

Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
<b>SkillChoice Business</b>						
<b>BUSINESS STRATEGY and OPERATIONS</b>						
<b>Operations Curriculum</b>						
<b>Operations Management</b>						
	NEW!		Operations Management: Inventory Management	<a href="#">oper_21_a04_bs_enus</a>	SkillSoft Course	1
	NEW!		Operations Management: Forecasting and Capacity Planning	<a href="#">oper_21_a05_bs_enus</a>	SkillSoft Course	1
	NEW!		Operations Management: Operations Scheduling	<a href="#">oper_21_a06_bs_enus</a>	SkillSoft Course	1
	NEW!		Operations Management: Management of Quality	<a href="#">oper_21_a07_bs_enus</a>	SkillSoft Course	1
	NEW!		Operations Management: Facilities Planning and Management	<a href="#">oper_21_a08_bs_enus</a>	SkillSoft Course	1
<b>Managing Customer-Driven Process Improvement</b>						
			Why Customer Driven?	<a href="#">OPER0121</a>	SkillSoft Course	2.5
			Identifying What the Customer Wants	<a href="#">OPER0122</a>	SkillSoft Course	3
			Translating Requirements into Process Goals	<a href="#">OPER0123</a>	SkillSoft Course	3.5
			Understanding Processes	<a href="#">OPER0124</a>	SkillSoft Course	2.5
			Implementing Improvements	<a href="#">OPER0125</a>	SkillSoft Course	2.5
			Managing Process Improvements	<a href="#">OPER0126</a>	SkillSoft Course	3
			Managing Customer-Driven Process Improvement Simulation	<a href="#">OPER0120</a>	SkillSoft Simulation	0.5
<b>Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment</b>						
			Lean and Six Sigma	<a href="#">oper_11_a01_bs_enus</a>	SkillSoft Course	2
			Six Sigma Projects and the Black Belt Role	<a href="#">oper_11_a02_bs_enus</a>	SkillSoft Course	2
			Six Sigma Leadership and Change Management	<a href="#">oper_11_a03_bs_enus</a>	SkillSoft Course	2
<b>Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures</b>						
			Critical Requirements and Benchmarking for Six Sigma	<a href="#">oper_12_a01_bs_enus</a>	SkillSoft Course	2
			Business Performance and Financial Measures in Six Sigma	<a href="#">oper_12_a02_bs_enus</a>	SkillSoft Course	2
<b>Six Sigma Black Belt (2007 BOK): Team Management</b>						
			Forming Project Teams for Six Sigma	<a href="#">oper_13_a01_bs_enus</a>	SkillSoft Course	2
			Motivation and Communication in Six Sigma Teams	<a href="#">oper_13_a02_bs_enus</a>	SkillSoft Course	2
			Managing Six Sigma Team Performance	<a href="#">oper_13_a03_bs_enus</a>	SkillSoft Course	2
<b>Six Sigma Black Belt (2007 BOK): Define</b>						
			Using Voice of the Customer in Six Sigma	<a href="#">oper_14_a01_bs_enus</a>	SkillSoft Course	2
			Developing Project Charters and Tracking Six Sigma Projects	<a href="#">oper_14_a02_bs_enus</a>	SkillSoft Course	1.5
<b>Six Sigma Black Belt (2007 BOK): Measure</b>						
			Process Characteristics for Six Sigma	<a href="#">oper_15_a01_bs_enus</a>	SkillSoft Course	2
			Data Collection and Measurement in Six Sigma	<a href="#">oper_15_a02_bs_enus</a>	SkillSoft Course	2
			Six Sigma Measurement Systems	<a href="#">oper_15_a03_bs_enus</a>	SkillSoft Course	2
			Basic Statistics and Graphical Methods for Six Sigma	<a href="#">oper_15_a04_bs_enus</a>	SkillSoft Course	2
			Probability for Six Sigma	<a href="#">oper_15_a05_bs_enus</a>	SkillSoft Course	2

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			Process Capability for Six Sigma	<a href="#">oper_15_a06_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Black Belt (2007 BOK): Analyze</b>			
			Correlation and Regression Analysis in Six Sigma	<a href="#">oper_16_a01_bs_enus</a>	SkillSoft Course	1.5
			Multivariate Analysis and Attribute Data Analysis in Six Sigma	<a href="#">oper_16_a02_bs_enus</a>	SkillSoft Course	2
			Hypothesis Testing Concepts and Tests for Means in Six Sigma	<a href="#">oper_16_a03_bs_enus</a>	SkillSoft Course	2
			Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma	<a href="#">oper_16_a04_bs_enus</a>	SkillSoft Course	2
			Nonparametric Tests in Six Sigma Analysis	<a href="#">oper_16_a05_bs_enus</a>	SkillSoft Course	2
			Non-Statistical Analysis Methods in Six Sigma	<a href="#">oper_16_a06_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Black Belt (2007 BOK): Improve</b>			
			Designing and Planning Experiments in Six Sigma	<a href="#">oper_17_a01_bs_enus</a>	SkillSoft Course	2
			Conducting Experiments and Analyzing Results in Six Sigma	<a href="#">oper_17_a02_bs_enus</a>	SkillSoft Course	2
			Improvement Methods and Implementation Issues in Six Sigma	<a href="#">oper_17_a03_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Black Belt (2007 BOK): Control</b>			
			Statistical Process Control (SPC) in Six Sigma	<a href="#">oper_18_a01_bs_enus</a>	SkillSoft Course	2
			Non-Statistical Control Tools and Maintaining Controls in Six Sigma	<a href="#">oper_18_a02_bs_enus</a>	SkillSoft Course	2
			Sustaining Improvements and Gains from Six Sigma Projects	<a href="#">oper_18_a03_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies</b>			
			Common Design for Six Sigma Methodologies, Design for X, and Robust Design	<a href="#">oper_19_a01_bs_enus</a>	SkillSoft Course	2
			Special Design Tools in Design for Six Sigma	<a href="#">oper_19_a02_bs_enus</a>	SkillSoft Course	2
			<b>Fundamentals of Lean for Business Organizations</b>			
			Introduction to Lean for Service and Manufacturing Organizations	<a href="#">oper_20_a01_bs_enus</a>	SkillSoft Course	1
			Using Lean for Perfection and Quality	<a href="#">oper_20_a02_bs_enus</a>	SkillSoft Course	1
			Five Steps to Perfection: Implementing Lean	<a href="#">_pc_bi_ssb009</a>	SkillSoft Business Impact Series	
			Value Stream Maps for Non-manufacturing Processes	<a href="#">_pc_bi_ssb010</a>	SkillSoft Business Impact Series	0.1
			<b>Six Sigma: Champion Training</b>			
			Introduction to Six Sigma for Champions	<a href="#">oper_03_a01_bs_enus</a>	SkillSoft Course	3
			Six Sigma Process Improvement	<a href="#">oper_03_a02_bs_enus</a>	SkillSoft Course	3
			Six Sigma Projects and Project Teams	<a href="#">oper_03_a03_bs_enus</a>	SkillSoft Course	2.5
			Managing and Deploying Six Sigma	<a href="#">oper_03_a04_bs_enus</a>	SkillSoft Course	3.5
			<b>Certified Manager of Quality/Organizational Excellence</b>			
			Leadership	<a href="#">oper_04_a01_bs_enus</a>	SkillSoft Course	2.5
			Team Dynamics	<a href="#">oper_04_a02_bs_enus</a>	SkillSoft Course	2
			Developing and Deploying Strategic Plans	<a href="#">oper_04_a03_bs_enus</a>	SkillSoft Course	2.5
			Managerial Skills and Abilities	<a href="#">oper_04_a04_bs_enus</a>	SkillSoft Course	2.5
			Communication Skills and Project Management	<a href="#">oper_04_a05_bs_enus</a>	SkillSoft Course	2
			Quality Systems, Models, and Theories	<a href="#">oper_04_a06_bs_enus</a>	SkillSoft Course	2
			Problem-Solving and Process Management Tools	<a href="#">oper_04_a07_bs_enus</a>	SkillSoft Course	2.5

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			Measurement: Assessment and Metrics	<a href="#">oper_04_a08_bs_enus</a>	SkillSoft Course	1.5
			Customer-Focused Management	<a href="#">oper_04_a09_bs_enus</a>	SkillSoft Course	2.5
			Supply Chain Management	<a href="#">oper_04_a10_bs_enus</a>	SkillSoft Course	1.5
			Training and Development	<a href="#">oper_04_a11_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Green Belt: Six Sigma and the Organization</b>			
			Six Sigma and Lean in the Organization	<a href="#">oper_05_a01_bs_enus</a>	SkillSoft Course	2.5
			Design for Six Sigma in the Organization	<a href="#">oper_05_a02_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Green Belt: Define</b>			
			Processes and Customer Analysis in Six Sigma Projects	<a href="#">oper_06_a01_bs_enus</a>	SkillSoft Course	2.5
			Basics of Six Sigma Projects and Teams	<a href="#">oper_06_a02_bs_enus</a>	SkillSoft Course	2.5
			Tools for Planning and Managing Six Sigma Project Opportunities	<a href="#">oper_06_a03_bs_enus</a>	SkillSoft Course	2.5
			Using Six Sigma Analysis Tools and Metrics for Project Decisions	<a href="#">oper_06_a04_bs_enus</a>	SkillSoft Course	1.5
			<b>Six Sigma Green Belt: Measure</b>			
			Modeling and Analyzing Processes in Six Sigma	<a href="#">oper_07_a01_bs_enus</a>	SkillSoft Course	2
			Statistics and Probability in Six Sigma	<a href="#">oper_07_a02_bs_enus</a>	SkillSoft Course	2
			Data Classification and Collection in Six Sigma	<a href="#">oper_07_a03_bs_enus</a>	SkillSoft Course	1.5
			Summarizing and Presenting Data in Six Sigma	<a href="#">oper_07_a04_bs_enus</a>	SkillSoft Course	1.5
			Probability Distributions and Measurement Systems Analysis in Six Sigma	<a href="#">oper_07_a05_bs_enus</a>	SkillSoft Course	2
			Measuring Process Capability and Performance in Six Sigma	<a href="#">oper_07_a06_bs_enus</a>	SkillSoft Course	2
			<b>Six Sigma Green Belt: Analyze</b>			
			Exploratory Data Analysis in Six Sigma	<a href="#">oper_08_a01_bs_enus</a>	SkillSoft Course	1.5
			Introduction to Hypothesis Testing and Testing for Means in Six Sigma	<a href="#">oper_08_a02_bs_enus</a>	SkillSoft Course	2
			Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	<a href="#">oper_08_a03_bs_enus</a>	SkillSoft Course	1.5
			<b>Six Sigma Green Belt: Improve and Control</b>			
			Design of Experiments and Validation of Solutions in Six Sigma	<a href="#">oper_09_a01_bs_enus</a>	SkillSoft Course	1.5
			Statistical Process Control and Control Plans in Six Sigma	<a href="#">oper_09_a02_bs_enus</a>	SkillSoft Course	1.5
			Using Basic Control Charts in Six Sigma	<a href="#">oper_09_a03_bs_enus</a>	SkillSoft Course	2.5
			<b>Six Sigma Foundations</b>			
			Introduction to Six Sigma	<a href="#">oper_10_a01_bs_enus</a>	SkillSoft Course	2
			Are you listening to your customers (Role of VOC in Six Sigma)	<a href="#">_pc_bi_ssbi001</a>	SkillSoft Business Impact Series	0.1
			Quick Wins in Six Sigma Implementation	<a href="#">_pc_bi_ssbi002</a>	SkillSoft Business Impact Series	0.1
			Six Sigma Versus TQM	<a href="#">_pc_bi_ssbi003</a>	SkillSoft Business Impact Series	0.1
			Lean Inbound Transportation	<a href="#">_pc_bi_ssbi004</a>	SkillSoft Business Impact Series	0.1
			Promoting Six Sigma in the Workplace	<a href="#">_pc_bi_ssbi005</a>	SkillSoft Business Impact Series	0.1
			A Critical-to-quality Tree – What's That?	<a href="#">_pc_bi_ssbi006</a>	SkillSoft Business Impact Series	0.1
			Basic Measurement Concepts in Six Sigma	<a href="#">_pc_bi_ssbi007</a>	SkillSoft Business Impact Series	0.1
			Does your Business Really Need Six Sigma?	<a href="#">_pc_ch_sschi001</a>	SkillSoft Challenge Series	0.2

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			Identifying Candidates for Key Six Sigma Roles	<a href="#">pc_ch_ssch002</a>	SkillSoft Challenge Series	0.2
			Kaizen Events	<a href="#">pc_bi_ssb008</a>	SkillSoft Business Impact Series	0.1
		<b>Logistics Management</b>				
			Overview of Logistics Management	<a href="#">OPER0321</a>	SkillSoft Course	3.5
			Inventory Management	<a href="#">OPER0322</a>	SkillSoft Course	3
			Supply Chain Logistics Management	<a href="#">OPER0323</a>	SkillSoft Course	3
		<b>Supply Chain Management</b>				
			The Fundamentals of Supply Chain Management	<a href="#">OPER0501</a>	SkillSoft Course	2
			Supply Chain Management Strategies	<a href="#">OPER0502</a>	SkillSoft Course	5.5
			Supply Chain Planning and Inventory Management	<a href="#">OPER0503</a>	SkillSoft Course	5
			Supply Chain Management and e-Business	<a href="#">OPER0504</a>	SkillSoft Course	4
			Supply Chain Transportation and Facility Design	<a href="#">OPER0505</a>	SkillSoft Course	4.5
		<b>Mentoring Asset</b>				
			Mentoring Six Sigma Green Belt (SSGB)	<a href="#">mntssgb</a>	SkillSoft Mentoring Assets	
		<b>Test Prep</b>				
			TestPrep Six Sigma Green Belt Certification (SSGB)	<a href="#">TPSSGB_ENG</a>	SkillSoft Testprep Exams	
	<b>Strategic Planning Curriculum</b>					
		<b>Moving From an Operational Manager to a Strategic Thinker</b>				
			Thinking Strategically	<a href="#">stgy_01_a01_bs_enus</a>	SkillSoft Course	2
			Sustaining Competitive Advantage	<a href="#">stgy_01_a02_bs_enus</a>	SkillSoft Course	3
			The Imperatives of Innovation and Leadership in Strategy	<a href="#">stgy_01_a03_bs_enus</a>	SkillSoft Course	2.5
			Planning and Implementing a Business Strategy	<a href="#">stgy_01_a04_bs_enus</a>	SkillSoft Course	2.5
			Moving from an Operational Manager to a Strategic Thinker Simulation	<a href="#">STGY001A</a>	SkillSoft Simulation	0.5
			Leading Outside the Organization	<a href="#">pc_bi_lsbi005</a>	SkillSoft Business Impact Series	0.1
			Effective Critical Analysis of Business Reports	<a href="#">pc_bi_pfb004</a>	SkillSoft Business Impact Series	0.1
			Returning to Core Competencies	<a href="#">pc_bi_lsbi014</a>	SkillSoft Business Impact Series	0.1
			External Consultants Can Help	<a href="#">pc_ch_mgch004</a>	SkillSoft Challenge Series	0.2
			Competitive Awareness and Strategy	<a href="#">pc_ch_lach022</a>	SkillSoft Challenge Series	0.6
		<b>Leading and Implementing Sustainable Green Business Strategies</b>				
			Introduction to Green Business and Sustainability	<a href="#">stgy_04_a01_bs_enus</a>	SkillSoft Course	2
			Green Business: Planning Sustainability Strategies	<a href="#">stgy_04_a02_bs_enus</a>	SkillSoft Course	2
			Green Business: Implementing Sustainability Strategies	<a href="#">stgy_04_a03_bs_enus</a>	SkillSoft Course	2
		<b>Strategic IT Planning</b>				
			Setting the Stage for IT Success	<a href="#">STGY0221</a>	SkillSoft Course	2.5
			Strategic Decision Making	<a href="#">STGY0222</a>	SkillSoft Course	1.5
			IT Challenges: Present and Future	<a href="#">STGY0223</a>	SkillSoft Course	2.5
			Strategic IT Planning Simulation	<a href="#">STGY0220</a>	SkillSoft Simulation	0.5

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			<b>The Fundamentals of Globalization</b>			
			Globalization and Our Changing World	<a href="#">STGY0351</a>	SkillSoft Course	1.5
			Globalization and Your Company	<a href="#">STGY0352</a>	SkillSoft Course	4
			The Process of Globalizing a Product or Service	<a href="#">STGY0353</a>	SkillSoft Course	3.5
			Managing from a Global Viewpoint	<a href="#">STGY0354</a>	SkillSoft Course	4.5
			The Fundamentals of Globalization Simulation	<a href="#">STGY0350</a>	SkillSoft Simulation	0.5
			Managing Expatriates' Career Development	<a href="#">_pc_bi_mgbi011</a>	SkillSoft Business Impact Series	0.1
			The Etiquette of Cross-cultural Gift Giving	<a href="#">_pc_bi_spbi015</a>	SkillSoft Business Impact Series	0.1
			Evaluating Globalization Opportunities	<a href="#">_pc_ch_lach019</a>	SkillSoft Challenge Series	0.2
			<b>Systems Thinking in the 21st Century</b>			
			What is Systems Thinking?	<a href="#">STGY0401</a>	SkillSoft Course	2.5
			Building a Healthy System	<a href="#">STGY0402</a>	SkillSoft Course	2.5
			Systems-thinking Models and Thinking Skills	<a href="#">STGY0403</a>	SkillSoft Course	2.5
			System Archetypes	<a href="#">STGY0404</a>	SkillSoft Course	3
			Redesigning Your Organization: Part 1	<a href="#">STGY0405</a>	SkillSoft Course	3
			Redesigning Your Organization: Part II	<a href="#">STGY0406</a>	SkillSoft Course	3
			Taking Systems Thinking into Your Personal Life	<a href="#">STGY0407</a>	SkillSoft Course	3
	<b>Marketing Curriculum</b>					
			<b>Strategic Marketing in Action</b>			
			Elements of Marketing Strategy	<a href="#">MKT0201</a>	SkillSoft Course	3
			Analyzing the Market	<a href="#">MKT0202</a>	SkillSoft Course	2.5
			Competitive Factors in Strategic Marketing	<a href="#">MKT0203</a>	SkillSoft Course	2.5
			Writing a Marketing Plan: Phase 1	<a href="#">MKT0204</a>	SkillSoft Course	3
			Writing the Marketing Plan: Creative Strategy	<a href="#">MKT0205</a>	SkillSoft Course	2.5
			Creating a Marketing Campaign	<a href="#">MKT0206</a>	SkillSoft Course	4
			Marketing Management	<a href="#">MKT0207</a>	SkillSoft Course	4
			Financial Analysis for Successful Marketing	<a href="#">MKT0208</a>	SkillSoft Course	4.5
			Advertising Costs, PR Pays	<a href="#">_pc_bi_spbi008</a>	SkillSoft Business Impact Series	0.1
			Sales and Marketing: Two Sides of the Same Coin?	<a href="#">_pc_bi_spbi011</a>	SkillSoft Business Impact Series	0.1
			Trade Show Marketing - Planning Ahead	<a href="#">_pc_bi_spbi013</a>	SkillSoft Business Impact Series	0.1
			Increasing Competitiveness through Collaboration	<a href="#">_pc_ch_lsch006</a>	SkillSoft Challenge Series	0.2
			<b>Strategic Brand Management</b>			
			Introduction to Brand Management	<a href="#">MKT0211</a>	SkillSoft Course	3.5
			Building Brand Equity	<a href="#">MKT0212</a>	SkillSoft Course	3.5
			Managing the Creative Elements of Brand	<a href="#">MKT0213</a>	SkillSoft Course	3.5
			Promoting Your Brand to Consumers	<a href="#">MKT0214</a>	SkillSoft Course	3
			Evaluating Brand Effectiveness	<a href="#">MKT0215</a>	SkillSoft Course	6

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			Managing and Maintaining Brand Equity	<a href="#">MKT0216</a>	SkillSoft Course	4.5
			<b>Online Branding Strategy</b>			
			Introduction to Online Branding	<a href="#">MKT0221</a>	SkillSoft Course	3.5
			The Online Branding Environment	<a href="#">MKT0222</a>	SkillSoft Course	3
			Strategies for Building an Online Brand	<a href="#">MKT0223</a>	SkillSoft Course	7
			Using Blogs to Attract Consumers	<a href="#">_pc_bi_spbi010</a>	SkillSoft Business Impact Series	0.1
			Using Web Analytics to Increase Sales	<a href="#">_pc_bi_spbi012</a>	SkillSoft Business Impact Series	0.1
			Using Online Strategies to Accelerate Sales Performance	<a href="#">_pc_ch_spch001</a>	SkillSoft Challenge Series	0.2
			<b>Competitive Marketing Strategies</b>			
			Competitive Strategies for a New Marketplace	<a href="#">MKT0231</a>	SkillSoft Course	2.5
			Surpassing the Competition	<a href="#">MKT0232</a>	SkillSoft Course	3
			<b>Product Management Essentials</b>			
			Introduction to Product Management	<a href="#">MKT0241</a>	SkillSoft Course	2
			Developing a New-product Strategy	<a href="#">MKT0242</a>	SkillSoft Course	2
			Pricing and Profitability for Product Managers	<a href="#">MKT0243</a>	SkillSoft Course	3
			Designing Products to Fit the Channel	<a href="#">_pc_bi_spbi005</a>	SkillSoft Business Impact Series	0.1
			<b>Marketing Essentials</b>			
		NEW!	Marketing Essentials: Introduction to Marketing	<a href="#">mkt_01_a01_bs_enus</a>	SkillSoft Course	1
		NEW!	Marketing Essentials: Planning and People	<a href="#">mkt_01_a02_bs_enus</a>	SkillSoft Course	1
		NEW!	Marketing Essentials: Product and Price	<a href="#">mkt_01_a03_bs_enus</a>	SkillSoft Course	1
		NEW!	Marketing Essentials: Place	<a href="#">mkt_01_a04_bs_enus</a>	SkillSoft Course	1
		NEW!	Marketing Essentials: Promotion	<a href="#">mkt_01_a05_bs_enus</a>	SkillSoft Course	1
		NEW!	Marketing Essentials: Marketing and Ethics	<a href="#">mkt_01_a06_bs_enus</a>	SkillSoft Course	1
<b>FINANCE, HUMAN RESOURCES and ADMINISTRATION</b>						
			<b>Finance &amp; Accounting Curriculum</b>			
			<b>Finance and Accounting Essentials for Non-financial Professionals</b>			
			Principles of Accounting and Finance for Non-financial Professionals	<a href="#">fin_02_a01_bs_enus</a>	SkillSoft Course	1
			Cash Flow Management Essentials for Non-financial Professionals	<a href="#">fin_02_a02_bs_enus</a>	SkillSoft Course	1
			The Time Value of Money and Investment Decisions for Non-financial Professionals	<a href="#">fin_02_a03_bs_enus</a>	SkillSoft Course	1
			The Essentials of Budgeting for Non-financial Professionals	<a href="#">fin_02_a04_bs_enus</a>	SkillSoft Course	1
			Financial Statements for Non-financial Professionals	<a href="#">fin_02_a05_bs_enus</a>	SkillSoft Course	1
			Analyzing Financial Statements for Non-financial Professionals	<a href="#">fin_02_a06_bs_enus</a>	SkillSoft Course	1
			<b>Fundamental Finance for non-Finance Professionals</b>			
			Increasing Cash Flow in Times of Need	<a href="#">_pc_bi_fabi003</a>	SkillSoft Business Impact Series	0.1
			What's Your Gross Profit Margin Really Saying?	<a href="#">_pc_bi_fabi006</a>	SkillSoft Business Impact Series	0.1
			Recognizing the Value of Intangible Assets	<a href="#">_pc_bi_fabi007</a>	SkillSoft Business Impact Series	0.1
			Recession: How it Affects Business	<a href="#">_pc_bi_fabi008</a>	SkillSoft Business Impact Series	0.1

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			Assessing Nonrecurring Items in Income Statements	<a href="#">_pc_bi_fabi009</a>	SkillSoft Business Impact Series	0.1
			Deconstructing the Balance Sheet	<a href="#">_pc_bi_fabi010</a>	SkillSoft Business Impact Series	0.1
			Depreciation Methods	<a href="#">_pc_ch_fach002</a>	SkillSoft Challenge Series	0.2
			Using Financial Analysis for Credit Decisions	<a href="#">_pc_ch_lach012</a>	SkillSoft Challenge Series	0.2
			<b>Accounting Fundamentals</b>			
			Basic Accounting Principles and Framework	<a href="#">fin_03_a01_bs_enus</a>	SkillSoft Course	1
			The Accounting Equation and Financial Statements	<a href="#">fin_03_a02_bs_enus</a>	SkillSoft Course	1
			The Accounting Cycle and Accrual Accounting	<a href="#">fin_03_a03_bs_enus</a>	SkillSoft Course	1
			Accounting Transactions and Books of Account	<a href="#">fin_03_a04_bs_enus</a>	SkillSoft Course	1
			The Income Statement	<a href="#">fin_03_a06_bs_enus</a>	SkillSoft Course	1
			<b>Practical Budgeting Skills for Business</b>			
			Creating and Analyzing an Operating Budget	<a href="#">FIN0161</a>	SkillSoft Course	3.5
			The Ins and Outs of Capital Budgeting	<a href="#">FIN0162</a>	SkillSoft Course	3.5
			Effective Budget Management	<a href="#">FIN0163</a>	SkillSoft Course	3
			<b>Advanced Business Finance</b>			
			Introduction to Advanced Finance	<a href="#">FIN0211</a>	SkillSoft Course	3
			Investment Project Analysis and Selection	<a href="#">FIN0212</a>	SkillSoft Course	2
			Raising Capital and Financing Decisions	<a href="#">FIN0213</a>	SkillSoft Course	3
			Managing Working Capital	<a href="#">FIN0214</a>	SkillSoft Course	4
			Corporate Restructuring	<a href="#">FIN0215</a>	SkillSoft Course	2.5
			Financial Risk Management	<a href="#">FIN0216</a>	SkillSoft Course	1.5
			International Finance	<a href="#">FIN0217</a>	SkillSoft Course	2
			Final Exam: Advanced Business Finance	<a href="#">FE0005_eng</a>	SkillSoft Final Exams	
			Outsourcing Financial Activities	<a href="#">_pc_bi_fabi001</a>	SkillSoft Business Impact Series	0.1
			<b>Auditing: A Practical Approach</b>			
			Introduction to Auditing	<a href="#">FIN0231</a>	SkillSoft Course	3
			Introduction to Internal Auditing	<a href="#">FIN0232</a>	SkillSoft Course	4.5
			Principles of Internal Auditing	<a href="#">FIN0233</a>	SkillSoft Course	3
			Introduction to External Auditing	<a href="#">FIN0234</a>	SkillSoft Course	3.5
			Principles of External Auditing	<a href="#">FIN0235</a>	SkillSoft Course	4
			Using Audits to Help Prevent Business Fraud	<a href="#">_pc_bi_fabi002</a>	SkillSoft Business Impact Series	0.1
			Establishing the Role of the Audit Department	<a href="#">_pc_ch_fach001</a>	SkillSoft Challenge Series	0.2
			<b>Managerial Accounting</b>			
			Overview of Managerial Accounting	<a href="#">FIN0241</a>	SkillSoft Course	5
			Managerial Decisions and Capital Budgeting	<a href="#">FIN0242</a>	SkillSoft Course	5
			Managing for Asset Control	<a href="#">FIN0243</a>	SkillSoft Course	5.5
			Cost Accounting Decisions	<a href="#">FIN0244</a>	SkillSoft Course	4

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
<b>Administrative Support Curriculum</b>						
<b>Essential Skills for Administrative Support Professionals</b>						
			Administrative Professionals: Representing Your Boss	<a href="#">ad_01_a01_bs_enus</a>	SkillSoft Course	1
			Administrative Professionals: Common Administrative Support Tasks	<a href="#">ad_01_a02_bs_enus</a>	SkillSoft Course	1
			Administrative Professionals: Maximizing Your Relationship with Your Boss	<a href="#">ad_01_a03_bs_enus</a>	SkillSoft Course	1
			Administrative Professionals: Interacting with Others	<a href="#">ad_01_a04_bs_enus</a>	SkillSoft Course	1
			Administrative Professionals: Putting Your Best Foot Forward	<a href="#">ad_01_a05_bs_enus</a>	SkillSoft Course	1
			Essential Skills for Administrative Support Professionals Simulation	<a href="#">AD001A</a>	SkillSoft Simulation	0.5
<b>Human Resources Curriculum</b>						
<b>Effective Hiring and Interviewing</b>						
			What to Consider When Hiring	<a href="#">hr_03_a01_bs_enus</a>	SkillSoft Course	2
			Interviewing Effectively	<a href="#">hr_03_a02_bs_enus</a>	SkillSoft Course	2.5
			Choosing the Best Applicant	<a href="#">hr_03_a03_bs_enus</a>	SkillSoft Course	1.5
			Effective Hiring and Interviewing Simulation	<a href="#">HR003A</a>	SkillSoft Simulation	0.5
			Screening Applicants for Emotional Intelligence	<a href="#">_pc_bi_hrbi012</a>	SkillSoft Business Impact Series	0.1
			Hiring Strategic Thinkers	<a href="#">_pc_ch_lach011</a>	SkillSoft Challenge Series	0.2
			Guarding against Interviewing Biases	<a href="#">_pc_bi_hrbi003</a>	SkillSoft Business Impact Series	0.1
<b>HRCI Senior Professional in Human Resources (SPHR)</b>						
			HR's Strategic Role in the Organization (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a01_bs_enus</a>	SkillSoft Course	1
			Management of the HR Process (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a02_bs_enus</a>	SkillSoft Course	2
			Strategic Approaches to Workforce Planning and Employment (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a03_bs_enus</a>	SkillSoft Course	3
			Strategic Approaches to Human Resource Development (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a04_bs_enus</a>	SkillSoft Course	3
			Strategic Approaches to Total Rewards (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a05_bs_enus</a>	SkillSoft Course	2.5
			Strategic Approaches to Labor Relations (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a06_bs_enus</a>	SkillSoft Course	4.5
			Strategic Approaches to Risk Management (HRCI/SPHR - 2007-aligned)	<a href="#">hr_04_a07_bs_enus</a>	SkillSoft Course	2
			Final Exam: HRCI/SPHR (Senior Professional Human Resource)	<a href="#">FE0028_eng</a>	SkillSoft Final Exams	
<b>HRCI Professional in Human Resources (PHR)</b>						
			Human Resources Fundamentals (HRCI/PHR - 2007-aligned)	<a href="#">HR0261</a>	SkillSoft Course	2
			Strategic Management (HRCI/PHR - 2007-aligned)	<a href="#">HR0262</a>	SkillSoft Course	2.5
			Affirmative Action and the EEO (HRCI/PHR - 2007-aligned)	<a href="#">HR0263</a>	SkillSoft Course	2.5
			Employment Management (HRCI/PHR - 2007-aligned)	<a href="#">HR0264</a>	SkillSoft Course	2.5
			Recruiting and Selecting Candidates (HRCI/PHR - 2007-aligned)	<a href="#">HR0265</a>	SkillSoft Course	2
			Offers, Contracts, and Exit from the Organization (HRCI/PHR - 2007-aligned)	<a href="#">HR0266</a>	SkillSoft Course	3
			Developing Employees (HRCI/PHR - 2007-aligned)	<a href="#">HR0267</a>	SkillSoft Course	1.5
			Developing Human Resources (HRCI/PHR - 2007-aligned)	<a href="#">HR0268</a>	SkillSoft Course	1.5
			Compensating Employees (HRCI/PHR - 2007-aligned)	<a href="#">HR0269</a>	SkillSoft Course	3
			Programs to Benefit Employees (HRCI/PHR - 2007-aligned)	<a href="#">HR0271</a>	SkillSoft Course	1.5

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Employment Relations (HRCI/PHR - 2007-aligned)	<a href="#">HR0272</a>	SkillSoft Course	1.5
			Sexual Harassment at Work (HRCI/PHR - 2007-aligned)	<a href="#">HR0273</a>	SkillSoft Course	1.5
			Non-Unionized Workplaces (HRCI/PHR - 2007-aligned)	<a href="#">HR0274</a>	SkillSoft Course	1.5
			Unionized Workplaces (HRCI/PHR - 2007-aligned)	<a href="#">HR0275</a>	SkillSoft Course	1.5
			Health and Safety in the Workplace (HRCI/PHR - 2007-aligned)	<a href="#">HR0276</a>	SkillSoft Course	1.5
			Risk Assessment and Prevention (HRCI/PHR - 2007-aligned)	<a href="#">HR0277</a>	SkillSoft Course	2.5
			<b>Recruiting and Retention Strategies</b>			
			Recruiting Talent	<a href="#">hr_05_a01_bs_enus</a>	SkillSoft Course	2
			Retaining Your Talent Pool	<a href="#">hr_05_a02_bs_enus</a>	SkillSoft Course	2
			Creating a High-Retention Organizational Culture Simulation	<a href="#">HR005A</a>	SkillSoft Simulation	0.5
			Aligning Recruitment to Job Requirements	<a href="#">_pc_bi_hrbi001</a>	SkillSoft Business Impact Series	0.1
			Fringe Benefits: Maintaining a Competitive Hiring Advantage	<a href="#">_pc_bi_hrbi004</a>	SkillSoft Business Impact Series	0.1
			Employer Branding	<a href="#">_pc_bi_hrbi007</a>	SkillSoft Business Impact Series	0.1
			Devising an Effective Corporate Wellness Program	<a href="#">_pc_bi_hrbi009</a>	SkillSoft Business Impact Series	0.1
			Surviving the Talent Crunch	<a href="#">_pc_ch_lsch007</a>	SkillSoft Challenge Series	0.2
			Addressing Attrition in High Performance Teams	<a href="#">_pc_ch_hrch001</a>	SkillSoft Challenge Series	0.2
			Preventing High Turnover Rates: How to Keep the Best	<a href="#">_pc_bi_mgbi008</a>	SkillSoft Business Impact Series	0.1
			Disciplines of Organizational Learning: Personal Mastery	<a href="#">_pc_bi_pfb011</a>	SkillSoft Business Impact Series	0.1
			<b>Test Preps</b>			
			TestPrep Professional in Human Resources (PHR) 2007-aligned	<a href="#">TPPHR05ED_ENG</a>	SkillSoft Testprep Exams	
			<b>Mentoring Assets</b>			
			<b>Mentoring Assets</b>			
			Mentoring Professional in Human Resources (PHR)	<a href="#">mntphr05ed</a>	SkillSoft Mentoring Assets	

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
<b>MANAGEMENT and LEADERSHIP</b>						
<b>Management Curriculum</b>						
<b>Workforce Generations</b>						
		NEW!	Managing Workforce Generations: Introduction to Cross-generational Employee	<a href="#">mgmt_20_a01_bs_enus</a>	SkillSoft Course	1
		NEW!	Managing Workforce Generations: Working with a Multigenerational Team	<a href="#">mgmt_20_a02_bs_enus</a>	SkillSoft Course	1
		NEW!	Managing Workforce Generations: Working with the 21st-century Generation Mi	<a href="#">mgmt_20_a03_bs_enus</a>	SkillSoft Course	1
<b>Effectively Managing Top Performers</b>						
			Managing and Rewarding Top Performers	<a href="#">mgmt_01_a01_bs_enus</a>	SkillSoft Course	2
			Managing Top Performers Is Always Easy...Right?	<a href="#">_pc_bi_hrbi013</a>	SkillSoft Business Impact Series	0.1
			Recognizing Natural Leaders	<a href="#">_pc_ch_lsch001</a>	SkillSoft Challenge Series	0.2
<b>Advanced Management Skills</b>						
			Managing in a Global Business Environment	<a href="#">mgmt_02_a01_bs_enus</a>	SkillSoft Course	3
			Managing Cross-Functions	<a href="#">mgmt_02_a02_bs_enus</a>	SkillSoft Course	3
			Managing for High Performance	<a href="#">mgmt_02_a03_bs_enus</a>	SkillSoft Course	4
			Managing Managers	<a href="#">mgmt_02_a04_bs_enus</a>	SkillSoft Course	3.5
			Managing Upward Relationships	<a href="#">mgmt_02_a05_bs_enus</a>	SkillSoft Course	3
			Advanced Management Skills Simulation	<a href="#">MGMT002A</a>	SkillSoft Simulation	0.5
			Developing Adaptable Managers	<a href="#">_pc_bi_mgbi013</a>	SkillSoft Business Impact Series	0.1
			Assessing Employees for Cultural Adaptability	<a href="#">_pc_ch_pfch001</a>	SkillSoft Challenge Series	0.2
			Considering Key Features of a Policy and Procedure Manual	<a href="#">_pc_ch_hrch003</a>	SkillSoft Challenge Series	0.2
			Employee Engagement	<a href="#">_pc_ch_mgch006</a>	SkillSoft Challenge Series	0.2
		NEW!	Delivering Bad News Effectively	<a href="#">_pc_ch_lach033</a>	SkillSoft Challenge Series	0.2
<b>Moving into Management</b>						
			Taking on a Management Role	<a href="#">mgmt_03_a01_bs_enus</a>	SkillSoft Course	3.5
			Becoming a Manager: Responsibilities and Fears	<a href="#">mgmt_03_a02_bs_enus</a>	SkillSoft Course	3.5
			Becoming a Manager: Leading and Communicating	<a href="#">mgmt_03_a03_bs_enus</a>	SkillSoft Course	4
			A New Manager and the Company's Future	<a href="#">mgmt_03_a04_bs_enus</a>	SkillSoft Course	3.5
			Moving into a Management Role Simulation	<a href="#">MGMT003A</a>	SkillSoft Simulation	0.5
			Leadership and Management Simulation	<a href="#">MGMT003B</a>	SkillSoft Simulation	0.5
			Adopting the Appropriate Management Style	<a href="#">_pc_ch_mgch005</a>	SkillSoft Challenge Series	0.2
<b>Crucial Skills for Tomorrow's Managers</b>						
			Tomorrow's Managers' Competencies	<a href="#">mgmt_04_a01_bs_enus</a>	SkillSoft Course	3
			Tomorrow's Managers' Development Tools	<a href="#">mgmt_04_a02_bs_enus</a>	SkillSoft Course	3.5
			Managing as Coach and Counselor	<a href="#">mgmt_04_a03_bs_enus</a>	SkillSoft Course	3.5
			Managing as Project Champion	<a href="#">mgmt_04_a04_bs_enus</a>	SkillSoft Course	3.5
			A Primer for Ensuring Accountability	<a href="#">mgmt_04_a05_bs_enus</a>	SkillSoft Course	4.5
			Crucial Skills for Tomorrow's Managers Simulation	<a href="#">MGMT004A</a>	SkillSoft Simulation	0.5

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			<b>Problem Performance Management</b>			
			Problem Performance Prevention	<a href="#">mgmt_05_a01_bs_enus</a>	SkillSoft Course	3
			Problem Performance Identification	<a href="#">mgmt_05_a02_bs_enus</a>	SkillSoft Course	2.5
			Problem Performance Improvement	<a href="#">mgmt_05_a03_bs_enus</a>	SkillSoft Course	3.5
			Addressing Problem Performance	<a href="#">mgmt_05_a04_bs_enus</a>	SkillSoft Course	2.5
			Avoiding Problem Performance Simulation	<a href="#">MGMT005A</a>	SkillSoft Simulation	0.5
			Dealing with Problem Performance Simulation	<a href="#">MGMT005B</a>	SkillSoft Simulation	0.5
			Underperforming Employee - Now What?	<a href="#">_pc_bi_hrbi010</a>	SkillSoft Business Impact Series	0.1
			Managing Performance	<a href="#">_pc_ch_lach002</a>	SkillSoft Challenge Series	0.2
			<b>Effective Delegation</b>			
			The Basics of Delegation	<a href="#">mgmt_07_a01_bs_enus</a>	SkillSoft Course	1.5
			Delegation: the Personal Approach	<a href="#">mgmt_07_a02_bs_enus</a>	SkillSoft Course	2.5
			Managing Delegation	<a href="#">mgmt_07_a03_bs_enus</a>	SkillSoft Course	3
			Delegating Effectively Simulation	<a href="#">MGMT007A</a>	SkillSoft Simulation	0.5
			Delegating Appropriate Tasks	<a href="#">_pc_bi_mgbi007</a>	SkillSoft Business Impact Series	0.1
			Developing Employees through Delegation	<a href="#">_pc_ch_lach017</a>	SkillSoft Challenge Series	0.2
			<b>Facilitating Successfully</b>			
			The Facilitator Role	<a href="#">mgmt_08_a01_bs_enus</a>	SkillSoft Course	4
			Facilitative Fundamentals: Tools and Techniques	<a href="#">mgmt_08_a02_bs_enus</a>	SkillSoft Course	4.5
			Facilitating Meetings and Work Groups	<a href="#">mgmt_08_a03_bs_enus</a>	SkillSoft Course	4.5
			Facilitating Difficult Situations	<a href="#">mgmt_08_a04_bs_enus</a>	SkillSoft Course	5
			Facilitative Tools and Formats: Offering Options	<a href="#">mgmt_08_a05_bs_enus</a>	SkillSoft Course	4.5
			Facilitative Leadership	<a href="#">mgmt_08_a06_bs_enus</a>	SkillSoft Course	4.5
			Facilitating Successfully Simulation	<a href="#">MGMT008A</a>	SkillSoft Simulation	0.5
			<b>The Essentials of Mentoring</b>			
			Mentoring Effectively	<a href="#">mgmt_10_a01_bs_enus</a>	SkillSoft Course	2
			Mentoring as a Manager	<a href="#">mgmt_10_a02_bs_enus</a>	SkillSoft Course	2
			Implementing a Mentoring Program for the Organization	<a href="#">mgmt_10_a03_bs_enus</a>	SkillSoft Course	2.5
			Mentoring Strategies for the 21st Century	<a href="#">mgmt_10_a04_bs_enus</a>	SkillSoft Course	2.5
			Achieving Success: the Help of a Mentor	<a href="#">mgmt_10_a05_bs_enus</a>	SkillSoft Course	3
			Mentoring On-line	<a href="#">mgmt_10_a06_bs_enus</a>	SkillSoft Course	2.5
			The Essentials of Mentoring Simulation	<a href="#">MGMT010A</a>	SkillSoft Simulation	0.5
			<b>Appraising Performance</b>			
			Assessing Performance Continuously	<a href="#">mgmt_11_a01_bs_enus</a>	SkillSoft Course	3
			Performance Reviews	<a href="#">mgmt_11_a02_bs_enus</a>	SkillSoft Course	3.5
			Appraising Performance Simulation	<a href="#">MGMT011A</a>	SkillSoft Simulation	0.5
			Preparing for Your Performance Appraisal	<a href="#">_pc_bi_pfb017</a>	SkillSoft Business Impact Series	0.1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Selecting the Appropriate Performance-appraisal Method	<a href="#">_pc_ch_hrhc002</a>	SkillSoft Challenge Series	0.2
			<b>Management Essentials</b>			
			Management Essentials: Directing Others	<a href="#">mgmt_15_a01_bs_enus</a>	SkillSoft Course	1
			Management Essentials: Delegating	<a href="#">mgmt_15_a02_bs_enus</a>	SkillSoft Course	1
			Management Essentials: Developing Your Direct Reports	<a href="#">mgmt_15_a03_bs_enus</a>	SkillSoft Course	1
			Management Essentials: Confronting Difficult Employee Behavior	<a href="#">mgmt_15_a04_bs_enus</a>	SkillSoft Course	1
			Management Essentials: Managing a Diverse Team	<a href="#">mgmt_15_a05_bs_enus</a>	SkillSoft Course	1
			Management Essentials: Treating Your Direct Reports Fairly	<a href="#">mgmt_15_a06_bs_enus</a>	SkillSoft Course	1
			Management Essentials: Caring about Your Direct Reports	<a href="#">mgmt_15_a07_bs_enus</a>	SkillSoft Course	1
			Managing Fairly	<a href="#">_pc_bi_mgbi016</a>	SkillSoft Business Impact Series	0.1
			<b>Managing Organizational Change</b>			
			Managing Change: Understanding Change	<a href="#">mgmt_13_a01_bs_enus</a>	SkillSoft Course	1
			Managing Change: Building Positive Support for Change	<a href="#">mgmt_13_a02_bs_enus</a>	SkillSoft Course	1
			Managing Change: Dealing with Resistance to Change	<a href="#">mgmt_13_a03_bs_enus</a>	SkillSoft Course	1
			Managing Change: Sustaining Organizational Change	<a href="#">mgmt_13_a04_bs_enus</a>	SkillSoft Course	1
			Communicating Properly during Layoffs	<a href="#">_pc_bi_hrbi005</a>	SkillSoft Business Impact Series	0.1
			Involving Employees in Corporate Change	<a href="#">_pc_bi_lsbi011</a>	SkillSoft Business Impact Series	0.1
			Developing People	<a href="#">_pc_ch_lach013</a>	SkillSoft Challenge Series	0.2
			<b>Business Coaching Essentials</b>			
			Business Coaching: Getting Ready to Coach	<a href="#">mgmt_14_a01_bs_enus</a>	SkillSoft Course	1
			Business Coaching: Conducting Coaching Sessions	<a href="#">mgmt_14_a02_bs_enus</a>	SkillSoft Course	1
			Business Coaching: Building the Coaching Relationship	<a href="#">mgmt_14_a03_bs_enus</a>	SkillSoft Course	1
			Business Coaching: Using Different Coaching Styles	<a href="#">mgmt_14_a04_bs_enus</a>	SkillSoft Course	1
			The Art of Effective Coaching	<a href="#">_pc_bi_lsbi018</a>	SkillSoft Business Impact Series	0.1
			Coaching	<a href="#">_pc_ch_lach024</a>	SkillSoft Challenge Series	
			<b>Talent Management Essentials</b>			
			Talent Management: Basics	<a href="#">mgmt_18_a01_bs_enus</a>	SkillSoft Course	1
			Talent Management: Planning	<a href="#">mgmt_18_a02_bs_enus</a>	SkillSoft Course	1
			Talent Management: Acquiring Talent	<a href="#">mgmt_18_a03_bs_enus</a>	SkillSoft Course	1
			Talent Management: Developing and Engaging Talent	<a href="#">mgmt_18_a04_bs_enus</a>	SkillSoft Course	1
			Talent Management: Retaining Talent	<a href="#">mgmt_18_a05_bs_enus</a>	SkillSoft Course	1
			Attracting and Retaining Talent	<a href="#">_pc_ch_lach021</a>	SkillSoft Challenge Series	0.6
			<b>Technical Management Essentials</b>			
			Transitioning from Technical Professional to Management	<a href="#">mgmt_19_a01_bs_enus</a>	SkillSoft Course	1
			Strategies for Transitioning to Technical Management	<a href="#">mgmt_19_a02_bs_enus</a>	SkillSoft Course	1
			Managing Technical Professionals	<a href="#">mgmt_19_a03_bs_enus</a>	SkillSoft Course	1
			<b>Moving from Technical Professional to Management</b>			

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Management Development for Technical Professionals	<a href="#">MGMT0121</a>	SkillSoft Course	3.5
			Communication Skills for Successful Management	<a href="#">MGMT0122</a>	SkillSoft Course	3
			Process Management Skills	<a href="#">MGMT0123</a>	SkillSoft Course	4.5
			Leadership Development for Technical Professionals	<a href="#">MGMT0124</a>	SkillSoft Course	3
			Strategies for Transitioning into Management	<a href="#">MGMT0125</a>	SkillSoft Course	6.5
			Transitioning From Technical Professional to Management	<a href="#">MGMT0120</a>	SkillSoft Simulation	0.5
			From Technical Professional to Leadership Simulation	<a href="#">MGMT012S</a>	SkillSoft Simulation	0.5
			<b>360-Degree Performance Appraisal</b>			
			About 360-Degree Performance Feedback	<a href="#">MGMT0151</a>	SkillSoft Course	2.5
			Elements of a 360-degree Performance Review	<a href="#">MGMT0152</a>	SkillSoft Course	2
			Delivering 360-Degree Performance Feedback	<a href="#">MGMT0153</a>	SkillSoft Course	5
			360-Degree Performance Appraisal Simulation	<a href="#">MGMT0150</a>	SkillSoft Simulation	0.5
			<b>The Fundamentals of Business Crises Management</b>			
			Preparing for Business Crises	<a href="#">MGMT0171</a>	SkillSoft Course	2
			Responding to Business Crises	<a href="#">MGMT0172</a>	SkillSoft Course	3
			Recovering from Business Crises	<a href="#">MGMT0173</a>	SkillSoft Course	2
			Business Crisis Management Simulation	<a href="#">MGMT0170</a>	SkillSoft Simulation	0.5
			Is Your Company Prepared for a Crisis?	<a href="#">_pc_bi_mgbi006</a>	SkillSoft Business Impact Series	0.1
			Demonstrating Accountability in a Crisis Situation	<a href="#">_pc_ch_lach007</a>	SkillSoft Challenge Series	0.2
			<b>Managing Technical Professionals</b>			
			Understanding Technical Professionals	<a href="#">MGMT0291</a>	SkillSoft Course	2.5
			Attracting, Motivating, and Retaining Technical Professionals	<a href="#">MGMT0292</a>	SkillSoft Course	3.5
			Models for Managing Technical Professionals	<a href="#">MGMT0293</a>	SkillSoft Course	4.5
			Developing Career Plans for Your Technical Professionals	<a href="#">MGMT0294</a>	SkillSoft Course	3.5
			Managing Technical Professionals Simulation	<a href="#">MGMT0290</a>	SkillSoft Simulation	0.5
			<b>Essentials of Interviewing and Hiring</b>			
			Essentials of Interviewing and Hiring: Screening Applicants for Interviewing	<a href="#">hr_06_a01_bs_enus</a>	SkillSoft Course	1
			Essentials of Interviewing and Hiring: Preparing to Interview	<a href="#">hr_06_a02_bs_enus</a>	SkillSoft Course	1
			Essentials of Interviewing and Hiring: Conducting an Effective Interview	<a href="#">hr_06_a03_bs_enus</a>	SkillSoft Course	1
			Essentials of Interviewing and Hiring: Behavioral Interview Techniques	<a href="#">hr_06_a04_bs_enus</a>	SkillSoft Course	1
			Essentials of Interviewing and Hiring: Selecting the Right Candidate	<a href="#">hr_06_a05_bs_enus</a>	SkillSoft Course	1
			Creating a Compelling Job Description	<a href="#">_pc_bi_hrbi015</a>	SkillSoft Business Impact Series	
			<b>Leadership Curriculum</b>			
			<b>Moving from Management to Leadership</b>			
			Recognizing a Leader	<a href="#">lead_01_a01_bs_enus</a>	SkillSoft Course	5
			The Communication of a Shared Vision	<a href="#">lead_01_a02_bs_enus</a>	SkillSoft Course	5
			Leading by Enabling	<a href="#">lead_01_a03_bs_enus</a>	SkillSoft Course	4

\* Course Description Link codes are not CUSOURCE Course codes. To locate a course on the LMS, please search by Course Title.

Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Communication and Leadership	<a href="#">lead_01_a05_bs_enus</a>	SkillSoft Course	4
			Coaching Performance	<a href="#">lead_01_a06_bs_enus</a>	SkillSoft Course	2
			Leadership and Change	<a href="#">lead_01_a07_bs_enus</a>	SkillSoft Course	1.5
			The Model Leader	<a href="#">lead_01_a08_bs_enus</a>	SkillSoft Course	2
			Moving from Management to Leadership Simulation	<a href="#">LEAD001A</a>	SkillSoft Simulation	0.5
			Growing from Management into Leadership Simulation	<a href="#">LEAD001B</a>	SkillSoft Simulation	0.5
			<b>Leadership Essentials</b>			
			Leadership Essentials: Motivating Employees	<a href="#">lead_05_a01_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Communicating Vision	<a href="#">lead_05_a02_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Building Your Influence as a Leader	<a href="#">lead_05_a03_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Leading with Emotional Intelligence	<a href="#">lead_05_a04_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Leading Business Execution	<a href="#">lead_05_a05_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Leading Innovation	<a href="#">lead_05_a06_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Leading Change	<a href="#">lead_05_a07_bs_enus</a>	SkillSoft Course	1
			Leadership Essentials: Creating Your Own Leadership Development Plan	<a href="#">lead_05_a08_bs_enus</a>	SkillSoft Course	1
			Motivating Employees and Leading Change Simulation	<a href="#">LEAD005A</a>	SkillSoft Simulation	0.5
			Communicating a Shared Vision	<a href="#">_pc_bi_lsbi001</a>	SkillSoft Business Impact Series	0.1
			Leading Teams through Change	<a href="#">_pc_bi_lsbi003</a>	SkillSoft Business Impact Series	0.1
			Knowing When to Take Leadership Risks	<a href="#">_pc_bi_lsbi006</a>	SkillSoft Business Impact Series	0.1
			Wanted-Innovation Leaders	<a href="#">_pc_bi_lsbi013</a>	SkillSoft Business Impact Series	0.1
			Developing a Business Execution Culture	<a href="#">_pc_ch_lach001</a>	SkillSoft Challenge Series	0.2
			Leading Change	<a href="#">_pc_ch_lach004</a>	SkillSoft Challenge Series	0.2
			Leader as Motivator	<a href="#">_pc_ch_lach008</a>	SkillSoft Challenge Series	0.2
			Leading Innovation	<a href="#">_pc_ch_lach010</a>	SkillSoft Challenge Series	0.2
			The Emotionally Intelligent Leader	<a href="#">_pc_ch_lach014</a>	SkillSoft Challenge Series	0.2
			Motivating Human Behavior	<a href="#">_pc_ch_lsch002</a>	SkillSoft Challenge Series	0.2
			<b>Business Execution</b>			
			Foundations for Business Execution	<a href="#">LEAD0151</a>	SkillSoft Course	4
			Creating a Business Execution Culture	<a href="#">LEAD0152</a>	SkillSoft Course	4.5
			Business Execution in Action	<a href="#">LEAD0153</a>	SkillSoft Course	3
			Business Execution Simulation	<a href="#">LEAD0150</a>	SkillSoft Simulation	0.5
			Fostering a Business Execution Culture	<a href="#">_pc_bi_lsbi008</a>	SkillSoft Business Impact Series	0.1
			Pave Your Own Path	<a href="#">_pc_bi_lsbi009</a>	SkillSoft Business Impact Series	0.1
			Performance Dashboard or Scorecard?	<a href="#">_pc_bi_mgbi012</a>	SkillSoft Business Impact Series	0.1
			<b>Leading the Workforce Generations</b>			
			Introduction to Work Force Generations	<a href="#">LEAD0231</a>	SkillSoft Course	2.5
			Attracting, Developing, and Retaining Generations	<a href="#">LEAD0232</a>	SkillSoft Course	3

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Leading Silent Generation and Baby Boom Workers	<a href="#">LEAD0233</a>	SkillSoft Course	3
			Leading Generations X and Next	<a href="#">LEAD0234</a>	SkillSoft Course	3.5
			Making Cross-generational Teams Work	<a href="#">LEAD0235</a>	SkillSoft Course	3
			Cross-generational Workers in the 21st Century	<a href="#">LEAD0236</a>	SkillSoft Course	3
			Leading the Workforce Generations Simulation	<a href="#">LEAD0230</a>	SkillSoft Simulation	0.5
			Managing an Aging Workforce	<a href="#">_pc_bi_mgbi005</a>	SkillSoft Business Impact Series	0.1
			Understanding the Motives of Millennials	<a href="#">_pc_bi_mgbi014</a>	SkillSoft Business Impact Series	0.1
			Developing the Next Generation	<a href="#">_pc_bi_lsbi007</a>	SkillSoft Business Impact Series	0.1
			<b>Succession Planning for Business Environment</b>			
			Succession Planning Overview	<a href="#">LEAD0301</a>	SkillSoft Course	2
			Succession Planning Strategies	<a href="#">LEAD0302</a>	SkillSoft Course	4.5
			Succession Planning and Human Resources	<a href="#">LEAD0303</a>	SkillSoft Course	5
			Succession Planning Management	<a href="#">LEAD0304</a>	SkillSoft Course	2.5
			Initiating a Succession Plan Simulation	<a href="#">LEAD0300</a>	SkillSoft Simulation	0.5
			Implementing a Succession Plan Simulation	<a href="#">LEAD030S</a>	SkillSoft Simulation	0.5
			Succession Planning	<a href="#">_pc_bi_lsbi002</a>	SkillSoft Business Impact Series	0.1
			Succession Planning and Management Programs	<a href="#">_pc_ch_lschi004</a>	SkillSoft Challenge Series	0.2
<b>PROFESSIONAL EFFECTIVENESS</b>						
	<b>Communication Curriculum</b>					
		<b>E-mail Essentials for Business</b>				
			Using E-mail and Instant Messaging Effectively	<a href="#">comm_17_a01_bs_enus</a>	SkillSoft Course	1
			Addressing and Redistributing E-mail	<a href="#">comm_17_a02_bs_enus</a>	SkillSoft Course	1
			Managing Your E-mail	<a href="#">comm_17_a03_bs_enus</a>	SkillSoft Course	1
		<b>Telephone Essentials for Business</b>				
			Essential Skills for Professional Telephone Calls	<a href="#">comm_18_a01_bs_enus</a>	SkillSoft Course	1
		<b>Business Writing Basics</b>				
			Business Writing: Know Your Readers and Your Purpose	<a href="#">comm_19_a01_bs_enus</a>	SkillSoft Course	1
			Business Writing: How to Write Clearly and Concisely	<a href="#">comm_19_a02_bs_enus</a>	SkillSoft Course	1
			Business Writing: Editing and Proofreading	<a href="#">comm_19_a03_bs_enus</a>	SkillSoft Course	1
		<b>Business Grammar Basics</b>				
			Business Grammar: Parts of Speech	<a href="#">comm_20_a01_bs_enus</a>	SkillSoft Course	1
			Business Grammar: Working with Words	<a href="#">comm_20_a02_bs_enus</a>	SkillSoft Course	1
			Business Grammar: The Mechanics of Writing	<a href="#">comm_20_a03_bs_enus</a>	SkillSoft Course	1
			Business Grammar: Punctuation	<a href="#">comm_20_a04_bs_enus</a>	SkillSoft Course	1
			Business Grammar: Sentence Construction	<a href="#">comm_20_a05_bs_enus</a>	SkillSoft Course	1
			Business Grammar: Common Usage Errors	<a href="#">comm_20_a06_bs_enus</a>	SkillSoft Course	1
		<b>Interpersonal Communication</b>				

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Interpersonal Communication: Communicating with Confidence	<a href="#">comm 21 a01 bs enus</a>	SkillSoft Course	1
			Interpersonal Communication: Targeting Your Message	<a href="#">comm 21 a02 bs enus</a>	SkillSoft Course	1
			Interpersonal Communication: Listening Essentials	<a href="#">comm 21 a03 bs enus</a>	SkillSoft Course	1
			Interpersonal Communication: Communicating Assertively	<a href="#">comm 21 a04 bs enus</a>	SkillSoft Course	1
			Interpersonal Communication: Being Approachable	<a href="#">comm 21 a05 bs enus</a>	SkillSoft Course	1
			<b>Workplace Conflict</b>			
			Workplace Conflict: Recognizing and Responding to Conflict	<a href="#">comm 22 a01 bs enus</a>	SkillSoft Course	1
			Workplace Conflict: Strategies for Resolving Conflicts	<a href="#">comm 22 a02 bs enus</a>	SkillSoft Course	1
			Confrontation: What's the Best Approach	<a href="#">_pc bi mgbi009</a>	SkillSoft Business Impact Series	0.1
			Manager to Manager Conflict	<a href="#">_pc ch mgch003</a>	SkillSoft Challenge Series	0.2
			Coping with Accusations in the Workplace	<a href="#">_pc ch lsch003</a>	SkillSoft Challenge Series	0.2
			Managing Conflict	<a href="#">_pc ch lach009</a>	SkillSoft Challenge Series	0.2
			<b>Fundamentals of Working with Difficult People</b>			
			Working with Difficult People: Identifying Difficult People	<a href="#">comm 23 a01 bs enus</a>	SkillSoft Course	1
			Working with Difficult People: How to Work with Aggressive People	<a href="#">comm 23 a02 bs enus</a>	SkillSoft Course	1
			Working with Difficult People: How to Work with Negative People	<a href="#">comm 23 a03 bs enus</a>	SkillSoft Course	1
			Working with Difficult People: How to Work with Procrastinators	<a href="#">comm 23 a04 bs enus</a>	SkillSoft Course	1
			Working with Difficult People: How to Work with Manipulative People	<a href="#">comm 23 a05 bs enus</a>	SkillSoft Course	1
			Working with Difficult People: How to Work with Self-serving People	<a href="#">comm 23 a06 bs enus</a>	SkillSoft Course	1
			Working with Difficult People: Dealing with Micromanagers	<a href="#">comm 23 a07 bs enus</a>	SkillSoft Course	1
			Blame Backfires--Conquer Negative Thinking	<a href="#">_pc bi pfb003</a>	SkillSoft Business Impact Series	0.1
			Reacting to Co-workers Who Try Taking Advantage	<a href="#">_pc ch pfch003</a>	SkillSoft Challenge Series	0.2
			<b>Negotiation essentials</b>			
			Negotiation Essentials: Planning for Negotiation	<a href="#">comm 24 a02 bs enus</a>	SkillSoft Course	1
			Negotiation Essentials: What Is Negotiation?	<a href="#">comm 24 a01 bs enus</a>	SkillSoft Course	1
			Negotiation Essentials: Communicating	<a href="#">comm 24 a03 bs enus</a>	SkillSoft Course	1
			Negotiation Essentials: Persuading	<a href="#">comm 24 a04 bs enus</a>	SkillSoft Course	1
			Negotiation Essentials: Avoiding Pitfalls in Negotiations	<a href="#">comm 24 a05 bs enus</a>	SkillSoft Course	1
			Location Does Matter	<a href="#">_pc ch pfch002</a>	SkillSoft Challenge Series	0.2
			Effective Body Language in Negotiations	<a href="#">_pc bi pfb013</a>	SkillSoft Business Impact Series	0.1
			<b>Emotional Intelligence Essentials</b>			
			What is Emotional Intelligence?	<a href="#">comm 25 a01 bs enus</a>	SkillSoft Course	1
			Improving Your Emotional Intelligence Skills: Self-awareness and Self-manager	<a href="#">comm 25 a02 bs enus</a>	SkillSoft Course	1
			Using Emotional Intelligence on the Job	<a href="#">comm 25 a03 bs enus</a>	SkillSoft Course	1
			<b>Title: What is Emotional Intelligence?</b>			
			How High Is Your EQ?	<a href="#">_pc bi pfb009</a>	SkillSoft Business Impact Series	0.1
			<b>Fundamentals of Cross Cultural Communication</b>			

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Culture and Its Effect on Communication	<a href="#">comm_26_a01_bs_enus</a>	SkillSoft Course	1
			Communicating Across Cultures	<a href="#">comm_26_a02_bs_enus</a>	SkillSoft Course	1
			Improving Communication in Cross-cultural Relationships	<a href="#">comm_26_a03_bs_enus</a>	SkillSoft Course	1
			Communicating with a Cross-cultural Audience	<a href="#">_pc_bi_pfb020</a>	SkillSoft Business Impact Series	0.1
			Dispute Resolution in International Contracts	<a href="#">_pc_ch_ls005</a>	SkillSoft Challenge Series	0.2
			<b>Getting Results without Direct Authority</b>			
			Getting Results without Authority: Building Relationships and Credibility	<a href="#">comm_27_a01_bs_enus</a>	SkillSoft Course	1
			Getting Results without Direct Authority: Reciprocity	<a href="#">comm_27_a03_bs_enus</a>	SkillSoft Course	1
			Getting Results without Authority: Persuasive Communication	<a href="#">comm_27_a02_bs_enus</a>	SkillSoft Course	1
			Getting Results without Direct Authority: Influencing Your Boss	<a href="#">comm_27_a04_bs_enus</a>	SkillSoft Course	1
			Influencing Key Decision Makers	<a href="#">_pc_bi_ls015</a>	SkillSoft Business Impact Series	0.1
			Influence and Persuasion	<a href="#">_pc_ch_lach016</a>	SkillSoft Challenge Series	0.2
			<b>Listening Essentials</b>			
			Listening Essentials: The Basics of Listening	<a href="#">comm_28_a01_bs_enus</a>	SkillSoft Course	1
			Listening Essentials: Improving Your Listening Skills	<a href="#">comm_28_a02_bs_enus</a>	SkillSoft Course	1
			<b>Constructive Feedback and Criticism</b>			
			Giving Feedback	<a href="#">comm_29_a01_bs_enus</a>	SkillSoft Course	1
			Giving Constructive Criticism	<a href="#">comm_29_a02_bs_enus</a>	SkillSoft Course	1
			Receiving Feedback and Criticism	<a href="#">comm_29_a03_bs_enus</a>	SkillSoft Course	1
			Criticism in Context	<a href="#">_pc_bi_pfb016</a>	SkillSoft Business Impact Series	0.1
			Giving Appropriate Feedback	<a href="#">_pc_ch_lach006</a>	SkillSoft Challenge Series	0.2
			<b>Anger Management Essentials</b>			
			Anger Management Essentials: Understanding Anger	<a href="#">comm_30_a01_bs_enus</a>	SkillSoft Course	1
			<b>How to Write an Effective Internal Business Case</b>			
			Preparing a Business Case	<a href="#">comm_01_a01_bs_enus</a>	SkillSoft Course	2.5
			Writing a Business Case	<a href="#">comm_01_a02_bs_enus</a>	SkillSoft Course	2.5
			Presenting Your Case	<a href="#">comm_01_a03_bs_enus</a>	SkillSoft Course	2.5
			<b>Giving Successful Presentations</b>			
			Presenting Successfully	<a href="#">comm_05_a01_bs_enus</a>	SkillSoft Course	3
			Delivering the Message	<a href="#">comm_05_a02_bs_enus</a>	SkillSoft Course	3
			Available Presentation Resources	<a href="#">comm_05_a03_bs_enus</a>	SkillSoft Course	3.5
			Giving Successful Presentations Simulation	<a href="#">COMM005A</a>	SkillSoft Simulation	0.5
			Attracting New Investors - Keeping Presentations Focused	<a href="#">_pc_bi_fabi004</a>	SkillSoft Business Impact Series	0.1
			<b>The Effective Business Meeting</b>			
			Planning an Effective Business Meeting	<a href="#">comm_06_a01_bs_enus</a>	SkillSoft Course	2.5
			Leading an Effective Business Meeting	<a href="#">comm_06_a02_bs_enus</a>	SkillSoft Course	2.5
			Participating Effectively in a Business Meeting	<a href="#">comm_06_a03_bs_enus</a>	SkillSoft Course	2.5

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			The Effective Business Meeting Simulation	<a href="#">COMM006A</a>	SkillSoft Simulation	0.5
			When Too Many Meetings Are Just Too Much	<a href="#">_pc_bi_pfb008</a>	SkillSoft Business Impact Series	0.1
			Making Meetings Work	<a href="#">_pc_bi_pfb018</a>	SkillSoft Business Impact Series	0.1
			<b>Professionalism and Business Etiquette</b>			
			Standard Business Etiquette	<a href="#">comm_11_a01_bs_enus</a>	SkillSoft Course	2.5
			Communication Business Etiquette	<a href="#">comm_11_a02_bs_enus</a>	SkillSoft Course	2.5
			Etiquette at the Business Meeting	<a href="#">comm_11_a03_bs_enus</a>	SkillSoft Course	3
			Business Etiquette for Supervisors	<a href="#">comm_11_a04_bs_enus</a>	SkillSoft Course	2.5
			Professionalism and Business Etiquette Simulation	<a href="#">COMM011A</a>	SkillSoft Simulation	0.5
			Business Etiquette in Introductions	<a href="#">_pc_bi_pfb001</a>	SkillSoft Business Impact Series	0.1
			<b>Building Improved Work Relationships</b>			
			Effective Interfunctional Relationships	<a href="#">comm_12_a01_bs_enus</a>	SkillSoft Course	2.5
			Effective Intercultural Relationships	<a href="#">comm_12_a02_bs_enus</a>	SkillSoft Course	2
			Effective Intergender Relationships	<a href="#">comm_12_a03_bs_enus</a>	SkillSoft Course	2
			Effective Relationships with Customers	<a href="#">comm_12_a04_bs_enus</a>	SkillSoft Course	2
			Effective Relationships with Business Partners	<a href="#">comm_12_a05_bs_enus</a>	SkillSoft Course	3
			Building Improved Work Relationships Simulation	<a href="#">COMM012A</a>	SkillSoft Simulation	0.5
			<b>Anger Management in The Workplace</b>			
			Experiencing Anger	<a href="#">COMM0701</a>	SkillSoft Course	5
			Managing Your Anger	<a href="#">COMM0702</a>	SkillSoft Course	5.5
			Managing Anger in the Workplace Simulation	<a href="#">COMM0700</a>	SkillSoft Simulation	0.5
			<b>Foundation Skills Curriculum</b>			
			<b>Basic Business Math Skills</b>			
			Whole Numbers, Fractions, and Equations	<a href="#">FNDT0101</a>	SkillSoft Course	4
			Decimals and Percents	<a href="#">FNDT0102</a>	SkillSoft Course	2
			Ratios, Averages and Graphs	<a href="#">FNDT0103</a>	SkillSoft Course	2
			<b>Personal Development Curriculum</b>			
			<b>Critical Thinking Essentials</b>			
			<b>NEW!</b> Critical Thinking Essentials: What Is Critical Thinking?	<a href="#">pd_14_a01_bs_enus</a>	SkillSoft Course	1
			<b>NEW!</b> Critical Thinking Essentials: Applying Critical Thinking Skills	<a href="#">pd_14_a02_bs_enus</a>	SkillSoft Course	1
			<b>Diversity on the Job</b>			
			Diversity on the Job: The Importance of Diversity and the Changing Workplace	<a href="#">pd_07_a01_bs_enus</a>	SkillSoft Course	1
			Diversity on the Job: Diversity and You	<a href="#">pd_07_a02_bs_enus</a>	SkillSoft Course	1
			Managing Diversity	<a href="#">_pc_ch_lach015</a>	SkillSoft Challenge Series	0.2
			Developing Workplace Diversity Awareness Simulation	<a href="#">PD007A</a>	SkillSoft Simulation	0.5
			Understanding Workplace Diversity	<a href="#">_pc_bi_hrbi002</a>	SkillSoft Business Impact Series	0.1
			Instituting a Dress Code	<a href="#">_pc_bi_hrbi011</a>	SkillSoft Business Impact Series	0.1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			<b>Telecommuting and the Remote Employee</b>			
			Telecommuting Basics: Maximizing Productivity as a Remote Employee	<a href="#">pd_08_a01_bs_enus</a>	SkillSoft Course	1
			Telecommuting Basics: Communication Strategies for the Remote Employee	<a href="#">pd_08_a02_bs_enus</a>	SkillSoft Course	1
			<b>Generating Creative &amp; Innovative Ideas</b>			
			Generating Creative and Innovative Ideas: Enhancing Your Creativity	<a href="#">pd_09_a01_bs_enus</a>	SkillSoft Course	1
			Generating Creative and Innovative Ideas: Maximizing Team Creativity	<a href="#">pd_09_a02_bs_enus</a>	SkillSoft Course	1
			Generating Creative and Innovative Ideas: Verifying and Building on Ideas	<a href="#">pd_09_a03_bs_enus</a>	SkillSoft Course	1
			Executing Innovation	<a href="#">_pc_bi_lsbi016</a>	SkillSoft Business Impact Series	0.1
		NEW!	Promoting Creative Thinking	<a href="#">_pc_ch_lach035</a>	SkillSoft Challenge Series	
			<b>Managing Your Career</b>			
			Managing Your Career: Creating a Plan	<a href="#">pd_10_a01_bs_enus</a>	SkillSoft Course	1
			Managing Your Career: Getting on the Right Track	<a href="#">pd_10_a02_bs_enus</a>	SkillSoft Course	1
			Managing Your Career: Professional Networking Essentials	<a href="#">pd_10_a03_bs_enus</a>	SkillSoft Course	1
			Managing Your Career: You and Your Boss	<a href="#">pd_10_a04_bs_enus</a>	SkillSoft Course	1
			Managing Your Career: Leveraging the Performance Appraisal	<a href="#">pd_10_a05_bs_enus</a>	SkillSoft Course	1
			Managing Your Relationship with Your Boss Simulation	<a href="#">PD010A</a>	SkillSoft Simulation	0.5
			Conquering Career Stagnation	<a href="#">_pc_bi_pfb019</a>	SkillSoft Business Impact Series	0.1
			<b>Effective Time Management</b>			
			Time Management: Analyzing Your Use of Time	<a href="#">pd_11_a01_bs_enus</a>	SkillSoft Course	1
			Time Management: Planning and Prioritizing Your Time	<a href="#">pd_11_a02_bs_enus</a>	SkillSoft Course	1
			Time Management: Avoiding Time Stealers	<a href="#">pd_11_a03_bs_enus</a>	SkillSoft Course	1
			Setting and Managing Priorities	<a href="#">_pc_ch_lach018</a>	SkillSoft Challenge Series	0.2
			Prioritizing Personal and Professional Responsibilities	<a href="#">_pc_bi_mgb003</a>	SkillSoft Business Impact Series	0.1
			Coping with Information Overload	<a href="#">_pc_bi_pfb002</a>	SkillSoft Business Impact Series	0.1
			Planning for Interruptions Helps with Procrastination	<a href="#">_pc_bi_pfb014</a>	SkillSoft Business Impact Series	0.1
			<b>Problem Solving and Decision Making Strategies</b>			
			Problem Solving: The Fundamentals	<a href="#">pd_12_a01_bs_enus</a>	SkillSoft Course	1
			Problem Solving: Determining and Building Your Strengths	<a href="#">pd_12_a02_bs_enus</a>	SkillSoft Course	1
			Problem Solving: Digging Deeper	<a href="#">pd_12_a03_bs_enus</a>	SkillSoft Course	1
			Decision Making: The Fundamentals	<a href="#">pd_12_a04_bs_enus</a>	SkillSoft Course	1
			Decision Making: Tools and Techniques	<a href="#">pd_12_a05_bs_enus</a>	SkillSoft Course	1
			Decision Making: Making Tough Decisions	<a href="#">pd_12_a06_bs_enus</a>	SkillSoft Course	1
			Playing the Devil's Advocate in Decision Making	<a href="#">_pc_bi_pfb005</a>	SkillSoft Business Impact Series	0.1
			Turning Problems Around with Reverse Brainstorming	<a href="#">_pc_bi_lsbi017</a>	SkillSoft Business Impact Series	0.1
			Uncovering the Root Problem	<a href="#">_pc_ch_lach003</a>	SkillSoft Challenge Series	0.2
			<b>Dealing with Organizational Change</b>			
			Understanding Organizational Change	<a href="#">pd_13_a01_bs_enus</a>	SkillSoft Course	1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Preparing for Organizational Change	<a href="#">pd_13_a02_bs_enus</a>	SkillSoft Course	1
			Embracing Organizational Change	<a href="#">pd_13_a03_bs_enus</a>	SkillSoft Course	1
			Managing the Stress of Organizational Change	<a href="#">_pc_bi_mgbi004</a>	SkillSoft Business Impact Series	0.1
			The Importance of Flexibility in the Workplace	<a href="#">_pc_bi_pfb007</a>	SkillSoft Business Impact Series	0.1
			<b>Business Ethics</b>			
			Making Decisions Ethically	<a href="#">pd_02_a01_bs_enus</a>	SkillSoft Course	2.5
			Business Ethics for Managers	<a href="#">pd_02_a02_bs_enus</a>	SkillSoft Course	1.5
			Understanding Organizational Ethics	<a href="#">pd_02_a03_bs_enus</a>	SkillSoft Course	3
			Social Responsibility in Corporations	<a href="#">pd_02_a04_bs_enus</a>	SkillSoft Course	3
			Business Ethics Simulation	<a href="#">PD002A</a>	SkillSoft Simulation	0.5
			Office Politics - What Will You Do?	<a href="#">_pc_ch_pfch004</a>	SkillSoft Challenge Series	0.2
			Ethical Self-promotion	<a href="#">_pc_ch_pfch005</a>	SkillSoft Challenge Series	0.2
			Ethics, Integrity, and Trust	<a href="#">_pc_ch_lach005</a>	SkillSoft Challenge Series	0.2
			Ethics and Risks: Why They Matter in Project Success	<a href="#">_pc_ch_pmch003</a>	SkillSoft Challenge Series	0.2
			<b>Doing Business Professionally</b>			
			Working for Your Inner Boss: Personal Accountability	<a href="#">pd_05_a01_bs_enus</a>	SkillSoft Course	2
			Managing from Within: Self-empowerment	<a href="#">pd_05_a02_bs_enus</a>	SkillSoft Course	2
			Goals and Setting Goals	<a href="#">pd_05_a03_bs_enus</a>	SkillSoft Course	2
			Creating a Positive Attitude	<a href="#">pd_05_a04_bs_enus</a>	SkillSoft Course	2
			Pursuing Successful Lifelong Learning	<a href="#">pd_05_a05_bs_enus</a>	SkillSoft Course	2
			Doing Business Professionally Simulation	<a href="#">PD005A</a>	SkillSoft Simulation	0.5
			Reframing Negative Situations	<a href="#">_pc_bi_hrbi008</a>	SkillSoft Business Impact Series	0.1
			Disciplines of Organizational Learning: Personal Mastery	<a href="#">_pc_bi_pfb011</a>	SkillSoft Business Impact Series	0.1
			Safe Small Talk	<a href="#">_pc_bi_pfb012</a>	SkillSoft Business Impact Series	0.1
			<b>Optimizing Your Work/Life Balance</b>			
			Optimizing Your Work/Life Balance: Analyzing Your Life Balance	<a href="#">pd_06_a01_bs_enus</a>	SkillSoft Course	1
			Optimizing Your Work/Life Balance: Maintaining Your Life Balance	<a href="#">pd_06_a02_bs_enus</a>	SkillSoft Course	1
			Optimizing Your Work/Life Balance: Taking Control of Your Stress	<a href="#">pd_06_a03_bs_enus</a>	SkillSoft Course	1
			Balancing Your Responsibilities Simulation	<a href="#">PD006A</a>	SkillSoft Simulation	0.5
			Employee Exhaustion: Managing a Well-balanced Workload	<a href="#">_pc_bi_mgbi010</a>	SkillSoft Business Impact Series	0.1
			Managing Workplace Stress	<a href="#">_pc_bi_hrbi006</a>	SkillSoft Business Impact Series	0.1
			<b>Working without a Net - The Business of Risk</b>			
			Risk Basics	<a href="#">PD0241</a>	SkillSoft Course	2
			Approaches to Risk Management	<a href="#">PD0242</a>	SkillSoft Course	2
			Decisions and Risk	<a href="#">PD0243</a>	SkillSoft Course	2
			Strategic Planning and Risk Management	<a href="#">PD0244</a>	SkillSoft Course	2.5
			Risk Strategies: The Cutting Edge	<a href="#">PD0245</a>	SkillSoft Course	2.5

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Working without a Net: Decisions Simulation	<a href="#">PD0240</a>	SkillSoft Simulation	0.5
			<b>Achieving Organizational Excellence Through Critical Thinking</b>			
			The Role of Critical Thinking in Organizations	<a href="#">PD0251</a>	SkillSoft Course	4
			Developing Fundamental Critical Thinking Skills	<a href="#">PD0252</a>	SkillSoft Course	3
			Strategies for Facilitating Critical Thinking	<a href="#">PD0253</a>	SkillSoft Course	4.5
			Critical Thinking Skills for Managing	<a href="#">PD0254</a>	SkillSoft Course	3.5
			Organizational Scope of Critical Thinking	<a href="#">PD0255</a>	SkillSoft Course	3.5
			Critical Thinking Strategies Simulation	<a href="#">PD0250</a>	SkillSoft Simulation	0.5
			<b>Project Management Curriculum</b>			
			<b>IT Project Management Essentials</b>			
		NEW!	IT Project Management Essentials: Introduction to IT Project Management	<a href="#">proj_17_a01_bs_enus</a>	SkillSoft Course	1
		NEW!	IT Project Management Essentials: Initiating and Planning IT Projects	<a href="#">proj_17_a02_bs_enus</a>	SkillSoft Course	1
		NEW!	IT Project Management Essentials: Monitoring and Controlling IT Projects	<a href="#">proj_17_a04_bs_enus</a>	SkillSoft Course	1
		NEW!	IT Project Management Essentials: Managing Risks in an IT Project	<a href="#">proj_17_a05_bs_enus</a>	SkillSoft Course	1
			<b>PROJECT EFFECTIVENESS</b>			
			<b>Project Management Curriculum</b>			
			<b>PRINCE2® 2009 Foundation</b>			
			Overview of Project Management (PRINCE2: 2009-aligned)	<a href="#">ib_prin_a01_it_enus</a>	SkillSoft Course	1
			Project Organization, Planning and Risk (PRINCE2: 2009-aligned)	<a href="#">ib_prin_a02_it_enus</a>	SkillSoft Course	2
			Project Quality, Change and Progress (PRINCE2: 2009-aligned)	<a href="#">ib_prin_a03_it_enus</a>	SkillSoft Course	1.5
			Starting Up, Initiating and Directing a Project (PRINCE2: 2009-aligned)	<a href="#">ib_prin_a04_it_enus</a>	SkillSoft Course	1.5
			Controlling, Managing and Closing a Project (PRINCE2: 2009-aligned)	<a href="#">ib_prin_a05_it_enus</a>	SkillSoft Course	2
			Tailoring PRINCE2 to a Project Environment (PRINCE2: 2009-aligned)	<a href="#">ib_prin_a06_it_enus</a>	SkillSoft Course	1.5
			<b>Project Management for Non-Project Managers</b>			
			Project Management Fundamentals	<a href="#">proj_01_a01_bs_enus</a>	SkillSoft Course	2.5
			Transitioning into a Project Management Role	<a href="#">proj_01_a02_bs_enus</a>	SkillSoft Course	3
			Initiating and Planning a Project	<a href="#">proj_01_a03_bs_enus</a>	SkillSoft Course	2
			Managing a Project	<a href="#">proj_01_a04_bs_enus</a>	SkillSoft Course	2.5
			Troubleshooting and Closing the Project	<a href="#">proj_01_a05_bs_enus</a>	SkillSoft Course	2
			Project Management for Non-Project Managers Simulation	<a href="#">PROJ001A</a>	SkillSoft Simulation	0.5
			Managing Projects without Direct Authority	<a href="#">_pc_bi_pmbi001</a>	SkillSoft Business Impact Series	0.1
			Ensuring Management Buy-In on a Project	<a href="#">_pc_bi_pmbi002</a>	SkillSoft Business Impact Series	0.1
			Managing Conflict in Project Teams	<a href="#">_pc_bi_pmbi003</a>	SkillSoft Business Impact Series	0.1
			Managing Scope on a Project	<a href="#">_pc_bi_pmbi004</a>	SkillSoft Business Impact Series	0.1
			Weighing the Costs of Project Change	<a href="#">_pc_bi_pmbi005</a>	SkillSoft Business Impact Series	0.1
			Managing Vendor Relationships	<a href="#">_pc_bi_pmbi006</a>	SkillSoft Business Impact Series	0.1
			Anticipating and Solving Problems as a Project Champion	<a href="#">_pc_bi_pmbi007</a>	SkillSoft Business Impact Series	0.1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Addressing Stakeholder Conflicts	<a href="#">pc_bi_pmbi008</a>	SkillSoft Business Impact Series	0.1
			Portfolios, Programs, and Projects: What's the Difference?	<a href="#">pc_bi_pmbi009</a>	SkillSoft Business Impact Series	0.1
			Controlling Project Cost	<a href="#">pc_bi_pmbi010</a>	SkillSoft Business Impact Series	0.1
			Mitigating Risks when Improving Processes	<a href="#">pc_bi_pmbi011</a>	SkillSoft Business Impact Series	0.1
			Handling a Change Request	<a href="#">pc_ch_pmch001</a>	SkillSoft Challenge Series	0.2
			Scope Definition Tools and Techniques	<a href="#">pc_ch_pmch002</a>	SkillSoft Challenge Series	0.2
			Ethics and Risks: Why They Matter in Project Success	<a href="#">pc_ch_pmch003</a>	SkillSoft Challenge Series	0.2
			Project Management Essentials	<a href="#">pc_ch_lach041</a>	SkillSoft Challenge Series	0.6
			<b>Project Management Essentials - (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Managing Projects within Organizations	<a href="#">proj_05_a01_bs_enus</a>	SkillSoft Course	2
			Project Management Overview	<a href="#">proj_05_a02_bs_enus</a>	SkillSoft Course	1.5
			Project Management Process Groups	<a href="#">proj_05_a03_bs_enus</a>	SkillSoft Course	2
			<b>Project Integration Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Integrated Initiation and Planning	<a href="#">proj_06_a01_bs_enus</a>	SkillSoft Course	2
			Integrated Project Execution, Monitoring, and Control	<a href="#">proj_06_a02_bs_enus</a>	SkillSoft Course	1.5
			Integrated Project Change Control and Close	<a href="#">proj_06_a03_bs_enus</a>	SkillSoft Course	1.5
			<b>Project Scope Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Project Requirements and Defining Scope	<a href="#">proj_07_a01_bs_enus</a>	SkillSoft Course	2
			Create Work Breakdown Structure	<a href="#">proj_07_a02_bs_enus</a>	SkillSoft Course	1.5
			Monitoring and Controlling Project Scope	<a href="#">proj_07_a03_bs_enus</a>	SkillSoft Course	1.5
			<b>Project Time Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Defining and Sequencing Project Activities	<a href="#">proj_08_a01_bs_enus</a>	SkillSoft Course	2
			Estimating Activity Resources and Durations	<a href="#">proj_08_a02_bs_enus</a>	SkillSoft Course	2
			Developing and Controlling the Project Schedule	<a href="#">proj_08_a03_bs_enus</a>	SkillSoft Course	2
			<b>Project Cost Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Estimating and Budgeting Project Costs	<a href="#">proj_09_a01_bs_enus</a>	SkillSoft Course	2
			Controlling Costs	<a href="#">proj_09_a02_bs_enus</a>	SkillSoft Course	1.5
			<b>Project Quality Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Project Quality Planning	<a href="#">proj_10_a01_bs_enus</a>	SkillSoft Course	2
			Quality Assurance and Quality Control	<a href="#">proj_10_a02_bs_enus</a>	SkillSoft Course	2
			<b>Project Human Resource Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Planning Project Human Resources	<a href="#">proj_11_a01_bs_enus</a>	SkillSoft Course	2
			Managing Project Human Resources	<a href="#">proj_11_a02_bs_enus</a>	SkillSoft Course	2
			Planning and Managing Project Human Resources Simulation	<a href="#">PROJ011A</a>	SkillSoft Simulation	0.5
			<b>Project Communications Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Stakeholders and the Communication Management Plan	<a href="#">proj_12_a01_bs_enus</a>	SkillSoft Course	2
			Processes for Managing Project Communications	<a href="#">proj_12_a02_bs_enus</a>	SkillSoft Course	2

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Communicating Effectively with Project Stakeholders Simulation	<a href="#">PROJ012A</a>	SkillSoft Simulation	0.5
			<b>Project Risk Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Risk Management Planning	<a href="#">proj_13_a01_bs_enus</a>	SkillSoft Course	1.5
			Identifying Project Risks	<a href="#">proj_13_a04_bs_enus</a>	SkillSoft Course	2
			Performing Risk Analysis	<a href="#">proj_13_a02_bs_enus</a>	SkillSoft Course	2
			Risk Response, Monitor, and Control	<a href="#">proj_13_a03_bs_enus</a>	SkillSoft Course	2
			<b>Project Procurement Management (PMBOK® Guide - Fourth Edition-aligned)</b>			
			Planning Project Procurement	<a href="#">proj_14_a01_bs_enus</a>	SkillSoft Course	2
			Managing Procurements	<a href="#">proj_14_a02_bs_enus</a>	SkillSoft Course	2
			<b>Code of Ethics and Professional Conduct (PMI® Standard-aligned)</b>			
			The Role of Ethics in Project Management	<a href="#">proj_15_a01_bs_enus</a>	SkillSoft Course	1.5
			Core PMI® Values and Ethical Standards	<a href="#">proj_15_a02_bs_enus</a>	SkillSoft Course	2
			<b>Program Management Overview</b>			
			Introduction to Program Management	<a href="#">proj_16_a01_bs_enus</a>	SkillSoft Course	1.5
			Program Life Cycle and Benefits Management	<a href="#">proj_16_a02_bs_enus</a>	SkillSoft Course	2
			<b>Managing Software Project Outsourcing</b>			
			Making the Right Outsourcing Decision	<a href="#">232192_ENG</a>	SkillSoft Course	2.25
			Planning the Outsourcing Deal	<a href="#">232202_ENG</a>	SkillSoft Course	1.75
			The Outsourcing Project	<a href="#">232209_ENG</a>	SkillSoft Course	3.25
			Determining Project Quality Standards and Milestones	<a href="#">232224_ENG</a>	SkillSoft Course	2.75
			Measuring Project Outsourcing Success	<a href="#">232292_ENG</a>	SkillSoft Course	3
			<b>Strategic Project Management for IT Projects</b>			
			Strategic Planning and Positioning for IT Projects	<a href="#">PROJ0361</a>	SkillSoft Course	5
			Strategic Approaches to Managing IT Projects	<a href="#">PROJ0362</a>	SkillSoft Course	5
			Estimating the IT Project Work Effort	<a href="#">PROJ0363</a>	SkillSoft Course	5.5
			IT Project Leadership, Authority & Accountability	<a href="#">PROJ0364</a>	SkillSoft Course	6
			Managing Multiple IT Projects	<a href="#">PROJ0365</a>	SkillSoft Course	5.5
			Cost Management and IT Project Trade-offs	<a href="#">PROJ0366</a>	SkillSoft Course	4.5
			Strategic Project Management for IT Projects Simulation	<a href="#">PROJ0360</a>	SkillSoft Simulation	0.5
			Final Exam: Strategic Project Management for IT Projects	<a href="#">FE0014_eng</a>	SkillSoft Final Exams	
			<b>Project Management for IT Professionals</b>			
			Introduction to IT Project Management	<a href="#">PROJ0351</a>	SkillSoft Course	4
			Functions of IT Project Managers	<a href="#">PROJ0352</a>	SkillSoft Course	4.5
			The Life Cycle of an IT Project	<a href="#">PROJ0353</a>	SkillSoft Course	5
			Managing the Execution and Control of IT Projects	<a href="#">PROJ0354</a>	SkillSoft Course	5.5
			Managing Efficiencies of IT Projects	<a href="#">PROJ0355</a>	SkillSoft Course	4.5
			Project IT Management Simulation - The Early Stages	<a href="#">PROJ0350</a>	SkillSoft Simulation	0.5

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Project IT Management Simulation - Design to Rollout	<a href="#">PROJ035S</a>	SkillSoft Simulation	0.5
			Final Exam: Project Management for IT Professionals	<a href="#">FE0013_eng</a>	SkillSoft Final Exams	
		<b>Test Prep</b>	TestPrep PRINCE2: Foundation	<a href="#">ib_prin_a01_tp_enus</a>	SkillSoft Testprep Exams	1
			TestPrep Certified Associate in Project Management (CAPM) PMBOK Guide For	<a href="#">pm_capm_a01_tp_enus</a>	SkillSoft Testprep Exams	3
			TestPrep Project Management Professional (PMP) PMBOK Guide Fourth Edition	<a href="#">pm_proj_a01_tp_enus</a>	SkillSoft Testprep Exams	4
		<b>Mentoring Assets</b>	Mentoring Project Management Professional (PMP) PMBOK Guide Fourth Edition	<a href="#">mntpmp4ed</a>	SkillSoft Mentoring Assets	
			Mentoring Certified Associate in Project Management (CAPM) PMBOK Guide For	<a href="#">mntcapm4ed</a>	SkillSoft Mentoring Assets	
			Mentoring PRINCE2: Foundation	<a href="#">mntprince2f</a>	SkillSoft Mentoring Assets	
	<b>Team Building Curriculum</b>					
		<b>Optimizing Your Performance on a Team</b>	Being an Effective Team Member	<a href="#">team_02_a01_bs_enus</a>	SkillSoft Course	1
			Establishing Team Goals and Responsibilities	<a href="#">team_02_a02_bs_enus</a>	SkillSoft Course	1
			Elements of a Cohesive Team	<a href="#">team_02_a03_bs_enus</a>	SkillSoft Course	1
			Effective Team Communication	<a href="#">team_02_a04_bs_enus</a>	SkillSoft Course	1
			Using Feedback to Improve Team Performance	<a href="#">team_02_a05_bs_enus</a>	SkillSoft Course	1
			Power and Politics in Matrixed Teams	<a href="#">_pc_ch_mgch002</a>	SkillSoft Challenge Series	0.2
		<b>Leading Teams</b>	Leading Teams: Launching a Successful Team	<a href="#">team_03_a01_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Establishing Goals, Roles, and Guidelines	<a href="#">team_03_a02_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Developing the Team and its Culture	<a href="#">team_03_a03_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Building Trust and Commitment	<a href="#">team_03_a04_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Fostering Effective Communication and Collaboration	<a href="#">team_03_a05_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Motivating and Optimizing Performance	<a href="#">team_03_a06_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Dealing with Conflict	<a href="#">team_03_a07_bs_enus</a>	SkillSoft Course	1
			Leading Teams: Managing Virtual Teams	<a href="#">team_03_a08_bs_enus</a>	SkillSoft Course	1
			Building Trust Incrementally	<a href="#">_pc_bi_lsb004</a>	SkillSoft Business Impact Series	0.1
			Inspiring your Team	<a href="#">_pc_bi_lsb010</a>	SkillSoft Business Impact Series	0.1
			Support Your Leader	<a href="#">_pc_bi_pfb010</a>	SkillSoft Business Impact Series	0.1
			Choosing the Right Team Culture	<a href="#">_pc_ch_pfch006</a>	SkillSoft Challenge Series	0.2
			Managing Communications in a Virtual Team	<a href="#">_pc_bi_mgbi001</a>	SkillSoft Business Impact Series	0.1
			Developing Self-Sufficient Teams	<a href="#">_pc_ch_mgch001</a>	SkillSoft Challenge Series	0.2
			Building and Leading Teams	<a href="#">_pc_ch_lach023</a>	SkillSoft Challenge Series	0.5
		<b>Making Teams Work: Capitalizing on Conflict</b>	Team Conflict: The Seeds of Dissent	<a href="#">TEAM0211</a>	SkillSoft Course	3.5
			Analyzing Workplace War Zones	<a href="#">TEAM0212</a>	SkillSoft Course	2.5

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Detailed Course Directory - Business Skills

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			Getting Past Clashes: Valuing Team Diversity	<a href="#">TEAM0213</a>	SkillSoft Course	2.5
			Conquering Conflict through Communication	<a href="#">TEAM0214</a>	SkillSoft Course	3
			The Path to Peace and Harmony	<a href="#">TEAM0215</a>	SkillSoft Course	2.5
			Manager's Performance Guide - Team Conflict Skills	<a href="#">TEAM0216</a>	SkillSoft Course	1.5
			Making Teams Work Simulation	<a href="#">TEAM0210</a>	SkillSoft Simulation	0.5
			Using Conflicts to an Organization's Advantage	<a href="#">_pc_bi_mgbi002</a>	SkillSoft Business Impact Series	0.1
			Mediating Project Team Conflict	<a href="#">_pc_bi_pfb006</a>	SkillSoft Business Impact Series	0.1
			Facilitating Work-related Conflict Discussions	<a href="#">_pc_bi_pfb015</a>	SkillSoft Business Impact Series	0.1
<b>Business Analysis</b>						
<b>Certified Business Analysis Professional (CBAP™) - BABOK® Guide V2.0 aligned</b>						
			Introduction to Business Analysis and Essential Competencies	<a href="#">ib_buap_a01_it_enus</a>	SkillSoft Course	2
			Introduction to Business Analysis Planning	<a href="#">ib_buap_a02_it_enus</a>	SkillSoft Course	2.5
			Planning Business Analysis Communication and Monitoring	<a href="#">ib_buap_a03_it_enus</a>	SkillSoft Course	2.5
			Business Analysis Requirements Elicitation	<a href="#">ib_buap_a04_it_enus</a>	SkillSoft Course	2
			Business Analysis Requirements Management and Communication	<a href="#">ib_buap_a05_it_enus</a>	SkillSoft Course	2
			Business Analysis: Enterprise Analysis	<a href="#">ib_buap_a06_it_enus</a>	SkillSoft Course	2.5
			Business Analysis: Introduction to Requirements Analysis	<a href="#">ib_buap_a07_it_enus</a>	SkillSoft Course	2.5
			Business Analysis: Verify and Validate Requirements	<a href="#">ib_buap_a08_it_enus</a>	SkillSoft Course	2
			Business Analysis: Solution Assessment and Validation	<a href="#">ib_buap_a09_it_enus</a>	SkillSoft Course	3
<b>SALES and CUSTOMER FACING SKILLS</b>						
<b>Sales Curriculum</b>						
<b>Field Sales Skills</b>						
			Field Sales Foundations	<a href="#">SALE0101</a>	SkillSoft Course	3.5
			Planning Your Field Sales Approach	<a href="#">SALE0102</a>	SkillSoft Course	4.5
			Applying Your Field Sales Approach	<a href="#">SALE0103</a>	SkillSoft Course	4
			Completing Your Field Sales Approach	<a href="#">SALE0104</a>	SkillSoft Course	3.5
			Field Sales Skills Simulation	<a href="#">SALE0100</a>	SkillSoft Simulation	0.5
			Don't Only Go for the Big Fish	<a href="#">_pc_bi_spbi009</a>	SkillSoft Business Impact Series	0.1
			Using Persuasion Techniques to Boost Sales	<a href="#">_pc_bi_spbi018</a>	SkillSoft Business Impact Series	0.2
<b>Territorial Account Sales Skills</b>						
			The Territorial Account Sales Approach	<a href="#">SALE0111</a>	SkillSoft Course	3
			Understanding Your Target Customer's Business	<a href="#">SALE0112</a>	SkillSoft Course	3.5
			Effectively Using Customer-focused Research Meetings	<a href="#">SALE0113</a>	SkillSoft Course	3.5
			Gaining Access to Key Personnel at Your Target Accounts	<a href="#">SALE0114</a>	SkillSoft Course	3.5
			Delivering High-impact Territorial Account Sales (TAS) Presentations	<a href="#">SALE0115</a>	SkillSoft Course	5
			Territorial Account Sales Skills Simulation	<a href="#">SALE0110</a>	SkillSoft Simulation	0.5
			Listening to your Customers	<a href="#">_pc_bi_spbi002</a>	SkillSoft Business Impact Series	0.1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
<b>Inside Sales Skills</b>						
			Preparing for Outbound Sales Calls	<a href="#">SALE0121</a>	SkillSoft Course	6
			Initiating Outbound Sales Calls	<a href="#">SALE0122</a>	SkillSoft Course	3.5
			Completing Outbound Sales Calls	<a href="#">SALE0123</a>	SkillSoft Course	5
			Preparing for Inbound Sales Calls	<a href="#">SALE0124</a>	SkillSoft Course	5
			Completing Inbound Sales Calls	<a href="#">SALE0125</a>	SkillSoft Course	5
			Inside Sales Skills Simulation	<a href="#">SALE0120</a>	SkillSoft Simulation	0.5
			Inside Sales Skills Blended Learning Toolkit	BLTSA012	SkillSoft BLT	
<b>Strategic Account Sales Skills</b>						
			The Strategic Account Sales Approach	<a href="#">SALE0131</a>	SkillSoft Course	3
			Understanding Your Customer	<a href="#">SALE0132</a>	SkillSoft Course	3.5
			Conducting Effective Sales Research Meetings	<a href="#">SALE0133</a>	SkillSoft Course	3.5
			Working with Your Customer's Key Players	<a href="#">SALE0134</a>	SkillSoft Course	3.5
			Delivering High-Impact Sales Presentations	<a href="#">SALE0135</a>	SkillSoft Course	6
			Strategic Account Sales Skills Simulation	<a href="#">SALE0130</a>	SkillSoft Simulation	0.5
			Selling to Key Players	<a href="#">_pc_bi_spbi001</a>	SkillSoft Business Impact Series	0.1
			Planning for Effective Selling	<a href="#">_pc_bi_spbi004</a>	SkillSoft Business Impact Series	0.1
			Building Profitable Customer Relationships	<a href="#">_pc_bi_spbi017</a>	SkillSoft Business Impact Series	0.1
			Crafting Sales Strategies	<a href="#">_pc_ch_spch002</a>	SkillSoft Challenge Series	0.2
			Pricing Strategy	<a href="#">_pc_ch_spch003</a>	SkillSoft Challenge Series	0.2
			Performance Payout Plans	<a href="#">_pc_ch_spch004</a>	SkillSoft Challenge Series	0.2
<b>Sales Team Management</b>						
			Building a Winning Sales Team	<a href="#">SALE0151</a>	SkillSoft Course	5.5
			Using Business Tools to Manage Sales Teams	<a href="#">SALE0152</a>	SkillSoft Course	3
			Motivating a Winning Sales Team	<a href="#">SALE0153</a>	SkillSoft Course	4.5
			Communicating in Sales Teams	<a href="#">SALE0154</a>	SkillSoft Course	2.5
			Sales Team Management Simulation	<a href="#">SALE0150</a>	SkillSoft Simulation	0.5
			Storming: Developing and Leading Your Sales Team	<a href="#">_pc_bi_spbi003</a>	SkillSoft Business Impact Series	0.1
			Planning Direct Mail to Generate Leads for Complex Sales	<a href="#">_pc_bi_spbi006</a>	SkillSoft Business Impact Series	0.1
			Sales Support Roles for Better Customer Interaction	<a href="#">_pc_bi_spbi007</a>	SkillSoft Business Impact Series	0.1
			The Ethics of Gift Giving	<a href="#">_pc_bi_spbi014</a>	SkillSoft Business Impact Series	0.1
<b>Selling at the Executive Level</b>						
			Prepare for Success	<a href="#">SALE0221</a>	SkillSoft Course	3
			Strategic Planning	<a href="#">SALE0222</a>	SkillSoft Course	3.5
			Progressing through the Complex Sale	<a href="#">SALE0223</a>	SkillSoft Course	4
			Presenting Your Proposition	<a href="#">SALE0224</a>	SkillSoft Course	4
			Negotiating to Mutual Benefit	<a href="#">SALE0225</a>	SkillSoft Course	4

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			From Executive-level Sale to Strategic Partnership	<a href="#">SALE0226</a>	SkillSoft Course	4
			Preparing for the Executive-level Sale Simulation	<a href="#">SALE0220</a>	SkillSoft Simulation	0.5
			Progressing through the Complex Sale Simulation	<a href="#">SALE022S</a>	SkillSoft Simulation	0.5
			Closing Executive-level Sales Simulation	<a href="#">SALE022T</a>	SkillSoft Simulation	0.5
			<b>SalesUniversity Sales Orientation: Professional Selling in the Knowledge Economy</b>			
			The Profession of Selling	<a href="#">SALE0401</a>	SkillSoft Course	3.5
			Professional Selling in the Knowledge Economy	<a href="#">SALE0402</a>	SkillSoft Course	5
			Professional Selling in the Knowledge Economy Simulation	<a href="#">SALE0400</a>	SkillSoft Simulation	0.5
			<b>SalesUniversity Sales Math 101: Developing a Sales Plan for Success</b>			
			Sales Math 101: Developing a Sales Plan for Success	<a href="#">SALE0411</a>	SkillSoft Course	4
			<b>SalesUniversity Sales Manufacturing: A Success Model</b>			
			Sales Manufacturing (TM): Identifying Sales Opportunities	<a href="#">SALE0421</a>	SkillSoft Course	5
			Sales Manufacturing (TM): Sales Production	<a href="#">SALE0422</a>	SkillSoft Course	6
			Sales Manufacturing: Opportunity Development Simulation	<a href="#">SALE0420</a>	SkillSoft Simulation	0.5
			<b>SalesUniversity Communication 101</b>			
			Sales Communications Foundations	<a href="#">SALE0431</a>	SkillSoft Course	7
			Sales Communications Essentials	<a href="#">SALE0432</a>	SkillSoft Course	7
			Telesales Communications	<a href="#">SALE0433</a>	SkillSoft Course	6
			Sales Communication Techniques Simulation	<a href="#">SALE0430</a>	SkillSoft Simulation	0.5
			<b>Customer Service Curriculum</b>			
			<b>Customer Service Representative, Professionalism</b>			
			The Customer Service Representative (CSR)	<a href="#">cust_06_a01_bs_enus</a>	SkillSoft Course	3.5
			Support Center Services and Work Environment	<a href="#">cust_06_a02_bs_enus</a>	SkillSoft Course	3
			Team and Customer Relationships	<a href="#">cust_06_a03_bs_enus</a>	SkillSoft Course	3
			<b>Customer Service Representative, Skills</b>			
			Customer Interactions	<a href="#">cust_07_a01_bs_enus</a>	SkillSoft Course	3.5
			Communication Skills	<a href="#">cust_07_a02_bs_enus</a>	SkillSoft Course	3.5
			Conflict, Stress, and Time Management	<a href="#">cust_07_a03_bs_enus</a>	SkillSoft Course	3.5
			<b>Customer Service Representative, Process</b>			
			Customer Service Processes and Procedures	<a href="#">cust_08_a01_bs_enus</a>	SkillSoft Course	3
			Quality in a Support Center	<a href="#">cust_08_a02_bs_enus</a>	SkillSoft Course	3.5
			Support Center Tools, Technologies and Metrics	<a href="#">cust_08_a03_bs_enus</a>	SkillSoft Course	3
			Dealing with Irrational Customers and Escalating Complaints	<a href="#">cust_08_a04_bs_enus</a>	SkillSoft Course	2
			<b>Customer Service Fundamentals</b>			
			Customer Service Fundamentals: Building Rapport in Customer Relationships	<a href="#">cust_09_a01_bs_enus</a>	SkillSoft Course	1
			Customer Service in the Field	<a href="#">cust_09_a02_bs_enus</a>	SkillSoft Course	1
			Customer Service over the Phone	<a href="#">cust_09_a03_bs_enus</a>	SkillSoft Course	1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Internal Customer Service	<a href="#">cust_09_a04_bs_enus</a>	SkillSoft Course	1
			Customer Service Confrontation and Conflict	<a href="#">cust_09_a05_bs_enus</a>	SkillSoft Course	1
			Shaping the Direction of Customer Service in Your Organization	<a href="#">cust_09_a06_bs_enus</a>	SkillSoft Course	1
			The Angry Caller: What's Your Plan?	<a href="#">_pc_bi_spbi016</a>	SkillSoft Business Impact Series	0.1
			Aligning Performance to Key Indicators	<a href="#">_pc_bi_ctbi007</a>	SkillSoft Business Impact Series	0.1
			<b>Frontline Call Center Skills</b>			
			The Importance of Call Tracking and Ticketing	<a href="#">_pc_bi_ctbi003</a>	SkillSoft Business Impact Series	0.1
			Creating an Effective On-hold Message	<a href="#">_pc_bi_ctbi008</a>	SkillSoft Business Impact Series	0.1
			Aligning Agent Behaviors with Caller Types	<a href="#">_pc_bi_ctbi010</a>	SkillSoft Business Impact Series	0.1
			Determining Proper Expectation-management Techniques	<a href="#">_pc_ch_ctch001</a>	SkillSoft Challenge Series	0.2
			Training Methods for CSRs in the Customer Contact Industry	<a href="#">_pc_ch_ctch002</a>	SkillSoft Challenge Series	0.2
			<b>Measuring Customer Satisfaction</b>			
			Discovering What Your Customers Want	<a href="#">CUST0131</a>	SkillSoft Course	2.5
			Developing Customer Satisfaction Surveys	<a href="#">CUST0132</a>	SkillSoft Course	3
			Customer Satisfaction: Analysis and Implementation	<a href="#">CUST0133</a>	SkillSoft Course	2.5
			Measuring Customer Satisfaction Simulation	<a href="#">CUST0130</a>	SkillSoft Simulation	0.5
			<b>Internal Customer Service</b>			
			Excellence in Internal Customer Service	<a href="#">CUST0141</a>	SkillSoft Course	5
			Working With Internal Customers	<a href="#">CUST0142</a>	SkillSoft Course	4
			Overcoming Internal Customer Service Problems	<a href="#">CUST0143</a>	SkillSoft Course	3.5
			Internal Customer Service: Conflict and Complaints Simulation	<a href="#">CUST0140</a>	SkillSoft Simulation	0.5
			<b>Internal Customer Service Agent Skills</b>			
			The Customer Service Agent in Action	<a href="#">CUST0151</a>	SkillSoft Course	4.5
			Professional Skills for Customer Service Agents	<a href="#">CUST0152</a>	SkillSoft Course	4.5
			Managing Challenges in Customer Service	<a href="#">CUST0153</a>	SkillSoft Course	5
			Cross-selling in a Customer Service Call	<a href="#">CUST0154</a>	SkillSoft Course	5.5
			Customer Service Agent Skills Simulation	<a href="#">CUST0150</a>	SkillSoft Simulation	0.5
			<b>Technical Support Agent Skills</b>			
			The Contact Center and Technical Support Agent	<a href="#">CUST0161</a>	SkillSoft Course	4.5
			Technical Support Essentials	<a href="#">CUST0162</a>	SkillSoft Course	5
			Assessing Customer Behavior	<a href="#">CUST0163</a>	SkillSoft Course	4.5
			Technical Support Agent Survival Skills	<a href="#">CUST0164</a>	SkillSoft Course	3.5
			Technical Support Agent Skills Simulation	<a href="#">CUST0160</a>	SkillSoft Simulation	0.5
			<b>Managing A Customer-Focused Department</b>			
			Identifying Your Customer's Expectations	<a href="#">CUST0171</a>	SkillSoft Course	4.5
			Using Surveys to Measure Customer Satisfaction	<a href="#">CUST0172</a>	SkillSoft Course	3
			Bridge The Expectations Gap	<a href="#">CUST0173</a>	SkillSoft Course	4.5

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Leading A Customer-Focused Team	<a href="#">CUST0174</a>	SkillSoft Course	4
			Managing a Customer-focused Department Simulation	<a href="#">CUST0170</a>	SkillSoft Simulation	0.5
			Creating a Customer-focused Organization	<a href="#">_pc_ch_lach020</a>	SkillSoft Challenge Series	0.2
			<b>ITIL v3 Intermediate: Operational Support &amp; Analysis</b>			
			ITIL® V3 OSA: Introduction to Operational Support and Analysis	<a href="#">ib_iosa_a01_it_enus</a>	SkillSoft Course	2.5
			ITIL® V3 OSA: Introduction to Event Management	<a href="#">ib_iosa_a02_it_enus</a>	SkillSoft Course	3.5
			ITIL® V3 OSA: Introduction to Incident Management	<a href="#">ib_iosa_a03_it_enus</a>	SkillSoft Course	2.5
			ITIL® V3 OSA: Incident Management Interactions	<a href="#">ib_iosa_a04_it_enus</a>	SkillSoft Course	3
			ITIL® V3 OSA: Introduction to Request Fulfillment	<a href="#">ib_iosa_a05_it_enus</a>	SkillSoft Course	2
			ITIL® V3 OSA: Request Fulfillment Process Interfaces and Challenges	<a href="#">ib_iosa_a06_it_enus</a>	SkillSoft Course	2.5
			ITIL® V3 OSA: Introduction to Problem Management	<a href="#">ib_iosa_a07_it_enus</a>	SkillSoft Course	3
			ITIL® V3 OSA: Problem Management Process Interfaces and Challenges	<a href="#">ib_iosa_a08_it_enus</a>	SkillSoft Course	2.5
			ITIL® V3 OSA: Introduction to Access Management	<a href="#">ib_iosa_a09_it_enus</a>	SkillSoft Course	3
			ITIL® V3 OSA: Introduction to the Service Desk	<a href="#">ib_iosa_a10_it_enus</a>	SkillSoft Course	2
			ITIL® V3 OSA: Service Desk Metrics and Outsourcing	<a href="#">ib_iosa_a11_it_enus</a>	SkillSoft Course	1.5
			ITIL® V3 OSA: Introduction to Functions	<a href="#">ib_iosa_a12_it_enus</a>	SkillSoft Course	2.5
			ITIL® V3 OSA: Function Activities	<a href="#">ib_iosa_a13_it_enus</a>	SkillSoft Course	1.5
			ITIL® V3 OSA: Technology and Implementation Considerations	<a href="#">ib_iosa_a14_it_enus</a>	SkillSoft Course	2.5
			<b>ITIL® V3 Overview</b>			
			ITIL® V3 Overview: Creating a Service Culture	<a href="#">ib_ovvw_a01_it_enus</a>	SkillSoft Course	2
			ITIL® V3 Overview: Introduction to the ITIL® V3 Framework	<a href="#">ib_ovvw_a02_it_enus</a>	SkillSoft Course	2
			ITIL® V3 Overview: Certification and Benefits	<a href="#">ib_ovvw_a03_it_enus</a>	SkillSoft Course	2
			<b>IT Infrastructure Library (ITIL) v3 Foundation Syllabus v4.2</b>			
			ITIL V3 Foundation Syllabus v4.2: ITIL and the Service Lifecycle	<a href="#">ib_itlu_a01_it_enus</a>	SkillSoft Course	1.5
			ITIL V3 Foundation Syllabus V4.2: Service Strategy Fundamentals	<a href="#">ib_itlu_a02_it_enus</a>	SkillSoft Course	2
			ITIL V3 Foundation Syllabus v4.2: Service Strategy Processes	<a href="#">ib_itlu_a03_it_enus</a>	SkillSoft Course	1
			ITIL V3 Foundation Syllabus v4.2: Service Design Fundamentals	<a href="#">ib_itlu_a04_it_enus</a>	SkillSoft Course	1.5
			ITIL V3 Foundation Syllabus v4.2: Service Design Processes	<a href="#">ib_itlu_a05_it_enus</a>	SkillSoft Course	2
			ITIL V3 Foundation Syllabus v4.2: Service Transition Processes and Principles	<a href="#">ib_itlu_a06_it_enus</a>	SkillSoft Course	2
			ITIL V3 Foundation Syllabus v4.2: Service Operation Principles and Functions	<a href="#">ib_itlu_a07_it_enus</a>	SkillSoft Course	1
			ITIL V3 Foundation Syllabus v4.2: Service Operation Processes	<a href="#">ib_itlu_a08_it_enus</a>	SkillSoft Course	1.5
			ITIL V3 Foundation Syllabus v4.2: Continual Service Improvement Fundamental	<a href="#">ib_itlu_a09_it_enus</a>	SkillSoft Course	1
			<b>Inbound Call Center Management</b>			
			The Inbound Call Center	<a href="#">CUST0211</a>	SkillSoft Course	2.5
			Inbound Call Center Management: Leadership	<a href="#">CUST0212</a>	SkillSoft Course	3
			Inbound Call Centers: People Management	<a href="#">CUST0213</a>	SkillSoft Course	3
			Inbound Call Center Technology	<a href="#">CUST0214</a>	SkillSoft Course	4

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Performance Metrics for an Inbound Call Center	<a href="#">CUST0215</a>	SkillSoft Course	2.5
			Converting a Call Center to a Profit Center	<a href="#">pc_bi_ctbi001</a>	SkillSoft Business Impact Series	0.1
			Managing Your Call Center More Efficiently	<a href="#">pc_bi_ctbi002</a>	SkillSoft Business Impact Series	0.1
			Customer Service Training - The Interview and Beyond	<a href="#">pc_bi_ctbi004</a>	SkillSoft Business Impact Series	0.1
			Disaster Recovery - Keeping the Lines Open	<a href="#">pc_bi_ctbi005</a>	SkillSoft Business Impact Series	0.1
			Preventing Agent Absenteeism through Better Working Conditions	<a href="#">pc_bi_ctbi006</a>	SkillSoft Business Impact Series	0.1
			Workforce Management Software - Is It Worth It?	<a href="#">pc_bi_ctbi009</a>	SkillSoft Business Impact Series	0.1
			Prioritizing Rewards and Recognition in Call Centers	<a href="#">pc_bi_ctbi011</a>	SkillSoft Business Impact Series	0.1
		<b>Mentoring Assets</b>				
			Mentoring ITIL V3 Foundation (ITV3F)	<a href="#">mntitv3f</a>	SkillSoft Mentoring Assets	
			Mentoring ITIL V3 Operational Support and Analysis	<a href="#">mntitv3osa</a>	SkillSoft Mentoring Assets	
		<b>TestPreps</b>				
			TestPrep ITIL V3 Foundation (ITV3F)	<a href="#">TPITV3F_ENG</a>	SkillSoft Testprep Exams	
	<b>Industry Foundations</b>					
		<b>Industry Overviews</b>				
			The Automotive Industry Overview: Version 2	<a href="#">indo_01_a01_bs_enus</a>	SkillSoft Course	3
			The Oil and Gas Industry Overview: Version 2	<a href="#">indo_01_a02_bs_enus</a>	SkillSoft Course	2.5
			The Pharmaceutical Industry Overview: Version 2	<a href="#">indo_01_a03_bs_enus</a>	SkillSoft Course	2.5
			The Food and Beverage Industry Overview: Version 2	<a href="#">indo_01_a04_bs_enus</a>	SkillSoft Course	2.5
			The Health Care Industry Overview: Version 2	<a href="#">indo_01_a05_bs_enus</a>	SkillSoft Course	1.5
			The Banking Industry Overview: Version 2	<a href="#">indo_01_a06_bs_enus</a>	SkillSoft Course	2.5
			The Manufacturing Industry Overview: Version 2	<a href="#">indo_01_a07_bs_enus</a>	SkillSoft Course	2.5
			The Retail Industry Overview: Version 2	<a href="#">indo_01_a08_bs_enus</a>	SkillSoft Course	2.5
			The Insurance Industry Overview: Version 2	<a href="#">indo_01_a10_bs_enus</a>	SkillSoft Course	3
			The Telecommunications Industry Overview: Version 3	<a href="#">indo_01_a11_bs_enus</a>	SkillSoft Course	1
			The Health Care Industry Overview: Version 3	<a href="#">indo_01_a12_bs_enus</a>	SkillSoft Course	1
			The Insurance Industry Overview: Version 3	<a href="#">indo_01_a13_bs_enus</a>	SkillSoft Course	1
			The Banking Industry Overview: Version 3	<a href="#">indo_01_a14_bs_enus</a>	SkillSoft Course	1
			The Oil and Gas Industry Overview: Version 3	<a href="#">indo_01_a15_bs_enus</a>	SkillSoft Course	1
			The Retail Industry Overview: Version 3	<a href="#">indo_01_a16_bs_enus</a>	SkillSoft Course	1
			The Manufacturing Industry Overview: Version 3	<a href="#">indo_01_a17_bs_enus</a>	SkillSoft Course	1
			The Pharmaceutical Industry Overview: Version 3	<a href="#">indo_01_a18_bs_enus</a>	SkillSoft Course	1
		<b>NEW!</b>	The Capital Markets Industry Overview: Version 1	<a href="#">indo_01_a25_bs_enus</a>	SkillSoft Course	1
			The Consumer Electronics Industry Overview: Version 1	<a href="#">indo_01_a26_bs_enus</a>	SkillSoft Course	1
			The Aerospace & Defense Industry Overview: Version 1	<a href="#">indo_01_a27_bs_enus</a>	SkillSoft Course	1
			The Biotechnology Industry Overview: Version 1	<a href="#">indo_01_a28_bs_enus</a>	SkillSoft Course	1
			The Food and Beverage Industry Overview: Version 3	<a href="#">indo_01_a30_bs_enus</a>	SkillSoft Course	1

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Detailed Course Directory - Business Skills

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
		<b>Industry Overview Series</b>				
			Industry Overview: Information Technology	<a href="#">indo_02_a11_bs_enus</a>	SkillSoft Course	2
			Industry Overview: Federal Government	<a href="#">indo_02_a12_bs_enus</a>	SkillSoft Course	1.5

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Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
<b>SkillChoice Desktop</b>						
<b>DESKTOP COMPUTER SKILLS</b>						
		<b>Adobe PhotoShop CS4</b>				
			Photoshop CS4: Getting Started	<a href="#">at_pcsf_a01_it_enus</a>	SkillSoft Course	2
			Photoshop CS4: Beyond the Basics	<a href="#">at_pcsf_a02_it_enus</a>	SkillSoft Course	3
		<b>Adobe Illustrator CS4</b>				
			Illustrator CS4: Getting Started	<a href="#">at_icsf_a01_it_enus</a>	SkillSoft Course	2.5
			Illustrator CS4: Beyond the Basics	<a href="#">at_icsf_a02_it_enus</a>	SkillSoft Course	2.5
		<b>Adobe InDesign CS4</b>				
			Adobe InDesign CS4: Fundamentals	<a href="#">at_idcs_a01_it_enus</a>	SkillSoft Course	2
		<b>Adobe Dreamweaver CS4</b>				
			Setting up a Site and Adding Content in Dreamweaver CS4	<a href="#">at_dcsf_a01_it_enus</a>	SkillSoft Course	2.5
			Adding Links and Images in Dreamweaver CS4	<a href="#">at_dcsf_a02_it_enus</a>	SkillSoft Course	2
			Tables, Accessibility, and Standards in Dreamweaver CS4	<a href="#">at_dcsf_a03_it_enus</a>	SkillSoft Course	1.5
			Reusing Content in Dreamweaver CS4	<a href="#">at_dcsf_a04_it_enus</a>	SkillSoft Course	2
			Creating Interactive Web Pages in Dreamweaver CS4	<a href="#">at_dcsf_a05_it_enus</a>	SkillSoft Course	2.5
			Cascading Style Sheets in Dreamweaver CS4	<a href="#">at_dcsf_a06_it_enus</a>	SkillSoft Course	2.5
			Dreamweaver CS4 Site Maintenance and Advanced Concepts	<a href="#">at_dcsf_a07_it_enus</a>	SkillSoft Course	2
		<b>Adobe Flash CS4</b>				
			Introduction to Adobe Flash CS4 Professional	<a href="#">at_fcsf_a01_it_enus</a>	SkillSoft Course	2
			Drawing and Working with Images in Flash CS4	<a href="#">at_fcsf_a02_it_enus</a>	SkillSoft Course	2.5
			Using Flash CS4 Libraries, Text, and Components	<a href="#">at_fcsf_a03_it_enus</a>	SkillSoft Course	3
			Animation in Flash CS4	<a href="#">at_fcsf_a04_it_enus</a>	SkillSoft Course	2.5
			ActionScript and Multimedia in Flash CS4	<a href="#">at_fcsf_a05_it_enus</a>	SkillSoft Course	2
			Workflow and Adobe Integration in Flash CS4	<a href="#">at_fcsf_a06_it_enus</a>	SkillSoft Course	2
			Creating Navigation and Publishing Movies in Flash CS4	<a href="#">at_fcsf_a07_it_enus</a>	SkillSoft Course	1.5
		<b>Adobe AIR for Flash Developers</b>				
			Adobe AIR for Flash Developers	<a href="#">at_aafd_a01_it_enus</a>	SkillSoft Course	1
		<b>Adobe Fireworks CS4</b>				
			Adobe Fireworks CS4: Fundamentals	<a href="#">at_fwcs_a01_it_enus</a>	SkillSoft Course	2
		<b>Adobe Captivate 4</b>				
			Adobe Captivate 4	<a href="#">at_capv_a01_it_enus</a>	SkillSoft Course	1.5
		<b>Adobe Reader 9</b>				
			Adobe Reader 9	<a href="#">at_rean_a01_dt_enus</a>	SkillSoft Course	1.5
		<b>Adobe Acrobat 9</b>				
			Adobe Acrobat 9: Fundamentals	<a href="#">at_adan_a01_it_enus</a>	SkillSoft Course	2
		<b>Adobe Flash CS3</b>				

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Introduction to the Features of Flash CS3	<a href="#">at_fcst_a01_it_enus</a>	SkillSoft Course	2
			Drawing and Working with Symbols in Flash CS3	<a href="#">at_fcst_a02_it_enus</a>	SkillSoft Course	3
			Using Text and Components in Flash CS3	<a href="#">at_fcst_a03_it_enus</a>	SkillSoft Course	2
			Animation in Flash CS3	<a href="#">at_fcst_a04_it_enus</a>	SkillSoft Course	1.5
			ActionScript, Sound, and Video in Flash CS3	<a href="#">at_fcst_a05_it_enus</a>	SkillSoft Course	2
			Workflow and Program Integration in Flash CS3	<a href="#">at_fcst_a06_it_enus</a>	SkillSoft Course	1.5
			Creating Navigation and Publishing Movies in Flash CS3	<a href="#">at_fcst_a07_it_enus</a>	SkillSoft Course	1.5
			<b>Adobe Dreamweaver CS3</b>			
			Setting up a Site and Adding Content in Dreamweaver CS3	<a href="#">at_dcst_a01_it_enus</a>	SkillSoft Course	2.5
			Adding Links, Images, and Flash Objects in Dreamweaver CS3	<a href="#">at_dcst_a02_it_enus</a>	SkillSoft Course	2.5
			Tables, Accessibility, and Standards in Dreamweaver CS3	<a href="#">at_dcst_a03_it_enus</a>	SkillSoft Course	1.5
			Reusing Content in Dreamweaver CS3	<a href="#">at_dcst_a04_it_enus</a>	SkillSoft Course	1.5
			Creating Interactive Web Pages in Dreamweaver CS3	<a href="#">at_dcst_a05_it_enus</a>	SkillSoft Course	2
			Cascading Style Sheets in Dreamweaver CS3	<a href="#">at_dcst_a06_it_enus</a>	SkillSoft Course	2
			Dreamweaver CS3 Site Maintenance and Advanced Concepts	<a href="#">at_dcst_a07_it_enus</a>	SkillSoft Course	1.5
			<b>Adobe Photoshop CS3</b>			
			Photoshop CS3 Basics	<a href="#">at_pcst_a01_it_enus</a>	SkillSoft Course	3
			Selections and Layers in Photoshop CS3	<a href="#">at_pcst_a02_it_enus</a>	SkillSoft Course	2
			Advanced Tools in Photoshop CS3	<a href="#">at_pcst_a03_it_enus</a>	SkillSoft Course	2.5
			Photoshop CS3 Animation and Automation	<a href="#">at_pcst_a04_it_enus</a>	SkillSoft Course	1.5
			<b>Adobe Illustrator CS3</b>			
			Getting Started with Illustrator CS3	<a href="#">at_icst_a01_it_enus</a>	SkillSoft Course	3
			Coloring Objects and Using Brushes in Illustrator CS3	<a href="#">at_icst_a02_it_enus</a>	SkillSoft Course	2.5
			Manipulating Objects in Illustrator CS3	<a href="#">at_icst_a03_it_enus</a>	SkillSoft Course	2.5
			Using Type and Symbols in Illustrator CS3	<a href="#">at_icst_a04_it_enus</a>	SkillSoft Course	2.5
			Importing and Tracing Images, and Applying Effects in Illustrator CS3	<a href="#">at_icst_a05_it_enus</a>	SkillSoft Course	2.5
			Exporting and Printing Artwork in Illustrator CS3	<a href="#">at_icst_a06_it_enus</a>	SkillSoft Course	2.5
			<b>Adobe Acrobat 8.0</b>			
			Creating and Working with PDFs in Adobe Acrobat 8	<a href="#">at_adab_a01_dt_enus</a>	SkillSoft Course	2.5
			Editing and Reviewing in Adobe Acrobat 8	<a href="#">at_adab_a02_dt_enus</a>	SkillSoft Course	1
			Forms and Document Security in Adobe Acrobat 8	<a href="#">at_adab_a03_dt_enus</a>	SkillSoft Course	1.5
			Advanced Features of Adobe Acrobat 8	<a href="#">at_adab_a04_dt_enus</a>	SkillSoft Course	2
			<b>Adobe Reader 8.0</b>			
			Using Adobe Reader 8	<a href="#">at_adar_a01_dt_enus</a>	SkillSoft Course	2.5
			<b>Best Practices for Desktop Users</b>			
			<b>Information Security Best Practices for Business Users</b>			
			Introduction to information security	<a href="#">216913_ENG</a>	SkillSoft Course	1.75

\* Course Description Link codes are not CUSOURCE Course codes. **To locate a course on the LMS, please search by Course Title.**

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Operational information security	<a href="#">217983_ENG</a>	SkillSoft Course	1.5
			Malicious code and information security	<a href="#">217043_ENG</a>	SkillSoft Course	1.75
			Information security and the Internet	<a href="#">216960_ENG</a>	SkillSoft Course	1.5
			<b>Microsoft Office 2010</b>			
			<b>Microsoft Office 2010: Advanced Excel</b>			
		NEW!	Automating Excel Tasks using Macros	<a href="#">mo_aexl_a05_dt_enus</a>	SkillSoft Course	1
		NEW!	Analyzing Data with What-if Analysis	<a href="#">mo_aexl_a06_dt_enus</a>	SkillSoft Course	1
		NEW!	PivotTables and PivotCharts in Excel 2010	<a href="#">mo_aexl_a07_dt_enus</a>	SkillSoft Course	1
		NEW!	PivotTable Filters, Calculations, and PowerPivot	<a href="#">mo_aexl_a08_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: Advanced Outlook</b>			
		NEW!	Customizing Outlook 2010 and Managing Accounts	<a href="#">mo_aout_a02_dt_enus</a>	SkillSoft Course	1
		NEW!	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	<a href="#">mo_aout_a03_dt_enus</a>	SkillSoft Course	1
		NEW!	Working with File Transfer and Folders, Searching, and RSS Feeds Outlook 2010	<a href="#">mo_aout_a04_dt_enus</a>	SkillSoft Course	1
		NEW!	Data Files, Archiving, and Send/Receive Groups in Outlook 2010	<a href="#">mo_aout_a05_dt_enus</a>	SkillSoft Course	1
		NEW!	Implementing Security with Outlook 2010	<a href="#">mo_aout_a06_dt_enus</a>	SkillSoft Course	1
		NEW!	Accessing Exchange Remotely and Using Forms in Outlook 2010	<a href="#">mo_aout_a07_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: Advanced PowerPoint</b>			
		NEW!	Using Advanced Slide Show Tools in PowerPoint 2010	<a href="#">mo_appt_a01_dt_enus</a>	SkillSoft Course	1
		NEW!	Collaborating and Sharing Presentations in PowerPoint 2010	<a href="#">mo_appt_a02_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: Beginning Access</b>			
		NEW!	Getting Started with Access 2010	<a href="#">mo_bacc_a01_dt_enus</a>	SkillSoft Course	1
		NEW!	Creating Basic Tables in Access 2010	<a href="#">mo_bacc_a02_dt_enus</a>	SkillSoft Course	1
		NEW!	Data Manipulation and Simple Relationships in Access 2010	<a href="#">mo_bacc_a03_dt_enus</a>	SkillSoft Course	1
		NEW!	Modifying Basic Forms in Access 2010	<a href="#">mo_bacc_a05_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: Beginning PowerPoint</b>			
		NEW!	Getting Started with PowerPoint 2010	<a href="#">mo_bppt_a01_dt_enus</a>	SkillSoft Course	1
		NEW!	Visually Enhancing PowerPoint 2010 Presentations	<a href="#">mo_bppt_a02_dt_enus</a>	SkillSoft Course	1
		NEW!	Adding Images to Presentations in PowerPoint 2010	<a href="#">mo_bppt_a03_dt_enus</a>	SkillSoft Course	1
		NEW!	Using Multimedia and Animations in PowerPoint 2010	<a href="#">mo_bppt_a04_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: New Features</b>			
			Office 2010 New Core Features	<a href="#">mo_otnf_a01_dt_enus</a>	SkillSoft Course	1
			New Messaging and Collaboration Features in Office 2010	<a href="#">mo_otnf_a02_dt_enus</a>	SkillSoft Course	1
			Office 2010 Web Apps and New Publisher and Mobile Features	<a href="#">mo_otnf_a03_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010 New Features for Users Migrating from Office 2003</b>			
			Word 2010, Excel 2010, and the New Office 2010 Interface	<a href="#">mo_nfum_a01_dt_enus</a>	SkillSoft Course	1
			Outlook 2010 and Collaboration in Office 2010	<a href="#">mo_nfum_a02_dt_enus</a>	SkillSoft Course	1
			New Features for PowerPoint, Publisher, and Access in Office 2010	<a href="#">mo_nfum_a03_dt_enus</a>	SkillSoft Course	1

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			<b>Microsoft Office 2010: Beginning Word</b>			
			Getting Started with Word 2010	<a href="#">mo_bwr_d_a01_dt_enus</a>	SkillSoft Course	1
			Formatting and Working with Text in Word 2010	<a href="#">mo_bwr_d_a02_dt_enus</a>	SkillSoft Course	1
			Organizing and Arranging Text in Word 2010	<a href="#">mo_bwr_d_a03_dt_enus</a>	SkillSoft Course	1
			Moving Around in Word 2010	<a href="#">mo_bwr_d_a04_dt_enus</a>	SkillSoft Course	1
			Structuring Word 2010 Documents	<a href="#">mo_bwr_d_a05_dt_enus</a>	SkillSoft Course	1
			Reviewing Documents in Word 2010	<a href="#">mo_bwr_d_a06_dt_enus</a>	SkillSoft Course	1
			Saving, Sharing, and Printing in Word 2010	<a href="#">mo_bwr_d_a07_dt_enus</a>	SkillSoft Course	1
			Customizing the Behavior and Appearance of Word 2010	<a href="#">mo_bwr_d_a08_dt_enus</a>	SkillSoft Course	1
			Drawing and Inserting Graphics in Word 2010	<a href="#">mo_bwr_d_a09_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft SharePoint 2010: New Features for End Users</b>			
			SharePoint 2010 New Features for End Users	<a href="#">mo_nspe_a01_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft SharePoint 2010 for End Users</b>			
			Getting Started with SharePoint 2010	<a href="#">mo_ospe_a01_dt_enus</a>	SkillSoft Course	1
			Using SharePoint 2010 with Office 2010	<a href="#">mo_ospe_a02_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft SharePoint 2010: New Features for Power Users</b>			
			Microsoft SharePoint 2010: New Features for Power Users	<a href="#">mo_nspp_a01_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft SharePoint 2010 for Power Users</b>			
			Managing SharePoint 2010 Sites, Lists, and Libraries	<a href="#">mo_ospp_a01_dt_enus</a>	SkillSoft Course	1
			Managing SharePoint 2010 Pages and Components	<a href="#">mo_ospp_a02_dt_enus</a>	SkillSoft Course	1
			SharePoint 2010 Security and Business Intelligence	<a href="#">mo_ospp_a03_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: Beginning Excel</b>			
			Getting Started with Excel 2010	<a href="#">mo_bexl_a01_dt_enus</a>	SkillSoft Course	1
			Applying Basic Data Formatting in Excel 2010	<a href="#">mo_bexl_a02_dt_enus</a>	SkillSoft Course	1
			Moving and Getting Around in Excel 2010	<a href="#">mo_bexl_a03_dt_enus</a>	SkillSoft Course	1
			Reviewing and Protecting Content in Excel 2010	<a href="#">mo_bexl_a07_dt_enus</a>	SkillSoft Course	1
			Using Basic Formulas in Excel 2010	<a href="#">mo_bexl_a08_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2010: Beginning Outlook</b>			
			Managing Conversations and Organizing E-mail in Outlook 2010	<a href="#">mo_bout_a02_dt_enus</a>	SkillSoft Course	1
<b>Microsoft Office 2007</b>			<b>Microsoft Office 2007: New Features</b>			
			New Features for End Users in Microsoft Office 2007	<a href="#">239866_ENG</a>	SkillSoft Course	1.5
			Microsoft Office Excel, PowerPoint, and Outlook 2007	<a href="#">239874_ENG</a>	SkillSoft Course	1.5
			Microsoft Access 2007 and Microsoft Publisher 2007	<a href="#">239976_ENG</a>	SkillSoft Course	1
			Sharing and Collaboration in Microsoft Office Enterprise 2007	<a href="#">240019_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2007: Beginning Word</b>			
			Getting Started with Word 2007	<a href="#">mo_bgwd_a01_dt_enus</a>	SkillSoft Course	1

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Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Working with Text and Paragraphs in Word 2007	<a href="#">mo_bgwd_a02_dt_enus</a>	SkillSoft Course	2
			Structuring, Editing, Saving, and Opening Documents in Word 2007	<a href="#">mo_bgwd_a03_dt_enus</a>	SkillSoft Course	2
			Printing, Help, and Automated Formatting in Word 2007	<a href="#">mo_bgwd_a04_dt_enus</a>	SkillSoft Course	2
			Working with Documents in Word 2007	<a href="#">mo_bgwd_a05_dt_enus</a>	SkillSoft Course	2
			<b>Microsoft Office 2007: Advanced Word</b>			
			Advanced Formatting in Word 2007	<a href="#">mo_adwd_a01_dt_enus</a>	SkillSoft Course	1.5
			Advanced Document Navigation and Document Reviews in Word 2007	<a href="#">mo_adwd_a02_dt_enus</a>	SkillSoft Course	2.5
			Using Tables, Charts, and Graphics in Word 2007	<a href="#">mo_adwd_a03_dt_enus</a>	SkillSoft Course	2.5
			<b>Microsoft Office 2007: Word for the Power User</b>			
			Advanced Data Manipulation Features in Word 2007	<a href="#">mo_wdpu_a01_dt_enus</a>	SkillSoft Course	1
			Advanced Document Features in Word 2007	<a href="#">mo_wdpu_a02_dt_enus</a>	SkillSoft Course	1.5
			Collaborative Features in Word 2007	<a href="#">mo_wdpu_a03_dt_enus</a>	SkillSoft Course	2
			<b>Microsoft Office 2007: Beginning Excel</b>			
			Getting Started with Excel 2007	<a href="#">mo_bgex_a01_dt_enus</a>	SkillSoft Course	2
			Manipulating and Formatting Data and Worksheets	<a href="#">mo_bgex_a02_dt_enus</a>	SkillSoft Course	3.5
			Reviewing and Printing in Excel 2007	<a href="#">mo_bgex_a03_dt_enus</a>	SkillSoft Course	1.5
			Excel 2007 Formulas and Functions	<a href="#">mo_bgex_a04_dt_enus</a>	SkillSoft Course	2
			Excel 2007 Charts, Pictures, Themes, and Styles	<a href="#">mo_bgex_a06_dt_enus</a>	SkillSoft Course	1.5
			<b>Microsoft Office 2007: Advanced Excel</b>			
			Advanced Formatting in Excel 2007	<a href="#">mo_adex_a01_dt_enus</a>	SkillSoft Course	2
			Advanced Data Management in Excel 2007	<a href="#">mo_adex_a02_dt_enus</a>	SkillSoft Course	1.5
			Advanced Customization in Excel 2007	<a href="#">mo_adex_a03_dt_enus</a>	SkillSoft Course	2
			<b>Microsoft Office 2007: Excel for the Power User</b>			
			Analyzing Data in Excel 2007	<a href="#">mo_expu_a01_dt_enus</a>	SkillSoft Course	3.5
			Protecting and Sharing Excel 2007 Workbooks	<a href="#">mo_expu_a02_dt_enus</a>	SkillSoft Course	2
			Exchanging Data with Excel 2007	<a href="#">mo_expu_a03_dt_enus</a>	SkillSoft Course	3
			<b>Microsoft Office 2007: Beginning PowerPoint</b>			
			Getting Started with PowerPoint 2007	<a href="#">mo_bgpp_a01_dt_enus</a>	SkillSoft Course	1.5
			Adding Graphics to Presentations in PowerPoint 2007	<a href="#">mo_bgpp_a02_dt_enus</a>	SkillSoft Course	1.5
			Adding Multimedia and Animations to Presentations in PowerPoint 2007	<a href="#">mo_bgpp_a03_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2007: Advanced PowerPoint</b>			
			Creating Custom Slide Shows in PowerPoint 2007	<a href="#">mo_adpp_a01_dt_enus</a>	SkillSoft Course	1
			Distributing Presentations in PowerPoint 2007	<a href="#">mo_adpp_a02_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office 2007: Beginning Outlook</b>			
			Getting Started with Outlook 2007	<a href="#">mo_bgol_a01_dt_enus</a>	SkillSoft Course	1.5
			Formatting and Managing E-mail in Outlook 2007	<a href="#">mo_bgol_a02_dt_enus</a>	SkillSoft Course	3
			Using the Calendar in Outlook 2007	<a href="#">mo_bgol_a03_dt_enus</a>	SkillSoft Course	3

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	<a href="#">mo_bgol_a04_dt_enus</a>	SkillSoft Course	3
			Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	<a href="#">mo_bgol_a05_dt_enus</a>	SkillSoft Course	2
			<b>Microsoft Office 2007: Advanced Outlook</b>			
			Customizing Outlook 2007 and Using the Journal	<a href="#">mo_adol_a01_dt_enus</a>	SkillSoft Course	2
			Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	<a href="#">mo_adol_a02_dt_enus</a>	SkillSoft Course	2
			Working with SharePoint, Calendars, and Forms in Outlook 2007	<a href="#">mo_adol_a03_dt_enus</a>	SkillSoft Course	2.5
			<b>Microsoft Office 2007: Outlook for the Power User</b>			
			Data Security, Archiving, and Working Offline in Outlook 2007	<a href="#">mo_olpu_a01_dt_enus</a>	SkillSoft Course	3
			Instant, Text, and Unified Messaging in Outlook 2007	<a href="#">mo_olpu_a02_dt_enus</a>	SkillSoft Course	1
			Business Contact Manager with Outlook 2007	<a href="#">mo_olpu_a03_dt_enus</a>	SkillSoft Course	3
			<b>Microsoft Office 2007: Beginning Access</b>			
			Getting Started with Access 2007	<a href="#">mo_bgac_a01_dt_enus</a>	SkillSoft Course	1.5
			Basic Access 2007 Tables	<a href="#">mo_bgac_a02_dt_enus</a>	SkillSoft Course	2.5
			Basic Access 2007 Forms	<a href="#">mo_bgac_a03_dt_enus</a>	SkillSoft Course	2
			Queries and Reports in Access 2007	<a href="#">mo_bgac_a04_dt_enus</a>	SkillSoft Course	2.5
			<b>Microsoft Office 2007: Advanced Access</b>			
			Importing and Exporting Data and Data Presentation in Access 2007	<a href="#">mo_adax_a01_dt_enus</a>	SkillSoft Course	2
			Advanced Data Management in Access 2007	<a href="#">mo_adax_a02_dt_enus</a>	SkillSoft Course	3.5
			<b>Microsoft Office 2007: Access for the Power User</b>			
			Programmability and Administration in Access 2007	<a href="#">mo_acpu_a01_dt_enus</a>	SkillSoft Course	1.5
			Database Administration in Access 2007	<a href="#">mo_acpu_a02_dt_enus</a>	SkillSoft Course	3
			<b>Microsoft Office 2007: Beginning Visio</b>			
			Creating Visio 2007 Diagrams	<a href="#">mo_bgvs_a01_dt_enus</a>	SkillSoft Course	2.5
			Enhancing and Customizing Diagrams in Visio 2007	<a href="#">mo_bgvs_a02_dt_enus</a>	SkillSoft Course	3.5
			Collaborating and Using Visio 2007 With Other Programs	<a href="#">mo_bgvs_a03_dt_enus</a>	SkillSoft Course	1.5
			<b>Microsoft Office 2007: Beginning Project</b>			
			Creating and Designing a Project with Project 2007	<a href="#">mo_bgpr_a01_dt_enus</a>	SkillSoft Course	3.5
			Specifying and Assigning Resources in Project 2007	<a href="#">mo_bgpr_a02_dt_enus</a>	SkillSoft Course	2.5
			Tracking and Reporting Progress with Project 2007	<a href="#">mo_bgpr_a03_dt_enus</a>	SkillSoft Course	3
			<b>Microsoft Office 2007: Advanced Project</b>			
			Advanced Customization with MS Project 2007	<a href="#">mo_adpr_a01_dt_enus</a>	SkillSoft Course	2
			Project Data Management and Performance with MS Project 2007	<a href="#">mo_adpr_a02_dt_enus</a>	SkillSoft Course	3.5
			<b>Microsoft Office 2007: Publisher</b>			
			Creating Customized Publications with Publisher 2007	<a href="#">mo_pblr_a01_dt_enus</a>	SkillSoft Course	3
			Extending Publisher 2007 Beyond Publications	<a href="#">mo_pblr_a02_dt_enus</a>	SkillSoft Course	2
			<b>Microsoft Office SharePoint Server 2007 End User</b>			
			SharePoint 2007 Essentials	<a href="#">250450_ENG</a>	SkillSoft Course	3

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Creating and Managing Personal Sites and Searches in SharePoint 2007	<a href="#">250463_ENG</a>	SkillSoft Course	2.5
			<b>Microsoft Office 2007: Collaborating, Communicating, and Sharing Information</b>			
			Microsoft Office 2007: Collaborating with Groove and Communicator	<a href="#">mo_ncmg_a01_dt_enus</a>	SkillSoft Course	2.5
			Microsoft Office 2007: Sharing Information with OneNote 2007	<a href="#">mo_ncmg_a02_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office Project Server 2007: Managing Projects</b>			
			Initiating Projects with Project Server 2007	<a href="#">mo_psmg_a01_dt_enus</a>	SkillSoft Course	2.5
			Planning Projects with Project Server 2007	<a href="#">mo_psmg_a02_dt_enus</a>	SkillSoft Course	2
			Managing Resource Capacity in Project Server 2007	<a href="#">mo_psmg_a03_dt_enus</a>	SkillSoft Course	2.5
			Executing Projects with Project Server 2007	<a href="#">mo_psmg_a04_dt_enus</a>	SkillSoft Course	2
			Monitoring, Controlling, and Closing Projects with Project Server 2007	<a href="#">mo_psmg_a05_dt_enus</a>	SkillSoft Course	2.5
			<b>Microsoft Office 2007: Outlook Web Access</b>			
			Using Outlook Web Access 2007	<a href="#">mo_otwa_a01_dt_enus</a>	SkillSoft Course	2
			Outlook Web Access 2007 Advanced Features	<a href="#">mo_otwa_a02_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Office Live Meeting 2007 for End Users</b>			
			Attending a Microsoft Office 2007 Live Meeting	<a href="#">mo_lmeu_a01_dt_enus</a>	SkillSoft Course	1
			Hosting a Microsoft Office 2007 Live Meeting	<a href="#">mo_lmeu_a02_dt_enus</a>	SkillSoft Course	1.5
			<b>Microsoft Office XP</b>			
			<b>Microsoft Office XP - Advanced Access 2002</b>			
			Advanced Database Design in Access 2002	<a href="#">116022_ENG</a>	SkillSoft Course	6
			Advanced Database Features in Access 2002	<a href="#">116051_ENG</a>	SkillSoft Course	6
			<b>Microsoft Office XP: Advanced Excel 2002</b>			
			Advanced Data Management in Excel 2002	<a href="#">114461_ENG</a>	SkillSoft Course	4.75
			Advanced Data Manipulation and Analysis in Excel 2002	<a href="#">114635_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office XP: Advanced FrontPage 2002</b>			
			Building and Modifying Web Sites in FrontPage 2002	<a href="#">115955_ENG</a>	SkillSoft Course	5
			Enhancing and Publishing Web Sites in FrontPage 2002	<a href="#">115977_ENG</a>	SkillSoft Course	5
			<b>Microsoft Office XP: Advanced Outlook 2002</b>			
			Managing Outlook 2002	<a href="#">114389_ENG</a>	SkillSoft Course	4.75
			<b>Microsoft Office XP: Advanced PowerPoint 2002</b>			
			Customizing, Running, and Broadcasting PowerPoint 2002 Presentations	<a href="#">116195_ENG</a>	SkillSoft Course	3
			PowerPoint 2002 Customization and Office XP Integration	<a href="#">116211_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office XP: Advanced Word 2002</b>			
			Advanced Formatting and Navigation in Word 2002	<a href="#">114968_ENG</a>	SkillSoft Course	3
			Advanced Document Features in Word 2002	<a href="#">114983_ENG</a>	SkillSoft Course	4
			Collaborative Features in Word 2002	<a href="#">115008_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office XP: Beginning FrontPage 2002</b>			
			FrontPage 2002 Basics	<a href="#">114938_ENG</a>	SkillSoft Course	4

\* Course Description Link codes are not CUSOURCE Course codes. **To locate a course on the LMS, please search by Course Title.**

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Enhancing and Managing Web Sites with FrontPage 2002	<a href="#">114955_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office XP: Beginning Outlook 2002</b>			
			Introducing Outlook 2002	<a href="#">115146_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office XP: Beginning PowerPoint 2002</b>			
			Creating Presentations using PowerPoint 2002	<a href="#">115027_ENG</a>	SkillSoft Course	5
			<b>Microsoft Office XP: Beginning Word 2002</b>			
			Creating Documents in Word 2002	<a href="#">114325_ENG</a>	SkillSoft Course	2.75
			Working with Documents in Word 2002	<a href="#">114346_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office XP: Common Features Across Office Applications</b>			
			Common Features in Microsoft Office XP	<a href="#">115172_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office XP: New Features for Advanced Users</b>			
			Office XP for the Advanced User	<a href="#">116275_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office XP: Beginning Visio 2002</b>			
			Creating Diagrams in Visio 2002	<a href="#">117077_ENG</a>	SkillSoft Course	3
			Working with Diagrams in Visio 2002	<a href="#">117090_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office XP: New Office-wide Features</b>			
			New Features Review of Microsoft Office XP	<a href="#">116084_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office XP: New Features for End-Users</b>			
			New and Enhanced Features for End-Users in Office XP	<a href="#">116224_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office XP: Beginning Access 2002</b>			
			Introduction to Access 2002	<a href="#">117147_ENG</a>	SkillSoft Course	4.5
			Intermediate Access 2002	<a href="#">117172_ENG</a>	SkillSoft Course	3.75
			<b>Microsoft Office XP: Beginning Excel 2002</b>			
			Basic Features of Excel 2002	<a href="#">115096_ENG</a>	SkillSoft Course	3
			Optimizing Excel 2002	<a href="#">115117_ENG</a>	SkillSoft Course	4
			<b>Microsoft Windows 7</b>			
			<b>Microsoft Windows 7: First Look for End Users</b>			
			Microsoft Windows 7: First Look for End Users	<a href="#">mw_mwfe_a01_dt_enus</a>	SkillSoft Course	2
			<b>Microsoft Windows 7: End User</b>			
			Getting Started with Windows 7	<a href="#">mw_mweu_a01_dt_enus</a>	SkillSoft Course	1.5
			Setting up and Securing Windows 7	<a href="#">mw_mweu_a02_dt_enus</a>	SkillSoft Course	2
			Customizing Windows 7	<a href="#">mw_mweu_a03_dt_enus</a>	SkillSoft Course	1
			<b>Microsoft Windows XP for End Users</b>			
			<b>Microsoft Windows XP: Getting Started</b>			
			Introducing Windows XP	<a href="#">112615_ENG</a>	SkillSoft Course	1.25
			<b>Microsoft Windows XP - New Features</b>			
			Windows XP: Fundamentals	<a href="#">112553_ENG</a>	SkillSoft Course	3.5

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Windows XP: Advanced	<a href="#">112554_ENG</a>	SkillSoft Course	4.5
			<b>Microsoft Windows XP for Beginners</b>			
			Getting Started with Microsoft Windows XP	<a href="#">112949_ENG</a>	SkillSoft Course	4.5
			Up and Running with Microsoft Windows XP	<a href="#">112954_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office 2003</b>			
			<b>Microsoft Office 2003: New Features</b>			
			Microsoft Office 2003: New Features for End Users	<a href="#">117529_ENG</a>	SkillSoft Course	2
			Microsoft Office 2003: New Features for Outlook Users	<a href="#">126060_ENG</a>	SkillSoft Course	2
			Microsoft Office 2003: New Applications	<a href="#">117531_ENG</a>	SkillSoft Course	1
			Microsoft Office 2003: New Features for Advanced Users	<a href="#">117530_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office 2003: Getting Started</b>			
			Introduction to Microsoft Office 2003	<a href="#">121587_ENG</a>	SkillSoft Course	3
			Formatting and printing files in Office 2003	<a href="#">121643_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office 2003: Beginning Word</b>			
			Getting Started with Word 2003	<a href="#">112997_ENG</a>	SkillSoft Course	1
			Working with text and paragraphs in Word 2003	<a href="#">124981_ENG</a>	SkillSoft Course	2
			Structuring, editing, saving, and opening documents in Word 2003	<a href="#">123383_ENG</a>	SkillSoft Course	2
			Printing, Help, and Automated Formatting in Word 2003	<a href="#">116299_ENG</a>	SkillSoft Course	3
			Working with Documents in Word 2003	<a href="#">112998_ENG</a>	SkillSoft Course	2
			Working with Tables and Media Features in Word 2003	<a href="#">116894_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office 2003: Advanced Word</b>			
			Advanced Formatting in Word 2003	<a href="#">113095_ENG</a>	SkillSoft Course	2
			Advanced Document Navigation in Word 2003	<a href="#">126778_ENG</a>	SkillSoft Course	1
			Advanced Data Manipulation Features in Word 2003	<a href="#">113114_ENG</a>	SkillSoft Course	2
			Using Tables, Charts, and Graphs in Word 2003	<a href="#">126789_ENG</a>	SkillSoft Course	2
			Advanced Document Features in Word 2003	<a href="#">121072_ENG</a>	SkillSoft Course	2
			Collaborative Features in Word 2003	<a href="#">113139_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office 2003: Beginning Excel</b>			
			Basic Features of Excel 2003	<a href="#">113187_ENG</a>	SkillSoft Course	3
			Printing and Collaborating in Excel 2003	<a href="#">122518_ENG</a>	SkillSoft Course	2
			Excel 2003 Formulas and Functions	<a href="#">113221_ENG</a>	SkillSoft Course	3
			Formatting Data in Excel 2003	<a href="#">119827_ENG</a>	SkillSoft Course	2
			Excel 2003 Chart and Multimedia Features	<a href="#">119828_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office 2003: Advanced Excel</b>			
			Advanced Customization in Excel 2003	<a href="#">119829_ENG</a>	SkillSoft Course	2.75
			Advanced formatting in Excel 2003	<a href="#">125656_ENG</a>	SkillSoft Course	2
			Advanced Data Management in Excel 2003	<a href="#">113262_ENG</a>	SkillSoft Course	2.25

\* Course Description Link codes are not CUSOURCE Course codes. **To locate a course on the LMS, please search by Course Title.**

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Advanced Data Analysis in Excel 2003	<a href="#">113309_ENG</a>	SkillSoft Course	3
			Advanced Validation and Collaboration in Excel 2003	<a href="#">121344_ENG</a>	SkillSoft Course	3
			Advanced Data Exchange in Excel 2003	<a href="#">119748_ENG</a>	SkillSoft Course	4
			<b>Microsoft Office 2003: Beginning PowerPoint</b>			
			Creating Basic Presentations using PowerPoint 2003	<a href="#">121838_ENG</a>	SkillSoft Course	2.75
			Slide Layout and Design in PowerPoint 2003	<a href="#">123164_ENG</a>	SkillSoft Course	1.5
			Using Visuals in PowerPoint 2003 Presentations	<a href="#">125933_ENG</a>	SkillSoft Course	2
			Finalizing PowerPoint 2003 presentations	<a href="#">123167_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2003: Advanced PowerPoint</b>			
			Customizing PowerPoint 2003 Presentations	<a href="#">121956_ENG</a>	SkillSoft Course	2
			Preparing PowerPoint 2003 Presentations for Effective Delivery	<a href="#">125830_ENG</a>	SkillSoft Course	1.75
			Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations	<a href="#">124997_ENG</a>	SkillSoft Course	2.75
			Settings, Customization, and Office 2003 Integration with PowerPoint 2003	<a href="#">121957_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2003: Beginning Access</b>			
			Getting Started with Access 2003	<a href="#">125937_ENG</a>	SkillSoft Course	3
			Basic Access 2003 Tables	<a href="#">125947_ENG</a>	SkillSoft Course	3
			Basic Access 2003 Forms	<a href="#">125956_ENG</a>	SkillSoft Course	2
			Using Queries and Reports in Access 2003	<a href="#">125964_ENG</a>	SkillSoft Course	3
			Personalizing and Maintaining Access 2003	<a href="#">125984_ENG</a>	SkillSoft Course	1
			<b>Microsoft Office 2003: Advanced Access</b>			
			Enhancing Tables, Forms, and Reports in Access 2003	<a href="#">126934_ENG</a>	SkillSoft Course	2.25
			Advanced Querying in Access 2003	<a href="#">126944_ENG</a>	SkillSoft Course	1.75
			Working with Data and Presentation in Access 2003	<a href="#">126950_ENG</a>	SkillSoft Course	2
			Access 2003 and the Web	<a href="#">126959_ENG</a>	SkillSoft Course	1.25
			Access 2003 Programmability	<a href="#">126965_ENG</a>	SkillSoft Course	1.25
			Database Administration in Access 2003	<a href="#">126973_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2003: Beginning Outlook</b>			
			Sending and Receiving Messages in Outlook 2003	<a href="#">113430_ENG</a>	SkillSoft Course	3
			Formatting and Managing Messages in Outlook 2003	<a href="#">128879_ENG</a>	SkillSoft Course	3
			Scheduling events, Appointments, and meetings in Outlook 2003	<a href="#">128880_ENG</a>	SkillSoft Course	3
			Using Task Lists, Contact Lists, and Notes in Outlook 2003	<a href="#">128881_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2003: Advanced Outlook</b>			
			Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003	<a href="#">131326_ENG</a>	SkillSoft Course	3.25
			Tracking, Categorizing, Searching, and Printing in Outlook 2003	<a href="#">131341_ENG</a>	SkillSoft Course	3
			Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003	<a href="#">113469_ENG</a>	SkillSoft Course	2
			Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003	<a href="#">129976_ENG</a>	SkillSoft Course	3
			<b>Microsoft Office 2003: Outlook for the Power User</b>			

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Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Data Security in Outlook 2003	<a href="#">132613_ENG</a>	SkillSoft Course	2.5
			Archiving and Storing Data, and Using IRM in Outlook 2003	<a href="#">206606_ENG</a>	SkillSoft Course	1.25
			Working in Outlook 2003 from Multiple Locations	<a href="#">132614_ENG</a>	SkillSoft Course	3.25
			Newsreaders, Online Meetings, Instant Messaging, and Faxing Information in Outlook 2003	<a href="#">132615_ENG</a>	SkillSoft Course	2.5
			Customizing Toolbars and Commands and Creating Forms in Outlook 2003	<a href="#">132616_ENG</a>	SkillSoft Course	3.25
			Outlook 2003 and Business Contact Manager	<a href="#">132617_ENG</a>	SkillSoft Course	3.5
			<b>Microsoft Office 2003: Beginning Project Professional</b>			
			Creating and Defining a Project	<a href="#">132490_ENG</a>	SkillSoft Course	4
			Specifying and Assigning Resources	<a href="#">132510_ENG</a>	SkillSoft Course	2.75
			Tracking and Reporting Progress using Project Professional 2003	<a href="#">132504_ENG</a>	SkillSoft Course	3.25
			<b>Microsoft Office 2003: Advanced Project Professional</b>			
			Advanced Customization	<a href="#">132661_ENG</a>	SkillSoft Course	2.25
			Sharing Project Data and Working with Macros	<a href="#">132659_ENG</a>	SkillSoft Course	2
			Organizing and Managing Project Information	<a href="#">205433_ENG</a>	SkillSoft Course	3
			Working Collaboratively	<a href="#">201354_ENG</a>	SkillSoft Course	2.25
			Enterprise Project Management	<a href="#">201357_ENG</a>	SkillSoft Course	2
			Advanced Analysis of your Project	<a href="#">206372_ENG</a>	SkillSoft Course	2.75
			<b>Microsoft Office 2003: Visio for Beginners</b>			
			Creating Diagrams with Visio 2003	<a href="#">132531_ENG</a>	SkillSoft Course	3.25
			Developing Diagrams with Visio 2003	<a href="#">132532_ENG</a>	SkillSoft Course	3.75
			Visio 2003 and Other Programs	<a href="#">132533_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2003: Beginning FrontPage</b>			
			Getting Started with FrontPage 2003	<a href="#">121449_ENG</a>	SkillSoft Course	2
			Working with graphics, hyperlinks and tables in FrontPage 2003	<a href="#">131714_ENG</a>	SkillSoft Course	3
			Working with Web Sites in FrontPage 2003	<a href="#">122475_ENG</a>	SkillSoft Course	2
			Organizing Content Using Templates and Frames in FrontPage 2003	<a href="#">122481_ENG</a>	SkillSoft Course	2
			Structuring and Publishing Web Sites in FrontPage 2003	<a href="#">122092_ENG</a>	SkillSoft Course	2
			<b>Microsoft Office 2003: Advanced FrontPage</b>			
			Working with Code in FrontPage 2003	<a href="#">122120_ENG</a>	SkillSoft Course	2.25
			Importing and Working with Data in FrontPage 2003	<a href="#">121653_ENG</a>	SkillSoft Course	4.25
			Enhancing Web Sites with Advanced FrontPage 2003 Features	<a href="#">122099_ENG</a>	SkillSoft Course	3
			Administering Web Sites in FrontPage 2003	<a href="#">122100_ENG</a>	SkillSoft Course	1.75
			Using Windows SharePoint Services and FrontPage 2003	<a href="#">131456_ENG</a>	SkillSoft Course	2.25
			<b>Microsoft Office 2003: Publisher</b>			
			Getting Started with Publisher 2003	<a href="#">204924_ENG</a>	SkillSoft Course	2.25
			Working with Text Boxes, Text, and Tables in Publisher 2003	<a href="#">207503_ENG</a>	SkillSoft Course	2
			Printing and Working with Graphics and Objects in Publisher 2003	<a href="#">204925_ENG</a>	SkillSoft Course	2.75

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Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Working with E-mail and Web Sites in Publisher 2003	<a href="#">204927_ENG</a>	SkillSoft Course	2.75
			Working with Mail and Catalog Merges in Publisher 2003	<a href="#">207309_ENG</a>	SkillSoft Course	1
			Advanced Design Techniques and Printing with Publisher 2003	<a href="#">204928_ENG</a>	SkillSoft Course	3.25
			<b>Microsoft Project 2002</b>			
			<b>Microsoft Project 2002: Beginners</b>			
			Getting Started with Project 2002	<a href="#">117545_ENG</a>	SkillSoft Course	1.75
			Up and Running with Project 2002	<a href="#">117554_ENG</a>	SkillSoft Course	2
			Tracking and Reporting with Project 2002	<a href="#">117565_ENG</a>	SkillSoft Course	1.75
			<b>Microsoft Project 2002: Advanced</b>			
			Data Sources, Templates, and Customization in Project 2002	<a href="#">117348_ENG</a>	SkillSoft Course	3
			Workgroup, Collaboration, and Advanced Reporting Options in Project 2002	<a href="#">117361_ENG</a>	SkillSoft Course	3
			<b>Home User: Home and Personal Finance</b>			
			<b>QuickBooks Pro 2009 Fundamentals</b>			
			QuickBooks Pro 2009: Getting Started	<a href="#">hp_iqbs_a01_dt_enus</a>	SkillSoft Course	3
			<b>Home and Personal</b>			
			<b>Home Networking with Microsoft Windows XP</b>			
			Home Networking with Microsoft Windows XP	<a href="#">66335_ENG</a>	SkillSoft Course	1
			<b>Lotus Notes 8</b>			
			<b>Lotus Notes 8: New Features for End Users</b>			
			Lotus Notes 8: New Features for End Users	<a href="#">ia_lnnf_a01_dt_enus</a>	SkillSoft Course	2
			<b>Lotus Notes 8: End User</b>			
			Getting Started with Lotus Notes 8 and Using Mail	<a href="#">ia_lteu_a01_dt_enus</a>	SkillSoft Course	2.5
			Scheduling Events and Managing Applications	<a href="#">ia_lteu_a02_dt_enus</a>	SkillSoft Course	1
			Working with Instant Messaging, Contacts, and Blogs	<a href="#">ia_lteu_a03_dt_enus</a>	SkillSoft Course	2.5
			Using Productivity Tools and Accessing Lotus Notes 8 Remotely	<a href="#">ia_lteu_a04_dt_enus</a>	SkillSoft Course	3
			<b>Lotus Notes 7</b>			
			<b>Lotus Notes 7: End User</b>			
			Getting Started with Lotus Notes 7 and Mail	<a href="#">233489_ENG</a>	SkillSoft Course	2.25
			Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7	<a href="#">233490_ENG</a>	SkillSoft Course	2.75
			Working with Databases, the Calendar, and the To Do List in Lotus Notes 7	<a href="#">233491_ENG</a>	SkillSoft Course	3
			Using Lotus Notes 7 Remotely	<a href="#">233492_ENG</a>	SkillSoft Course	1.5
			<b>Microsoft Internet Explorer 8</b>			
			<b>Microsoft Internet Explorer 8: End User</b>			
			Internet Explorer 8: Basic Features	<a href="#">id_mcie_a01_dt_enus</a>	SkillSoft Course	1.5
			Internet Explorer 8: Advanced Features	<a href="#">id_mcie_a02_dt_enus</a>	SkillSoft Course	1.5
			<b>Microsoft Internet Explorer 7</b>			
			<b>Microsoft Internet Explorer 7: End User</b>			

Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Fundamentals of Internet Explorer 7	<a href="#">250164_ENG</a>	SkillSoft Course	2.5
			Customization and Security in Internet Explorer 7	<a href="#">250177_ENG</a>	SkillSoft Course	2
			<b>Microsoft Internet Explorer 6</b>			
			<b>Microsoft Internet Explorer 6</b>			
			Fundamentals of Internet Explorer 6	<a href="#">117246_ENG</a>	SkillSoft Course	3.25
			Moving on with Internet Explorer 6	<a href="#">117260_ENG</a>	SkillSoft Course	2.75
			<b>Seagate Crystal Reports</b>			
			<b>Crystal Reports XI: Report Writing Basics</b>			
			Reporting Basics with Crystal Reports XI	<a href="#">234748_ENG</a>	SkillSoft Course	3
			Managing Data and Distributing Reports with Crystal Reports XI	<a href="#">234758_ENG</a>	SkillSoft Course	3
			<b>Microsoft Windows Vista</b>			
			<b>SAP Business Suite 7 for End Users</b>			
			<b>NEW!</b> SAP Customer Relationship Management (CRM)	<a href="#">sa_bseu_a02_dt_enus</a>	SkillSoft Course	2
			<b>NEW!</b> SAP Supplier Relationship Management	<a href="#">sa_bseu_a05_dt_enus</a>	SkillSoft Course	1.5
			<b>Microsoft Windows Vista: New Features for End Users</b>			
			Windows Vista User Experience	<a href="#">242954_ENG</a>	SkillSoft Course	2
			Windows Vista Security and Performance Improvements	<a href="#">242964_ENG</a>	SkillSoft Course	1.75
			<b>Microsoft Windows Vista for the End User</b>			
			Getting Started with Windows Vista	<a href="#">mv_wveu_a01_it_enus</a>	SkillSoft Course	1.5
			Work with Files, Programs, and Printing in Windows Vista	<a href="#">mv_wveu_a02_it_enus</a>	SkillSoft Course	2
			Navigating the Web and System Maintenance with Windows Vista	<a href="#">mv_wveu_a03_it_enus</a>	SkillSoft Course	2
			<b>Mentoring Assets</b>			
			<b>Mentoring Assets</b>			
			Mentoring Word 2002	<a href="#">mntwd2002c</a>	SkillSoft Mentoring Assets	
			Mentoring Excel 2002	<a href="#">mntex2002c</a>	SkillSoft Mentoring Assets	
			Mentoring Access 2002	<a href="#">mntac2002c</a>	SkillSoft Mentoring Assets	
			Mentoring Outlook 2002	<a href="#">mntol2002c</a>	SkillSoft Mentoring Assets	
			Mentoring PowerPoint 2002	<a href="#">mntpp2002c</a>	SkillSoft Mentoring Assets	
			Mentoring Word 2002 Expert	<a href="#">mntwd2002e</a>	SkillSoft Mentoring Assets	
			Mentoring Excel 2002 Expert	<a href="#">mntex2002e</a>	SkillSoft Mentoring Assets	
			Mentoring Word 2003	<a href="#">mntwd2003c</a>	SkillSoft Mentoring Assets	
			Mentoring Word 2003 Expert	<a href="#">mntwd2003e</a>	SkillSoft Mentoring Assets	
			Mentoring Excel 2003 Expert	<a href="#">mntex2003e</a>	SkillSoft Mentoring Assets	
			Mentoring Excel 2003	<a href="#">mntex2003c</a>	SkillSoft Mentoring Assets	
			Mentoring Access 2003	<a href="#">mntac2003c</a>	SkillSoft Mentoring Assets	
			Mentoring PowerPoint 2003	<a href="#">mntpp2003c</a>	SkillSoft Mentoring Assets	
			Mentoring Outlook 2003	<a href="#">mntol2003c</a>	SkillSoft Mentoring Assets	

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Solution Area	Curriculum	Series	Course Title	Course Description Link*	Type	Est. Duration (hours)
			Mentoring Using Word 2007	<a href="#">mntwd2007</a>	SkillSoft Mentoring Assets	
			Mentoring Using Excel 2007	<a href="#">mntex2007</a>	SkillSoft Mentoring Assets	
			Mentoring Using PowerPoint 2007	<a href="#">mntpp2007</a>	SkillSoft Mentoring Assets	
			Mentoring Using Outlook 2007	<a href="#">mntol2007</a>	SkillSoft Mentoring Assets	
			Mentoring Using Access 2007	<a href="#">mntac2007</a>	SkillSoft Mentoring Assets	
			Mentoring 70-632 TS: Microsoft Office Project 2007, Managing Projects	<a href="#">mnt70632</a>	SkillSoft Mentoring Assets	
			Mentoring 77-881 Word 2010	<a href="#">mnt77881</a>	SkillSoft Mentoring Assets	
		NEW!	Mentoring 70-668 PRO: Microsoft SharePoint 2010, Administrator	<a href="#">mnt70668</a>	SkillSoft Mentoring Assets	
	<b>Test Preps</b>					
		<b>Test Preps</b>				
			TestPrep Using Word 2007	<a href="#">TPWD2007_ENG</a>	SkillSoft Testprep Exams	
			TestPrep Using Excel 2007	<a href="#">TPEX2007_ENG</a>	SkillSoft Testprep Exams	
			TestPrep Using PowerPoint 2007	<a href="#">TPPP2007_ENG</a>	SkillSoft Testprep Exams	
			TestPrep Using Outlook 2007	<a href="#">TPOL2007_ENG</a>	SkillSoft Testprep Exams	
			TestPrep Using Access 2007	<a href="#">TPAC2007_ENG</a>	SkillSoft Testprep Exams	
			TestPrep 70-632 TS: Microsoft Office Project 2007, Managing Projects	<a href="#">TP70632_ENG</a>	SkillSoft Testprep Exams	

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