



Network Enhanced Training

Corporate Training for Today's Professionals

Course Catalog

2009 / 2010

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Boot Camps

Product Line	Course#	Course Name	Days	List Price	Course Summary
Boot Camp	SPBC	SharePoint 2007 Boot Camp	5	\$2,500.00	<p>This 5 day Boot Camp is a deep dive into SharePoint 2007 and WSS 3.0. It will combine key modules of Microsoft Courses 5060, 5061 and 50046. In addition we will be covering information on deploying SharePoint to end users. The course hours will be extended to 8am to 5pm each day. This course is designed for those wanting an extensive working knowledge of Microsoft SharePoint 2007. Those attending should be prepared for intensive lecture, discussion and hands on labs. The course will also help to prepare you for taking the SharePoint 2007 Certification Exams.</p>
Boot Camp	EX07BC	Exchange 2007 Boot Camp	5	\$2,900.00	<p>This 5 day Boot Camp is a deep dive into Exchange 2007. It will combine key modules of Microsoft Courses 5047, 5049, 5050, 5051, 5053 and 5054. The course hours will be extended to 8am to 5pm each day. This course is designed for those wanting an extensive working knowledge of Microsoft Exchange 2007. Those attending should be prepared for intensive lecture, discussion and hands on labs. The course will also help to prepare you for taking the Exchange 2007 Certification Exams.</p>

					<p>The Technology Specialist certifications enable professionals to target specific technologies and distinguish themselves by demonstrating in-depth knowledge of and expertise in the technologies with which they work.</p>
Boot Camp	SQL05BC	SQL 2005 Boot Camp	5	\$2,900.00	<p>Microsoft Certified Technology Specialists in SQL Server 2005 (MCTS: SQL Server 2005) implement and maintain databases using specific instructions and specifications. They have thorough knowledge of the product, understand how to use the tools and Transact-SQL language, and know how to navigate the user interface. Technology Specialists are typically pursuing careers as a database administrator, database developer, or business intelligence developer. They may also be individuals such as developers and systems administrators who do not work with SQL Server on a daily basis but wish to show their breadth of technology experience.</p>
Boot Camp	WEBDESBC	Web Design Boot Camp	5	\$1,500.00	<p>Have you ever wanted to know how to design a website from start to finish? Individual product classes teach you how to use a product and assume you are already a web developer. This boot camp makes no assumptions and takes you from the concept of web design, through the use of fireworks for Graphics, HTML and CSS for coding, Dreamweaver for web site development, Flash for banners and flash elements and ends with a full site upload to a unique URL. Once uploaded, you will then develop skills in editing and maintaining a website.</p>

Server 2008 Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
Server08	6415	Updating your Network Infrastructure Technology Skills to Windows Server 2008 (Beta 3)	3	\$1,185.00	This 3 day instructor-led course provides students with an understanding of Network Infrastructure technology in Windows Server 2008. This course is intended to allow individuals who already have experience with Network Infrastructure technology to upgrade their skills for Windows Server 2008. This course is based on an interim build of Windows Server 2008
Server08	6416	Updating your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to work with Network Infrastructure and Active Directory technologies in Windows Server 2008. This course is intended for individuals who already have experience with Network Infrastructure and Active Directory technologies in Windows Server 2000 or Windows Server 2003 to upgrade their skills to Windows Server 2008.
Server08	6417	Updating your Applications Infrastructure Technology Skills to Windows Server 2008	3	\$1,185.00	This three day instructor led course provides students with an understanding of Applications Infrastructure technologies in Windows Server 2008. This course is intended to allow individuals who already have experience with Applications Infrastructure technologies in Windows 2000 Server or Windows Server 2003 to upgrade their skills to Windows Server 2008.
Server08	6418	Deploying Windows Server 2008 (Beta 3)	3	\$1,185.00	This 3-day, instructor-led course provides students with an understanding of migrating and deploying Windows Server 2008, including installation, configuration, and upgrading. Special emphasis is given to upgrading common server configurations and using the Windows Server Deployment Solution Accelerator.
Server08	6419	Configuring, Managing, and Maintaining Windows Server 2008 Servers	5	\$1,975.00	This five-day instructor-led course combines five days worth of instructor-led training content from the Network Infrastructure Technology Specialist, Active Directory Technology Specialist, and IT Professional Server Administrator courses of Windows Server 2008 to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2008 environment. This course covers the core skills required by anyone working with Windows Server 2008 Servers.

Server08	6420	Fundamentals of Windows Server 2008 Network and Applications Infrastructure	5	\$1,975.00	This five-day instructor-led course introduces students to network and applications infrastructure concepts and configurations provided by Windows Server 2008. Students will be able to acquire a fundamental understanding in order to pursue advanced topics available for certification in the network and applications infrastructure areas.
Server08	6421	Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.
Server08	6422	Implementing and Managing Windows Server 2008 Hyper-V	3	\$1,185.00	This three-day instructor-led course teaches students how to implement and manage Windows Server 2008 Hyper-V. It also teaches students how to manage Hyper-V with Solution Center Virtual Machine Manager (SCVMM) and with PowerShell.
Server08	6423	Implementing and Managing Windows Server 2008 Clustering	3	\$1,185.00	This three-day instructor-led course on Windows Server 2008 clustering provides students with the knowledge and skills to implement, maintain, and troubleshoot clusters.
Server08	6424	Fundamentals of Windows Server 2008 Active Directory	3	\$1,185.00	This three-day instructor-led course provides Active Directory Technology Specialists an introduction to Active Directory server roles in Windows Server 2008. The course is intended for entry level students who want to get familiar with the Active Directory server roles and their basic functionality.
Server08	6425	Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	5	\$1,975.00	This five-day instructor-led course provides to teach Active Directory Technology Specialists with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.
Server08	6426	Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 Active Directory	3	\$1,185.00	This three-day instructor-led course provides the knowledge and skills that IT Professionals need to configure identity and access solutions with Windows Server 2008 Active Directory.

Server08	6427	Configuring and Troubleshooting Internet Information Services in Windows Server 2008	3	\$1,185.00	In this 3-day instructor-led course, the students will learn to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008.
Server08	6428	Configuring and Troubleshooting Windows Server 2008 Terminal Services	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access. This is the second course in the Windows Application Platform Services Technology Specialists Who Use Windows Server 2008 curriculum and will introduce the students to the Windows 2008 Terminal Services.
Server08	6429	Configuring and Managing Windows Media Services for Windows Server 2008	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to configure and manage Windows Media Services.
Server08	6430	Planning and Administering Windows Server 2008 Servers	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to implement, monitor, and maintain Windows Server 2008 servers.
Server08	6431	Managing and Maintaining Windows Server 2008 Network Infrastructure Servers	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to manage and maintain Windows Server 2008 network infrastructure servers. The course focuses on creating a plan for managing the server lifecycle, developing and evaluating baselines for monitoring and managing server roles, and analyzing the implementation and configuration of several different server roles for Windows Server 2008. The course will also focus on analyzing and maintaining network server security.
Server08	6432	Managing and Maintaining Windows Server 2008 Active Directory Servers	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to manage and maintain Windows Server 2008 Active Directory servers. The course focuses on the Active Directory server lifecycle by creating baselines, monitoring the system health, and maintaining security for the Active Directory servers. The course also focuses on managing Active Directory Domain Services (AD DS) and Active Directory service roles.

Server08	6434	Automating Windows Server 2008 Administration with Windows PowerShell	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to utilize Windows PowerShell for administering and automating administration of Windows Server 2008. The course focuses on cmdlets, script structure and flow control, language syntax, and implementation details of scripting administrative tasks using COM, WMI, and .NET foundations.
Server08	6435	Designing a Windows Server 2008 Network Infrastructure	5	\$1,975.00	This five-day course will provide students with an understanding of how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.
Server08	6436	Designing a Windows Server 2008 Active Directory Infrastructure and Services	5	\$1,975.00	At the end of this five-day course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations.
Server08	6437	Designing a Windows Server 2008 Applications Infrastructure	3	\$1,185.00	This three-day course will prepare IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.
Server08	6451	Planning, Deploying and Managing Microsoft Systems Center Configuration Manager 2007	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to plan, deploy, and manage Configuration Manager 2007. The course focuses on planning and deploying sites and clients, configuring software distribution, deploying operating systems, and managing software updates. It also focuses on remote tools and managing mobile devices.
Server08	50023	Implementing System Center Data Protection Manager 2007	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to protect and recover data using System Center Data Protection Manager 2007 (DPM).

Server08	50025	Windows PowerShell for Administrators	3	\$1,185.00	This three-day hands-on class will introduce administrators to the new Windows command-line shell, Windows PowerShell. Windows PowerShell offers both a command-line interface as well as a scripting environment. With connectivity to Microsoft products such as Microsoft Exchange Server 2007, Microsoft System Center Operations Manager (MOM 2007), and many more, Windows PowerShell provides a consistent interface to more easily control system administration and accelerate automation. It runs on Windows XP Service Pack 2 (SP2), Windows Server 2003, Windows Vista, and Windows Server 2008.
Server08	50028	Managing System Center Operations Manager 2007	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to managing a Systems Center Operations Manager 2007 management group. This course is intended to develop the necessary skills to install and manage Operations Manager 2007 management servers and supporting roles.

Server 2003 Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
Server03	2199	Active Directory Fundamentals	1	\$395.00	In this one day course you will learn the basic fundamentals of Active Directory on a Server 2003
Server03	2273	Managing and Maintaining a Microsoft Windows Server 2003 Environment	5	\$1,975.00	This course combines five days of instructor-led training with additional e-Learning content to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum.
Server03	2276	Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts	2	\$790.00	After completing this course, students will be able to: Describe the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol architecture. Convert Internet Protocol (IP) addresses between decimal and binary. Calculate a subnet mask. Create subnets using Variable-Length Subnet Mask (VLSM) and Classless Inter-Domain Routing (CIDR). Configure a host to use a static IP address. Assign IP addresses in a multiple subnet network. Describe the IP routing process. Configure a host to obtain an IP address automatically. Configure a host so that automatic private IP address configuration is disabled. Configure a host to use name servers. Isolate common connectivity issues.
Server03	2277	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services	3	\$1,185.00	This three-day, instructor-led course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.

Server03	2279	Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	5	\$1,975.00	This five-day instructor-led course includes self-paced and instructor-facilitated components. It provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory directory service infrastructure. The course focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.
Server03	2282	Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to design a Microsoft Active Directory directory service and network infrastructure for a Microsoft Windows Server 2003 environment. The course is intended for systems engineers who are responsible for designing directory service and/or network infrastructures.
Server03	2285	Installing, Configuring, and Administering Microsoft Windows XP Professional	2	\$790.00	This course addresses the training needs of Windows Server 2003 systems administrators and systems engineers that will be required to support Windows 2000 Professional or Windows XP Professional clients that are part of their infrastructure.
Server03	2395	Designing, Deploying, and Managing a Network Solution for the Small- and Medium-sized Business	3	\$1,185.00	The goal of this three-day course is to provide students with the skills and knowledge necessary to select, deploy, and manage a Microsoft networking solution for small and medium-sized businesses.
Server03	50022	TCP/IP Fundamentals for Microsoft Windows	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to understand the operation and configuration of the TCP/IP protocol suite and its associated technologies for connectivity, automated addressing, name resolution, and traffic protection in Microsoft Windows Server 2003 and Windows XP

Server03	50065	Installing and Configuring an Active Directory Federation Services Solution	4	\$1,580.00	This four-day instructor-led course is designed for IT professionals who need to develop a thorough understanding of the way in which federation can be used to resolve typical inter-security realm resource access problems. The business drivers for federation are first explored before installing and configuring Microsoft Active Directory Federation Services (ADFS) as a solution. Delegates will learn how to choose the right ADFS deployment option for specific business needs and then go on to configure the trust policy appropriately, along with the organization claims, account stores, applications and partner organizations.
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Exchange Courses versions 2007 and 2003

Product Line	Course#	Course Name	Days	List Price	Course Summary
EXCH03	2400	Implementing and Managing Microsoft Exchange Server 2003	5	\$1,975.00	This five-day, instructor-led course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server 2003 in a medium-sized to large-sized (250 to 5,000 users) messaging environment. This course offers a significant number of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server 2003.
EXCH03	2011	Troubleshooting Microsoft Exchange Server 2003	3	\$1,185.00	This three-day instructor-led workshop provides students with the knowledge and skills to identify and resolve common Microsoft Exchange Server issues.
EXCH07	5047	Introduction to Installing and Managing Microsoft Exchange Server 2007 SP1	3	\$1,185.00	At the end of this three-day course, students who are new to Microsoft Exchange Server will learn how to configure and manage a messaging environment in accordance with technical requirements. Students will learn how to install Microsoft Exchange Server 2007 and manage routing, client access, and the backup and restore of databases. They will also learn how to manage addressing and recipient objects such as mailboxes, distribution groups, and contacts.
EXCH07	5049	Managing Messaging Security using Microsoft Exchange Server 2007	1	\$395.00	This one-day instructor-led course provides messaging specialists with the knowledge and skills to manage messaging security and policies. Students will learn how to manage messaging and connection security. They will also learn how to manage spam, anti-virus, and content filtering. And finally they will learn how to install and configure a gateway server.
EXCH07	5050	Recovering Messaging Servers and Databases using Microsoft Exchange Server 2007	1	\$395.00	This one-day course teaches messaging specialists to recover Exchange mailboxes and servers in a variety of disaster scenarios. Students will learn how to perform full and dial-tone recoveries of a mailbox server, as well as repair a mailbox database. They will also learn how to perform a full recovery of Client Access servers, Hub Transport servers, Unified Messaging servers, and Edge Transport servers.

EXCH07	5051	Monitoring and Troubleshooting Microsoft Exchange Server 2007	2	\$790.00	This two-day workshop teaches messaging specialists to monitor and troubleshoot an Exchange Server 2007 messaging system. Students will learn how to correlate client and server issues and resolve those issues. They will also learn how to monitor systems and create reports from the monitoring data.
EXCH07	5053	Designing a Messaging Infrastructure using Microsoft Exchange Server 2007	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to design a messaging infrastructure. Students will learn to assess an existing infrastructure and determine technical and business requirements for both new Microsoft Exchange Server 2007 deployments and migrations. Students will create a design that addresses security, architecture, scalability, coexistence, and client access needs. They also will learn strategies for gaining approval for designs from stakeholders.
EXCH07	5054	Designing a High Availability Messaging Solution using Microsoft Exchange Server 2007	2	\$790.00	This 2-day course teaches messaging engineers to design a high availability messaging solution using Microsoft Exchange Server 2007. Students will create a high availability design to meet service level agreement requirements and learn strategies for gaining approval for the design. They will learn how to identify risks and create mitigation plans to maintain the business continuity of the messaging system. Students will also learn how to design a backup strategy, disaster recovery procedures, and test plans for those procedures.
EXCH07	50162A	Exchange Administrators Guide to Scripting	1	\$395.00	This one day instructor led course will provide Exchange Administrators familiar with Microsoft Exchange Server 2003 and Exchange Server 2007 a detailed overview of the Exchange Server 2007 Exchange Management Shell (EMS). This course will show Exchange Administrators how to perform common and advanced administration tasks using the Exchange Management Shell as well as how to automate other tasks and perform bulk changes to Active Directory and Exchange using EMS.

SharePoint Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
SP07	6438	Implementing and Administering Windows SharePoint Services 3.0 in Windows Server 2008	2	\$790.00	This two-day instructor-led course provides the knowledge and skills that IT Professionals need to configure Microsoft Windows SharePoint Services in Windows Server 2008.
SP07	50050	Architecting Documents and Records Management Solutions with Microsoft Office SharePoint Server 2007	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to design and architect document and records management solutions based on Microsoft Office SharePoint Server 2007.
SP07	50047	Advanced IT Pro Course for Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to plan, deploy, and configure server farm solutions with Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0. The course focuses on key deployment and configuration tasks.
SP07	50051	Architecting Microsoft Office SharePoint Server 2007 Portals and Collaboration Solutions	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to design and architect portals and collaboration solutions based on Microsoft Office SharePoint Server 2007.
SP07	5060	Implementing Windows SharePoint Services 3.0	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to successfully implement Microsoft Windows SharePoint Services (WSS) version 3.0 in their organizations. It emphasizes that students should think about the architecture of their entire environment, including business and application needs, during the planning and deployment phases. The course covers how to perform a clean installation of WSS 3.0 and also describes all the prerequisites required to select the most appropriate method for upgrading WSS from 2.0 to 3.0 in a specific scenario. In addition, the course focuses on how to manage WSS after it is configured
SP07	5061	Implementing Microsoft Office SharePoint Server 2007	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization
SP07	50149	SharePoint 2007 Operations	5	\$1,975.00	This 5 day deep-dive will guide individuals through the process of architecting and setting up SharePoint 2007 applications and customizations from an Operations viewpoint

SP07	50146	Advanced SharePoint Development - MOSS	5	\$1,975.00	This 5 day deep-dive will guide individuals through the process of architecting and developing Microsoft Office SharePoint applications and customizations with a focus on MOSS fundamentals and features and how to extend them. You will see how to customize the document policy feature and add your own actions. You will gain guidance on how to work programmatically with the Records Center, Content Management, Search Center, and Microsoft Office InfoPath Services. You'll learn to extend the document converter functionality with your own converters, as well as how to integrate with the User Profile and Audience APIs. This course focuses on Microsoft Exam 70-542.
SP07	50046	Introduction to Development using Windows SharePoint Services 3.0	2	\$790.00	This in-depth, two-day, instructor-led course provides students with the knowledge of using Windows SharePoint Services 3.0 to create reusable and modular Web sites for use in intranet, extranet, or Internet scenarios. Students will learn how to manage access to information stored within a SharePoint environment, how to perform common object model tasks, and how to create Web parts to customize user interfaces. Participants will also learn how to use Web services for data requests transactions, how to create and deploy event receivers, and how to utilize Windows Workflow Foundation.
SP07	50049	Architecting Web Content Management Solutions with SharePoint Server 2007	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to design and architect Web Content Management (WCM) solutions based on Microsoft Office SharePoint Server 2007. The course focuses on architectural issues and decisions.
SP07	50048	Enterprise Search Solution Architect Workshop	2	\$790.00	This two-day instructor-led workshop provides students with the knowledge and skills to architect enterprise search solutions with Microsoft Office SharePoint Server 2007. The workshop focuses on architectural issues and decisions.
SP07	50003	Customizing and Extending Enterprise Content Management Solutions	1	\$395.00	The goal of this one-day instructor-led course is to give you an in-depth look at and hands-on experience with Web Content Management (WCM) capabilities in Microsoft Office SharePoint Server 2007.
SP07	50004	Implementing Advanced Portals and Collaborations Solutions	1	\$395.00	This one-day hands-on lab focuses on Microsoft Office SharePoint Server, a set of add-ons for Microsoft Windows SharePoint Services that extends and complements the functionality of Windows SharePoint Services V3. Attendees should be able to use this workshop to apply collaborative solutions to practical scenarios.

SP07	SPEUL1	Microsoft: SharePoint 3.0 End User Level 1	2	\$350.00	<p>In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows® SharePoint® services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.</p>
SP07	SPEUL2	Microsoft: SharePoint 3.0 End User Level 2	2	\$350.00	<p>In your previous experience, you have used the features of a WSS team site and you have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint Services administrator.</p>

SQL Courses (2005 and 2008)

Product Line	Course#	Course Name	Days	List Price	Course Summary
SQL05	2779	Implementing a Microsoft SQL Server 2005 Database	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to implement a Microsoft SQL Server 2005 database. The course focuses on teaching individuals how to use SQL Server 2005 product features and tools related to implementing a database.
SQL05	2780	Maintaining a Microsoft SQL Server 2005 Database	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2005 database. The course focuses on teaching individuals how to use SQL Server 2005 product features and tools related to maintaining a database.
SQL08	6158	Updating Your SQL Server 2005 Skills to SQL Server 2008	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to upgrade their SQL Server 2005 skills to SQL Server 2008.
SQL08	6231	Maintaining a Microsoft SQL Server 2008 Database	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to maintaining a database.
SQL08	6232	Implementing a Microsoft SQL Server 2008 Database	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to implementing a database.

Vista Technical Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
WINVISTA	5105	Deploying Microsoft Windows Vista Business Desktops	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to successfully deploy Windows Vista business desktops throughout their organization. Students are introduced to the deployment life cycle, which consists of planning for the deployment, building and customizing the deployment method, and then implementing the actual deployment. Students are introduced to the tools and guidance to be used throughout various stages of the deployment life cycle.
WINVISTA	5115	Installing and Configuring the Windows Vista Operating System	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to install and configure Windows Vista desktops. It will focus on four main areas: installing, securing, networking, and browsing. By the end of the course, the student will have installed and configured a Windows Vista desktop that is secure, on the network, and ready for browsing. This is the first course in the Windows Vista curriculum and will serve as the entry point for other Windows Vista Technology Specialist courses.
WINVISTA	5117	Installing, Configuring, Troubleshooting, and Maintaining Windows Vista	3	\$1,185.00	This three-day instructor-led course provides IT Professionals who work in enterprise organizations with the knowledge and skills to install, deploy, configure, secure, maintain, and troubleshoot Windows Vista. This advanced course is aimed at enterprise desktop support technicians who want to gain an in-depth knowledge of Windows Vista.
WINVISTA	5118	Maintaining and Troubleshooting Windows Vista Computers	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to successfully maintain and troubleshoot Windows Vista computers. It will provide them with the knowledge and skills necessary to identify technical problems that can occur in an organization's client computers. The course will focus on five main troubleshooting areas: operating system, hardware, networking, security, and applications. It will also provide the knowledge and skills necessary to monitor and maintain Windows Vista client computers.

WINVISTA	5119	Supporting the Windows Vista Operating System and Applications	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to use a Windows Vista operating system image and application package deployment infrastructure to minimize the downtime at the Windows Vista client. The desktop support technicians can use this infrastructure to improve the support experience in the following scenarios: 1)New installations 2)Single computer migrations 3)Single computer reinstallations. The course also provides guidance on how to install application packages on Windows Vista computers for support scenarios that require application updates or reinstalls.
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Office Communications Server 2007

Product Line	Course#	Course Name	Days	List Price	Course Summary
COM2007	5177	Implementing and Maintaining Instant Messaging Using Microsoft Office Communications Server 2007	1	\$395.00	This one-day instructor-led course teaches students the instant messaging functionalities that are available in Microsoft Office Communications Server 2007. The course introduces the Office Communications Server 2007 architecture in the Standard and Enterprise Editions, and the considerations involved in implementing them. The course focuses on the instant messaging features and the role of server components in both standard and enterprise instant messaging solutions.
COM2007	5178	Implementing and Maintaining Audio/Visual Conferencing and Web Conferencing Using Microsoft Office Communications Server 2007	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to plan, deploy, and manage audio/visual and Web conferencing by using Microsoft Office Communications Server 2007.
COM2007	5179	Implementing and Maintaining Telephony Using Microsoft Office Communications Server 2007	2	\$790.00	This two-day instructor-led course teaches students how to implement and maintain an Office Communications Server 2007 telephony solution. The course covers the topologies supported by Office Communications Server 2007 for deploying a telephony solution for an organization. Further, the course introduces the various call-flow scenarios in an enterprise and explains the call flow among the various Office Communications Server 2007 components in each scenario.

.NET / asp.NET Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
.NET	2349	Programming with the Microsoft .NET Framework (Microsoft Visual C# .NET)	5	\$1,975.00	The goal of this course is to help application developers understand the Microsoft .NET Framework. In addition to offering an overview of the .NET Framework and an introduction to key concepts and terminology, the course provides a series of labs, which introduce and explain .NET Framework features that are used to code, debug, tune, and deploy applications.
.NET	2350	Developing and Deploying Secure Microsoft .NET Framework Applications	3	\$1,185.00	This three-day instructor-led course teaches developers to develop and deploy secure Microsoft .NET client applications by using Microsoft Visual Studio .NET and the Microsoft .NET Framework. The course provides an overview of security; discusses design issues, including threat modeling techniques and coding techniques that enhance security; and explains why type-safety verification is the cornerstone of Microsoft .NET Framework security. This course provides side-by-side coding examples and activities written in both Microsoft Visual Basic .NET and Microsoft Visual C#.
.NET	50031	Complete .NET 2.0 Security	4	\$1,580.00	Intertech's Complete .NET 2.0 Security course provides a foundation of the various security APIs contained within the Microsoft .NET 2.0 base class libraries. The course begins by examining how strong naming, obfuscation, and digital certificates can prevent others from tampering with and modifying the content within a .NET assembly. The course then addresses the role of one-way encryption using hash algorithms as well as symmetrical and asymmetrical cryptographic services. This class will also examine the use of Role Based Security and Code Access Security to assign identities and permissions to users and executing assemblies. The course wraps up by examining numerous topics regarding securing ASP.NET web applications and XML web services.

.NET	50032	Complete .NET 2.0 Application Development and Best Practices	4	\$1,580.00	This four-day course, Intertech's Complete .NET 2.0 Application Development and Best Practices, is intended for developers who have some familiarity with basic Microsoft .NET 2.0 programming, but wish to deepen their understanding of the various APIs used to build a distributed application. The course begins by examining several coding guidelines (and Microsoft Visual Studio 2005 tricks) which are useful regardless of the type of application you are developing. The remainder of this class will examine the construction of presentation tiers (Microsoft Windows Forms and ASP.NET), the data layer (ADO.NET) and business layer (COM+) as well as various issues regarding security and deployment.
ASP.NET	2311	Advanced Web Application Development using Microsoft ASP.NET	3	\$1,185.00	This three-day, instructor-led course provides students with the knowledge and skills that are needed to successfully design and implement Web applications using Microsoft ASP.NET. This course assumes student exposure to the new features of ASP.NET that can be leveraged for Web applications matching corporate requirements.

VS.NET / Visual Studio 2008

Product Line	Course#	Course Name	Days	List Price	Course Summary
VB.NET	2373	Programming with Microsoft Visual Basic .NET	5	\$1,975.00	The goal of this course is to provide Microsoft Visual Basic developers with the knowledge and skills needed to develop Microsoft .NET-based applications by using Visual Basic .NET. Visual Basic .NET is a significant upgrade to Visual Basic and incorporates many new features and framework goals of the .NET architecture. These changes will allow Visual Basic developers to create enterprise applications for the .NET Platform and to create more traditional Visual Basic applications that can take advantage of the enhancements to the language.
VS.NET	2310	Developing Microsoft ASP.NET Web Applications Using Visual Studio .NET	5	\$1,975.00	This five-day, instructor-led course will teach Microsoft Visual Basic programmers and beginning Web developers the fundamentals of Web application site implementation by using Microsoft ASP.NET and Microsoft Visual Basic .NET. This course focuses on using the Microsoft Visual Studio .NET environment and the Microsoft .NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site.
VS2008	6214	Effective Team Development Using Microsoft Visual Studio Team System	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to manage source control management, a configurable build process, tools that aid in test driven development, and process workflow all integrated directly into Visual Studio 2008. By the end of the course, developers are equipped to use test-driven techniques and proven software processes to create high-quality software with a minimal change in overall effort.
VS2008	6215	Implementing and Administering Microsoft Visual Studio 2008 Team Foundation Server	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to implement and administer Microsoft Visual Studio 2008 Team Foundation Server. The course focuses on installation and configuration details, team projects, work items, version control, Team Build, and reporting.
VS2008	6460	Visual Studio 2008 Windows Presentation Foundation	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to build and configure a Windows Presentation Foundation (WPF) solution.
VS2008	6461	Visual Studio 2008 Windows Communication Foundation	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to build and configure a Windows Communication Foundation (WCF) solution.
VS2008	6462	Visual Studio 2008 Windows Workflow Foundation	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to build and configure a Windows Workflow Foundation (WF) solution.

VS2008	6463	Visual Studio 2008 ASP.NET 3.5	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to create a fully functional Web application by using ASP.NET 3.5.
VS2008	6464	Visual Studio 2008 ADO.NET 3.5	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to access and modify data by using ADO.NET 3.5.

CompTia Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
CompTia	A+	CompTIA A+ Certification Course	5	\$1,975.00	<p>If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA® A+® Certification course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.</p>
CompTia	N+	CompTia Network Plus Certification Course (2009 Objectives)	5	\$1,975.00	<p>The CompTIA Network+® (2009 Objectives) course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that you will use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network+ certification.</p>
CompTia	S+	CompTIA Security+ (2008 Objectives)	5	\$1,975.00	<p>CompTIA Security+® (2008 Objectives) is the primary course you will need to take if your job responsibilities include securing network services, network devices, and network traffic. It is also the main course you will take to prepare for the CompTIA Security+ (2008 Edition) Certification examination (exam number SY0-201). In this course, you will build on your knowledge and professional experience with computer hardware, operating systems, and networks as you acquire the specific skills required to implement basic security services on any type of computer network.</p>

Linux Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
Linux	LinFund	Linux Fundamentals	3	\$1,185.00	Students will install Linux, configure the X Window System, and learn to navigate the Linux command-line shell. Students will also learn fundamental concepts common to Linux: the kernel, Linux file system, boot process and run levels, shell scripting, and editing text files.
Linux	LinSysAdmn	Linux System Administration	2	\$790.00	Students will gain hands-on experience with kernel customization, package management, process and disk management, as well as user and group management.

Office 2007 Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
Office 2007	Wrd07L1	Microsoft Office 2007: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.
Office 2007	Wrd07L2	Microsoft Office 2007: Word Level 2	1	\$175.00	In the first course in this series, Microsoft® Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.
Office 2007	Wrd07L3	Microsoft Office 2007: Word Level 3	1	\$175.00	You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.
Office 2007	Exc07L1	Microsoft Office 2007: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.
Office 2007	Exc07L2	Microsoft Office 2007: Excel Level 2	1	\$175.00	In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Office 2007	Exc07L3	Microsoft Office 2007: Excel Level 3	1	\$175.00	<p>Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications</p> <p>This course is designed to give experienced Excel users proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.</p>
Office 2007	Exc07VBA	Microsoft Office 2007: Excel VBA	1	\$175.00	<p>Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.</p>
Office 2007	Acc07L1	Microsoft Office 2007: Access Level 1	1	\$175.00	<p>You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.</p>
Office 2007	Acc07L2	Microsoft Office 2007: Access Level 2	1	\$175.00	<p>Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.</p>

Office 2007	Acc07L4	Microsoft Office 2007: Access Level 4	1	\$175.00	In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.
Office 2007	Acc07VBA	Microsoft Office 2007: Access VBA	1	\$175.00	This course is designed for experienced Access 2007 users who want to learn ActiveX Data Objects, control structures, and the basics of VBA programming.
Office 2007	PPT07L1	Microsoft Office 2007: PowerPoint Level 1	1	\$175.00	In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations
Office 2007	PPT07L2	Microsoft Office 2007: PowerPoint Level 2	1	\$175.00	As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.
Office 2007	Out07L1	Microsoft Office 2007: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
Office 2007	Out07L2	Microsoft Office 2007: Outlook Level 2	1	\$175.00	If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

Office 2007	Out07L3	Microsoft Office 2007: Outlook Level 3	1	\$175.00	This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.
Office 2007	Pub07L1	Microsoft Office 2007: Publisher Level 1	1	\$175.00	You're starting Microsoft® Office Publisher 2007, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.
Office 2007	OFF07NF	Microsoft Office 2007: New Features	1	\$175.00	Having worked with the applications in Microsoft® Office 2003 you must also get to know the features present in the latest release of the application. Microsoft® Office 2007: New Features comes with enhanced features for improving the management, organization, and distribution of your data. In this course, you will work with the new and increased features in Office 2007.
Office 2007	Prj07L1	Microsoft Office 2007: Project Level 1	1	\$175.00	You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.
Office 2007	Prj07L2	Microsoft Office 2007: Project level 2	1	\$175.00	Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.
Office 2007	ON07	OneNote: Microsoft® Office OneNote® 2007	1	\$175.00	Computers are frequently used to create, organize, and share your notes and information with others; you can also enhance the content to suit your purpose. In this course, you will use Microsoft® Office OneNote® 2007 to create different kinds of notes. You will also organize, locate, and share information using OneNote 2007.

Office 2007	V071	Visio: Microsoft® Office Visio® Professional 2007: Level 1	1	\$200.00	Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft® Office Visio® Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.
Office 2007	V072	Visio: Microsoft® Office Visio® Professional 2007: Level 2	1	\$200.00	Microsoft® Office Visio® Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.
Office 2007	5927	Project: Microsoft Office Project 2007, Managing Projects	3	\$1,185.00	This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans. This course is intended for both novice and experienced project managers and schedulers. These individuals would be involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of MS Office Project. A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills.

Office 2003 Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
Office 2003	V031	Visio: Visio® 2003 Professional: Level 1	1	\$200.00	In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.
Office 2003	V032	Visio: Visio 2003 Professional: Level 2	1	\$200.00	In this course, you will expand on the knowledge you gained in the Visio 2003 Professional: Level 1 course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.
Office 2003	50105A	Microsoft Office 2003: Surviving Public Speaking with PowerPoint	1	\$175.00	This in-depth one-day instructor-led course provides students with the knowledge to use Microsoft PowerPoint to create slides for presentation while building two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this course, you will master the skills that will make you a better speaker and presenter.
Office 2003	Wrd03L1	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

Office 2003	Wrd03L2	Microsoft Office 2003: Word Level 2	1	\$175.00	In the first course in this series, Microsoft Word 2003 : Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.
Office 2003	Wrd03L3	Microsoft Office 2003: Word Level 3	1	\$175.00	You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.
Office 2003	Exc03L1	Microsoft Office 2003: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.
Office 2003	Exc03L2	Microsoft Office 2003: Excel Level 2	1	\$175.00	In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
Office 2003	Exc03L3	Microsoft Office 2003: Excel Level 3	1	\$175.00	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

Office 2003	Exc03VBA	Microsoft Office 2003: Excel VBA	1	\$175.00	In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In Excel 2003: Introduction to VBA you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in Excel 2003: Level 1 and Excel 2003: Level 2.
Office 2003	Acc03L1	Microsoft Office 2003: Access Level 1	1	\$175.00	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.
Office 2003	Acc03L2	Microsoft Office 2003: Access Level 2	1	\$175.00	As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.
Office 2003	Acc03L3	Microsoft Office 2003: Access Level 3	1	\$175.00	Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.
Office 2003	Acc03L4	Microsoft Office 2003: Access Level 4	1	\$175.00	In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.
Office 2003	Acc03VBA	Microsoft Office 2003: Access VBA	1	\$175.00	This course is designed for experienced Access 2003 users who want to learn ActiveX Data Objects, control structures, and the basics of VBA programming.

Office 2003	PPT03L1	Microsoft Office 2003: PowerPoint Level 1	1	\$175.00	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.
Office 2003	PPT03L2	Microsoft Office 2003: PowerPoint Level 2	1	\$175.00	As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better—audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.
Office 2003	Out03L1	Microsoft Office 2003: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.
Office 2003	Out03L2	Microsoft Office 2003: Outlook Level 2	1	\$175.00	If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.
Office 2003	Out03L3	Microsoft Office 2003: Outlook Level 3	1	\$175.00	This course is the third in a series of Microsoft® Office Outlook® 2003 courses. It builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.
Office 2003	Pub03L1	Microsoft Office 2003: Publisher Level 1	1	\$175.00	You're starting Microsoft® Publisher 2003, which is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Office 2003	Prj03L1	Microsoft Office 2003: Project Level 1	1	\$175.00	Welcome to Microsoft Project 2003: Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2003 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.
Office 2003	Prj03L2	Microsoft Office 2003: Project Level 2	1	\$175.00	Microsoft Project 2003: Level 2 is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003: Level 1 , you used your project management skills to create a complete project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.

Web Design / Graphics

Product Line	Course#	Course Name	Days	List Price	Course Summary
Web/Graphic Design	SPDESGL1	Microsoft: SharePoint Designer 2007 Level 1	1	\$275.00	<p>You've created intranet sites using Microsoft® Windows® SharePoint® Services. There will be times when you would want to build sites that lay emphasis on your company's unique requirements and sites that align themselves with the company's unique brand identity. In this course, you will use Microsoft® SharePoint® Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform.</p> <p>Now that you know how to create customized SharePoint sites matching your branding, you may want to extend your sites to include more functionality. With SharePoint Designer, you can extend your sites more easily than before.</p> <p>You want to make some information available on the Internet. To do this, you might want to design, build, and upload a website. The features and functions in Expression Web will enable you to create a website to suit your requirements.</p>
Web/Graphic Design	SPDESGL2	Microsoft: SharePoint Designer 2007 Level 2	1	\$275.00	<p>Microsoft® Expression® Web 2007 has made it possible for you to create standard compliant websites that are aesthetically appealing. Microsoft® Expression® Web 2007 also makes it possible for you to design websites that are highly interactive and dynamic. In this course, you will create a fluid designed website and add dynamic features to make it engaging to the users. Your photographs are stored in folders on your computer, and many of these photos are without descriptive names or numbering. When you want to use photos for your website or share them with others, it can be a time-consuming process to locate the images you need. Sometimes those images need correction or enhancement, and once you do locate them you need to open an image editing program to make your desired changes. Microsoft® Expression® Media enables you to visually organize and catalog photos, and to use Media's tools to make image corrections. In this course, you will work with Expression Media to catalog images; sort, search, and view images; create a slide show; and edit photographs within a familiar Microsoft software environment.</p>
Web/Graphic Design	ExpWb07L1	Microsoft: Expression Web Level 1	1	\$275.00	<p>Microsoft® Expression® Web 2007 has made it possible for you to create standard compliant websites that are aesthetically appealing. Microsoft® Expression® Web 2007 also makes it possible for you to design websites that are highly interactive and dynamic. In this course, you will create a fluid designed website and add dynamic features to make it engaging to the users. Your photographs are stored in folders on your computer, and many of these photos are without descriptive names or numbering. When you want to use photos for your website or share them with others, it can be a time-consuming process to locate the images you need. Sometimes those images need correction or enhancement, and once you do locate them you need to open an image editing program to make your desired changes. Microsoft® Expression® Media enables you to visually organize and catalog photos, and to use Media's tools to make image corrections. In this course, you will work with Expression Media to catalog images; sort, search, and view images; create a slide show; and edit photographs within a familiar Microsoft software environment.</p>
Web/Graphic Design	ExpWb07L2	Microsoft: Expression Web Level 2	1	\$275.00	<p>Microsoft® Expression® Web 2007 has made it possible for you to create standard compliant websites that are aesthetically appealing. Microsoft® Expression® Web 2007 also makes it possible for you to design websites that are highly interactive and dynamic. In this course, you will create a fluid designed website and add dynamic features to make it engaging to the users. Your photographs are stored in folders on your computer, and many of these photos are without descriptive names or numbering. When you want to use photos for your website or share them with others, it can be a time-consuming process to locate the images you need. Sometimes those images need correction or enhancement, and once you do locate them you need to open an image editing program to make your desired changes. Microsoft® Expression® Media enables you to visually organize and catalog photos, and to use Media's tools to make image corrections. In this course, you will work with Expression Media to catalog images; sort, search, and view images; create a slide show; and edit photographs within a familiar Microsoft software environment.</p>
Web/Graphic Design	ExpMD07L1	Microsoft: Expression Media Level 1	1	\$275.00	<p>Microsoft® Expression® Media enables you to visually organize and catalog photos, and to use Media's tools to make image corrections. In this course, you will work with Expression Media to catalog images; sort, search, and view images; create a slide show; and edit photographs within a familiar Microsoft software environment.</p>

Web/Graphic Design	FP03L1	Microsoft: FrontPage Level 1	1	\$275.00	As you begin this course, you should have the skills you need to work with Microsoft® Office System applications, especially Microsoft® Word. This includes the ability to create and edit documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft® FrontPage® 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world. You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and to enable two-way interaction with your Web site's visitors. In this course, you will use Microsoft® Office FrontPage® 2003's graphical and convenient tools to add these features to your Web site. You may want to make information available on the Internet. To achieve this, you need to create a website. In this course, you will design, build, and upload a website using Dreamweaver.
Web/Graphic Design	FP03L2	Microsoft: FrontPage Level 2	1	\$275.00	You have created basic web pages. You may now need to develop professional-looking websites. In this course, you will use the advanced features of Adobe® Dreamweaver® CS3 to design and develop professional-looking websites.
Web/Graphic Design	DWCS3L1	Adobe: DreamWeaver Level 1	1	\$275.00	You know to create professional looking web pages. Now, you may need to vary the content on the pages dynamically. In this course, you will use Adobe® Dreamweaver® CS3 to create and administer database-driven sites.
Web/Graphic Design	DWCS3L2	Adobe: DreamWeaver Level 2	1	\$275.00	Adobe® Photoshop® has been an indispensable image editing software application for many years. As an aspiring graphic designer, you would like to familiarize yourself with image creation and editing using this software. Understanding the different tools and features available in Photoshop CS3 will help you to maximize your creative potential. In this course, you'll use the several tools and features of Photoshop CS3 to work with images.
Web/Graphic Design	DWCS3L3	Adobe: DreamWeaver Level 3	1	\$275.00	You have familiarized yourself with the basic image editing tools of Adobe® Photoshop® CS3. Now, you may want to enhance the images and work with videos. In this course, you'll work with the advanced tools and features available in Photoshop CS3.
Web/Graphic Design	PHSPCS3L1	Adobe: PhotoShop CS3 Level 1	1	\$275.00	
Web/Graphic Design	PFSPCS3L2	Adobe: PhotoShop CS3 Level 2	1	\$275.00	

Web/Graphic Design	ILLCS3L1	Adobe: Illustrator CS3 Level 1	1	\$275.00	<p>Adobe® Illustrator® CS3 is a sophisticated graphics application that helps you to create complex and attractive designs with type effects. You can create logos, advertisements, and other illustrations with ease using this software. However, creating complex designs can be overwhelming if you are not familiar with the tools present in Adobe Illustrator and their features. In this course, you will learn to use Adobe Illustrator CS3 by drawing and manipulating simple shapes to create logos. You will also combine text and graphics to create advertisements.</p> <p>You probably used Adobe® Illustrator® to create simple illustrations and logos. However, you may need to create complex illustrations, print documents without any errors or color mismatches, or prepare illustrations for the web. In this course, you will create complex, robust illustrations that go beyond those you could create using Illustrator's basic tools.</p>
Web/Graphic Design	ILLCS3L2	Adobe: Illustrator CS3 Level 2	1	\$275.00	<p>Adobe® Flash® CS3: Level 1 is the appropriate course for you if you need to create web pages or web page components that contain text, graphics, and animation, and that will display correctly in almost every browser on most computing platforms. As a web developer, you want to create engaging experiences for the visitors to your sites. Thus far, you have probably created straightforward HTML or Flash files with simple animations using prebuilt components. In this course, you will create rich Internet applications with Adobe® Flash® CS3 using ActionScript™. The site you create will pull data from external sources, so it will respond to user choices based on the information in those files. You will also manage forms, perform calculations, and tailor the interface using ActionScript programming.</p> <p>You have probably worked with some of the web design applications to create graphics for the web. However, you would now like to have better control over editing vector and bitmap graphics and also make web graphics appear the way you had intended. In this course, you'll work with some of the tools and features of Adobe® Fireworks® CS3 to create and edit vector and bitmap graphics, apply interesting effects, add graphical text, optimize graphics, and export it as a HTML file.</p>
Web/Graphic Design	FLSHCS3L1	Adobe: Flash CS3 Level 1	1	\$275.00	<p>Adobe® Flash® CS3: Level 1 is the appropriate course for you if you need to create web pages or web page components that contain text, graphics, and animation, and that will display correctly in almost every browser on most computing platforms. As a web developer, you want to create engaging experiences for the visitors to your sites. Thus far, you have probably created straightforward HTML or Flash files with simple animations using prebuilt components. In this course, you will create rich Internet applications with Adobe® Flash® CS3 using ActionScript™. The site you create will pull data from external sources, so it will respond to user choices based on the information in those files. You will also manage forms, perform calculations, and tailor the interface using ActionScript programming.</p> <p>You have probably worked with some of the web design applications to create graphics for the web. However, you would now like to have better control over editing vector and bitmap graphics and also make web graphics appear the way you had intended. In this course, you'll work with some of the tools and features of Adobe® Fireworks® CS3 to create and edit vector and bitmap graphics, apply interesting effects, add graphical text, optimize graphics, and export it as a HTML file.</p>
Web/Graphic Design	FLSHCS3L2	Adobe: Flash CS3 Level 2	1	\$275.00	<p>Adobe® Flash® CS3: Level 1 is the appropriate course for you if you need to create web pages or web page components that contain text, graphics, and animation, and that will display correctly in almost every browser on most computing platforms. As a web developer, you want to create engaging experiences for the visitors to your sites. Thus far, you have probably created straightforward HTML or Flash files with simple animations using prebuilt components. In this course, you will create rich Internet applications with Adobe® Flash® CS3 using ActionScript™. The site you create will pull data from external sources, so it will respond to user choices based on the information in those files. You will also manage forms, perform calculations, and tailor the interface using ActionScript programming.</p> <p>You have probably worked with some of the web design applications to create graphics for the web. However, you would now like to have better control over editing vector and bitmap graphics and also make web graphics appear the way you had intended. In this course, you'll work with some of the tools and features of Adobe® Fireworks® CS3 to create and edit vector and bitmap graphics, apply interesting effects, add graphical text, optimize graphics, and export it as a HTML file.</p>
Web/Graphic Design	FRWKSCS3L1	Adobe: Fireworks CS3 Level 1	1	\$275.00	<p>Adobe® Fireworks® CS3 is a sophisticated graphics application that helps you to create complex and attractive designs with type effects. You can create logos, advertisements, and other illustrations with ease using this software. However, creating complex designs can be overwhelming if you are not familiar with the tools present in Adobe Fireworks and their features. In this course, you will learn to use Adobe Fireworks CS3 by drawing and manipulating simple shapes to create logos. You will also combine text and graphics to create advertisements.</p> <p>You probably used Adobe® Fireworks® to create simple illustrations and logos. However, you may need to create complex illustrations, print documents without any errors or color mismatches, or prepare illustrations for the web. In this course, you will create complex, robust illustrations that go beyond those you could create using Fireworks's basic tools.</p>

Web/Graphic Design	INDGNCS3L1	Adobe: InDesign CS3 Level 1	1	\$275.00	You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS3. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign CS3. Using Adobe® InDesign®, you have created simple documents. Now, you may need to create huge documents that are attractive as well as can be accessed globally. In this course, you will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.
Web/Graphic Design	INDGNCS3L2	Adobe: InDesign CS3 Level 2	2	\$275.00	After a website is designed and finalized using appropriate images and formats, you will need to manage and administer your website. You will constantly be updating it with information, and therefore it is critical that you assign appropriate privileges to users to maintain site integrity. You may also need to connect with and use a publishing server. In this course, you will learn how to administer a website by using Adobe Contribute CS3 and also connect with and use the Contribute Publishing Server. You may have used different applications to create documents and files for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.
Web/Graphic Design	ContCS3L1	Adobe: Contribute CS3 Level 1	1	\$275.00	As a business professional, you have some experience in using Adobe® Acrobat®. Now you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 8.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.
Web/Graphic Design	ACBT8L1	Adobe: Acrobat 8 Level 1	1	\$275.00	
Web/Graphic Design	ACBT8L2	Adobe: Acrobat 8 Level 2	2	\$275.00	

Specialty Courses

Product Line	Course#	Course Name	Days	List Price	Course Summary
Crystal Reports	CRXI1	Crystal: Crystal Reports XI: Level 1	2	\$600.00	<p>Crystal Reports XI: Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports XI series. In this course, you will build basic list and group reports that work with almost any database.</p>
Crystal Reports	CRXI2	Crystal: Crystal Reports XI: Level 2	2	\$600.00	<p>Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries.</p>
Internet	IE7	IE: Internet Explorer 7: Introduction	1	\$100.00	<p>You are familiar with computers and how they work. Computers have contributed to the rise and spread of the Internet, which has now become the driving force for networked societies around the globe. In this course, you will be introduced to the latest version of Internet Explorer to take full advantage of all that Internet has to offer.</p>
JAVA	50058	JavaScript 1.5	3	\$1,185.00	<p>This three-day instructor-led course provides students with the knowledge and skills to start creating and working with JavaScript. This course covers the material you need to know to become proficient using JavaScript with your Web pages. You will learn JavaScript's critical elements, including language syntax, script design, and deployment. This course will provide you with a strong foundation in JavaScript and enable you to build JavaScript-enabled Web pages correctly and with confidence.</p>

XML	50060	Core XML and XML Transformations and Web Services	5	\$1,975.00	This five-day instructor-led course provides students with the knowledge and skills to learn the fundamentals of the Extensible Markup Language (XML) as well as those of the most popular supporting technologies. See how to create well-formed XML data and effectively use namespaces. Understand how to perform validation using Document Type Definitions (DTDs) and XML Schemas (XSDs). See how to manipulate XML data using the Document Object Model (DOM) and Simple API for XML (SAX). Learn how to create Web services using the Simple Object Access Protocol (SOAP). Become familiar with style sheets using XSL for Transformation (XSLT). See the latest XML technologies such as XQuery, XML Encryption, and Resource Description Framework (RDF)
XML	50061	XML Overview for the IT Professional	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to learn the history of Web technologies and the role that XML plays therein. They will gain an understanding of character encoding. They will also learn how to create and manipulate XML documents and implement known content strategies as well as design considerations. Students will explore critical extensions to XML and be introduced to cutting-edge applications that are utilizing XML technologies.
XML	50062	Core XML	2	\$790.00	This two-day instructor-led course provides students with the knowledge and skills to learn the fundamentals of the Extensible Markup Language (XML) as well as those of the most popular supporting technologies. See how to create well-formed XML data and effective namespaces. Understand how to perform validation using Document Type Definitions (DTDs) and XML Schemas (XSDs). See how to manipulate XML data using the Document Object Model (DOM) and Simple API for XML (SAX).

Business Skills

Product Line	Course#	Course Name	Days	List Price	Course Summary
Communications	50105A	Surviving Public Speaking with PowerPoint	1	\$150.00	This in-depth one-day instructor-led course provides students with the knowledge to use Microsoft PowerPoint to create slides for presentation while building two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this course, you will master the skills that will make you a better speaker and presenter. In any profession, you will find yourself in a situation where you need to relay information to another colleague. When such situations arise, good communication skills are an essential part of getting your message across clearly. This course will show you how to apply advanced verbal and written communication techniques in your workplace.
Communications	88686	Advanced Communication Skills	1	\$150.00	As a business professional, you are surrounded by information and rely on it to do your job. Some information comes to you because you ask for it; other times it literally seems to come "at" you. Other people may rely on and ask you for information, and there are times when you send it to them without their asking. Being able to manage information effectively is one of the most basic skills you must have to do your job well. In this course, you will apply important principles and skills to manage the information you have to do your job. This course will provide you with the methods necessary to prepare and present data to effectively inform or persuade your audience.
Communications	88677	Managing Information Effectively	1	\$75.00	Managers are responsible for setting the goals for your team and for managing their work. Organizational goals can often get lost in layers of management and not get communicated properly. Without goals, employees can feel unmotivated or can even set their own goals for achievement, which will result in poor and conflicting team performance. In this course, you will develop skills needed to establish tactical goals for your team based on organizational directives and general goals from your manager and create and manage action plans to achieve these goals.
Communications	88685	Using Data to Communicate	1	\$150.00	
Management	88684	Managing Organizational Goals	1	\$150.00	

Management	88201	Appraising Performance:	1	\$150.00	Appraising Performance provides an overview of the basics of conducting performance appraisals. It provides guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity. With constantly shifting global economies and technological developments, businesses are constantly changing to exploit opportunities. Companies no longer have the luxury of remaining the same. Therefore, managers must constantly prepare for and implement change, guiding their employees through periods of transition.
Management	88612	Change Management for Managers	0.5	\$75.00	As a leader in your organization, you are expected to help people meet or exceed expectations and to help ensure productivity and profitability for the organization. Coaching is a leadership tool that is effective in improving performance and contributing to the goals of the organization. In this course, you will explore the benefits of coaching, coaching approaches, how to develop an action plan, and methods for ensuring the coaching process is successful.
Management	88678	Coaching Essentials	0.5	\$75.00	This course will provide the methods to perform a personal assessment so that new managers can identify areas for improvement and apply strategies to develop and grow their leadership capabilities
Management	88484	Developing Yourself as a Leader	1	\$150.00	The world of business is centered on the interaction of different teams, both within and outside the organization. The success of a team within a company is often directly linked to the ability of a manager to lead and manage the team effectively. In order to perform the job well, the manager must understand the different roles of everyone involved in the team, and be trained in developing the capabilities of all team members and addressing issues as soon as they surface. This course will help you gain an understanding of the basic fundamentals of becoming an effective manager.
Management	88457	Effective Management	1	\$150.00	Assess your current emotional intelligence capabilities, determine your strengths, and identify areas for improvement. You will examine how emotions affect behavior and how those behaviors impact your relationships with others. You will also develop strategies for managing the emotional energy in yourself and others.
Management	88649	Emotional Intelligence for Managers	1	\$150.00	

Management	88466	Hiring Outstanding Teams	1	\$150.00	<p>You're a first-time manager who has to create a new team or complete an existing team. You want to locate and interview great candidates, hire the most qualified, and smoothly integrate them into the team.</p> <p>Every manager knows that to be successful, a company needs to build teams of employees who are the top in their field, work well together, and are happy in the company. However, it is often difficult for managers to find and hire the best people. In this course, you will practice techniques that will empower you to do just that—to hire the best candidate every time through strategies that will improve your success in interviewing. This can reduce or even eliminate significant turnover and allow your company to focus instead on achieving production goals.</p>
Management	88676	Interviewing Skills for Management	0.5	\$75.00	<p>You want to create and maintain a successful team. Learning how to effectively manage a team is the first step to realizing your goal. In this course, you will determine how to manage the team so that it remains effective.</p>
Management	88619	Managing Project Teams	0.5	\$75.00	<p>Businesses are constantly looking for innovative ideas that will put them one step ahead of their competitors. In order to arrive at a truly new idea, a team leader or manager must understand how to manage the innovation process. This course offers effective managerial strategies that address the organizational aspects of managing a creative team, supporting that creativity, moving an idea to implementation, and troubleshooting ideas to help guide a team through the innovation process.</p>
Management	88646	Managing Innovation and Creativity	0.5	\$75.00	<p>As a manager, you are responsible for setting the goals for your team and for managing their work. Organizational goals can often get lost in layers of management and not get communicated to the individual contributors. In the absence of goals, employees can feel unmotivated or can even set their own goals for achievement, which will result in poor and conflicting team performance.</p>
Management	88684	Managing Organizational Goals	1	\$150.00	<p>In this course, you will develop skills needed to establish tactical goals for your team based on organizational directives and general goals from your manager and create and manage action plans to achieve these goals.</p>

Management	88511	Motivating Your Employees	0.5	\$75.00	<p>This course will assist you in understanding and implementing strategies that will help to motivate your work force.</p> <p>New managers want to be able to step forward and assume their new responsibilities with confidence. You want to be able to lead the individuals on your team effectively by conducting ongoing performance appraisals; delivering helpful and instructive feedback, training, and coaching; and designing and implementing performance standards. You also want to develop talent within your team by employing effective performance-management strategies on the job. This course will give new managers essential performance-management skills.</p> <p>Up to this point in your career, you have been a successful employee or individual contributor, or have recently been promoted to manager. You have developed skills to be successful in your field. In this course, you will learn the practical skills you need to be an effective leader in your organization.</p>
Management	88482	Performance Management	1	\$150.00	<p>Although you are not formally employed as a project manager, you may occasionally be called on to lead a small- to medium-sized project for your company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics on the project management process and the tools needed to manage small- to medium-size projects.</p>
Management	88615	Practical Leadership	1	\$150.00	<p>You work for a local company in a supervisory position. You're familiar with the term sexual harassment, but as a supervisor, you want to ensure that you possess the latest information regarding sexual harassment awareness and prevention. In this course, you will obtain that knowledge.</p>
Management	88679	Project Management Skills for Non-Project Managers	0.5	\$75.00	
Management	88505	Sexual Harassment Awareness for Supervisors	0.5	\$75.00	

Management	88644	Strategic Planning Skills	0.5	\$75.00	<p>This course will provide you with a process for developing a clear understanding of your business's culture, operations, and market position, while facilitating the development of a strategic blueprint for gaining the competitive advantage necessary for your business's success, now and in the future.</p> <p>This course will give new managers the basics of effective management for their first 100 days on the job. Professionals who have achieved success as individual contributors often transition into management roles. New managers want to be able to step forward and assume their new responsibilities with confidence. You want to be able to conduct performance appraisals, monitor work processes, communicate effectively with team members, build an internal network of supportive colleagues, and avoid common management pitfalls. You also want to be able to resolve conflicts that arise, coach people to give great performances, and serve as an advocate for your team within the wider corporate structure.</p>
Management	88683	What Good Managers Do: The First 100 Days	0.5	\$75.00	<p>Everyone who works in the business world today is faced with constant changes and is expected to adapt. In this course, students will identify methods for solving problems resulting from workplace changes. Students will define change management and identify strategies for effectively preparing for change, coping with reaction to change, and becoming an agent of change in their working lives.</p>
Softskills	88613	Change Management for Employees	0.5	\$75.00	<p>Time is a form of currency, and the ways that we talk about it illustrate its value: we say "Time is money," and "My time was well spent," or "It's a waste of time." Like most professionals, you've probably struggled with managing this resource effectively. In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals.</p>
Softskills	88606	Effective Time Management	1	\$150.00	<p>Fundamentals of Communication provides an overview of the basic principles of business communication. It provides guidelines and best practices for effectively communicating in the workplace, thereby improving productivity and mutual understanding in culturally diverse business organizations.</p>
Softskills	88203	Fundamentals of Communication	1	\$150.00	

Softskills	88641	Managing Conflict	0.5	\$75.00	This course will assist you in understanding and implementing strategies that will help to manage conflict effectively.
Softskills	88622	Negotiating Skills	1	\$150.00	You will perform the basic steps in a business negotiation. Regardless of the specific organization or position, your skills and previous training have allowed you to gain employment in the corporate world. One thing that you may not be adequately prepared for, however, is dealing with problems. In a corporate environment, using specialized groups to solve problems is becoming more and more common. Being able to work in groups to solve problems will enhance your business knowledge and value to the organization. This course will show you the fundamentals of problem-solving skills—from defining your problem, to presenting it to the key decision makers in your organization.
Softskills	88445	Problem-Solving Skills	1	\$150.00	You work for a local company in a non-management position. You're familiar with the term sexual harassment, but you want to ensure that you possess the latest information regarding sexual harassment awareness and prevention. In this course, you will obtain that knowledge.
Softskills	88506	Sexual Harassment Awareness for Employees	0.5	\$75.00	