3 Hour(s)
<b>WebSphere Studio Application Developer and J2EE</b>	
WebSphere Studio Application Developer and J2EE: 1 Overview	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 2 User Interface and Servlet Design	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 3 Servlet Development	3 Hour(s)
WebSphere Studio Application Developer and J2EE: 4 JavaServer Pages Concepts and Development	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 5 Struts and XML/XSL Web Interfaces	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 6 Controller, Domain, and Data Mapping Design	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 7 Unit and Functional Testing	1 Hour
<b>XML Series</b>	
XML: 1 Viewing and Understanding XML	2 Hour(s)
XML: 2 Creating a Basic Document	2 Hour(s)
XML: 3 Building DTDs & Checking Documents	3 Hour(s)
XML: 4 Entities	3 Hour(s)
XML: 5 The Document Object Model	2 Hour(s)
XML: 6 CSS and XSL Style Sheets	3 Hour(s)
<b>Visual InterDev 6</b>	
Visual InterDev 6: 2 Using HTML	4 Hour(s)
Visual InterDev 6: 3 Dynamic Content	4 Hour(s)
Visual InterDev 6: 4 Objects and Databases	3 Hour(s)
Visual InterDev 6: 5 Database Interaction	3 Hour(s)
Visual InterDev 6: 6 Active Server Pages	4 Hour(s)
Visual InterDev 6: 7 Controls and Scripts	4 Hour(s)
Visual InterDev 6: 8 Testing and Debugging	2 Hour(s)
Visual InterDev 6: 9 Management and Design	3 Hour(s)
<b>Web Design &amp; Graphics Series</b>	
Web Design & Graphics: 1 Introduction to Design	3 Hour(s)
Web Design & Graphics: 2 Making Your Site Fast and Viewable	4 Hour(s)
Web Design & Graphics: 3 Building Your Site with Images	3 Hour(s)
Web Design & Graphics: 4 Building Your Site with Formatting	3 Hour(s)
Web Design & Graphics: 5 Using Other Tools	3 Hour(s)
<b>Web Publishing and Design with HTML 4.01 and XHTML</b>	
Web Publishing and Design with HTML 4.01 and XHTML: 1 Getting Organized	3 Hour(s)
Web Publishing and Design with HTML 4.01 and XHTML: 2 Basics of HTML and XHTML	2 Hour(s)
Web Publishing and Design with HTML 4.01 and XHTML: 3 HTML, XHTML, and Cascading Style Sheets (CSS)	4 Hour(s)
Web Publishing and Design with HTML 4.01 and XHTML: 4 Advanced Cascading Style Sheets (CSS), Forms, and D13	4 Hour(s)
Web Publishing and Design with HTML 4.01 and XHTML: 5 Adding Interactivity and Multimedia with HTML and XHTML3	4 Hour(s)
<b>WebSphere Studio Application Developer and J2EE</b>	
WebSphere Studio Application Developer and J2EE: 1 Overview	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 2 User Interface and Servlet Design	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 3 Servlet Development	3 Hour(s)
WebSphere Studio Application Developer and J2EE: 4 JavaServer Pages Concepts and Development	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 5 Struts and XML/XSL Web Interfaces	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 6 Controller, Domain, and Data Mapping Design	2 Hour(s)
WebSphere Studio Application Developer and J2EE: 7 Unit and Functional Testing	1 Hour
<b>XML Series</b>	
XML: 1 Viewing and Understanding XML	2 Hour(s)
XML: 2 Creating a Basic Document	2 Hour(s)
XML: 3 Building DTDs & Checking Documents	3 Hour(s)
XML: 4 Entities	3 Hour(s)
XML: 5 The Document Object Model	2 Hour(s)
XML: 6 CSS and XSL Style Sheets	3 Hour(s)
<b>WebSphere 7.0 with Rational Application Developer</b>	

WebSphere 7.0 with Rational Application Developer: 1 Introduction to Rational Application Dev	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 2 Programming Technologies Overview	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 3 Environment Setup and Preferences	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 4 Projects	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 5 Rational Unified Process (RUP) and UR	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 6 Developing Java Applications	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 7 Developing Database Applications	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 8 Developing Graphical User Interface (G	1 Hour(s)
WebSphere 7.0 with Rational Application Developer: 9 Developing XML Applications	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:10 Developing JSP/Servlet-based Web Ap	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:11 Developing Struts-Based Web Applica	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:12 Developing Java Server Faces (JSF)-E	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:13 Enterprise Generation Language (EGL	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:14 Developing Enterprise Java Beans (EJ	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:15 Developing Java 2, Enterprise Edition	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:16 Developing Web Services Applications	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:17 Servers and Server Configuration	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:18 Debug Local and Remote Applications	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:19 Enterprise Application Deployment	1 Hour(s)
WebSphere 7.0 with Rational Application Developer:20 Review and Summary	1 Hour(s)

#### Java Web Services

Java Web Services: 1 The Web Services Architecture	1 Hour(s)
Java Web Services: 2 Creating and Hosting Web Services	1 Hour(s)
Java Web Services: 3 Java and Web Services	1 Hour(s)
Java Web Services: 4 The Simple Object Access Protocol (SOAP)	1 Hour(s)
Java Web Services: 5 The Java APIs for SOAP Messaging (SAAJ)	1 Hour(s)
Java Web Services: 6 Java API for XML Messaging (JAXM)	1 Hour(s)
Java Web Services: 7 Web Services Description Language (WSDL)	1 Hour(s)
Java Web Services: 8 The Java API for XML-Based RPC (JAX-RPC)	1 Hour(s)
Java Web Services: 9 Generating Web Services from Java Code	1 Hour(s)
Java Web Services:10 Generating Java Web Services from WSDL	1 Hour(s)
Java Web Services:11 Best Practices and Techniques	1 Hour(s)
Java Web Services:12 EJB, JSP, and Web Services	1 Hour(s)
Java Web Services:13 Service Lifecycle and Message Handlers	1 Hour(s)
Java Web Services:14 SOAP Attachments	1 Hour(s)
Java Web Services:15 Securing Web Services	1 Hour(s)

#### Java 2 5.0 Programmer Certification 310-055

Java 2 5.0 Programmer Certification 310-055: 1 Overview	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 2 Object-Oriented Concepts	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 3 Java Core Packages	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 4 Java AWT and JFC	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 5 File Input/Output	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 6 Object Serialization	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 7 Threads, Exception Handling and Assertions	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 8 Dates and Numbers	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055: 9 Networking Java Applications	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055:10 Generics and Collections	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055:11 Database Connectivity Fundamentals	1 Hour(s)
Java 2 5.0 Programmer Certification 310-055:12 Key Topics and Features	1 Hour(s)

#### PHP and MySQL Series

PHP and MySQL Series: Installing Required Software	2.0 hour(s)
PHP and MySQL Series: PHP Basics	3.0 hour(s)
PHP and MySQL Series: Programming with PHP	4.0 hour(s)
PHP and MySQL Series: Creating Dynamic Web Sites	3.0 hour(s)
PHP and MySQL Series: SQL and MySQL	4.0 hour(s)
PHP and MySQL Series: Advanced SQL and MySQL	3.0 hour(s)
PHP and MySQL Series: Error Handling and Debugging	2.0 hour(s)
PHP and MySQL Series: Using PHP with MySQL	2.0 hour(s)
PHP and MySQL Series: Developing Web Applications	2.0 hour(s)
PHP and MySQL Series: Cookies and Sessions	3.0 hour(s)
PHP and MySQL Series: Web Application Security	3.0 hour(s)
PHP and MySQL Series: Extended Topics	4.0 hour(s)
PHP and MySQL Series: Content Management Example	2.0 hour(s)
PHP and MySQL Series: User Registration Example	3.0 hour(s)
PHP and MySQL Series: E-Commerce Example	3.0 hour(s)

## Telephone Doctor® Customer Service

<i>Course Title</i>	<i>Duration</i>
Basic Basic Telephone Skills	25 Minutes
Determining Caller Needs I	15 Minutes
Determining Caller Needs II	15 Minutes
Essential Elements of Internal Customer Service	25 Minutes
Five Forbidden Phrases	25 Minutes
Four Cs of Coaching Skills	30 Minutes
From Curt to Courteous	30 Minutes
How to Avoid Emotional Leakage	10 Minutes
How to Deal With the Foreign Accent	20 Minutes
How to Handle the Irate Caller	15 Minutes
How to Treat Every Caller As A Welcome Guest	15 Minutes
Proactive Customer Service	25 Minutes
Seven Keys to a Positive Mental Attitude	30 Minutes
Six Cardinal Rules of Customer Service	25 Minutes
Telesales Tips From A-H	15 Minutes
Telesales Tips From I-Q	15 Minutes
Telesales Tips From R-Z	15 Minutes
Thats Just Rude	14 Minutes
The Service Mentality	30 Minutes
Whats Wrong with this Picture	20 Minutes

## Workplace Health & Safety

Series	Course Title	Duration
<b>Employment Law</b>		
	Absences from the Workplace	30 Minutes
	AIDS in the Workplace	30 Minutes
	Computer Security	30 Minutes
	Disability in the Workplace	30 Minutes
	Discrimination-Free Workplace	30 Minutes
	Drug-free Workplace	30 Minutes
	Employee Concerns	30 Minutes
	Ethics	30 Minutes
	Hiring and Lawful Termination	30 Minutes
	Sexual Harassment for Employees	30 Minutes
	Sexual Harassment for Managers	30 Minutes
	Sexual Harassment for Supervisors - AB1825	30 Minutes
	Violence in the Workplace	30 Minutes
<b>Food Safety</b>		
	Food Safety	2 Hours
<b>Occupational Safety</b>		
	Asbestos Awareness	30 Minutes
	Basic First Aid	30 Minutes
	Basic Respiratory Protection	30 Minutes
	Bloodborne Pathogens	30 Minutes
	Cardiopulmonary Resuscitation (CPR)	30 Minutes
	Chemical Safety	30 Minutes
	Chlorine Safety	30 Minutes
	Compressed Gases	30 Minutes
	Confined Space - Entry Level	30 Minutes
	Confined Spaces	30 Minutes
	Crane and Rigging Safety	30 Minutes
	Criticality Safety	30 Minutes
	Driver Safety	30 Minutes
	Electrical Safety	30 Minutes
	Emergency Response	30 Minutes
	Environmental Management	30 Minutes
	Excavation, Trenching and Shoring Safety	30 Minutes
	Fall Protection	30 Minutes
	Fire Safety	30 Minutes
	Flammable Liquid Safety	30 Minutes
	Forklift Operator Training - Fundamentals	30 Minutes
	Forklift Operator Training - Inspection and Maintenance	30 Minutes
	Forklift Operator Training - Load Handling	30 Minutes
	Forklift Operator Training - Safe Driving Practices	30 Minutes
	Forklift Operator Training - Safety Standards	30 Minutes
	Forklift Operator Training - Stability and Capacity	30 Minutes
	Formaldehyde Safety	30 Minutes
	Hand and Power Tool Safety	30 Minutes
	Hand Safety	30 Minutes
	Hazard Communication	30 Minutes
	Hearing Conservation	30 Minutes
	Heat And Cold Stress	30 Minutes
	Hot Work	30 Minutes
	Industrial Ergonomics	30 Minutes
	Indoor Air Quality	30 Minutes
	Incident Investigation	30 Minutes
	Laboratory Safety	30 Minutes
	Ladder Safety	30 Minutes
	Lead Awareness	30 Minutes
	Lock and Tag	30 Minutes
	Machine Guarding	30 Minutes
	Office Ergonomics	30 Minutes
	Overhead and Gantry Crane Safety	30 Minutes
	Personal Protective Equipment	30 Minutes
	Process Safety Management	30 Minutes
	Radio Communications	30 Minutes
	Safety Audits	30 Minutes
	Scaffold Safety	30 Minutes
	Slips, Trips and Falls	30 Minutes
	Traffic Control (Flagger)	30 Minutes

# Healthcare

<i>Series</i>	<i>Course Title</i>	<i>Duration</i>
<b>JCAHO</b>		
	Abuse, Neglect and Exploitation	1 Hour
	AIDS in the Workplace	1 Hour
	Americans with Disability Act	1 Hour
	Back Care/Ergonomics	1 Hour
	Bloodborne Pathogen Training for Healthcare Supervisors	1 Hour
	Bloodborne Pathogens for Healthcare Workers	1 Hour
	Electrical Safety	1 Hour
	Fire Safety Patient Evacuation	1 Hour
	Hazard Communication	1 Hour
	Latex Allergy	1 Hour
	Lifting and Transferring Patients	1 Hour
	Patient Rights	1 Hour
	Personal Protective Equipment	1 Hour
	Restraint and Seclusion	1 Hour
	Security and Workplace Violence	1 Hour
	Sexual Harassment	1 Hour
	Tuberculosis Protection	1 Hour
<b>HIPAA - General</b>		
	Basics	2 Hours
	Privacy 1	2 Hours
	Privacy 2	2 Hours
	Security	2 Hours
<b>HIPAA - Role Specific</b>		
	Ancillary Staff	2 Hours
	Clinical Staff	2 Hours
	Clinical Support	2 Hours
	Contracting Staff	2 Hours
	HR Staff	2 Hours
	Medical Records	2 Hours
	Medical Staff	2 Hours
	Patient Accounting	2 Hours
	Registration Staff	2 Hours
	Volunteer Staff	2 Hours