

ADS Online University Course Catalog

Curriculum

Series

Course Title

Duration

Business & Professional Skills

Administrative Support

The Effective Administrative Support Professional

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

Advanced Skills for Administrative Support Professionals

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

Business Law

Fundamentals of Business Law

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

Communication

Interpersonal Communication Skills for Business

The Process of Interpersonal Communication	4.5 Hour(s)
The Mechanics of Effective Communication	5 Hour(s)
Communication Skills for the Workplace	4.5 Hour(s)
Communicate for Results	5 Hour(s)
Communication Skills for Leadership	5.5 Hour(s)
Communication Skills for Resolving Conflict	5 Hour(s)
Communicate for Contacts	4.5 Hour(s)
<i>Simulations</i>	
Interpersonal Communication Skills for Business Simulation	.5 Hour(s)
Interpersonal Communication Skills for Teams Simulation	.5 Hour(s)
<i>Blended Learning Toolkit</i>	
Interpersonal Communication Skills for Business Professionals	N/A

Business Writing Essentials

Writing with Intention	4 Hour(s)
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)
Reaching the Audience	3 Hour(s)
Getting the Most from Business Documents	4 Hour(s)
The Writing Process	5 Hour(s)
<i>Blended Learning Toolkit</i>	
Business Writing Essentials	N/A

International Communications

The Impact of Culture on Communication	2.5 Hour(s)
The Art of Global Communication	3.5 Hour(s)

Improving Your Cross-cultural Communications	3 Hour(s)
Emotional Intelligence in the WorkPlace	
What is Emotional Intelligence?	2.5 Hour(s)
Emotional Intelligence at Work	2.5 Hour(s)
Teamwork and Emotional Intelligence	2.5 Hour(s)
Increasing Your Emotional Intelligence	2.5 Hour(s)
The Emotionally Intelligent Leader	2.5 Hour(s)
<i>Simulation</i>	
Emotional Intelligence in the Workplace Simulation	.5 Hour(s)
Effective Listening Skills	
The Basics of Listening	2.5 Hour(s)
Listening for Comprehension	5 Hour(s)
Listening for Higher Purposes	3 Hour(s)
Enhancing Your Listening Skills	3 Hour(s)
<i>Simulation</i>	
Effective Listening Skills Simulation	.5 Hour(s)
Managing and Working with Difficult People	
Difficult People in the Workplace	3.5 Hour(s)
Working with Aggressive People	3 Hour(s)
Working with Negative People and Procrastinators	3 Hour(s)
Working with Arrogant and Duplicitous People	2 Hour(s)
<i>Simulations</i>	
Communicating Effectively with Difficult Coworkers Simulation	.5 Hour(s)
Managing and Working with Difficult People Simulation	.5 Hour(s)
Assertive Communication	
Professional Assertiveness	3 Hour(s)
Assertiveness from the Inside Out	3 Hour(s)
<i>Simulation</i>	
Assertive Communication Simulation	.5 Hour(s)
Business Etiquette and Professionalism	
Everyday Business Etiquette	3 Hour(s)
Communication Etiquette	2.5 Hour(s)
Etiquette and the Business Meeting	2.5 Hour(s)
Etiquette for Supervisors	3 Hour(s)
<i>Simulation</i>	
Business Etiquette & Professionalism Simulation	.5 Hour(s)
Building Better Work Relationships	
Building Effective Interfunctional Relationships	2.5 Hour(s)
Building Effective Intercultural Relationships	2.5 Hour(s)
Building Effective Intergender Relationships	2.5 Hour(s)
Working Effectively with Customers	2.5 Hour(s)
Working Effectively with Business Partners	3 Hour(s)
<i>Simulation</i>	
Building Better Work Relationships Simulation	.5 Hour(s)
Business Grammar Essentials	
Foundations of Grammar	2.5 Hour(s)
Sentence Construction	2 Hour(s)
Understanding Writing Mechanics	2 Hour(s)
Punctuating with Skill	2 Hour(s)
E-mail Essentials	
Essentials of Electronic Communication	1.5 Hour(s)
Optimizing E-mail at Work	2 Hour(s)
E-mail and Organizational Communication	2.5 Hour(s)
E-mail as a Marketing Tool	2 Hour(s)
Delivering Successful Presentations	
Presenting To Succeed	4.5 Hour(s)
Delivering Your Presentation	4.5 Hour(s)
Presentation Resources Available To You	5 Hour(s)

<i>Simulation</i>	
Delivering Successful Presentations Simulation	.5 Hour(s)
Meeting the Presentation Challenge	
The Foundations of Presentations	3 Hour(s)
Basic Presentation Structure	3 Hour(s)
Using Presentation Equipment Effectively	3 Hour(s)
Effective Presentation Delivery	3 Hour(s)
Advanced Presentation Skills	3 Hour(s)
Presentation as a Management Tool	2.5 Hour(s)
Effective Business Meetings	
Planning Effective Business Meetings	2.5 Hour(s)
Leading an Effective Meetings	2.5 Hour(s)
Participating Effectively in Business Meetings	5 Hour(s)
<i>Simulation</i>	
Effective Business Meetings Simulation	.5 Hour(s)
Dealing with Conflict in the Workplace	
Perspectives on Conflict	5.5 Hour(s)
Handling Conflict with Others	6 Hour(s)
Managing Conflict in the Organization	6 Hour(s)
<i>Simulations</i>	
Managing Conflict in the Workplace Simulation	.5 Hour(s)
Dealing with Conflict in the Workplace Simulation	.5 Hour(s)
<i>Blended Learning Toolkit</i>	
Dealing with Conflict in the Workplace	N/A
Professional Telephone Skills	
Handle Calls with Confidence and Professionalism	3.5 Hour(s)
Turn Difficult Callers into Delighted Customers	4 Hour(s)
Managing Telephone Technology	2 Hour(s)
Telephone Skills For Business Professionals	
Making Telephone Calls Count	5 Hour(s)
Effective Telephone Techniques	3.5 Hour(s)
<i>Simulation</i>	
Telephone Skills for Business Professionals Simulation	.5 Hour(s)
Negotiating To Win: Getting Results You Want	
Crafting a Deal	3 Hour(s)
Connect and Communicate	2.5 Hour(s)
The Negotiating Process	2.5 Hour(s)
The Dynamics of Interaction	3 Hour(s)
Inclusive Negotiating	2.5 Hour(s)
When the Going Gets Tough	2.5 Hour(s)
The Master Negotiator	2.5 Hour(s)
Negotiating to Win Simulation	.5 Hour(s)
Getting Results Without Authority	
Building Relationships to Get Results	2.5 Hour(s)
Teamwork and Results Without Authority	2.5 Hour(s)
Leadership Without Authority	3 Hour(s)
Gaining Allies, Creating Change	3 Hour(s)
Getting Results through Communication	3 Hour(s)
Getting Results from the Boss	3 Hour(s)
<i>Simulation</i>	
Getting Results without Authority Simulation	.5 Hour(s)
Effective Feedback for Employess and Colleagues	
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)
Team Feedback: A Guide	4 Hour(s)
Giving Feedback: A Manager's Guide	4 Hour(s)
<i>Simulations</i>	
Effective Feedback for Bussiness Employees and Colleagues	.5 Hour(s)

Effective Use of Feedback for Teams Simulation .5 Hour(s)

International Business Skills - Culture, Customs and Norms

Managing Cultural Divides 3 Hour(s)
Around the World in 80 Cultures 3 Hour(s)
America's Neighbors: Beyond U.S. Borders 2.5 Hour(s)
Over There: Conducting Business with Europeans 2.5 Hour(s)
Crossing the Dateline: Japan, China, India 2.5 Hour(s)
A Rich Tapestry of Cultural Contrasts 2.5 Hour(s)

Anger Management in the Workplace

Experiencing Anger 5 Hour(s)
Managing Your Anger 5.5 Hour(s)
Simulation
Managing Anger in the Workplace Simulation .5 Hour(s)

Consulting

Consulting with the External Client

Essentials of External Consulting 5 Hour(s)
The Client-Consultant Relationship 5 Hour(s)
Diagnosing and Planning 4 Hour(s)
Managing Delivery 3.5 Hour(s)
Evaluation and Review 4 Hour(s)
Simulation
Consulting with the External Client Simulation .5 Hour(s)

Consulting with the Internal Client

Essentials of Internal Consulting 4 Hour(s)
Internal Consulting Skills 3.5 Hour(s)
Establishing a Relationship with Internal Clients 4 Hour(s)
A Workable Solution for Internal Clients 4 Hour(s)
Evaluating Internal Assignments 4.5 Hour(s)
Simulation
Consulting with the Internal Client Simulation .5 Hour(s)

Internal Consulting for the Technical Professional

The Technical Professional as Internal Consultant 4 Hour(s)
Creating Effective Contracts 3 Hour(s)
Using Data as a Technical Professional Consultant 2.5 Hour(s)
Resistance and Technical Professional Consultants 2 Hour(s)

Customer Service

How to Excel at Customer Service

Building the Service Foundation: Corporate Culture 3.5 Hour(s)
Fundamentals of Exceptional Customer Service 3.5 Hour(s)
The Voice of the Customer 4.5 Hour(s)
Advancing Your Service Expertise 4.5 Hour(s)
Customers, Conflict and Confrontation 5.5 Hour(s)
Overcoming Challenging Service Situations 6 Hour(s)
Instilling Service Excellence: The EXCEL Acronym 7.5 Hour(s)
Service Stars and Service Teams 5.5 Hour(s)
Simulations
Excelling at Customer Service Simulation .5 Hour(s)
Excelling at Customer Service .5 Hour(s)
Blended Learning Toolkit
How to Excel at Customer Service N/A

Frontline Call Center Skills

The Call Center Industry 2.5 Hour(s)
Call Center Communication Skills 4.5 Hour(s)
Call Center Customer Service 3.5 Hour(s)
Call Center Telephone Sales 3 Hour(s)
Simulation
Frontline Call Center Skills Simulation .5 Hour(s)

Customer Relationship Management

The Customer-driven Organization	2 Hour(s)
Hiring and Retaining Service Professionals	3.5 Hour(s)
Effective Service Recovery	2.5 Hour(s)
Serving Your Internal Customers	3 Hour(s)
Beginning Electronic Customer Relationships	2.5 Hour(s)
Sustaining Excellent Customer Service	3.5 Hour(s)
<i>Simulation</i>	
Managing Customer Relationships Simulation	.5 Hour(s)

Measuring Customer Satisfaction

Discovering What Your Customers Want	2.5 Hour(s)
Developing Customer Satisfaction Surveys	3 Hour(s)
Customer Satisfaction: Analysis to Implementation	2.5 Hour(s)
<i>Simulation</i>	
Measuring Customer Satisfaction Simulation	.5 Hour(s)

Internal Customer Service

Excellence in Internal Customer Service	5 Hour(s)
Serving Your Internal Customers	3 Hour(s)
Overcoming Internal Customer Service Problems	3.5 Hour(s)
<i>Simulation</i>	
Internal Customer Service: Conflict and Complaints Simulation	.5 Hour(s)

Internal Customer Service Agent Skills

The Customer Service Agent in Action	4.5 Hour(s)
Professional Skills for Customer Service Agents	4.5 Hour(s)
Managing Challenges in Customer Service	5 Hour(s)
Cross-Selling in a Customer Service Call	5.5 Hour(s)
<i>Simulation</i>	
Customer Service Agent Skills Simulation	.5 Hour(s)

Technical Support Agent Skills

The Contact Center and the Technical Support Agent	4.5 Hour(s)
Technical Support Essentials	5 Hour(s)
Assessing and Dealing with Customer Behavior	4.5 Hour(s)
Technical Support Agent Survival Skills	3.5 Hour(s)
<i>Simulation</i>	
Technical Support Agent Skills Simulation	.5 Hour(s)

Managing A Customer-Focused Department

Identifying Your Customer's Expectations	4.5 Hour(s)
Measuring Customer Satisfaction	2.5 Hour(s)
Bridge The Expectations Gap	4.5 Hour(s)
Leading A Customer-Focused Team	4 Hour(s)

IT Infrastructure Library (ITIL) Foundations

ITIL: The Service Desk and Incident Management	3.5 Hour(s)
ITIL: Configuration and Release Management	3 Hour(s)
ITIL: Service Level and Capacity Management	2.5 Hour(s)
ITIL: Problem and Change Management	2.5 Hour(s)
ITIL: Continuity and Availability Management	2.5 Hour(s)
ITIL: Financial and Security Management	2 Hour(s)

Inbound Call Center Management

The Inbound Call Center	2.5 Hour(s)
Inbound Call Center Management: Leadership	3 Hour(s)
Inbound Call Centers: People Management	3 Hour(s)
Inbound Call Center Technology	4 Hour(s)
Performance Metrics for an Inbound Call Center	2.5 Hour(s)

Managing a Customer Service-Oriented Culture

Establishing Your Team's Desired Performance	4 Hour(s)
Coaching in a Service Oriented Culture	2.5 Hour(s)
Exceeding Customer Expectations	2.5 Hour(s)
Customer Service Strategy	2.5 Hour(s)
Improving the Process of Service Delivery	2 Hour(s)

e-Business

e-Business Foundations

The Fundamentals of e-Business	2.5 Hour(s)
Approaches to e-Business	2 Hour(s)
e-Business Opportunities	2.5 Hour(s)
e-Business Design	2.5 Hour(s)
Building a Successful Web Site	2.5 Hour(s)
e-Business Solutions	2.5 Hour(s)

e-Business for Customer Relationship Management

Introduction to Customer Relationship Management	3 Hour(s)
Electronic Customer Relationship Management	3 Hour(s)
Data Mining	2.5 Hour(s)
Profiting from Customer Relationship Management	2 Hour(s)
Profit Networks	2.5 Hour(s)

e-Commerce Series

Integrating e-Commerce with Traditional Business	3 Hour(s)
e-Commerce: B2C	2.5 Hour(s)
e-Commerce: B2B	2.5 Hour(s)
e-Marketplace: B2B Exchanges	2 Hour(s)
Customer Relationship Management in e-Commerce	2.5 Hour(s)
Performance Measurement & e-Commerce Evaluation	2 Hour(s)

e-Learning

e-Learning Foundations

SkillSoft Guided Tour	2 Hour(s)
e-Learning	3 Hour(s)

Finance & Accounting

Business Finance for Managers

Introduction to Finance	2.5 Hour(s)
Making Budgets Work	2.5 Hour(s)
Cash Management	2.5 Hour(s)
Financial Statements and Analysis	2.5 Hour(s)
Sources of Funding	2.5 Hour(s)
Manager's Performance Guide - Business Finance	1.5 Hour(s)

Finance Fundamentals for Non-financial Professionals

Principles of Financial Management	4 Hour(s)
Basics of Budgeting	3.5 Hour(s)
Managing Cash Flows	2.5 Hour(s)
Understanding Financial Statements	3.5 Hour(s)

Practical Budgeting Skills for Business

Creating and Analyzing an Operating Budget	3.5 Hour(s)
The Ins and Outs of Capital Budgeting	3.5 Hour(s)
Effective Budget Management	3 Hour(s)

Advanced Business Finance

Introduction to Advanced Finance	3 Hour(s)
Investment Project Analysis and Selection	2 Hour(s)
Raising Capital and Financing Decisions	3 Hour(s)
Managing Working Capital	4 Hour(s)
Corporate Restructuring	2.5 Hour(s)
Financial Risk Management	1.5 Hour(s)
International Finance	2 Hour(s)

Auditing: A Practical Approach

Introduction to Auditing	3 Hour(s)
Introduction to Internal Auditing	4.5 Hour(s)
Principles of Internal Auditing	3 Hour(s)

Introduction to External Auditing	3.5 Hour(s)
Principles of External Auditing	4 Hour(s)

Managerial Accounting

Overview of Managerial Accounting	5 Hour(s)
Managerial Decisions and Capital Budgeting	5 Hour(s)
Managing for Asset Control	5.5 Hour(s)
Cost Accounting Decisions	4 Hour(s)

Using Financial Statements (Co-Developed with Wharton)

Principals of Financial Statements	
Components of Financial Statements	3 Hour(s)
Analyzing the Income Statement and Balance Sheet	2 Hour(s)
The Income Statement and Balance Sheet Connection	2 Hour(s)
Analyzing Cash Flow	4.5 Hour(s)
Ratio Analysis for Financial Statements	3 Hour(s)
Credibility and Disclosure in an Annual Report	2.5 Hour(s)
Analyzing an Annual Report	4.5 Hour(s)

Practical Budgeting for Managers

The Basics of Budgeting	4.5 Hour(s)
Building an Operating Budget	3.5 Hour(s)
Capital Budgeting	4.5 Hour(s)
Managing Budgets Effectively	3 Hour(s)

Accounting 101

Accounting Fundamentals	3.5 Hour(s)
Accrual Accounting Procedures	2 Hour(s)
Accounting Systems and Closing Activities	2.5 Hour(s)
Accounting for Cash Control	3 Hour(s)
Accounting for Merchandising Businesses	2.5 Hour(s)

Accounting 102

Accounting for Partnerships	3.5 Hour(s)
Accounting for Corporations	2.5 Hour(s)
Analyzing Cash Flow Statements	2 Hour(s)
Master Budgets	4 Hour(s)

Financial Services

Retail Banking Essentials

Financial Planning	2 Hour(s)
Consumer Credit Products	2.5 Hour(s)
Trust Customer Referrals	2.5 Hour(s)
Financial Planning Products	2 Hour(s)
Insurance and Annuities Referrals	1.5 Hour(s)
Making Securities Referrals	4.5 Hour(s)

Financial Services for New Account Representatives

The Financial Services Industry	3 Hour(s)
Customer Service for New Account Representatives	3.5 Hour(s)
Financial Service Representatives in Action	3.5 Hour(s)
Sales for New Account Representatives	3 Hour(s)
Savings and Checking for New Account Representatives	2 Hour(s)
IRA's for New Account Representatives	1 Hour(s)
Commercial Accounts for New Account Representatives	2.5 Hour(s)
Legal Aspects for New Account Representatives	2 Hour(s)

Customer Service in the Financial Services Industry

Customer Service Improves Your Results	2.5 Hour(s)
Knowing Your Customers--the Key to Success	4 Hour(s)
Essential Customer Service Communication Skills	4.5 Hour(s)
Helping Your Customer to Make the Right Decisions	4.5 Hour(s)
Continuous Customer Service	5 Hour(s)

Security Issues for Financial Institutions

Automated Teller Fraud	2.5 Hour(s)
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Bank Security for Customer Contact Personnel	3 Hour(s)
Bank Security for Officers	2 Hour(s)
Embezzlement	2.5 Hour(s)
Forgeries and Counterfeits	2 Hour(s)
Identity Theft	2.5 Hour(s)
Dealing with Robberies	3.5 Hour(s)

Human Resources

New Employee Orientation

Health, Safety and Security Challenges	5.5 Hour(s)
Laws and Ethics in the Workplace	5.5 Hour(s)
Understanding Employee Benefits	5 Hour(s)

Managing Diversity

Why Diversity Matters	2 Hour(s)
Changing the Corporate Culture	2.5 Hour(s)
Designing a Diversity Initiative	5 Hour(s)
Diversity in the Future	2 Hour(s)

Human Resources Management Essentials

Human Resources Planning and Analysis	2 Hour(s)
Getting the Workforce Your Company Needs	2.5 Hour(s)
Workforce Compensation	2.5 Hour(s)
The Climate for Performance	3 Hour(s)

Managing Diversity and Inclusiveness

Workplace Diversity	4 Hour(s)
Culture and Behavior	3 Hour(s)
Organizational Inclusion	5 Hour(s)
Corporate Culture and Diversity	3 Hour(s)
Management Skills for the Diverse Workforce	5.5 Hour(s)
Communication and Diversity Adoption	5 Hour(s)
<i>Simulation</i>	
Managing Diversity and Inclusiveness Simulation	.5 Hour(s)

How to Interview and Hire the Right People

The Pre-Interview Process	2 Hour(s)
Conducting Effective Interviews	1.5 Hour(s)
Critical Parameters for Evaluating Candidates	5.5 Hour(s)

Behavioral Interviewing

Building a Firm Foundation	3 Hour(s)
Screening Applicants	3 Hour(s)
Preparing for the Behavioral Interview	3 Hour(s)
Conducting the Behavioral-based Interview	2.5 Hour(s)
Preparing as the Interviewee	2.5 Hour(s)
Experiencing the Behavioral-based Interview	2.5 Hour(s)
<i>Simulation</i>	
Behavioral Interviewing Simulation	.5 Hour(s)

Recruiting & Retention Strategies for the Tight Labor Market

Recruiting for the 21st Century: The Market	3 Hour(s)
Recruiting for the 21st Century: Strategies	4 Hour(s)
Recruiting Successfully	3.5 Hour(s)
Online Recruiting	2.5 Hour(s)
Facilitating Effective Hiring	2.5 Hour(s)
Retention	3 Hour(s)

Effective Hiring and Interviewing Skills

<i>Simulation</i>	
Effective Interviewing Skills Simulation	.5 Hour(s)

HRCI/PHR Certification Program

EEO and Affirmative Action (HRCI/PHR)	2.5 Hour(s)
Sexual Harassment in the Workplace (HRCI/PHR)	1.5 Hour(s)
Managing Employment (HRCI/PHR)	2.5 Hour(s)

Employee Relations (HRCI/PHR)	1.5 Hour(s)
Non-union Work Environments (HRCI/PHR)	1.5 Hour(s)
Employee Benefit Programs (HRCI/PHR)	1.5 Hour(s)
Employee Development (HRCI/PHR)	1.5 Hour(s)
HRD Development (HRCI/PHR)	1.5 Hour(s)
Recruitment and Selection (HRCI/PHR)	1.5 Hour(s)
Occupational Health, Safety and Security (HRCI/PHR)	1.5 Hour(s)
Employee Compensation (HRCI/PHR)	2.5 Hour(s)

Hostility and Aggression in the Workplace

Workplace Aggression: The Scope of the Problem	4.5 Hour(s)
The Three Stages of Aggressive Behavior	3.5 Hour(s)
Potential Powder kegs: Identifying and Defusing Them	3.5 Hour(s)
How to Make Your Company Safer	3 Hour(s)
Keeping Your Company Out of Legal Trouble	3.5 Hour(s)
Managing a Violent Crisis	3.5 Hour(s)

Industry

Doing Business with the U.S. Federal Government

The Federal Government is You	3 Hour(s)
Purposes of the Federal Government	3 Hour(s)
Organization of the Federal Government	2 Hour(s)
Dealing with the Federal Government	2.5 Hour(s)

Industry Overviews

The Automotive Industry Overview	4 Hour(s)
The Oil and Gas Industry Overview	3.5 Hour(s)
The Pharmaceutical Industry Overview	5 Hour(s)
The Food and Beverage Industry Overview	5 Hour(s)
The Health Care Industry Overview	3 Hour(s)
Banking Industry Overview	2.5 Hour(s)
Manufacturing Industry Overview	2.5 Hour(s)
Retail Industry Overview	3 Hour(s)
Telecommunications Industry Overview	2 Hour(s)
Insurance Industry Overview	2.5 Hour(s)
Information Technology (IT) Industry Overview	2.5 Hour(s)
Federal Government Industry Overview	2 Hour(s)

Knowledge Management

Knowledge Management Fundamentals

The Art of Knowledge Management	3.5 Hour(s)
Knowledge as Capital	3 Hour(s)
Putting Knowledge to Work	4 Hour(s)
Managing Knowledge Workers	2 Hour(s)
Being a Knowledge Activist	3 Hour(s)

The 21st Century Learning Curve

Knowledge As Strategy: Performance Improvement	3 Hour(s)
The Power of the Learning Organization	3 Hour(s)
The Potential of Self-directed Learning	3 Hour(s)
Implementation and Evaluation Self-Directed Learning	3 Hour(s)
Performance Support	3 Hour(s)
Benchmarking for Best Practices	2.5 Hour(s)

Achieving Measurable Performance Impact from Training

Training for Business Results	2.5 Hour(s)
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Leadership

Leading from the Frontline

Challenges of the 21st Century	2 Hour(s)
Organizational Culture & Leadership	2.5 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)

Dynamics of Leadership <i>Simulation</i>	3 Hour(s)
Leading from the Frontline Simulation	.5 Hour(s)
Leadership Skills for Women	
The Secrets of Female Leaders	2.5 Hour(s)
Building Your Support System	3.5 Hour(s)
Playing by the Rules	2.5 Hour(s)
Groundbreaking: The Paradigm Shift towards Women	2.5 Hour(s)
Establish and Maintain Authority <i>Simulation</i>	2.5 Hour(s)
Leadership Skills for Women Simulation	.5 Hour(s)
Going from Management to Leadership	
The Mark of a Leader	4.5 Hour(s)
Communicating a Shared Vision	4.5 Hour(s)
The Enabling Leader	5 Hour(s)
Removing Performance Barriers	4 Hour(s)
Communicating as a Leader	4.5 Hour(s)
Coaching for Performance	2.5 Hour(s)
Leading Through Change	3 Hour(s)
The Leader as a Model <i>Simulations</i>	3 Hour(s)
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
Business Execution	
Foundations for Business Execution	7 Hour(s)
Creating an Execution Culture	8 Hour(s)
Business Execution in Action <i>Simulations</i>	5 Hour(s)
Business Execution Simulation	.5 Hour(s)
Leading the Workforce Generations	
Introduction to Work Force Generations	2.5 Hour(s)
Attracting, Developing and Retaining Generations	3 Hour(s)
Leading Silent Generation and Baby Boomer Workers	3 Hour(s)
Leading Generations X and Next	3.5 Hour(s)
Making Cross-generational Teams Work	3 Hour(s)
Cross-generational Workers in the 21st Century <i>Simulation</i>	3 Hour(s)
Leading the Workforce Generation Simulation	.5 Hour(s)
Initiating a Succession Plan	
Succession Planning Overview	2 Hour(s)
Succession Planning Strategies	4.5 Hour(s)
Succession Planning and Human Resources	5 Hour(s)
Succession Planning Management <i>Simulations</i>	2.5 Hour(s)
Initiating a Succession Plan Simulation	.5 Hour(s)
Implementing a Succession Plan Simulation	.5 Hour(s)

Management

Moving into a Management Role

Becoming a Manager	6 Hour(s)
A New Manager's Fears and Responsibilities	6 Hour(s)
Leading and Communicating Effectively as a New Manager	2.5 Hour(s)
A New Manager's Role in the Company's Future <i>Simulations</i>	2.5 Hour(s)
Moving into Management Simulation	.5 Hour(s)
Leadership in Management Simulation	.5 Hour(s)

Succeeding as a First-Time Manager

Prepare for Your New Management Role	2 Hour(s)
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Lead and Develop Your Staff	6 Hour(s)
Communication Skills and Positive Attitude	3 Hour(s)
<i>Blended Learning Toolkit</i>	
Moving into a Management Role	N/A
Essential Skills for Tomorrow's Manager	
Competencies for Tomorrow's Managers	4.5 Hour(s)
Development Tools for Tomorrow's Managers	3 Hour(s)
The Manager as Coach and Counselor	3.5 Hour(s)
The Manager as Project Champion	3.5 Hour(s)
A Manager's Primer for Ensuring Accountability	3.5 Hour(s)
Continuous Learning for Tomorrow's Managers	4.5 Hour(s)
<i>Simulations</i>	
Essential Skills for Tomorrow's Manager Simulation	.5 Hour(s)
Essential People Management Skills Simulation	.5 Hour(s)
<i>Blended Learning Toolkit</i>	
Essential Skills For Tomorrow's Managers	N/A
Moving from Technical Professional to Management	
Management Development for Technical Professionals	3.5 Hour(s)
Communication Skills for Successful Management	3 Hour(s)
Process Management Skills	4.5 Hour(s)
Leadership Development for Technical Professionals	3 Hour(s)
Strategies for Transitioning into Management	6.5 Hour(s)
<i>Simulations</i>	
Transitioning From Technical Professional to Management Simulation	.5 Hour(s)
From Technical Professional to Leadership Simulation	.5 Hour(s)
How to Discipline Employees & Correct Performance Problems	
Understand & Confront Performance Problems	2.5 Hour(s)
Setting & Clarifying Standards	1.5 Hour(s)
Motivate & Recognize Employees	2 Hour(s)
Using Formal Discipline Measures	3 Hour(s)
Management Excellence - Performance-Based Appraisals	
Effective Management: Performance-based Appraisal	2.5 Hour(s)
Designing Successful Performance-based Appraisals	2.5 Hour(s)
Implementing Performance-based Appraisals	2.5 Hour(s)
Performance-based Appraisal - An Employee View	3 Hour(s)
Appraising the Performance-oriented Team	3 Hour(s)
<i>Simulation</i>	
Performance-based Appraisals Simulation	.5 Hour(s)
360-Degree Performance	
About 360-Degree Performance Feedback	2.5 Hour(s)
Elements of a 360-Degree Performance Review	2 Hour(s)
Delivering 360-Degree Performance Feedback	5 Hour(s)
<i>Simulation</i>	
360-Degree Performance Appraisal Simulation	.5 Hour(s)
Managing Problem Performance	
Preventing Problem Performance	4.5 Hour(s)
Identifying Problem Performance	4 Hour(s)
Improving Problem Performance	5.5 Hour(s)
Dealing with Problem Performance	4 Hour(s)
<i>Simulations</i>	
Averting Problem Performance Simulation	.5 Hour(s)
Addressing Problem Performance Simulation	.5 Hour(s)
The Fundamentals of Business Crisis Management	
Preparing for Business Crises	2 Hour(s)
Responding to Business Crises	3 Hour(s)
Recovering from Business Crises	2 Hour(s)
<i>Simulations</i>	
Business Crisis Management Simulation	.5 Hour(s)
Mentoring Essentials	

Effective Mentoring	3 Hour(s)
The Mentoring Manager	2.5 Hour(s)
Implementing an Organizationwide Mentoring Program	2.5 Hour(s)
Mentoring Strategies in the 21st Century	3 Hour(s)
Achieving Success with the Help of a Mentor	3.5 Hour(s)
e-Mentoring	3.5 Hour(s)
<i>Simulation</i>	
Mentoring Essentials Simulation	.5 Hour(s)
Delegation Skills	
Delegation Basics	2 Hour(s)
The Personal Approach in Delegation	2.5 Hour(s)
Managing the Delegated Environment	5 Hour(s)
<i>Simulation</i>	
Effective Delegation Simulation	.5 Hour(s)
The Successful Facilitator	
The Role of the Facilitator	5 Hour(s)
Facilitative Fundamentals: Techniques and Tools	3.5 Hour(s)
Facilitating Work Groups and Meetings	5 Hour(s)
Facilitating Challenging Situations	5 Hour(s)
Facilitative Formats and Tools: Offering Options	5 Hour(s)
The Facilitative Leader	5 Hour(s)
<i>Simulation</i>	
The Successful Facilitator Simulation	.5 Hour(s)
Coach with Confidence	
Coaching for Business	4 Hour(s)
Successful Coaching Relationships	7.5 Hour(s)
Key Stages in Coaching	6 Hour(s)
Coaching Skills	5.5 Hour(s)
Mindsets, Emotions, and Coaching	4 Hour(s)
Coaching Trends	4.5 Hour(s)
<i>Simulation</i>	
Coaching Personalities and Teams Simulation	.5 Hour(s)
<i>Blended Learning Toolkit</i>	
Coaching with Confidence	N/A
Managing Technical Professionals	
Understanding Technical Professionals	2.5 Hour(s)
Attracting, Motivating, and Retaining Technical Professionals	3.5 Hour(s)
Understanding Technical Professionals	2.5 Hour(s)
Developing Career Plans for Your Technical Professionals	3.5 Hour(s)
How to Overcome Negativity in the Workplace	
The Path from Pessimism to Optimism	4 Hour(s)
Proactive Approaches to Stop Negativity	2 Hour(s)
Overcoming Organizational Negativity	2 Hour(s)
Managing Others Through Change	
Change Leadership	2.5 Hour(s)
Communicating and Reinforcing Change	3 Hour(s)
Overcoming the Challenges of Change	2.5 Hour(s)
<i>Simulation</i>	
Managing Others through Change Simulation	.5 Hour(s)
Performance Appraisal	
Continuous Performance Assessment	3.5 Hour(s)
Reviewing Performance	4 Hour(s)
Managing Contractors and Temporary Employees	
Doing Business with Independent Contractors	4.5 Hour(s)
Hiring Temporary (Contingent) Employees	5 Hour(s)
Managing Contingent Employees	4.5 Hour(s)
Legal PitFalls Regarding Independent Contractors	3 Hour(s)
Working with Temporary Agencies	5.5 Hour(s)
<i>Simulation</i>	

Marketing

Strategic Marketing in Action

Elements of Market Strategy	3 Hour(s)
Analyzing the Market	2.5 Hour(s)
Competitive Factors in Strategic Marketing	2.5 Hour(s)
Writing a Marketing Plan - Phase I	3 Hour(s)
Writing the Marketing Plan - Creative Strategy	2.5 Hour(s)
Creating a Marketing Campaign	4 Hour(s)
Marketing Management	4 Hour(s)
Financial Analysis for Successful Marketing	4.5 Hour(s)

Strategic Brand Management

Introduction to Brand Management	3.5 Hour(s)
Building Brand Equity	3.5 Hour(s)
Managing the Creative Elements of Brands	3.5 Hour(s)
Promoting Your Brand to Consumers	3 Hour(s)
Evaluating Brand Effectiveness	6 Hour(s)
Managing and Maintaining Brand Equity	4.5 Hour(s)

Online Branding Strategy

Introduction to Online Branding	3.5 Hour(s)
The Online Marketing Environment	3 Hour(s)
Strategies for Building an Online Brand	7 Hour(s)

Competitive Marketing Strategies

Competitive Strategies for a Global Marketplace	2.5 Hour(s)
Surpassing the Competition	3 Hour(s)

Product Management Essentials

Introduction to Product Management	2 Hour(s)
Developing a New-product Strategy	2 Hour(s)
Pricing and Profitability for Product Managers	3 Hour(s)

Operations

Managing Customer-Driven Quality Improvement

Why Customer Driven?	2.5 Hour(s)
Identifying What the Customer Wants	3 Hour(s)
Translating Requirements into Process Goals	3.5 Hour(s)
Understanding Processes	2.5 Hour(s)
Implementing Improvements	2.5 Hour(s)
Managing Process Improvements	3 Hour(s)
<i>Simulation</i>	
Managing Customer-driven Process Improvement Simulation	.5 Hour(s)

Six Sigma Foundations

Six Sigma Foundations	3.5 Hour(s)
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Six Sigma Team Implementation

Six Sigma: Reducing Variation to Improve Quality	4 Hour(s)
Six Sigma: Listening to the Voice of the Customer	5.5 Hour(s)
Six Sigma DMAIC: Defining the Problem	4 Hour(s)
Six Sigma DMAIC: Measuring the Process	5 Hour(s)
Six Sigma DMAIC: Analyzing the Data	5.5 Hour(s)
Six Sigma DMAIC: Analyzing the Process	3 Hour(s)
Six Sigma DMAIC: Improving the Process	4.5 Hour(s)
Six Sigma DMAIC: Controlling the Improved Process	4 Hour(s)

Lean Manufacturing

Lean Logic	4 Hour(s)
Lean Value	4 Hour(s)
Lean Techniques	6 Hour(s)
Lean Strategies	4.5 Hour(s)

Logistics Management

Overview of Logistics Management	3.5 Hour(s)
Inventory Management	3 Hour(s)
Supply Chain Management	3 Hour(s)

Overview ISO 9000:2000

The Who, What & Why of ISO 9000:2000	2 Hour(s)
Building a Quality Management System	2 Hour(s)
Quality-minded Management	2.5 Hour(s)
Customer Satisfaction Through Resource Management	2.5 Hour(s)
Processes for Quality Products and Services	4 Hour(s)
Continual Quality Improvement	4 Hour(s)
Steps for Successful ISO Registration	3 Hour(s)
Transitioning from ISO 9000:1994 to ISO 9001:2000	2.5 Hour(s)

Supply Chain Management

The Fundamentals of Supply Chain Management	2 Hour(s)
Supply Chain Management Strategies	5.5 Hour(s)
Supply Chain Planning and Inventory Management	5 Hour(s)
Supply Chain Management and e-Business	4 Hour(s)
Supply Chain Transportation and Facility Design	4.5 Hour(s)

Personal Development

Creativity and Innovation in the Workplace

The Foundations of Creativity and Innovation	4.5 Hour(s)
Generating Creative and Innovative Ideas	3.5 Hour(s)
Evaluating Creative and Innovative Ideas	3.5 Hour(s)
Implementing Creative and Innovative Ideas	5 Hour(s)
<i>Simulation</i>	
Creativity and Innovation in the Workplace Simulation	.5 Hour(s)

Taking Control of Your Workday

Analyze Your Use of Time	2 Hour(s)
Set Goals & Prioritize Your Use of Time	2 Hour(s)
Major Time Management Challenges	3 Hour(s)
<i>Simulation</i>	
Taking Control of Your Workday Simulation	.5 Hour(s)

Achieving Balance in Your Professional and Personal Life

Discovering Balance	4 Hour(s)
Setting a Course	2.5 Hour(s)
Managing Time	2.5 Hour(s)
Coping with Stress	3 Hour(s)
Committing to Self (Future Release)	3.5 Hour(s)
Keeping Your Balance (Future Release)	2 Hour(s)
<i>Simulation</i>	
Balancing Your Professional Life Simulation (Future Release)	.5 Hour(s)

Overcoming Overload - Managing Memory and Time

Time as a Resource	2.5 Hour(s)
Eliminate the Time-Wasters	3 Hour(s)
Organize to Remember	2 Hour(s)
Create Your Time and Memory Management Program	2 Hour(s)

Fast-tracking Your Career

Get Your Career on the Fast Track	2.5 Hour(s)
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)
Interpersonal Skills on the Fast Track	2.5 Hour(s)
The Boss Factor	3 Hour(s)
Improving Your Image	3 Hour(s)
<i>Simulation</i>	
Fast-tracking Your Career Simulation	.5 Hour(s)

Planning Your Personal Finances

Managing Your Cash Flow and Credit	2.5 Hour(s)
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Homes & Vacation Homes	3 Hour(s)
Tax Planning	5.5 Hour(s)
Determining Your Insurance Needs	2.5 Hour(s)
Financing Your Family's Education	2.5 Hour(s)
Investing Wisely	2.5 Hour(s)
Planning for Retirement and Retirement Accounts	2.5 Hour(s)
Separation and Divorce	2 Hour(s)
Basic Estate Planning	2.5 Hour(s)
<i>Simulations</i>	
Planning Your Personal Finances Simulation	.5 Hour(s)
Financial Planning for Couples Simulation	.5 Hour(s)
Working More Effectively - Taking Control of Your Time	
You and Your Time	5 Hour(s)
Techniques for Better Time Management	4.5 Hour(s)
Developing Good Time Management Habits	4.5 Hour(s)
<i>Simulation</i>	
Working More Effectively Simulation	.5 Hour(s)
Strategies for Better Balance	
Finding Your Life's Balance	4.5 Hour(s)
Success Over Stress	4.5 Hour(s)
Strategies for Better Balance	5 Hour(s)
<i>Simulation</i>	
Living a Balanced Life Simulation	.5 Hour(s)
Ethics in Business	
<i>Simulation</i>	
Ethics in Business Simulation	.5 Hour(s)
Dealing with Organizational Change	
<i>Simulation</i>	
Dealing with Organizational Change Simulation	.5 Hour(s)
Breakthrough Strategies for a Web Economy	
Breakthrough Strategies	2.5 Hour(s)
Solution Thinking for Breakthrough Decisions	2.5 Hour(s)
Breakthrough Innovation	3 Hour(s)
Enabling Breakthrough Creativity	2.5 Hour(s)
Breakthrough Motivation	2.5 Hour(s)
Different Intelligences for Business Breakthroughs	2.5 Hour(s)
Problem-solving and Decision-making for Business	
Foundations of Effective Thinking	3.5 Hour(s)
Framing the Problem	3 Hour(s)
Generating Alternatives in Problem Solving	2.5 Hour(s)
Dynamic Decision Making	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
Working without a Net - The Business of Risk	
Risk Basics	2 Hour(s)
Approaches to Risk Management	2 Hour(s)
Decisions and Risk	2 Hour(s)
Strategic Planning and Risk Management	2.5 Hour(s)
Risk Strategies -The Cutting Edge	2.5 Hour(s)
<i>Simulation</i>	
Working without a Net: Decisions Simulation	.5 Hour(s)
Achieving Organizational Excellence Through Critical Thinking	
The Role of Critical Thinking in Organizations	4 Hour(s)
Developing Fundamental Critical Thinking Skills	3 Hour(s)

Strategies for Facilitating Critical Thinking	4.5 Hour(s)
Critical Thinking Skills for Managing	3.5 Hour(s)
Organizational Scope of Critical Thinking	3.5 Hour(s)
<i>Simulation</i>	
Critical Thinking Strategies Simulation	.5 Hour(s)

Managing Yourself Through Change

The Effects of Organizational Change	3 Hour(s)
Making the Change	2.5 Hour(s)
The Paradigm Shift of Change	2.5 Hour(s)
<i>Simulation</i>	
Managing Yourself Through Change Simulation	.5 Hour(s)

Project Management

Professional Management Basics for Business Professionals

Project Initiation	6.5 Hour(s)
Project Planning	5 Hour(s)
Project Execution	6 Hour(s)
Project Controlling	7.5 Hour(s)
Project Closing	6.5 Hour(s)
<i>Blended Learning Toolkit</i>	
Project Management Basics for Business Professionals	N/A

Professional Project Management (non-certification)

Defining Projects (Future Release)	3 Hour(s)
Essential Project Management Tools (Future Release)	2.5 Hour(s)
Computer-assisted Project Planning (Future Release)	3 Hour(s)
Building the Project Team	3 Hour(s)
Leading the Successful Project Team	2.5 Hour(s)
Completing the Project	2.5 Hour(s)

Project Management for IT Professionals

Introduction to IT Project Management	4 Hour(s)
Functions of IT Project Managers	4.5 Hour(s)
The Life Cycle of an IT Project	5 Hour(s)
Managing the Execution and Control of IT Projects	5.5 Hour(s)
Managing Efficiencies of IT Projects	4.5 Hour(s)
<i>Simulations</i>	
Project IT Management Simulation - The Early Stages	.5 Hour(s)
Project IT Management Simulation - Design to Rollout	.5 Hour(s)

Strategic Project Management for IT Projects

Strategic Planning and Positioning for IT Projects	5 Hour(s)
Strategic Approaches to Managing IT Projects	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)
Cost Management and Project Trade-offs	4.5 Hour(s)
<i>Simulation</i>	
Planning Strategic IT Projects Simulation	.5 Hour(s)

Project Integration Management

Project Plan Development (PMBOK 2000)	3.5 Hour(s)
Project Plan Execution (PMBOK 2000)	4.5 Hour(s)
Project Integrated Change Control (PMBOK 2000)	4.5 Hour(s)

Project Scope Management

Project Initiation and Planning (PMBOK 2000)	3.5 Hour(s)
Project Scope Definition (PMBOK 2000)	4 Hour(s)
Project Scope Verification and Change Control	4.5 Hour(s)

Project Time Management

Project Activity Planning (PMBOK 2000)	4.5 Hour(s)
Project Activity Duration Estimating (PMBOK 2000)	1.5 Hour(s)
Project Schedule Development (PMBOK 2000)	3 Hour(s)
Project Schedule Control (PMBOK 2000)	3 Hour(s)

Project Cost Management	
Project Resource Planning (PMBOK 2000)	2 Hour(s)
Project Cost Estimating and Budgeting (PMBOK 2000)	3.5 Hour(s)
Project Cost Control (PMBOK 2000)	2.5 Hour(s)
Project Quality Management	
Project Quality Planning (PMBOK 2000)	2.5 Hour(s)
Project Quality Assurance (PMBOK 2000)	2.5 Hour(s)
Project Quality Control (PMBOK 2000)	4 Hour(s)
Project Human Resources Management	
Project Organizational Planning (PMBOK 2000)	2.5 Hour(s)
Project Staff Acquisition (PMBOK 2000)	3 Hour(s)
Project Team Development (PMBOK 2000)	3 Hour(s)
Project Communications Management	
Project Communications Planning (PMBOK 2000)	3 Hour(s)
Project Performance Reporting (PMBOK 2000)	2.5 Hour(s)
Project Information Distribution and Closure (PMBOK 2000)	2 Hour(s)
<i>Simulation</i>	
Project Communications Management Simulation	.5 Hour(s)
Project Management: Risk Management	
Project Risk Planning & Identification	5 Hour(s)
Project Qualitative Risk Analysis (PMBOK 2000)	4 Hour(s)
Project Quantitative Risk Analysis (PMBOK 2000)	4 Hour(s)
Project Risk Response Planning (PMBOK 2000)	6.5 Hour(s)
Project Risk Monitoring and Control (PMBOK 2000)	5.5 Hour(s)
<i>Simulation</i>	
Project Management: Risk Management	.5 Hour(s)
Project Procurement Management	
Project Procurement Planning (PMBOK 2000)	2 Hour(s)
Project Solicitation (PMBOK 2000)	3 Hour(s)
Project Source Selection (PMBOK 2000)	3 Hour(s)
Project Contract Management (PMBOK 2000)	3 Hour(s)
Project Management Essentials (PMBOK® Third Edition aligned)	
An Introduction to Project Management	2.5 Hour(s)
Project Lifecycles and Stakeholders	2 Hour(s)
Introduction to Project Process Groups and Initiating a Project	1.5 Hour(s)
Project Planning	2.5 Hour(s)
Project Integration Management (PMBOK® Third Edition aligned)	
Initiation a Project and Preparing the Project Plan	2.5 Hour(s)
Project Integration: Executing and Completing a Project	2 Hour(s)
Project Scope Management (PMBOK® Third Edition aligned)	
Planning a Project Scope	1.5 Hour(s)
Controlling Project Scope	2 Hour(s)
Project Time Management (PMBOK® Third Edition aligned)	
Elements of Project Time Management	2.5 Hour(s)
Project Scheduling	3 Hour(s)
Project Cost Management (PMBOK® Third Edition aligned)	
Estimating Activity Costs	1.5 Hour(s)
Budgeting and Controlling Costs	2 Hour(s)
Project Communications Management (PMBOK® Third Edition aligned)	
Communications Planning and Information Distribution	2.5 Hour(s)
Project Risk Management (PMBOK® Third Edition aligned)	
Planning and Identifying Project Risk	2.5 Hour(s)

Field Sales Foundations

Field Sales Foundations	3.5 Hour(s)
Planning Your Field Sales Approach	4.5 Hour(s)
Applying Your Field Sales Approach	4 Hour(s)
Completing Your Field Sales Approach	3.5 Hour(s)
<i>Simulation</i>	
Field Sales Skills Simulation	.5 Hour(s)

Territorial Account Sales Skills

The Territorial Account Sales Approach	3 Hour(s)
Understanding Your Target Customer's Business	3.5 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)
Delivering High-Impact Territorial Account Sales (TAS) Presentations	5 Hour(s)
<i>Simulation</i>	
Territorial Account Sales Skills Simulation	.5 Hour(s)

Inside Sales Skills

Preparing for Outbound Sales Calls	6 Hour(s)
Initiating Outbound Sales Calls	3.5 Hour(s)
Completing Outbound Sales Calls	5 Hour(s)
Preparing for Inbound Sales Calls	5 Hour(s)
Completing Inbound Sales Calls	5 Hour(s)
<i>Simulation</i>	
Inside Sales Skills Simulation	.5 Hour(s)

Strategic Account Sales Skills

The Strategic Account Sales Approach	3 Hour(s)
Understanding Your Customer	3.5 Hour(s)
Conducting Effective Sales Research Meetings	3.5 Hour(s)
Working with Your Customer's Key Players	3.5 Hour(s)
Delivering High-Impact Sales Presentations	6 Hour(s)

Sales: A Focus on Solutions

Moving from Product Selling to Solution Selling	2.5 Hour(s)
Power Prospecting	2.5 Hour(s)
Finding the Pain You Can Cure	3.5 Hour(s)
Influencing Your Customer's Decision	3 Hour(s)
Presenting Your Solution	3 Hour(s)
Building Relationships for Continuing Success	2.5 Hour(s)
<i>Simulation</i>	
Solution-Selling Simulation: From Lead to Trial Period	.5 Hour(s)

Sales Team Management

Building a Winning Sales Team	5.5 Hour(s)
Using Business Tools to Manage a Sales Team	3 Hour(s)
Motivating a Winning Sales Team	4.5 Hour(s)
Communicating in Sales Teams	2.5 Hour(s)
<i>Simulation</i>	
Sales Team Management Simulation	.5 Hour(s)

The Sales Wheel of Success - Advanced Selling Series

Sales Motivation	3 Hour(s)
Developing Your Full Sales Potential	3 Hour(s)
Advanced Sales Communication Techniques, Part One	2.5 Hour(s)
Advanced Sales Communication Techniques, Part Two	4 Hour(s)
Maintaining Your Customer Base	4 Hour(s)
Expanding Your Customer Base	3 Hour(s)
Time is Money - Spend It Well	5 Hour(s)
Product Knowledge	3 Hour(s)
<i>Simulation</i>	
Advanced Sales Simulation	.5 Hour(s)

Selling at the Executive Level

Prepare for Success	3 Hour(s)
Strategic Planning	3.5 Hour(s)

Progressing through the Complex Sale	4 Hour(s)
Presenting Your Proposition	4 Hour(s)
Negotiating to Mutual Benefit	4 Hour(s)
From Executive-level Sale to Strategic Partnership	4 Hour(s)
<i>Simulations</i>	
Preparing for the Executive-Level Sale Simulation	.5 Hour(s)
Progressing through the Complex Sale Simulation	.5 Hour(s)
Closing Executive-level Sales Simulation	.5 Hour(s)

Sales University® Sales Orientation:

Professional Selling in the Knowledge Economy

Sales University The Profession of Selling	3.5 Hour(s)
Sales University Professional Sales in the Knowledge Economy	5 Hour(s)
<i>Simulation</i>	
Sales University Professional Selling in the Knowledge Economy Simulation	.5 Hour(s)

Sales University® Sales Math 101:

Developing a Sales Plan for Success

Sales University® Sales Math 101: Developing a Sales Plan for Success	4 Hour(s)
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Sales Manufacturing: Building a Predictable Sales Machine

Sales Manufacturing: Identifying Sales Opportunities	5 Hour(s)
Sales Manufacturing: Sales Production	6 Hour(s)
<i>Simulations</i>	
Sales Manufacturing Simulation	.5 Hour(s)

Communication 101

Sales University® Sales Communication Foundations	7 Hour(s)
Sales University® Sales Communication Essentials	7 Hour(s)
Sales University® Telesales Communication	6 Hour(s)
<i>Simulation</i>	
Sales Communication Techniques Simulation	.5 Hour(s)

Strategic Planning

How to Write a Business Case

Fundamental Components of a Business Case	3.5 Hour(s)
Developing Target Market Strategy	2.5 Hour(s)
Understanding Positioning	2.5 Hour(s)
The Marketing and Sales Plan	3 Hour(s)
Pricing for Profitability	2.5 Hour(s)
Presenting Your Case	2.5 Hour(s)

Strategic IT Planning

Setting the Stage for IT Success	2.5 Hour(s)
Strategic Decision Making	1.5 Hour(s)
IT Challenges: Present and Future	2.5 Hour(s)

Strategic Management

Strategic Management - Planning	2.5 Hour(s)
Strategic Management - Analysis & Choice	2 Hour(s)
Strategic Management - Corporate Implementation	2.5 Hour(s)

Technology Forecasting

Technology Forecasting	3 Hour(s)
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Global Business Strategy

Business Management and Strategy	
Technology Management and Strategy	2 Hour(s)

Value-Chain Analysis for Competitive Advantage

Value-Chain: Structure and Analysis	2 Hour(s)
Cost Advantage via Value-Chain Analysis	1.5 Hour(s)
Differentiation Advantage via Value-Chain Analysis	2.5 Hour(s)
Focus Advantage via Value-Chain Analysis	2.5 Hour(s)

Competitive Intelligence

Competitive Intelligence: Planning and Direction	1.5 Hour(s)
Competitive Intelligence: Information Gathering	1.5 Hour(s)
Competitive Intelligence: Analysis & Dissemination	2 Hour(s)

The Fundamentals of Globalization

Globalization and Our Changing World	1.5 Hour(s)
Globalization and Your Company	4 Hour(s)
The Process of Globalizing a Product or Service	3.5 Hour(s)
Managing from a Global Viewpoint	4.5 Hour(s)

Systems Thinking in the 21st Century

What is Systems Thinking?	2.5 Hour(s)
Building a Healthy System	2.5 Hour(s)
Systems-thinking Models and Thinking Skills	2.5 Hour(s)
System Archetypes	3 Hour(s)
Redesigning Your Organization: Part I	3 Hour(s)
Redesigning Your Organization: Part II	3 Hour(s)
Taking Systems Thinking into Your Personal Life	3 Hour(s)

Team Building

How to Make Cross-Functional Teams Work

Determine Need and Select the Project Manager	2.5 Hour(s)
Select, Evaluate, and Fund the Cross-functional Team	3.5 Hour(s)
Developing the Cross-Functional Team	3.5 Hour(s)
Achieving Results as a Cross-functional Team	3 Hour(s)

Participating in a Project Team

The Self-directed Project Team Member	2.5 Hour(s)
Project Team Communication Skills	3 Hour(s)
Team-building Is an Inside Job	3 Hour(s)
Troubleshooting for Project Teams	3 Hour(s)
The Project Team Star Player	3 Hour(s)
Honing Your Leadership Skills	3 Hour(s)
<i>Simulation</i>	
Participating in a Project Team Simulation	.5 Hour(s)

Cultivating a High Performance Project Team

Building a High-performance Team	2 Hour(s)
Harnessing Collective Knowledge	2.5 Hour(s)
Managing a Project with Your Team	3 Hour(s)
Reving up your High-performance Project Teams	2.5 Hour(s)
Maintaining Project Team Peak Performance	2.5 Hour(s)
Fixing Broken Teams	2.5 Hour(s)
<i>Simulation</i>	
Cultivating a High-performance Project Team Simulation	.5 Hour(s)

Creating High-performance On-site and Virtual Teams

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)
Facilitating On-site and Virtual Teams	4.5 Hour(s)

Participating in Teams

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)

Making Teams Work: Capitalizing on Conflict

Team Conflict: The Seeds of Dissent	3.5 Hour(s)
Analyzing Workplace War Zones	2.5 Hour(s)
Getting Past Clashes: Valuing Team Diversity	2.5 Hour(s)
Conquering Conflict through Communication	3 Hour(s)
The Path to Peace and Harmony	2.5 Hour(s)
Manager's Performance Guide - Team Conflict Skills	1.5 Hour(s)

<i>Simulation</i>	
Making Teams Work Simulation	.5 Hour(s)

Managing and Leading the Virtual Team

Virtual Team Basics	3.5 Hour(s)
Virtual Team Communication	4 Hour(s)
Collaboration in Virtual Teams	3.5 Hour(s)
Virtual Project Management	2 Hour(s)
Virtual Team Leadership (Future Release)	3.5 Hour(s)
Learning Organizations and the Virtual Team (Future Release)	3 Hour(s)
<i>Simulation</i>	
Managing and Leading the Virtual Team Simulation	.5 Hour(s)

Workplace Compliance

Sexual Harassment Awareness

What is Sexual Harassment?	4 Hour(s)
Quid Pro Quo Harassment	2.5 Hour(s)
Hostile Work Environment Harassment	2 Hour(s)
The Employer's Liability and Responsibilities	3.5 Hour(s)
Getting through the Legal Process	4.5 Hour(s)
Avoiding Harassment Claims: Policies & Procedures	4 Hour(s)

Workplace Issue Fundamentals

Workplace Harassment	
Diversity in the Workplace	3.5 Hour(s)
Business Ethics	2.5 Hour(s)
Family Medical Leave Act (FMLA)	2 Hour(s)
Equal Employment Opportunity (EEO)	2.5 Hour(s)
Americans with Disabilities Act	2 Hour(s)
Rightful Termination	1.5 Hour(s)
Understanding Healthcare Rights Under HIPAA	2.5 Hour(s)
E-Mail and Internet Use Policy	1.5 Hour(s)
Questionable Interviewing Questions	1.5 Hour(s)
Documenting Discipline	2.5 Hour(s)
Conflicts of Interest	3.5 Hour(s)
Drug-free Workplace	4 Hour(s)
Understanding the Fair Labor Standards Act (FLSA)	3 Hour(s)
Record Retention Policy	2 Hour(s)

Administrative Simplification Under HIPAA

HIPAA: Electronic Health Data Transactions	1.5 Hour(s)
HIPAA: Evaluating the Impact of the Privacy Rule	2 Hour(s)
HIPAA: Implementing Privacy Rules	1.5 Hour(s)
HIPAA: Securing Protected Health Information	1.5 Hour(s)
Understanding Healthcare Rights Under HIPAA	2.5 Hour(s)

Desktop & Technical Computer Skills

End User Business Skills Development

Basics of Business Math Series

Basics of Business Math: 1 Fractions	3 Hour(s)
Basics of Business Math: 2 Decimals	3 Hour(s)
Basics of Business Math: 3 Calculator	3 Hour(s)
Basics of Business Math: 4 Equations	3 Hour(s)
Basics of Business Math: 5 Percents	2 Hour(s)
Basics of Business Math: 6 Reports	2 Hour(s)

Business Communication Series

Business Communication: 1 Writing Skills	2 Hour(s)
Business Communication: 2 Forms of Writing	5 Hour(s)
Business Communication: 3 Documentation	3 Hour(s)

Business Management Series	
Business Management: 1 Pressure	3 Hour(s)
Business Management: 2 The Three C's	3 Hour(s)
Business Management: 3 Visualization	3 Hour(s)
Business Management: 4 Stress Management	3 Hour(s)
Business Management: 5 Project Management	3 Hour(s)
Business Management: 6 Project Resources	3 Hour(s)
Customer Service Series	
Customer Service: 1 Defining Service	5 Hour(s)
Customer Service: 2 Communicating	6 Hour(s)
Customer Service: 3 Fixing Problems	4 Hour(s)
Customer Service: 4 Building a Department	4 Hour(s)
Customer Service: 5 Tools of the Trade	4 Hour(s)
Grammar Skills Series	
Grammar: 1 Fundamental Sentence Structures	2 Hour(s)
Grammar: 2 Punctuation	2 Hour(s)
Grammar: 3 Complex Sentence Structures	3 Hour(s)
Grammar: 4 Advanced Grammar	2 Hour(s)
Motivation Series	
Motivation: 1 Leading with a Vision	2 Hour(s)
Motivation: 2 Communicating	2 Hour(s)
Motivation: 3 Rewarding and Correcting	2 Hour(s)
Motivation: 4 Performance and Training	3 Hour(s)
Motivation: 5 Building Trust	2 Hour(s)
Negotiating Series	
Negotiating: 1 Negotiating Techniques	8 Hour(s)
Negotiating: 2 Gaining Control	3 Hour(s)
Negotiating: 3 Closing the Deal	4 Hour(s)
Negotiating: 4 Everyday Negotiations	4 Hour(s)
Project Management Professional PMP Series	
Project Management Professional PMP: 1 Project Management Framework and Project Initiation	2 Hour(s)
Project Management Professional PMP: 2 Core and Facilitating Project Planning Processes	2 Hour(s)
Project Management Professional PMP: 3 Project Execution	2 Hour(s)
Project Management Professional PMP: 4 Project Control, Project Closing, and Professional Responsibility	1 Hour(s)
Project Management Professional PMP: 5 Practice Exams	1 Hour(s)
Project Management Series	
Project Management: 1 Project Management Overview	2 Hour(s)
Project Management: 2 Understanding the Project Manager's Role	2 Hour(s)
Project Management: 3 Defining the Problem	2 Hour(s)
Project Management: 4 Determining the Strategy	2 Hour(s)
Project Management: 5 Developing the Work Breakdown Structure	2 Hour(s)
Project Management: 6 Estimating and Scheduling Resources	2 Hour(s)
Project Management: 7 Understanding Scheduling Computations	3 Hour(s)
Project Management: 8 Tracking Project Activities	1 Hour(s)
Project Management: 9 Closing Out the Project	2 Hour(s)
Project Management:10 Formalizing Project Management Standards	2 Hour(s)
Project Management:11 Developing Project Teams	2 Hour(s)
Project Management:12 Ensuring Your Own Effectiveness	2 Hour(s)
Sexual Harassment Series	
Sexual Harassment: 1 Understanding the Issues	3 Hour(s)
Sexual Harassment: 2 Understanding the Law	3 Hour(s)
Sexual Harassment: 3 Assessing the Problem Situations	2 Hour(s)
Sexual Harassment: 4 Responding Effectively	2 Hour(s)
Sexual Harassment: 5 Designing Policies and Procedures	3 Hour(s)
Sexual Harassment: 6 Federal and State Law	2 Hour(s)
Sexual Harassment: 7 Common Law Tort Actions	3 Hour(s)
Time Management Series	
Time Management: 1 Introduction	3 Hour(s)
Time Management: 2 Meetings	2 Hour(s)

Time Management: 3 Managing Work	3 Hour(s)
Time Management: 4 Co-Workers	2 Hour(s)

End User Desktop Computing

Access 2000 MOS Series

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)

Access 2002 Series

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)

Access 2003 Series

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)

Computing Concepts Series

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)

Crystal Reports 8 Series

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)

European Computer Driving Licence Series

European Computer Driving Licence: Understanding Information Technology	3 Hour(s)
European Computer Driving Licence: Using the Computer and Managing Files	4 Hour(s)
European Computer Driving Licence: Word Processing	7 Hour(s)
European Computer Driving Licence: Spreadsheets	9 Hour(s)
European Computer Driving Licence: Database	4 Hour(s)
European Computer Driving Licence: Presentations	7 Hour(s)
European Computer Driving Licence: Information and Communications	5 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)
Exchange	
Exchange 4.0:1 Using Microsoft Exchange	6 Hour(s)
Exchange 5.0:1 Using Microsoft Exchange 5.0	7 Hour(s)
GroupWise 5.5 Series	
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)
International Computer Driving Licence Series	
International Computer Driving Licence: Understanding Information Technology	3 Hour(s)
International Computer Driving Licence: Using the Computer and Managing Files	4 Hour(s)
International Computer Driving Licence: Word Processing	7 Hour(s)

International Computer Driving Licence: Spreadsheets	9 Hour(s)
International Computer Driving Licence: Database	4 Hour(s)
International Computer Driving Licence: Presentations	7 Hour(s)
International Computer Driving Licence: Information and Communications	5 Hour(s)
International Computer Driving Licence Series	
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)
International Computer Driving Licence 4.0 XP Series	
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)
Internet/Internet Explorer Series	
Internet: A Beginner's Guide	
Internet Explorer 3.0: A Beginner's Guide	4 Hour(s)
Internet Explorer 4.0: A Beginner's Guide	5 Hour(s)
Internet Explorer 5: 1 Browsing the Web	3 Hour(s)
Internet Explorer 5: 2 Using Files & Mail	3 Hour(s)
Internet Tools: Internet Explorer	5 Hour(s)
Internet Explorer 6 Series	
Internet Explorer 6:1 Browsing the Web	3 Hour(s)
Internet Explorer 6:2 Using Files and Mail	3 Hour(s)
Internet/Netscape Series	
Netscape Navigator 3.0: A Beginner's Guide	5 Hour(s)
Netscape Navigator 4.0: A Beginner's Guide	5 Hour(s)
Netscape Communicator 4.0: An Overview	4 Hour(s)
Internet Tools: Netscape Navigator	5 Hour(s)
Introduction to PCs Series	
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)
Lotus Notes 4.6 Series	
Lotus Notes 4.6: 1 Using Notes Mail	3 Hour(s)
Lotus Notes 4.6: 2 Using Calendar and Databases	5 Hour(s)
Lotus Notes R5 Series	
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)
Lotus Notes 6.5 Series	
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)
Networking End User	
Networking: 1 Networking for End Users	2 Hour(s)
Office 97 Series	
Word 97: 1 Getting Started	6 Hour(s)
Word 97: 2 Formatting Documents	8 Hour(s)
Word 97: 3 Using Productivity Tools	10 Hour(s)
Excel 97: 1 Getting Started	6 Hour(s)
Excel 97: 2 Modifying Worksheets	10 Hour(s)
Excel 97: 3 Using Excel Tools	7 Hour(s)
PowerPoint 97: 1 Creating Presentations	8 Hour(s)
PowerPoint 97: 2 Modifying Presentations	7 Hour(s)
Access 97: 1 Getting Started	4 Hour(s)
Access 97: 2 Using a Database	7 Hour(s)
Outlook 97: Getting Organized	12 Hour(s)
Office 2000 Series	
Office 2000:1 Getting Started	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)
Office 2003 - What's New Series	
Office 2003 - What's New: 1 New Features	1 Hour(s)
Office 2003 - What's New: 2 Changes in Applications	1 Hour(s)
Office XP Upgrade Series	
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)
Outlook 98 Series	
Outlook 98:1 Using Electronic Mail	3 Hour(s)
Outlook 98:2 Organizing Your Time	3 Hour(s)
Outlook 2002 Series	
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)
Outlook 2003 Series	
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)
Paint Shop Pro 5 Series	

Paint Shop Pro 5:1 Working With Graphics	4 Hour(s)
Paint Shop Pro 5:2 Enhancing Images	5 Hour(s)
PowerPoint 2000 MOS Series	
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)
PowerPoint 2002 Series	
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)
PowerPoint 2003 Series	
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)
Project 98 Series	
Project 98:1 Getting Started	5 Hour(s)
Project 98:2 Project Administration	3 Hour(s)
Project 2000 MOS Series	
Project 2000 MOS: 1 Starting a Project	5 Hour(s)
Project 2000MOS: 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)
Project 2003	
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)
SAP R/3 Release 4.6 Series	
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	2 Hour(s)
SAP R/3 Release 4.6: 4 Optimizing R/3 and Getting Help	3 Hour(s)
SAP R/3 Release 4.6: 5 Reporting	2 Hour(s)
Visio 2002 Series	
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)

Windows

Windows 95: Introduction to Windows 95	3 Hour(s)
Windows 98: What's New in Windows 98	4 Hour(s)
WinNT Wkstn 4.0: Intro. to Windows NT Workstation	4 Hour(s)
Windows 2000 Basics: Client	3 Hour(s)

Windows 98 Tips Series

Windows 98 Tips: 1 Customizing the Desktop	3 Hour(s)
Windows 98 Tips: 2 Working Faster	5 Hour(s)
Windows 98 Tips: 3 Maximizing Performance	3 Hour(s)

Windows XP Upgrade Series

Windows XP Upgrade: 1 Home Editions	3 Hour(s)
Windows XP Upgrade: 2 Professional	3 Hour(s)

Word 2000 MOS Series

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)

Word 2000 MOS Expert Series

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)

Word 2002 Series

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)

Word 2003 Series

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)

End User Home and Small Business

401(k) Plans Series

401(k) Plans: 1 401(k) Basics	3 Hour(s)
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Budgeting and Saving Series

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)

Estate Planning Series

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)
Home Business Series	
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)
Interview Skills Series	
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)
Investing Fundamentals Series	
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)
Money 98 Series	
Money 98: 1 Getting Started	4 Hour(s)
Money 98: 2 Plan and Budget For Life	2 Hour(s)
QuickBooks Series	
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)
QuickBooks 2004	
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)
Quicken 98 Series	
Quicken 98: 1 Getting Started	3 Hour(s)
Quicken 98: 2 Planning and Budgeting	4 Hour(s)
Resumes Series	
Resumes: 1 Choosing a Resume Format	3 Hour(s)
Resumes: 2 Starting Out with a Bang	2 Hour(s)
Resumes: 3 Packing a Powerful Resume	3 Hour(s)
Resumes: 4 Circulating Your Resume	3 Hour(s)
Retirement Planning Series	

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

SAT Preparation Series

SAT Preparation: 1 Test Strategies	4 Hour(s)
SAT Preparation: 2 Practice Test 1	3 Hour(s)
SAT Preparation: 3 Practice Test 2	3 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

C Series

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)

Cisco Related Series by MindLeaders BCMSN 642-811

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)

Cisco Related Series by MindLeaders BCRAN 642-821

Cisco Related Series by MindLeaders BCRAN 642-821: 1 WAN Technologies, Components, and AAA Security	1 Hour
Cisco Related Series by MindLeaders BCRAN 642-821: 2 PPP Authentication & Network Address Translation	2 Hour(s)
Cisco Related Series by MindLeaders BCRAN 642-821: 3 Modems and Asynchronous Connections	1 Hour
Cisco Related Series by MindLeaders BCRAN 642-821: 4 Using ISDN Connections	1 Hour
Cisco Related Series by MindLeaders BCRAN 642-821: 5 Using Frame Relay Connections	1 Hour
Cisco Related Series by MindLeaders BCRAN 642-821: 6 Dial-on-Demand and Broadband	2 Hour(s)
Cisco Related Series by MindLeaders BCRAN 642-821: 7 Enabling Backup Connections and Management of Traffic	2 Hour(s)
Cisco Related Series by MindLeaders BCRAN 642-821: 8 Securing the Network with VPNs	1 Hour
Cisco Related Series by MindLeaders BCRAN 642-821: 9 Practice Exams	2 Hour(s)

Cisco Related Series by MindLeaders CIT 642-831

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)

Cisco CCDA Series

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)
Cisco CCNA Series	3 Hour(s)
CCNA: 1 OSI Reference Model	3 Hour(s)
CCNA: 2 Networks and Data Transfer	4 Hour(s)
CCNA: 3 Local Area Networking	4 Hour(s)
CCNA: 4 Wide Area Networking	3 Hour(s)
CCNA: 5 Using a Router	4 Hour(s)
CCNA: 6 Introduction to IOS	3 Hour(s)
CCNA: 7 IOS Configuration	3 Hour(s)
CCNA: 8 Network Management	4 Hour(s)
CCNA: 9 Bridges and Switches	2 Hour(s)
CCNA: 10 TCP/IP Networking	2 Hour(s)
CCNA: 11 IP Addressing	2 Hour(s)
CCNA: 12 IP Routing	3 Hour(s)
CCNA: 13 IPX Networking	3 Hour(s)
CCNA: 14 Network Security and Control	5 Hour(s)
CCNA: 15 Additional Configurations	4 Hour(s)
CCNA: 16 Exam Preparation 1	5 Hour(s)
CCNA: 17 Exam Preparation 2	1 Hour
CCNA: 18 Numbering Systems	2 Hour(s)
Cisco CCNA 640-801 Series	
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)
Data Warehousing Series	
Data Warehousing: Concepts	2 Hour(s)
Data Warehousing: Management	3 Hour(s)
FOCUS Series	
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: 5Creating 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)
LANs Series	
LANs: 1 Network Basics	3 Hour(s)
LANs: 2 Hardware and Software	3 Hour(s)
LANs: 3 Internetworking	3 Hour(s)
Linux LPIC 101 Series	
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)
Network+ Series	
Network+: 1 Network Topology and Operating Systems	3 Hour(s)
Network+: 2 Network Media and Elements	3 Hour(s)
Network+: 3 The OSI Reference Model and Physical Layer	3 Hour(s)
Network+: 4 Data Link, Network and Transport Layers	4 Hour(s)
Network+: 5 Understanding TCP/IP	3 Hour(s)
Network+: 6 TCP/IP Configuration and Utilities	3 Hour(s)
Network+: 7 Remote Connectivity	2 Hour(s)
Network+: 8 Network Installation	4 Hour(s)
Network+: 9 Security, Maintenance and Support	3 Hour(s)
Network+:10 Troubleshooting	
Networking for Technical Users Series	
Networking: Technical Information	2 Hour(s)
Networking: Hardware and Software	2 Hour(s)
Notes 5 Programming Series	
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)
Novell 560 CNE Series	
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)
Novell 570 CNE Advanced Administration Series	
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)
Object-Oriented Analysis & Design Series	
Object-Oriented Analysis & Design:1 Intro	2 Hour(s)
Object-Oriented Analysis & Design:2 System	4 Hour(s)
OOP Using C++ Series	
OOP Using C++: Week 1	13 Hour(s)
OOP Using C++: Week 2	13 Hour(s)
OOP Using C++: Week 3	12 Hour(s)
Oracle Series	
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)
Oracle8 Series	
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)
Oracle9i Database Fundamentals 1Z0-031 Series	
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 Tablespace 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)
Oracle9i SQL 1Z0-007 Series	
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)

PowerBuilder 5 Series

PowerBuilder 5.0:1 Overview	3 Hour(s)
PowerBuilder 5.0:2 Getting Started	9 Hour(s)
PowerBuilder 5.0:3 Using PowerScript	6 Hour(s)
PowerBuilder 5.0:4 Using DataWindows	10 Hour(s)
PowerBuilder 5.0:5 Delivering the Final Product	3 Hour(s)

PowerBuilder 6 Series

PowerBuilder 6: 1 Introducing PowerBuilder	4 Hour(s)
PowerBuilder 6: 2 Design Concepts	5 Hour(s)
PowerBuilder 6: 3 Building Objects	4 Hour(s)
PowerBuilder 6: 4 Building Windows	4 Hour(s)
PowerBuilder 6: 5 Event Programming	4 Hour(s)
PowerBuilder 6: 6 PowerScript and SQL	5 Hour(s)
PowerBuilder 6: 7 Creating DataWindows	4 Hour(s)
PowerBuilder 6: 8 Using DataWindows	6 Hour(s)
PowerBuilder 6: 9 Reviewing an Application	7 Hour(s)
PowerBuilder 6:10 The Final Product	5 Hour(s)

PowerBuilder 9 Advanced Development Series

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)
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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
Server+ Series	
Server+: 1 Network Terminology and Operating Systems	3 Hour(s)
Server+: 2 Servers, Bus Structures, and Caching	3 Hour(s)
Server+: 3 Memory	2 Hour(s)
Server+: 4 Data Storage Systems	3 Hour(s)
Server+: 5 Interfacing with the Network	3 Hour(s)
Server+: 6 Installing Network Hardware	3 Hour(s)
Server+: 7 Upgrading BIOS and Installing the Operating System	3 Hour(s)
Server+: 8 Preventing Disaster	3 Hour(s)
Server+: 9 Practice Exam	2 Hour(s)
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)
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 Series	
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)
Sybase Series	
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)

UML 2.0 Series

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)

UNIX Systems Series

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 4.0 Series

Visual Basic 4.0: 1 Beginning Skills	11 Hour(s)
Visual Basic 4.0: 2 Intermediate Skills	9 Hour(s)
Visual Basic 4.0: 3 Advanced Skills	6 Hour(s)

Visual Basic 5.0 Series

Visual Basic 5.0: 1 Beginning Skills	12 Hour(s)
Visual Basic 5.0: 2 Intermediate Skills	9 Hour(s)
Visual Basic 5.0: 3 Advanced Skills	7 Hour(s)
Visual Basic 5.0: 4 Windows API and ActiveX	7 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)

Windows 2000 Basics Series

Windows 2000 Basics: Server	4 Hour(s)
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Technical Microsoft

Exchange 2000 Administration MCSE 70-224 Series

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)

Microsoft Exchange Server 2003 MCSA/MCSE 70-284 Series

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)

Exchange Server 4.0 Series

Exchange Server 4.0: 1 Planning	8 Hour(s)
Exchange Server 4.0: 2 Installing and Configuring	9 Hour(s)
Exchange Server 4.0: 3 Administering and Managing	12 Hour(s)

Exchange Server 5.0 Series

Exchange Server 5.0: 1 Planning	4 Hour(s)
Exchange Server 5.0: 2 Configuration	5 Hour(s)
Exchange Server 5.0: 3 Installation	3 Hour(s)
Exchange Server 5.0: 4 Managing	5 Hour(s)
Exchange Server 5.0: 5 Monitoring	5 Hour(s)
Exchange Server 5.0: 6 Troubleshooting	5 Hour(s)
Exchange Server 5.0: 7 Site Solutions	6 Hour(s)
Exchange Server 5.5 Series	
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)
IIS 4 Series	
IIS 4: 1 Internet Information Server Basics	3 Hour(s)
IIS 4: 2 Architecture and Components	3 Hour(s)
IIS 4: 3 Configuration	2 Hour(s)
IIS 4: 4 The WWW Server	4 Hour(s)
IIS 4: 5 The FTP Service	2 Hour(s)
IIS 4: 6 Security	3 Hour(s)
IIS 4: 7 Microsoft Certificate Server	3 Hour(s)
IIS 4: 8 The SMTP Server	3 Hour(s)
IIS 4: 9 The NNTP Server	2 Hour(s)
IIS 4: 10 Microsoft Index Server	3 Hour(s)
IIS 4: 11 Programmability	3 Hour(s)
IIS 4: 12 Performance Tuning	2 Hour(s)
IIS 4: 13 Site Analysis	4 Hour(s)
IIS 4: 14 Troubleshooting	2 Hour(s)
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316	
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)
Microsoft .NET Architectures MCP/MCSD 70-300	
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)
Networking Essentials Series	
Networking Essentials: 1 Terminology	3 Hour(s)
Networking Essentials: 2 Standards	5 Hour(s)
Networking Essentials: 3 Planning a Topology	6 Hour(s)
Networking Essentials: 4 Planning Connections	5 Hour(s)
Networking Essentials: 5 Implementation	7 Hour(s)
Networking Essentials: 6 Troubleshooting	5 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 Wireless	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)

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
Visual C# XML MCAD 70-320 Series	
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)
Visual Studio .NET Advanced Topics	
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)
Visual Studio .NET and ASP.NET Series	
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)
Visual Studio .NET Overview Series	
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)
Visual Studio .NET Programming with Visual C# Series	
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)
Visual Basic .NET Windows Apps MCSD/MCAD 70-306 Series	
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)
Windows 2000 Active Directory Series 70-217	
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)
Windows 2000 Directory Design Series 70-219	
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 TPC/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 Processes	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 Pr3	3 Hour(s)
Windows Server 2003 Security MCSE 70-298: 12 Practice Exam	2 Hour(s)

Windows NT Server 4.0 Series

WinNT Server 4.0: 1 Planning and Installation	8 Hour(s)
WinNT Server 4.0: 2 Configuration	8 Hour(s)
WinNT Server 4.0: 3 Resource Management	11 Hour(s)
WinNT Server 4.0: 4 Monitoring and Troubleshooting	5 Hour(s)

Windows NT Server 4.0 Enterprise Series

WinNT Server 4.0 Enterprise: 1 Configuration	8 Hour(s)
WinNT Server 4.0 Enterprise: 2 Connectivity	5 Hour(s)

Windows NT Workstation 4.0 Series

WinNT Wkstn 4.0: 1 Installation and Configuration	11 Hour(s)
WinNT Wkstn 4.0: 2 Connectivity & Resource Mgmt.	11 Hour(s)
WinNT Wkstn 4.0: 3 Troubleshooting	6 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

Technical Web Development

CGI/Perl Series

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)

CIW Foundations 1D0-410 Series

CIW Foundations 1D0-410: 1 The Internet and the World Wide Web	5 Hour(s)
CIW Foundations 1D0-410: 2 E-Mail, FTP, Newsgroups and Telnet	3 Hour(s)
CIW Foundations 1D0-410: 3 Objects, Plug-Ins, Viewers and Security	4 Hour(s)
CIW Foundations 1D0-410: 4 Search Engines and E-Commerce	4 Hour(s)
CIW Foundations 1D0-410: 5 Web Page Authoring and HTML Coding	4 Hour(s)
CIW Foundations 1D0-410: 6 Graphical Elements, Hyperlinks and Tables	4 Hour(s)
CIW Foundations 1D0-410: 7 Forms, Images and Frames	5 Hour(s)
CIW Foundations 1D0-410: 8 HTML Editors and Extensions	4 Hour(s)
CIW Foundations 1D0-410: 9 Networking, Protocols, LANs and WANs	5 Hour(s)
CIW Foundations 1D0-410:10 Internet Addressing and Servers	7 Hour(s)
CIW Foundations 1D0-410:11 Scripting, Connectivity, and Security	5 Hour(s)
CIW Foundations 1D0-410:12 Practice Exam for Internet Fundamentals	1 Hour(s)

CIW Foundations 1D0-410:13 Practice Exam for Web Page Authoring Fundamentals	1 Hour(s)
CIW Foundations 1D0-410:14 Practice Exam for Networking Fundamentals	1 Hour(s)

CIW Security 1D0-470 Series

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)

ColdFusion MX

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)

Dreamweaver MX 2004 Series

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)

Dreamweaver MX Series

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)

Dynamic HTML Series

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)

E-Commerce Series

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)
Flash MX 2004 ActionScript 2.0	
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)
Flash MX Series	
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)
FrontPage Series	
FrontPage 97: Creating a Web Site	10 Hour(s)
FrontPage 98: Creating a Web Site	9 Hour(s)
FrontPage 2000 Series	
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)
GUI Design Series	
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)
HTML Series	
HTML: 1 Start Creating Your Own Web Pages	7 Hour(s)
HTML: 2 Creating High Quality Web Graphics	2 Hour(s)
HTML: 3 Layout and Design for Your Web Pages	3 Hour(s)
HTML: 4 Making Your Web Pages Interactive	4 Hour(s)
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)
JAVA 1.1 Series	
Java 1.1: 1 Writing Java Programs	2 Hour(s)
Java 1.1: 2 Java Programming Basics	4 Hour(s)
Java 1.1: 3 Using Objects and Arrays	4 Hour(s)
Java 1.1: 4 Creating Java Applets	3 Hour(s)
Java 1.1: 5 Graphics and User Events	3 Hour(s)
Java 1.1: 6 Putting Your Skills to Work	3 Hour(s)
JAVA 1.2 Series	
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)
Java 2 Enterprise Design Series	
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)

Java 2 Programmer Certification 310-025 Series

Java 2 Programmer Certification 310-025: 1 Java and Object-Oriented Fundamentals	4 Hour(s)
Java 2 Programmer Certification 310-025: 2 Declarations, Flow Control, and Exception Handling	3 Hour(s)
Java 2 Programmer Certification 310-025: 3 Classes, Interfaces, Methods, and Garbage Collection	2 Hour(s)
Java 2 Programmer Certification 310-025: 4 Threads	2 Hour(s)
Java 2 Programmer Certification 310-025: 5 The java.lang Package	3 Hour(s)
Java 2 Programmer Certification 310-025: 6 The java.util Package	3 Hour(s)
Java 2 Programmer Certification 310-025: 7 GUI Components and Containers of the java.awt Package	2 Hour(s)
Java 2 Programmer Certification 310-025: 8 Layouts and Event Handlers of the java.awt Package	2 Hour(s)
Java 2 Programmer Certification 310-025: 9 Graphic and Image Elements of the java.awt Package	2 Hour(s)
Java 2 Programmer Certification 310-025:10 The java.io Package	4 Hour(s)

Macromedia Flash MX ActionScript

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)

Photoshop CS Series

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)

Photoshop Series

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)

Photoshop 7 Series

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)

Visual InterDev 6 Series

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)

Web Design & Graphics Series

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)

WebSphere Studio Application Developer and J2EE

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

XML Series

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)

Workplace Health & Safety

Employment Law

- Absences from the Workplace
- AIDS in the Workplace
- Computer Security
- Disability in the Workplace
- Discrimination-Free Workplace
- Drug-free Workplace
- Employee Concerns
- Ethics
- Hiring and Lawful Termination
- Sexual Harassment for Employees
- Sexual Harassment for Managers
- Violence in the Workplace

Occupational Safety

- Asbestos Awareness
- Basic First Aid
- Basic Respiratory Protection
- Bloodborne Pathogens
- Cardiopulmonary Resuscitation (CPR)
- Chemical Safety
- Compressed Gases
- Confined Space - Entry Level
- Confined Spaces
- Crane and Rigging Safety
- Criticality Safety
- Driver Safety
- Electrical Safety
- Emergency Response
- Environmental Management
- Excavation, Trenching and Shoring Safety
- Fall Protection

Fire Safety
Flammable Liquid Safety
Forklift Operator Training - Fundamentals
Forklift Operator Training - Inspection and Maintenance
Forklift Operator Training - Load Handling
Forklift Operator Training - Safe Driving Practices
Forklift Operator Training - Safety Standards
Forklift Operator Training - Stability and Capacity
Hand and Power Tool Safety
Hazard Communication
Hearing Conservation
Heat And Cold Stress
Hot Work
Industrial Ergonomics
Laboratory Safety
Ladder Safety
Lead Awareness
Lock and Tag
Office Ergonomics
Personal Protective Equipment
Process Safety Management
Radio Communications
Scaffold Safety
Slips, Trips and Falls
Traffic Control (Flagger)