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16. Abstract To meet the need for a larger number of inspectors and to improve the experience and knowledge level on inspectors, the Texas Department of Transportation (TxDOT) is reviewing construction inspector training needs and training programs that are available within TxDOT and from national organizations and other states. This project developed and delivered construction inspection training to personnel involved in inspection on TxDOT projects. This report reviews and summarizes hundreds of training programs available nationally. Researchers provided a listing of observations, recommendations, and a framework for a path forward immediately.					
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FRAMEWORK FOR DEVELOPMENT OF TXDOT CONSTRUCTION INSPECTOR
TRAINING PROGRAM

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DISCLAIMER

This research was performed in cooperation with the Texas Department of Transportation (TxDOT) and the Federal Highway Administration (FHWA). The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of the FHWA or TxDOT. This report does not constitute a standard, specification, or regulation.

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FRAMEWORK FOR DEVELOPOMENT OF TXDOT CONSTRUCTION INSPECTION TRAINING PROGRAM

INTRODUCTION

The **quality of construction** is generally accepted as being as important as or more important than the **design** of a project to insure long life performance. Highway inspection together with quality assurance programs, specifications, contractor personnel and project engineers are responsible for the quality of construction projects delivered to the citizens of Texas. Sampling and testing, interpretation of these tests results and inspection are key elements associated with providing quality on a project.

Inspection of highway construction is performed by Texas Department of Transportation (TxDOT) personnel as well as contracted construction inspection services. A reduction in the TxDOT workforce allocated numbers has resulted in a reduction in inspector numbers. Retirements have resulted in the loss of experienced TxDOT inspectors. Contracted construction inspection services have partially filled the gap between needed inspection on projects and available TxDOT inspectors. Regardless of the source of the inspector workforce (TxDOT or contracted services) the experience level of inspectors has declined over the past several years.

To meet the need for a larger number of inspectors and to improve the experience and knowledge level on inspectors, TxDOT is currently reviewing construction inspector training needs and training programs that are currently available within TxDOT and from national organizations and other states. The goal of this effort is to develop and deliver construction inspection training to personnel involved in inspection on TxDOT projects.

BACKGROUND

TxDOT has engaged the Texas A&M Transportation Institute (TTI) to provide background information that defines currently available TxDOT training programs and training programs that are available nationally for construction inspectors. This effort reviewed existing national programs including the following:

- National Institute for Certification in Engineering Technology (NICET)
- American Association of State Highway and Transportation Officials (AASHTO)
- American Public Works Association (APWA)
- American Concrete Institute (ACI)
- National Association of County Engineers (NACE)
- National Center for Pavement Preservation (NCPPI)
- International Slurry Seal Association (ISSA)
- Asphalt Emulsion Manufacturers Association (AEMA)
- Asphalt Reclaiming and Recycling Association (ARRA)
- Asphalt Institute (AI)

- National Asphalt Pavement Association (NAPA)
- International Grooving and Grinding Association (IGGA)
- American Concrete Pavement Association (ACPA)
- Portland Cement Association (PCA)
- Federal Highway Administration-National Highway Institute (FHWA-NHI)

A substantial number of state departments of transportation have also developed construction inspection programs. Selected state programs have been summarized during this effort and include the following:

- Arizona Department of Transportation (ADOT)
- Colorado Department of Transportation (CDOT)
- Florida Department of Transportation (FDOT)
- Georgia Department of Transportation (GDOT)
- Iowa Department of Transportation (IDOT)
- Kentucky Transportation Cabinet (KTC)
- Oregon Department of Transportation (ODOT)
- Pennsylvania Department of Transportation (PDOT)
- Utah Department of Transportation (UDOT)
- Virginia Department of Transportation (VDOT)
- Washington Department of Transportation (WSDOT)

Summary information is provided below for each of these groups in the report text and appendices associated with the report. The reader is encouraged to review the summary information provided.

To obtain a summary of the observations associated with the overall review of available programs and information, the reader is provided with a listing of observations, recommendations and a framework for a path forward immediately following this background section. The summary of information from individual groups is provided first for TxDOT, then national organizations followed by other state department of transportation programs. References in web links are provided.

OBSERVATIONS

TxDOT

1. TxDOT has developed and deployed an “Inspector Development Program
2. A considerable number of existing courses are available to TxDOT employees
3. Some courses will need to be updated to reflect current specifications and practices
4. Inspector checklists have been prepared for several specification items
5. Laboratory facilities and certification programs have been developed by TxDOT and are available for soils, bases, hot mix asphalt and Portland cement concrete from the Texas Asphalt Pavement Association and the American Concrete Association
6. TxDOT’s Human Resources Division, Workforce Development group works with the Divisions and Districts to develop and administer the available programs
7. Concentrated beginning level training is currently not available

National Organizations

1. Key elements of the programs reviewed included the following elements:
 - a. Proven work history/experience record
 - b. Instructor lead training
 - c. On-line training
 - d. Hands on training for laboratory tests and other engineering activities
 - e. Certification tests
2. Most organizations did not require all five of these elements
3. Separation of requirements for sampling and testing technicians and construction inspection was not always clear
4. Training in sampling and testing (technician type of certification) may be part of construction inspection requirement
5. Several national programs have general knowledge programs in areas such as mathematics, plan and specification reading, surveying and communications
6. National program training is based on national specifications and not individual state specifications
7. Numerous laboratory and field sampling and testing programs and certifications are available from state DOT's as well as some national organizations
8. Relatively few inspector programs are currently available
9. Programs recognize different levels of qualifications and certification
10. Training and certification information is available from most of the groups reviewed
11. AASHTO Transportation Curriculum Coordination Council Training (FHWA-NHI Courses) appear to be comprehensive and provide a knowledge base as well as specific inspection topics for several construction operations
12. National programs (associations and public agency) offer very good technical content and can help enhance the current TxDOT construction inspection program

Other State DOT's

1. Many states require both training and testing to qualify for various inspector levels
2. Training is both classroom as well as web based or on-line
3. Arizona has a web based program for inspection with check lists, etc.
4. Virginia has a comprehensive program including a Trainee Program, guide books or job book, inspection manual and some product check lists
5. Several states have excellent training and certification programs for laboratory and field technicians in the areas of asphalt paving (Texas, Oregon, Colorado and Pennsylvania)
6. Some states have general knowledge programs (Colorado, Pennsylvania, Utah)
7. Most state programs concentrate on asphalt, concrete and bridge inspection topics
8. Information available from various states offer very good technical content that can be used to develop construction inspection programs

RECOMMENDATIONS

1. Critically review the existing TxDOT "Inspector Development Program" to understand its strengths and weaknesses
2. Prioritize construction inspector development programs based on risk and dollar value expended on individual specification items
3. Develop an "Inspector Training Academy" for entry level personnel

4. Provide construction inspector training for personnel that have mastered the entry level certification program
5. Provide “Help Lines” (1-800-Call-Joe) for construction inspectors in specialty area that will allow for rapid resolution of construction inspection issues as they develop on projects

FRAMEWORK FOR PATH FORWARD

Highway Construction Inspector Certification Levels

Table 1 provides a framework for Highway Construction Inspector Certification Levels. Three certification levels are proposed. A fourth more senior level inspector can be added. These highway construction inspector levels should be related to the formal job descriptions used by TxDOT for inspectors.

Level I inspectors are expected to attend, participate and pass the requirements of a “Highway Construction Inspectors Academy” as outlined below. Level I inspectors are entry level and in general have a few months to a years on the job experience. This level has been tentatively titled “Inspector/Basic” implying that the individual has a basic understanding of inspection for the more commonly used construction materials and practices upon completion of the “Highway Construction Inspectors Academy”.

Level II inspectors are divided into specialty categories for different specification items as shown on Table 1. An inspector will be expected to obtain certifications in all categories (II-A, II-B, etc.) as they progress in their career. A minimum of two years of on the job experience is required plus certification as a Level I Inspector/Basic. The Level II sublevel specialty categories are listed below and shown on Table 1.

- II-A Item 100-Earthwork and Landscape
- II-B Item 200-Subgrade Treatment and Base
- II-C Item 300-Surface Courses and Pavements
- II-D Item 400-Structures
- II-E Item 500-Miscellaneous Construction
- II-F Item 600-Lighting, Signing, Marking and Signals
- II-G Item 700-Maintenance

It is likely that specific training courses will be developed for major items in each of the Specification Items. For example, Item 300-Surfaces Courses and Pavements will likely need modules on asphalt and Portland cement bound materials.

Level III inspectors are more senior levels inspectors with management and leadership experience. These inspectors will typically supervise a number of Level I and Level II inspectors. A minimum of five years of on the job experience is required plus certification as Level I and all of Level II certifications.

Highway Construction Inspectors Academy

Table 2 contains an example “daily” schedule for a “Highway Construction Inspectors Academy”. The two week program includes information on role and responsibility of the inspector, electronic tools available to the inspector and technical subject matter. The technical

content of the program is oriented towards those materials used most frequently and with the largest dollar value on projects: soils, bases, asphalt bound material, Portland cement bound materials and structures. Each day includes classroom instruction and laboratory or field activities or small group workshop type activities. Half of each day will be “hands-on” type of experiences.

Table 2 indicates that “pre-work” will be required for each of the days training topics. Table 3 shows possible pre-work topics for each day. It is suggested that this materials be delivered via webinar and recorded for viewing by the inspectors at a time of their choosing.

Tables 4 to 13 present a potential “hourly” schedule for each day’s activities. The major topics for each of the ten training days are shown below:

- Role and Responsibility of Inspector (Table 4)
- SiteManager (Table 5)
- Quality Control/Quality Assurance (Table 6)
- Basic Properties of Soils/Bases (Table 7)
- Basic Properties of Asphalts/Asphalt Mixtures (Table 8)
- Basic Properties of Portland Cement and Portland Cement Concrete Mixtures (Table 9)
- Item 200-Subgrade and Bases (Table 10)
- Item 300-Asphalt Binders/Asphalt Mixtures (Table 11)
- Item 300-Portland Cement/Portland Cement Concrete (Table 12)
- Item 400-Structures (Table 13)

TxDOT’s Human Resources Division, Workforce Development Group has developed in cooperation with Divisions and Districts instructional materials for many of these topics. The status of these training materials is shown on Table 14. These materials and other materials reviewed below will provide much of the technical information needed for the proposed “Highway Construction Inspectors Academy”.

TXDOT TRAINING PROGRAMS

TxDOT has developed and revised an “Inspector Development Program” (IDP) (1). The program is administered by area offices, district and division personnel and is comprised of formal and on-the-job training (OJT). As stated in the program description the goal of the “Inspector Development Program” is as follows:

1. Advance the knowledge and experience of construction inspection staff
2. Share knowledge among inspection staff
3. Provide guidance to lesser experienced inspector
4. Provide a resource for updating and refreshing knowledge or more experienced inspectors

Formal inspector training is offered through the Human Resources Division, Workforce Development. A list of “Instructor Lead Training” available is shown in Appendix A. These courses include both TxDOT developed and Federal Highway Administration, National Highway Institute developed courses. Appendix B contains a listing of e-learning courses developed by TxDOT. General training courses available from Skillsoft are shown in Appendix C while Appendix D contains AASHTO TC3 courses.

Formal on-line training and class room instruction, mentoring and performance plans and evaluations are critical elements of the Inspector Development Program. Inspector check lists have been developed for the following:

1. Contract administration
2. Surveying
3. Environmental requirements
4. Traffic and safety
5. Earthwork and base courses
6. Landscaping
7. Surface treatments and pavements
8. Drainage, misc. concrete and structures

Table 14 contains a listing of a “District Construction Training Plan” with selected courses, who takes the courses, method of delivery for the individual courses as well as their duration. The last year of revision is also provided. These courses will provide subject matter for development of future efforts for training construction inspectors. Some of these courses are in need of revision due to specification changes and test method changes.

TxDOT has developed a “Materials and Test Reports Documentation for Project Records” guide for required documentation. It includes acceptance procedures (such as visual inspection) that do not require official documentation in the project records. The “Guide Schedule of Sampling and Testing and the “Materials Inspection Guide” can be used to establish a “Materials Sampling, Testing and Documentation Plan” for support a construction project.

Inspector type check lists are also available from TxDOT for various specification items as shown on Table 15. The Construction Division also publishes construction and materials articles and advisories regularly. The information is grouped by subject matter and can be located under “Construction and Materials Tips”.

NATIONAL AND INTERNATIONAL GROUPS

National Institute for Certification in Engineering Technology (NICET)

The National Institute for Certification in Engineering Technologies (NICET) is administered by a Division of the National Society of Professional Engineers and has developed technician training programs. The NICET program areas include: Highway Construction, Highway Design, Highway Traffic Operations, Highway Surveys, Bridge Safety Inspection, Highway Materials and Highway Maintenance. The NICET certification program is a testing and evaluation program and not a training program. The Federal Highway Administration (FHWA) Transportation Curricula Coordination Council (TCCC) has developed core training programs with the assistance of the National Highway Institute in five technical areas including maintenance.

Certification requirements by NICET require that the individual meet the following criteria:

1. Completion of written examination
2. Work element verification by the immediate supervisor
3. Appropriate employment history

4. Technician Personal Recommendation by an acceptable recommender (Level III and IV)

The Highway Construction program was developed for highway technicians involved in the inspection of highway construction project. Areas covered are interpretation of contract plans and specifications; project recordkeeping and reporting; construction surveying; field inspection and testing procedures, techniques, and equipment; and supervisory techniques. Table 16 contains a listing of the four Level program with both General and Specific requirements (2). Appendix E contains a brief description of the course contents.

NICET's program on Transportation Construction Inspection is under review and revision and not available at the present time.

NICET's program on Highway System Maintenance and Preservation will no longer offer testing in Highway Maintenance and Preservation after December 31, 2017. This certification program is designed for engineering technicians who perform and inspect highway system maintenance and preservation work: the program is applicable to both private and public sector technicians. Technical areas covered are worksite safety and incident response; surveying, specifications and plans; environmental protection; roadway, shoulder, roadside and structure maintenance; materials testing; weather-related maintenance operations; construction and/or reconstruction inspection; verbal and written communications; recordkeeping and reporting; maintenance equipment, material, and contract management; and maintenance and asset management duties. Table 17 contains a listing of the individual program by Level for both General and Specific requirements (3). Appendix F contains a brief description of the course contents.

American Association of State Highway and Transportation Officials (AASHTO)

The Transportation Curriculum Coordination Council (TCCC) of AASHTO offers more than 100 web-based training courses. The web-based courses were developed to support training weaknesses and gaps identified in the TCCC developed workforce matrix (4). Courses are available in the following categories:

1. Construction
2. Materials
3. Maintenance
4. Traffic and Safety
5. Pavement Preservation
6. Employee Development

Titles of courses are provided in Table 18 for the Construction Program. Note that several of these courses are also used by other technical areas. Appendix G contains additional details for these training programs.

American Public Works Association (APWA)

The American Public Works Association offers certification programs in the following areas:

1. Certified Stormwater Manager
2. Certified Public Fleet Professional (CPFP)
3. Certified Public Infrastructure Inspector (CPII)

The Certified Public Infrastructure Inspector program promotes quality infrastructure throughout the community by advancing the knowledge and practice of construction inspection to benefit the community and public agencies. The CPII is intended for individuals that inspect the construction of public infrastructure and facilities and other types of construction work and materials to ensure compliance with plans and specification. Certification is awarded based upon meeting the eligibility requirements and successful passing of the CPII Examination. Areas covered by the certification include roadways, highways, utilities, bridges, dams, pump stations, treatment plants, water storage facilities and other types of construction work and materials to ensure compliance with plans and specifications.

The examination consists of computer administered 150 questions that need to be completed in 3.5 hours in the candidate's place of employment. Preparation for the exam included review of the CPII "Content Outline and Recommended Reading List." (5). The recommended reading list is shown on the web page for the program. DVD's are available for study as well as a Construction Inspection Training Package. The candidates must have a high school diploma and 5 years of experience.

American Concrete Institute (ACI)

The American Concrete Institute offers 21 certification programs designed to form a minimum qualification for personnel employed within the concrete construction industry. Certification examinations and optional training courses are conducted locally (6). A listing of the programs is shown on Table 19.

Certification study publications are available from ACI. A listing of these publications is shown on Table 20 (7). Spanish language versions of some of these study publications are available. The Concrete Field Testing Technician-Grade I has been used by TxDOT.

National Association of County Engineers (NACE)

NACE does not have a certification program according to their web page (8). They make reference to the training programs available from the National Pavement Preservation Center and the FHWA National Highway Institute technical materials. In December of 2015 NACE announced its desire to create a "Transportation Construction Inspection certification series by updating, restructuring and expanding its existing Highway Construction program. The exams are intended to be computer-based with certifications in the following areas:

1. Highway Construction Inspection
2. Urban Street Construction Inspection
3. Railway Construction Inspection
4. Airfield Construction Inspection

National Center for Pavement Preservation (NCCPP)

The National Center for Pavement Preservation is located at Michigan State University and was established to lead collaborative efforts (government, industry and academia) in the advancement of pavement preservation by improving pavement preservation practices (9).

NCCPP offers classes in the following subject areas:

- Applied Asset Management

- Chip Seal Best Practices
- Slurry Seal and Micro-Surfacing
- Top of the Curve: Fog Seals, Rejuvenators, Crack Sealing and Filling
- Basic Concepts for Pavement Preservation.

An affiliated program at Chico State University in California (California Pavement Preservation Center) also offers a variety of programs in pavement preservation. TxDOT has also sponsored an affiliated program in Texas. Presently the program is located at the University of Texas with courses offered by the University of Texas and Texas A&M University.

International Slurry Surfacing Association (ISSA)

The International Slurry Surfacing Association offers web based training on the following subjects (10):

- How to Construct High Quality Slurry Seal and Micro-Surfacing Treatments-Part 1
- How to Construct High Quality Slurry Seal and Micro-Surfacing Treatments-Part 2
- How to Construct High Quality Chip Seal Treatments
- Best Construction Practices for Operating a Spreader Box used with Slurry/Micro-Surfacing Materials
- Best Construction Practices for Crack Sealing and Joint Filling of Asphalt and Concrete Pavements

Asphalt Emulsion Manufacturers Association (AEMA)

The Asphalt Emulsion Manufacturers Association (11) offers courses with the Asphalt Institute and the National Highway Institute of the Federal Highway Administration. In addition, AEMA has Pocket Guides that provide checklists for inspectors in the use of pavement preservation maintenance practices. A list of these guides follow:

- Chip Seal Application Construction Inspection Checklists
- Fog Seal Application Construction Inspection Checklists
- Micro-Surfacing Application Construction Inspection Checklist
- Recommended Guidelines for Sampling Emulsified Materials

Asphalt Reclaiming and Recycling Association (ARRA)

The Asphalt Reclaiming and Recycling Association offers training courses in a variety of formats on the following subjects (12):

- Full Depth Reclamation
- Hot In-Place Recycling
- Inspector Training for Cold In-Place Recycling

Asphalt Institute (AI)

The Asphalt Institute offers webinars, seminars and publications on proper practices for the design, construction, maintenance and rehabilitation of all types of asphalt pavements (13). Some of the webinars that address construction operations include the following:

- Asphalt Inspector Series
 - Inspector Responsibilities
 - Materials and Mix Design
 - Plants, Storage and Hauling
 - Paving and Compaction

- Sampling, Testing and Acceptance
- Asphalt Emulsion Webinar Series
- Pavement Preservation Treatment Series
- Mix Design Methods for Slurry Seal/Micro-Surfacing and for Chip Seals
- Combining Preservation Treatments

The Asphalt Institute Manual series is also an excellent source of technical information.

National Asphalt Pavement Association (NAPA)

The National Asphalt Pavement Association offers some training programs, host workshops and conferences and has several publications that can serve as references for the development of training materials (14). Some of these publications include the following:

- Best Practices for RAP and RAS Management
- Best Practices for Emulsion Tack Coats
- Warm Mix Asphalt Best Practices
- Hot Mix Asphalt Materials, Mixture Design and Construction

International Grooving and Grinding Association (IGGA)

This association addresses the proper use of diamond grinding and grooving (15). Technical information is available in the form of case histories, technical information, specifications and fact sheets. Links are provided to a number of Portland cement concrete repair and rehabilitation methods.

American Concrete Pavement Association (ACPA)

The American Concrete Pavement Association has an extensive technical library of information on Portland cement concrete paving (16). This information is not directly oriented to the inspector. Information can be used from these publications to develop inspector guidelines.

Portland Cement Association (PCA)

The Portland Cement Association has extensive technical resources available and offers a variety of training venues (17). On-line and industry courses are offered. The majority of these courses are not directed to the inspector. The information available can be used to develop inspector training courses. PCA's course on "Troubleshooting: Solutions to Concrete Field Problems" is an example of material of use for the development of inspector training information.

Federal Highway Administration (FHWA)-National Highway Institute (NHI)

The Federal Highway Administration's National Highway Institute (18) offers numerous courses (web and classroom). Some of these courses are addressed to inspectors as well as general technology in various subject areas. Table 21 contains a listing of some of the documents/programs that are directed to the inspector. Appendix H contains a listing of the titles of the courses offered by NHI.

STATE DEPARTMENTS OF TRANSPORTATION

Arizona Department of Transportation (ADOT)

The Arizona Department of Transportation has a web based program that lists the important items for inspection (attributes) for each specification item, their compliance criteria and the

ability to track the reported information. This appears to be an advanced system with considerable capability (19). The list of inspected items for each specification item has value by itself. An integrated reporting system also has value. On-line training is available for the software.

Colorado Department of Transportation (CDOT)

The Colorado Department of Transportation has inspector qualification training programs (20) and an inspector certification program (21). All construction inspectors (CDOT or consultant) must demonstrate proficiency by passing an exam and earning certification within the developed categories shown on Table 22. Self-study manuals are available for beginning level inspectors in four categories.

Florida Department of Transportation (FDOT)

Florida Department of Transportation offers inspector training and certification in 12 areas as identified in Table 22 (22).

Georgia Department of Transportation (GDOT)

The Georgia Department of Transportation has a technician training and certification program but does not have an inspector program identified as such (23). The technician training program is largely associated with asphalt binder and materials and mixture design as well as Portland cement concrete. Table 22 shows the training courses offered by the department.

Iowa Department of Transportation (IDOT)

The Iowa Department of Transportation offers technician training and certification programs in the areas of construction and materials (24). The program offers certification for public agencies, industry, producers and consultants. The training is web-based as well as classroom. The certification technical areas are identified on Table 22.

Kentucky Transportation Cabinet (KTC)

The Kentucky Transportation Cabinet has a limited number of training courses at this time (25).

Oregon Department of Transportation (ODOT)

Oregon Department of Transportation has an inspector certification program that provides training and resources for Construction Inspectors (26). Certification topics are shown on Table 22. Oregon DOT offers training resources.

Pennsylvania Department of Transportation (PDOT)

The Pennsylvania Department of Transportation offers several training courses and inspector programs (27). Selected topics of interest are shown on Table 22. PDOT utilizes National Highway Institute (NHI), North East Transportation Training and Certification Program (NECEPT) and The Alliance Training Center (TATCI) training courses.

Utah Department of Transportation (UDOT)

The Utah Department of Transportation Inspectors Qualification Program is part of their Quality Assurance Program (28). Training and qualification is required for inspectors. Training is

performed on-line as well as the classroom. Level I courses are shown on Table 22 and are available. Level II courses are under development.

Virginia Department of Transportation (VDOT)

The Virginia Department of Transportation construction inspector trainee program develops inspectors through classroom training, mentoring and on-the-job experience (29). Virginia has a “Highway Construction Inspector Trainee Job Book” that outlines course work and certification completion steps through a series of charts (30). Information is provided under several general work areas as shown on Table 22. Each work item has sub-items related to individual specifications.

Virginia also has an “Inspection Manual” that identifies the specification item, inspection level, inspection objective and inspector activity (31). This manual contains specific inspection functions. A paving inspector checklist is also available for Hot Mix Asphalt (32).

Washington Department of Transportation (WSDOT)

The Construction Office of Washington Department of Transportation has a construction training program for its employees that offer both instructor lead and e-learning programs (33). The core inspection courses offered in this program are shown on Table 22. The program appears comprehensive.

Table 1. Highway Construction Inspector Certification Levels

Level	Title	Sublevel	Sub-Title	Requirements	Reporting Inspector/ Specialist or Senior Inspector or P.E.
I	Inspector/ Basic		Construction Inspector Academy	Entry Level 2 to 12 months experience	Inspector/ Specialist or Senior Inspector or P.E.
		II-A	Item 100-Earthwork and Landscape		
II	Inspector/ Specialist	II-B	Item 200-Subgrade Treatment and Base	2 yrs. min. experience plus meet requirements for Level I	Senior Inspector or P.E.
		II-C	Item 300-Surface Courses and Pavements		
		II-D	Item 400-Structures		
		II-E	Item 500-Miscellaneous Construction		
		II-F	Item 600-Lighting, Signing, Marking and Signals		
III	Senior Inspector	II-G	Item 700-Maintenance	5 yrs. Min. experience plus meet requirements for Level I & II	P.E.
			Management/Leadership Courses		

Table 2. Daily Schedule-Highway Construction Inspectors Academy

Week	Day	Topic	Classroom, hrs.	Lab/Field, Classroom Examples, hrs.	Pre- work, hrs.
1	1	Role/Responsibility of Inspector	4	4	2
	2	SiteManager	4	4	2
	3	Quality Control/Assurance Plans	4	4	2
	4	Basic Properties of Soils/Bases	4	4	2
	5	Basic Properties of Asphalt/Asphalt Mixtures	4	4	2
2	1	Basic Properties of Portland Cement and Portland Cement Concrete	4	4	2
	2	Item 200-Subgrade and Bases	4	4	2
	3	Item 300-Asphalt and Asphalt Mixtures	4	4	2
	4	Item 300-Concrete Pavements	4	4	2
	5	Item 400-Structures	4	4	2

Table 3. Pre-Work Webinars

Week	Day	Topic	Subtopic	Webinar, hrs.	Instructor(s)
1	1	Role and Responsibility of Inspector	Items 1-9-General	2	
			Requirements and Covenants		
			Specification and Contracts		
			Control of Work		
			Control of Materials		
	2	Site Manager	Prosecution and Progress	2	
			Measurement and Payment		
	3	Quality Control/Quality Assurance	Introduction	2	
			Purpose		
			Basic Elements		
	4	Basic Properties of Soils/Bases	Use of Statistics in Specifications	2	
			Elements of Quality Management Plan		
	5	Basic Properties of Asphalts/Asphalt Mixtures	Soil Properties	2	
			Base Properties		
	2	3	Item 200-Subgrade and Bases	Specification Requirements	2
Types of Asphalt Binders					
Types of Asphalt Mixtures					
Specification Requirements					
Types of Portland Cement					
4	Item 300-Asphalt Binders/Asphalt Mixtures	Types of Portland Cement Concrete	2		
		Types of Portland Cement Concrete			
5	Item 400-Structures	Specification Requirements	2		
		Construction Specifications and Properties			
		Inspection Items			

Table 4. Role and Responsibility of Inspector-Hourly Schedule

Week 1/Day 1: Role and Responsibility of Inspector

Time	Activity	Topic	Subtopic	Instructor(s)
8:00-8:30	Classroom	Introduction to Two Week Course	Scope/Objectives	<ul style="list-style-type: none"> • Ex. Assoc. Director • Construction Division Head • Darren Hazlett • Caroline Heinen?
8:30-9:30	Classroom	Contracts and Specifications	Types of Contracts Types of Specification Description Materials	
9:30-10:00	Classroom	Elements or Sections of Specifications	Mixture Design Construction Measureable Attributes Measurement/Payment	
10:00-10:15	Break			
10:15-12:00	Workshop	Review Existing Specifications in General	Review Different Types of Specifications Form of Specification Method End Result QC/QA	
12:00-1:00	Lunch			
1:00-3:00	Classroom	Role and Responsibility of Inspector	Reporting Structure Measurement of Properties Out of Specification Tests Out of Specification Construction Practices	
3:00-3:15	Break			
3:15-5:00	Workshop	Case Histories	Out of Specification Materials Property Out of Specification Construction Practice	

Table 5. Site Manager-Hourly Schedule

Week 1/Day 2: Site Manager				
Time	Activity	Topic	Subtopic	Instructor(s)
8:00-8:30	Classroom	Purpose of SiteManager	Scope/Objectives	
			Forms	
8:30-10:00	Classroom	Elements of SiteManager	Construction and Materials	
			Clearing Material	
			Deficiencies	
10:00-10:15	Break			
10:15-12:00	Workshop	Using Site Manager	Setting Up Site Manager on i-Pad, etc.	
12:00-1:00	Lunch			
1:00-3:00	Classroom	Managing SiteManager	Data Sources and Entry	
			Working with Contractor	
3:00-3:15	Break			
3:15-5:00	Workshop	Using Site Manager	Working with Selected Elements	

Table 6. Quality Control/Quality Assurance-Hourly Schedule

Week 1/Day 3: Quality Control/Quality Assurance				
Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Introduction to Quality Management	Quality Management Systems	
			Process Control	
			Quality Control	
			Quality Assurance	
			Independent Assurance	
			Random Samples	
			No. of Tests	
9:00-10:00	Classroom	Use of Statistics	Averages and Variability	
			Comparing Two Data Sets	
10:00-10:15	Break			
10:15-12:00	Workshop	Determine Statistics for Different Data Sets	Mean	
			Standard Deviation	
			Coef. of Variation	
			Normal Distribution	
12:00-1:00	Lunch			

Table 6. Quality Control/Quality Assurance-Hourly Schedule (Continued)

1:00-3:00	Classroom	Comparison of Data Sets	F and t tests Resolution of Differences
3:00-3:15	Break		
3:15-5:00	Workshop	Examples	Comparison of QC and QA results Resolving Disagreements

Table 7. Basic Properties of Soils/Bases-Hourly Schedule

Week 1/Day 4: Basic Properties of Soils/Bases

Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Soil Classification	Gradation Atterberg Limits Classification Systems Weight/Volume Permeability	
9:00-10:00	Classroom	Properties	Volume Change Corrosion Erosion	
10:00-10:15	Break			
10:15-12:00	Laboratory	Soil Property Tests	Gradation Shape/Surface Texture Specific Gravity Atterberg Limits Classification Weight/Volume Calculations	
12:00-1:00	Lunch			
1:00-3:00	Classroom	Dry Density/Water Content Strength	Compaction Curve Texas Triaxial Sulfates, Organics and resistivity	
3:00-3:15	Break			
3:15-5:00	Laboratory		Compaction Curve Texas Triaxial Sulfates/Organics	

Table 8. Basic Properties of Asphalt Binders/Asphalt Mixtures-Hourly Schedule

Week 1/Day 5: Basic Properties of Asphalt Binders and Asphalt Mixtures

Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Asphalt Binders	Important Properties Measurement of Properties Asphalt Cements	
9:00-10:00	Classroom	Asphalt Binders	Cutbacks Emulsion Specialty Products	
10:00-10:15	Break			
10:15-12:00	Laboratory	Asphalt Binders		
12:00-1:00	Lunch			
1:00-3:00	Classroom	Asphalt Mixtures	Important Properties Measurement of Properties	
3:00-3:15	Break			
3:15-5:00	Laboratory	Asphalt Mixtures	Compaction Weight/Volume Hamburg Overlay Tester Direct Tension	

Table 9. Basic Properties of Portland Cement/Portland Cement Concrete-Hourly Schedule

Week 2/Day 1: Basic Properties of Portland Cement/Portland Cement Concrete

Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Portland Cement	Chemical Properties Physical Properties Batching Admixtures	
9:00-10:00	Classroom	Fresh Properties	Mixing Workability Placing Finishing	
10:00-10:15	Break			
10:15-12:00	Laboratory		Chemical Properties Physical Properties Fresh Properties (slump, unit weight, molding, etc.)	
12:00-1:00	Lunch			

Table 9. Basic Properties of Portland Cement/Portland Cement Concrete-Hourly Schedule
(Continued)

Basic Properties of Portland Cement/Portland Cement Concrete-Hourly Schedule				
Time	Activity	Topic	Subtopic	Instructor(s)
1:00-3:00	Classroom	Hardened Properties	Strength Durability (F-T, ASR, etc.) Modulus Thermal Expansion Shrinkage	
3:00-3:15	Break			
3:15-5:00	Laboratory	Hardened Properties	Compressive Strength Durability Shrinkage	

Table 10. Item 200-Subgrade and Bases-Hourly Schedule

Week 2/Day 2: Item 200-Subgrade and Bases				
Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Specification Review	Construction Inspection Tests and Requirements Material Properties Compaction Curve	
9:00-10:00	Classroom	Specification Review	In-Place Density Segregation	
10:00-10:15	Break			
10:15-12:00	Laboratory	Tests and Requirements	In-Place Density Gradation Moisture Content Thickness Other Properties	
12:00-1:00	Lunch			
1:00-3:00	Classroom	Construction Inspection Items	Inspector Field Check List Proof Rolling	
3:00-3:15	Break			
3:15-5:00	Laboratory	Field Inspection	Review Videos Complete Inspection Forms	

Table 11. Item 300-Asphalt Binders/Asphalt Mixtures-Hourly Schedule

Week 2/Day 3: Item 300-Asphalt Binders/Asphalt Mixtures				
Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Specification Review	Types of Mixtures Materials Properties Asphalt Binders Aggregate Properties Mixture Properties	
9:00-10:00	Classroom	Specification Review	Weight Volume Hamburg Overlay Direct Tension	
10:00-10:15	Break			
10:15-12:00	Laboratory	Tests and Requirements	Field Mixed-Laboratory Compaction Volumetrics	
12:00-1:00	Lunch			
1:00-3:00	Classroom	Construction Inspection Items	In-Place Density Segregation Temperature Joints	
3:00-3:15	Break			
3:15-5:00	Laboratory	Field Inspection	Review Videos Complete Inspection Forms	

Table 12. Item 300-Concrete Pavements-Hourly Schedule

Week 2/Day 4: Item 300-Concrete Pavements				
Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Specification Review	Types of Mixtures Materials Properties Binder Properties Aggregate Properties Mixture Properties	
9:00-10:00	Classroom	Specification Review	Weight Volume Slump Strength	
10:00-10:15	Break			
10:15-12:00	Laboratory	Tests and Requirements	Slump Strength Segregation	
12:00-1:00	Lunch			

Table 12. Item 300-Concrete Pavements-Hourly Schedule (Continued)

Week 2/Day 4: Item 300-Concrete Pavements

Time	Activity	Topic	Subtopic	Instructor(s)
1:00-3:00	Classroom	Construction Inspection Items	Batching Mixing Transporting Placing Joints Curing Strength Gain	
3:00-3:15	Break			
3:15-5:00	Laboratory	Field Inspection	Review Videos Complete Inspection Forms	

Table 13. Item 400-Structures-Hourly Schedule

Week 2/Day 5: Item 400-Structures

Time	Activity	Topic	Subtopic	Instructor(s)
8:00-9:00	Classroom	Specification Review	Trench Excavation Shoring Driving Piles Concrete Substructure Concrete Superstructures Retaining Walls	
9:00-10:00	Classroom	Specification Review	Precast Concrete Post Tensioning Culverts	
10:00-10:15	Break			
10:15-12:00	Laboratory	Tests and Requirements	For Selected Structural Items	
12:00-1:00	Lunch			
1:00-3:00	Classroom	Construction Inspection Items	For Selected Structural Items	
3:00-3:15	Break			
3:15-5:00	Laboratory	Field Inspection	Review Videos Complete Inspection Forms	

Table 14. District Construction Training Plan

Course	Description	Who Takes	Prereq	Online or Class Room	Duration (hrs)	Revision Date	Year 1	Year 2	Year 3	Year 4	Year 5
BRG 100	Bridge Construction Inspection	G		Class	20	2007			G		
CON 105	Intro to Construction/Maintenance Inspection	G		Class	24	2010	G				
CON 116	Critical Path Scheduling - Construction	G		Class	20	2006					
CON 118	Construction Contract Administration	R, A, G		Class	24	2016	R,A				G
CON 120	Fundamentals of Concrete 201	G	CON 205	Class	4	2014		G			
CON 204	Using ACI 211 for TxDOT Projects	L		Class	4	2004		L			
CON 205	Fundamentals of Concrete 101	G		Class	8	2014	G				
CON 206	Concrete Paving	G		Class	8	2006			G		
CON 209	Dispute Resolution	M,G		Class	16	2010					
CON 303	Bridge Deck Workshop	G		Class	6	2005				G	
CON 404	Hot-Mix Asphalt Construction	G		Class	20	2013		G			
CON 406	Const of Portland Cement Concrete Paving	G		Class	20	2013					G
CON 804	Hot Mix Specialist Certification Level 1A	L	On-line video	Class	40	2004	L				
CON 806	Hot Mix Specialist Certification Level 1B	G,L		Class	24	2004	L			G	
CON 805	Hot Mix Specialist Certification Level II	L	Level 1A	Class	40	2004		L	Requires two years experience. All Area Lab Supv should have this training.		
CON 411	Inspection of Flex Base and Embankments	G		Class	16	2012	G				
CON 500	Site Manager Inspector Field Reporting	G		Class	12	2004		G			
CON 501	Site Manager Contract Administration	R,A,G		Class	12	2001	R,A		G		
CON 502	Site Manager for Area Engineers	M		Class	6	2001	M				
CON 503	Site Manager Materials Management	G,R,A,L		Class	12	2000		R,A,L			

Table 15. District Construction Training Plan (Continued)

Course	Description	Who Takes	Prereq	Online or Class Room	Duration (hrs)	Revision Date	Year 1	Year 2	Year 3	Year 4	Year 5
CON 703	Nuclear Guage Transportation Overview	G		On-Line	4	2010	G				
LGP 101	Local Government Project Procedures	R,A,G		Class	12	2015	All personnel associated with oversight of Local Let projects.				
CON 816	Construction Stage Gate Checklist	M,G		On-Line	1	2011	M,G				
CON 817	Storm Water Inspection Checklist (Form 2118)	M,G		On-Line	1	2011	M,G				
DBE 100	DBE Compliance Training Program	R,A,G		Class	4	2010	R,A				
DEV 209	On-The-Job Training	R,A,G		Class	4	2006	R,A				G
DEV 711	Basics of Business Math: Fractions	R,A,G,L		On-Line	3	2006	R,A,G,L				
DEV 712	Basics of Business Math: Decimals	R,A,G,L		On-Line	3	2006	R,A	G,L			
DEV 713	Basics of Business Math: Calculators	R,A,G,L		On-Line	3	2006	R,A	L	G		
DEV 715	Basics of Business Math: Percents	R,A,G,L		On-Line	2	2006	R,A	L		G	
ENV 103	Storm Water Pollution Prevention Plan	G		Class	8	2013	G				
ENV 300	Stormwater Erosion and Sediment - Day 1	G		Class	8	2013		G			
ENV 405	Field Environmental Emergency Compliance	M,G		On-Line	1	2013	M,G				
ENV 414	Environmental Awareness	ALL		On-Line	1	2010	Required for all involved in roadway construction.				
ENV 432	CGP Compliance and Enforcement	M,G		On-Line	1	2012	M,G				
ENV 433	Storm Water Compliance Requirements in Construction	M,G		On-Line	1	2012	M,G				
ENV 457	How to Comply Section 404 Permits	M,G		On-Line	1	2012	M,G				
GEO 203	Drilled Shaft Inspectors Workshop	G		Class	6	2013			G		
MNT 415	Re-vegetation During Construction	M,G		On-Line	1	2012	M,G				

Table 16. District Construction Training Plan (Continued)

Course	Description	Who Takes	Prereq	Online or Class Room	Duration (hrs)	Revision Date	Year 1	Year 2	Year 3	Year 4	Year 5
MNT 702	Seal Coat Inspection and Application	G		Class	8	2015	Required of all personnel who will be inspecting Sealcoats.				
MNT 706	Best Practices for Microsurface	G		Class	3	2010	Required of all personnel who will be inspecting Microsurface.				
SFH 110	Confined Space Safety	G		Class	12	2009					
SFH 430	Hazardous Materials Awareness	G		Class	4	2000					
SFH 610	Excavation and Shoring Safety	G		Class	8	2010	G				
SFH 733	Temporary Barricades	G		On-Line	1	2005		G			
SFH 770	Steel Erection Standards	G		On-Line	1	2005				G	
SFH 774	Trenching and Excavation	G		On-Line	1	2005				G	
TRF 450	TxDOT Roadway Illumination and Electrical Installation	G		Class	24	2000					
TRF 453	TxDOT Electrical Requirements for Installation Traffic	C		Class	24	2014	C				
TRF 510	Installation and Maintenance of Pavement Markings	G		Class	4	2003					
TRF 515	Installation and Maintenance of Signs	G		Class	12	2009					
TRF 521	Flaggers in Work Zone	G		Class	4	2015		G			
TRF 520	Work Zone Traffic Control	G		Class	8	2014	Mandatory for all personnel working on roadways with mandatory TRF 525 refresher every 4 years.				
SFH 401	Focus on Safety	G		Class	8	2014	Mandatory for all personnel working on roadways and then retaken once every 4 years.				

NOTE: Training listed below is specific to construction activities. Additional mandatory training is required of all TxDOT employees and is not included in this table.

(G) General Engineer Techs	# of Classes	20	7	5	7	3	42
On-Line	# of Hrs	15	4	3	4		26
Classroom	# of Hrs	103	48	46	46	48	291
(C) Const Inspectors	# of Classes	21	7	5	7	3	
On-Line Add All "G" Courses	# of Hrs	15	4	3	4		26
Classroom Add All "G" Courses	# of Hrs	127	48	46	46	48	315
(R) Const Record Keepers and (A) Auditors	# of Classes	8	1				
On-Line	# of Hrs	11					11
Classroom	# of Hrs	44	12				56
(M) Const Managers	# of Classes	9					
On-Line	# of Hrs	8					8
Classroom	# of Hrs	6					6
(L) Lab Personnel	# of Classes	3	6	1			
On-Line	# of Hrs	3	8	40			51
Classroom	# of Hrs	64	56				120

Table 17. Inspector Checklists for Various Specification Items

Item	Checklist
132	Embankment
247	Flexible Base
316	Surface Treatment
360	Concrete Pavement-Pavement Planning
416	Drilled Shaft Foundations-Concrete Drill Shaft Planning
422	Reinforced Concrete Slab-Bridge Deck Key Inspection Points
422	Reinforced Concrete Slab-Bridge Deck “Dry Run”
423	Retaining Walls-Permanent MSE Walls
3224	Dense Graded Hot-Mix Asphalt (QC/QA)
3268	Dense Graded Hot-Mix Asphalt

Table 18. NICET Inspector Training Programs-Highway Construction Inspection (Continued)

Level/General-Special	Work Elements
Level I-General	11001 Basic Sampling and Field Testing of Materials
	11002 Basic Surveying
	11003 Simple Plans and Specifications
	11004 Topographic Maps
	11005 Basic Mathematics
	11006 Basic Metric Units and Conversions
	11007 Basic Communications
	11008 Basic Physical Science
Level I-Special	12001 Base and Subbase Materials
	12002 Clearing and Grubbing
	12003 Backfilling
	12004 Fencing
	12005 Median barriers and Guardrails
	12006 Structural Painting
	12007 Protective Treatments of Concrete Structures
	12008 Protective Treatment of Concrete Pavement
	12009 Simple Drainage Structures
	12010 Aggregate Surfacing
Level II-General	13001 Standard Sampling and Field Testing of Materials
	13002 Standard Construction Surveying
	13003 Standard Plans and Specifications
	13004 Basic Individual Safety Requirements
	13005 Traffic Controls
	13006 First Aid and Procedures
	13007 Compute and Record Areas, Volumes and Cost Extensions
	13008 Intermediate Mathematics

Table 19. NICET Inspector Training Programs-Highway Construction Inspection (Continued)

Level/General-Special	Work Elements
	14001 Rigid Pavements 14002 Flexible Pavements 14003 Detours and Temporary Roads 14004 Landscaping and Slope Protection 14005 Topsoil Removal, Demolition and Clearing 14006 Final Project Cleanup 14007 Surface Tolerances 14008 Small Buildings 14009 Piles 14010 Guardrails and/or Median Barriers 14011 Structural Materials and Members 14012 Culverts 14013 Traffic Control Devices
Level II-Special	14014 Final Measurement/Rigid Pavements 14015 Final Measurement/Flexible Pavements 14016 Final Measurement/Small Buildings 14017 Final Measurement/Piles 14018 Final Measurement/Guardrails and/or Median Barriers 14019 Final Measurement/Landscaping and Slope Protection 14020 Final Measurement/Topsoil Removal, Demolition and Clearing 14021 Final Measurement/Culverts and/or Minor drainage Structures 14022 Final Measurement/Traffic Control Devices 14023 Office Checks of As-Build Plans 14024 Office Checks of Payrolls 14025 Office Checks of Materials
Level III-General	15001 Materials Testing in Field 15002 Construction Surveys 15003 Complex Plans and Specifications 15004 OSHA and Other Safety Requirements 15005 First Aid and emergency Services 15006 Traffic Controls and Detours 15007 Compliance with Governmental Programs 15008 Activity Coordination 15009 Basic Erosion Controls 15010 Quantities and Costs of Line Items 15011 Steel and Concrete Structures 15012 Business Communications 15013 Materials and Equipment Accountability

Table 20. NICET Inspector Training Programs-Highway Construction Inspection (Continued)

Level III-Special	16001 Construction of Concrete Structures
	16002 Construction of Steel Structures
	16003 Construction of Composite Structures
	16004 Major Paving Project
	16005 Major Structural Project
	16006 Rest Area with Sanitary Facilities
	16007 Major Grading and Drainage Project
	16008 Major safety Improvement Program
	16009 Basic Cost Analysis Data for Contract Changes
	16010 OJT Training Programs
Level IV-General	17001 Major Construction Project
	17002 External Working Relations
	17003 Regulatory Requirements
	17004 Equipment Reports
	17005 AC and PC Concrete Mix Design
	17006 Structural Steel Shop Inspection
	17007 Alterations to Design
	17008 Change Orders
	17009 Special Training Needs
	17010 Technical Presentations and Reports

Table 21. NICET Inspector Training Program-Highway System Maintenance and Preservation

Level/General-Special	Work Elements
Level I-General	141001 Basic Communications Skills
	141002 Basic Mathematics
	141003 First Aid Procedures
	141004 Basic Individual Safety Practices
	141005 Worksite Protection and Traffic Regulations
	141006 Public Image/Customer Service/Liability
	141007 Basic Surveying
	141008 Basic Erosion Processes and Controls
	141009 Roadway Surface Distress Inspection and Emergency Repair
	141010 Basic Recordkeeping
	141011 Drainage Pipe Characteristics
	141012 Asphalt Pavements and Surface Treatments
	141013 Guiderail and Median Barrier Installation and Repair
	141014 Maintenance Equipment
	141015 Basic Maintenance Materials
	141016 Fundamentals of Snow Plowing and Ice Control

Table 22. NICET Inspector Training Program-Highway System Maintenance and Preservation(Continued)

Level/General-Special	Work Elements
Level I-Special	142001 Inspection of Prefabricated Drainage Components 142002 Aggregate Surfacing Inspection 142003 Basic Materials Sampling 142004 Wetlands Recognition 142005 Fundamentals of Materials and Chemicals Applications 143001 Quantities Estimating, Measurement and Verification 143002 Construction/Maintenance Zone Traffic Control 143003 Basic Supervision 143004 Intermediate Communication Skills 143005 Recognize Unsafe Conditions on the Worksite 143006 Construction Erosion Control BMPs 143007 Basic Compaction Testing 143008 Structure Inspection Basics 143009 Landscaping and Clean-up 143010 Computer Uses in Highway Maintenance and Construction
Level II-General	143011 Standard Plans and Specifications 143012 Pipe Bedding and Trench Backfill Inspection 143013 Emergency Medical Preparedness and First Response 143014 Embankment Placement Preparation and Inspection 143015 Crack Sealing and Joint Repair 143016 HMA Milling, Recycling and Overlays 143017 Equipment Inspections and Acceptance 143018 On-the-Job Training and Special Training Needs 143019 Anti-Icing, Prewetting and De-Icing Procedures Using Materials and Chemicals 143020 Storm/Event Operations
Level II-Special	144001 Reference Materials 144002 Drainage Installation Layout, Line and Grade Control 144003 Line and Grade Inspections 144004 Hazardous Materials and Probable Consequences 144005 Median Barrier and Guiderail Placement Inspection 144006 Rigid Pavement Construction Inspection 144007 Flexible Pavement Construction Inspection 144008 Basic Soils and Aggregate Testing 144009 Basic Hot Mix Asphalt Materials Testing 144010 Basic PCC Materials Testing 144011 Rigid Pavement Blowups and Jacking 144012 Concrete Structure Inspection and Maintenance 144013 Steel Structure Inspection and Maintenance 144014 Timber Structure Inspection and Maintenance 144015 Chemical Spraying 144016 Vegetation Control Surveys

Table 23. NICET Inspector Training Program-Highway System Maintenance and Preservation(Continued)

Level/General-Special	Work Elements
Level II-Special	144017 Accident Prone Locations and Corrective Measures 144018 Relationship Between Weather Forecasts & Winter Maintenance Operations 145001 Computer Applications in Highway Maintenance and Construction 145002 Construction Traffic Control Plans 145003 Daily Observations, Reports and Presentations
Level III-General	145004 Maintenance Responsibilities and Liabilities 145005 Pipe Handling & Installation 145006 Major Paving Project 145007 Equipment Selection, Assignment and Maintenance 145008 Compaction Testing of HMA Mixtures 145009 Slope Erosion and Repair 145010 Seal Treatments (Chip and Fog Seals) 145011 Pavement Patching 145012 Materials and Supplies Management
Level III-General	145013 Management Techniques 145014 Work Crew Scheduling 145015 Pre-Storm/Event Preparation and Review 145016 Anti-Icing and De-Icing Materials Management 145017 Placement and Curing of Concrete 146001 Applied Mathematics 146002 Intermediate Plans, As-Build Plans and Specifications 146003 Hazardous Spills & Other Highway Incidents 146004 Concrete and Steel Structure Construction Inspection 146005 Surface Tolerances and Pavement Smoothness 146006 Stormwater Management Post-Construction BMPs 146007 Bituminous Mixing Plant Inspections
Level III-Special	146008 Surface Treatments (Slurry and Micorsurface) 146009 Structural Painting 146010 Weld Inspection 146011 Waterway Protection and Coastal Bridges 146012 Chemical Herbicides 146013 Traffic Control Devices 146014 Labor Relations and Grievance Procedures 146015 Weather Forecast-Based Winter Maintenance Operation Decisions

Table 24. NICET Inspector Training Program-Highway System Maintenance and Preservation(Continued)

Level/General-Special	Work Elements
	147001 Technical Presentations and Reports
	147002 Safety Assurance Program
	147003 National Incident Management System (NIMS)
	147004 Quality Assurance Reviews
	147005 Materials Testing in the Field
Level IV-General	147006 Pavement Maintenance and Preservation Systems
	147007 Roadway Distress and Rehabilitation Techniques
	147008 Roadside Maintenance Management
	147009 Property Management Systems
	147010 Cost and Performance Management
	147011 Risk and Asset Management Systems
	147012 Structure Maintenance and Preservation Systems

Table 25. AASHTO/Transportation Curriculum Coordination Council Training

Title	Const	Mat	Maint	Traff/Saf	Pvt	Emp
Advanced Self-Consolidating Concrete (1.5)	x	x				
Aggregate Sampling Basics (1)	x	x				
Basic Construction Surveying (3)	x					
Basic Materials for Highway and Structure Construction (3)	x	x				
Bolted Connections (4)	x					
Bridge Construction Inspection Safety (1)	x			x		
CDL Air Brakes (1.5)	x			x		
CDL General Knowledge (3)	x			x		
CDL Pre-Trip Inspection (2)	x			x		
Change Orders, Claims and Dispute Resolutions	x					
Chip Seal Best Practices (3)	x					x
Concrete Series (12)	x	x				
Concrete Series: Basics of Cement Hydration (1)	x	x				
Concrete Series: Construction of Concrete Pavements (1)	x	x				
Concrete Series: Design of Pavement (1)	x	x				
Concrete Series: Early Age Cracking (1)	x	x				
Concrete Series: Fresh Properties (1)	x	x				
Concrete Series: Fundamentals of Materials Used for Concrete Pavements (2)	x	x				
Concrete Series: Hardened Concrete Properties-Durability (1)	x	x				
Concrete Series: Incompatibility in Concrete Pavement Systems (1)	x	x				
Concrete Series: Mix Design Principles (1)	x	x				
Concrete Series: QCQA for Concrete Pavements (1)	x	x				
Concrete Series: Troubleshooting for Concrete Pavements (1)	x	x				
Construction of Mechanically Stabilized earth (MSE) Walls (5)	x					
Construction of PCC Pavements Series (6)	x					
Construction of PCC Pavements Series: Curing, Sawing and Joint Sealing (1)	x					
Construction of PCC Pavements: Paving Process	x					
Construction of PCC Pavements: Production	x					
Earthwork Series (13)	x					
Earthwork Series: Earth Materials as Engineering Materials (1.5)	x					

Table 26. AASHTO/Transportation Curriculum Coordination Council Training (Continued)

Title	Const	Mat	Maint	Traff/Saf	Pvt	Emp
Earthwork Series: Excavation (3)	X					
Earthwork Series: Fill Placement (4)	X					
Earthwork Series: Grades and Grading (3)	X					
Earthwork Series: Site Preparation (1.5)	X					
Ethics Awareness for the Transportation Industry (3.5)	X					X
Flagger Training (1)	X			X		
Full Depth Reclamation (4.5)	X		X			
GPS Technology (1)	X					
High Visibility Garments (1)	X			X		
HMA Paving Field Inspection (4.5)	X					
Hot In-Place Recycling (2.5)	X					
Improving the Daily Diary (1)						
Inspector Training for Cold In-Place Recycling (CIR) (4)	X		X			
Job Hazard Analysis (2)				X		
Maintenance of Traffic for Supervisors (5)	X			X		
Maintenance of Traffic for Technicians (5)	X			X		
Math Module (6)	X					X
PCC Pavement Preservation Series (14)	X		X			
PCC Pavement Preservation Series: Concrete Overlays (2)	X		X			
PCC Pavement Preservation Series: Concrete Pavement Evaluation (2)	X		X			
PCC Pavement Preservation Series: Diamond Grinding and Grooving (1)	X		X			
PCC Pavement Preservation Series: Full-Depth Repairs (2)	X		X			
PCC Pavement Preservation Series: Joint Resealing and Crack Sealing (1)	X		X			
PCC Pavement Preservation Series: Load Transfer Restoration (1)	X		X			
PCC Pavement Preservation Series: Partial-Depth Repairs (1)	X		X			
PCC Pavement Preservation Series: Preventative Maintenance and Pavement Preservation (1)	X		X			
PCC Pavement Preservation Series: Retrofitted Edge Drains (1)	X		X			
PCC Pavement Preservation Series: Slab Stabilization and Slab Jacking (1)	X		X			

Table 27. AASHTO/Transportation Curriculum Coordination Council Training (Continued)

Title	Const	Mat	Maint	Traff/Saf	Pvt	Emp
PCC Pavement Preservation Series: Strategy Selection (1)	x		x			
Personal Protective Equipment (PPE) (1)	x			x		
Pile Driving Inspector Tutorial (4)	x					
Pipe Installation, Inspections and Quality (7)	x					
Plan Reading Series (8)	x					
Plan Reading: Bridge Plans (1.5)	x					
Plan Reading: County Plans (1)	x					
Plan Reading: Culvert Plans (1.5)	x					
Plan Reading: Erosion and Sediment Control Plans (.5)	x					
Plan Reading: Grading Plans (1.5)	x					
Plan Reading: Highway Plan Reading Basics (1)	x					
Plan Reading: Right-of-Way Plans (1)	x					
Plan Reading: Traffic Control Plans (.5)	x					
Portland Cement Concrete Paving Inspection (5)	x					
Rockfall Stabilization (4)	x					
Roller Compacted Concrete Pavements (6)	x					
Safe Use of Basic Carpentry Tools (3)	x			x		
Safe Use of Hand and Power Operated Tools (1)	x			x		
Safety Orientation (2)	x			x		
Superpave for Construction (3.5)	x	x				
Test Self-Consolidating Concrete (1)	x	x				

Const-Construction

Traff-Traffic and Safety

(2)-indicates number of hours for course

Mat-Materials

Pvt-Pavement Preservation

Maint-Maintenance

Emp-Employee Development

Table 28. American Concrete Institute Certification Programs

Program	Sub-Program
ACI-CRSI Adhesive Anchor Installation	Adhesive Anchor Installer
Field Concrete Testing	Concrete Field Testing Technician-Grade 1
	CSA-Based Concrete Field Testing Technician-Grade 1 (Canada Only)
Concrete Flatwork Finishing	Concrete Strength Testing Technician
	Concrete Laboratory Testing Technician-Level 1
	Concrete Laboratory Testing Technician-Level 2
Aggregate Testing	Aggregate Testing Technician-Level 1
	Aggregate Testing Technician-Level 2
	Aggregate/Soils Base Testing Technician
	Concrete Construction Special Inspector
Concrete Construction Inspection	Concrete Transportation Construction Inspector
	CSA-Based Concrete Construction Special Inspector (Canada Only)
Concrete Quality Management	Concrete Quality Technical Manager
Tilt-Up Concrete Construction	Tilt-Up Supervisor and Technician
Shotcrete Construction	Shotcrete Nozzleman and Nozzleman-in-Training (Dry-Mix Process)
Masonry Testing	Masonry Field Testing Technician
	Masonry Laboratory Testing Technician
“Retired Concrete Construction Inspection	Associate Concrete Transportation Construction Inspector

Table 29. ACI Certification Publications

Publication No.	Title
CP-1(16)	Technician Workbook for ACI Certification of Concrete Field Testing Technician-Grade 1
CP-19(16)	Technician Workbook for ACI Certification of Concrete Strength Testing Technician
CP-91	Concrete Quality Technical Manager Reference Package
CP-60(15)	Craftsman Workbook for ACI Certification of Shotcrete Nozzleman
CP-70(14)	Masonry Field and Laboratory Testing Technician Certification Workbook
CP-18(14)	Technician Workbook for ACI Certification of Concrete Laboratory Testing Level 2
CP-45(14)	Aggregate Testing Tech Level 2
CP10/Pack	Craftsman Workbook for ACI Certification of Concrete Flatwork Technician/Finisher with Companion DVD
CP-44(13)	Technician Workbook for ACI Certification of Aggregate Testing Technician-Level 1
CP-18	Laboratory Technician Study Package
CP-10(10)	Craftsman Workbook for ACI Certification of Concrete Flatwork Technician/Finisher
CP-11(08)	Craftsman Workbook for ACI Certification of Specialty Commercial/Industrial Concrete Flatwork Finisher
CP-21	ACI Concrete Construction Special Inspector Reference Package
CP-31	Transportation Inspector Reference Package
CP-50(07)	Tilt-Up Supervisor and Technician Reference Guide
CP 1 Pack	Field Technician Study Package
CP-43(14)	Technician Workbook for ACI Certification of Aggregate Base Testing Technician

Table 30. Selected National Highway Institute Inspector Courses

Designation	Tech. Area	Title
130088	Structures	Bridge Construction Inspection
130105B		Construction Procedures and Specification for Bonded Repair and Retrofit of Concrete Structures
130105C		Quality Control of Repair and Retrofit of Concrete Structures Using FRP Composites
134067		Construction Inspection of Bridge Rehabilitation Projects
131110		Pavement Preservation Treatment Construction (Series of Courses)
131122		Portland Cement Concrete Paving Inspection
131126	Pavements/	Concrete Pavement Preservation Series
131129	Materials	HMA Paving Field Inspection
134001		Principles and Application of Highway Construction Specifications
134061		Construction Program Management and Inspection

Table 31. Selected National Highway Institute Inspector Courses (Continued)

Designation	Tech. Area	Title
134109		Maintenance Training Series: Shaping and Shoulders
132043		Construction of Mechanically Stabilized Earth Walls and Reinforced Soil Slopes
132069		Driven Pile Foundation Inspection
132070	Geotechnical	Drilled Shaft Foundation Inspection
132078		Micro-pile Design and Inspection
132080		Inspection of Mechanically Stabilized Earth Walls and Reinforced Soil Slopes
133114	Design/ Traffic Operations	Construction Zone Safety Inspection
134064		Transportation Construction Quality Assurance
134071		Basic Construction and Maintenance Documentation-Improving the Daily Diary
134105	Construction/	Pipe Installation, Inspection and Quality
134108	Maintenance	Plan Reading Series
134109		Maintenance Training Series
134114		Inspector Training for Cold In-Place Recycling

Table 32. Individual State Inspector Training Programs

State	Title	
Arizona	Comprehensive Web-based program for All specification Items	
	Basic Highway Math	
	Basic Construction Surveying	
	Basic Highway Plan Reading	
Colorado	Basic Materials	
	Excavation and Embankment	
	Asphalt Paving Inspection	
	Concrete Construction Inspection	
	Storm Water Management and Erosion Control	
	Asphalt Paving-Level 1	
	Asphalt Paving-Level 2	
	Augercast Pile	
	Concrete Field Inspector Specifications	
	Concrete Lab Technician Specifications	
	Drilled Shaft Inspector	
Florida	Earthwork Construction Inspection-Level 1	
	Earthwork Construction Inspection-Level 2	
	Final Estimate-Level 1	
	MSE Wall Inspector	
	Pile Driving Inspector	
	Quality Control Manager	
	Asphalt Quality Control Technician-Level 1	
	Asphalt Quality Control Technician-Level 2	
	Aggregate Technician	
	Concrete Batcher	
	Concrete Technician	
Georgia	Cutback Asphalt Technician	
	Emulsified Asphalt Technician-Level 1	
	Emulsified Asphalt Technician-Level 2	
	Field Concrete Technician	
	Field Welder	
	Precast Technician	
	Prestress Technician	
	Profilograph Operator	
	Roadway Testing Technician	
	Sand and Gravel Technician	
	Superpave Binder Technician-Level 1	
Georgia (cont'd)	Superpave Binder Technician-Level 1A	
	Superpave Binder Technician-Level 1B	
	Superpave Binder Technician-Level 2	
	Aggregate-Level I	
	Iowa	Aggregate-Level II
		Erosion Control

Table 33. Individual State Inspector Training Programs (Continued)

State	Title	
Iowa	Hot Mix Asphalt Sampler	
	Hot Mix Asphalt-Level I	
	Hot Mix Asphalt-Level II	
	Nuclear Gauge	
	Portland Cement Concrete-Level I	
	Portland Cement Concrete-Level II	
	Prestress	
	Profilograph	
	Soils	
	General Inspector	
Oregon	Asphalt Concrete Pavement	
	Bridge Inspector	
	Drilled Shaft	
	Environmental	
	Traffic Signal	
	Basic Bridge Coatings Inspection	
	Basic Civil Engineering Principles for Construction Inspectors with Minimal Experience	
	Bituminous Paving for Construction Inspectors	
	Pennsylvania	Geotechnical Aspects of Construction for Inspectors
		Inspection of Pipe Placement
Inspector Training Workshop		
Introduction to Inspection		
Roadside Safety Systems Inspection and Maintenance Training		
Senior Inspector In-Charge Training Workshop		
Inspector Training General		
Plan Reading		
Survey		
NHI Concrete Basics		
Utah	Safety	
	Work Zone Safety	
	Environmental	
	Crash Attenuator/Cushion Installation	
	Partnering Phase I	
	Partnering Phase 2	
	Partnering Phase 3	
	General Provisions	
	Materials	
	Roadway Construction	
Virginia	Bridges and Structures	
	Incidental Construction	
	Roadside Development	
	Traffic Control Devices	
	Miscellaneous	

Table 34. Individual State Inspector Training Programs (Continued)

State	Title
Washington	Aggregate Production and Testing Bituminous Surface Treatment Inspection Construction Inspection Documentation Construction Materials, Approval and Acceptance Drainage Inspection Electrical-Illumination and Signals Excavation and Embankments Inspection Guardrail Installation and Inspectors Hot Mix Asphalt Placement Hot Mix Asphalt Production and Testing Inspecting Bridge Construction Introduction to Project Inspection Nuclear Gauge Safety and Operation Nuclear Gauge, embankment/Surfacing/Pavements PCC Field Testing Procedures Sign Installation Inspection Composing an Inspector's Daily Report (e-learning) Nuclear Gauge Safety and Operations (e-learning) Guardrail Installation and Inspectors (e-learning) Force Account Documentation and Payment (e-learning) Hazmat Transportation of the Portable Nuclear Gauge (e-learning) Monitoring Environmental Commitments (e-learning) Post Tensioning Shaft Inspection Bridge Painting Bolt Installation and Welding Pile Driving Soil Nail Walls, Soldier Pile and Tieback Walls Bridge Decks and Overlays Placement

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APPENDICES

APPENDIX A

AVAILABLE TXDOT “INSTRUCTOR LEAD TRAINING”

Course Code	Name	Descr	Class Hours
BRG100	Bridge Construction Inspection	This course covers an inspector's responsibilities & the aspects of inspecting bridges upon construction. Focus on: substructure, superstructure, reinforcing steel, slab joints, concrete placement on slabs, finishing concrete, overlays & repairs, & more.	24
BRG103	Underwater BRG Repair,Rehab,Countermeasures - NHI130091B	This course is designed to enable design engineers to select, design, & specify appropriate & durable repairs to below water bridge elements. As well as to train staff in effective construction inspection of below water repairs.	16
BRG104	Design & Fabrication of Curved & Skewed Steel Bridges (NHI 130095B)	This course applies Load and Resistance Factor Design (LRFD) theory to the design of skewed and curved steel bridges. It includes design decisions, girder design verifications & design detail items, fabrication & construction.	20
BRG104	Design & Fabrication of Curved & Skewed Steel Bridges (NHI 130095B)	This course applies Load and Resistance Factor Design (LRFD) theory to the design of skewed and curved steel bridges. It includes design decisions, girder design verifications & design detail items, fabrication & construction.	20
BRG105	Bridge Workshop - TxDOT	This is an interactive workshop that covers topics on bridge planning, design, construction, inspection, and maintenance which is directed towards TxDOT staff involved in these areas. TxDOT policy regarding these topics will also be discussed along with	8
BRG106	Fundamentals of LRFR and Applications of LRFR for Bridge Superstructures - NHI 130092B	Provides bridge engineers with the fundamental knowledge necessary to apply the most recent AASHTO LRFR Specifications to bridge ratings. Provide participants with in-depth training in evaluating reinforced and pre-stressed concrete and steel bridges.	32
BRG106	Fundamentals of LRFR and Applications of LRFR for Bridge Superstructures - NHI 130092B	Provides bridge engineers with the fundamental knowledge necessary to apply the most recent AASHTO LRFR Specifications to bridge ratings. Provide participants with in-depth training in evaluating reinforced and pre-stressed concrete and steel bridges.	32

BRG200	Bridge Inspection Refresher (NHI-130053)	This course refreshes fundamental visual inspection techniques, bridge functions, issues relative to the nations' bridge infrastructures, proper condition & appraisal rating practices & professional obligations of bridge inspectors.	24
COM130	Understanding and Using Access	Explores designing a database, creating, viewing, editing, and relating tables; sorting and filtering data; creating queries based on single and multiple tables; designing and using custom data entry forms; and creating/printing reports and labels.	24
COM132	KAC Basic Administration	This hands-on course is designed to provide the trainee with the ability to install and administer scan settings for a Kofax Ascent Capture server. Students will learn how to build and customize document capture tools to provide essential functionality	32
COM133	Intro to TxDocs Online	This hands-on course is designed to provide the participant with an introduction to Altien?s ADM product (branded by TxDOT as TxDocs Online). Students will develop a greater understanding of the features, functions, and options available within the inte	16
COM201	Modeling Data at TxDOT	Modeling Data at TxDOT	8
CON105	Intro to Cst/Mnt Inspection	The course covers the duties & different facets of a construction inspector. It uses the current Standard Specifications Book, plan sheets, reviewing of testing methods of concrete, & responsibilities of an inspector for seal coating, striping, & more.	36
CON107	PMIS Concept for Administratrs	This course gives an overview of PMIS data, reports, and analyses for District Administrators, with special emphasis on what information is available and how it can be used. This course is offered by request. Please contact the Course Contact to sche	6
CON110	PMIS Visual Rater Cert Conc Pv	This course trains district and contract employees to conduct visual distress evaluations on concrete pavements for the Pavement Management Information System (PMIS).	24

CON111	PMIS Visual Rater Cert Flex Pv	This course trains district and contract employees to conduct visual distress evaluations on flexible pavements for the Pavement Management Information System (PMIS).	24
CON112	Skid Measurement Sys Op Cert	This course trains district and division employees to operate and maintain calibration of Skid Measurement Systems.	12
CON113	Auto Pave Measure Sys Op Cert	This course trains district and division employees to operate and maintain calibration of Automated Pavement Measurement System.	16
CON114	Falling Wt Deflecto Op Cert	This course trains district and division employees to operate and maintain calibration of Falling Weight Deflectometer.	24
CON116	Critical Path Scheduling-Const	This course teaches construction personnel and designers how to enter and track the progress of a project and the contract time of a construction project using the critical path method (CPM) of scheduling.	20
CON118	Construction Contract Admin	This course introduces and re-inforces the policies and guidelines used on construction projects and the recordkeeping process as outlines in the Construction Contract Administration Manual. This course replaces CON200 Construction and Maintenance Pro.	32
CON120	Fundamentals of Concrete 201	Provides further information on the material qualities of fresh and hardened concrete, ideal placement, consolidation, finishing and curing techniques, specification requirements, concrete production and delivery operations.	4
CON204	Using ACI 211 for TxDOT Proj	This course will provide instruction on concrete mix design techniques, focusing on ACI 211 Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete, as well as, site manager example entry. This course is intended to be t	4
CON205	Fundamentals of Concrete 101	Provides an introduction on the material qualities of fresh and hardened concrete, ideal placement, consolidation, finishing and curing techniques, specification requirements, and concrete production and delivery operations.	8

CON206	Concrete Paving	<p>This course will provide introductory information on how to construct and inspect concrete pavement. It will discuss material characteristics, preparation and communication, and proper construction techniques.</p> <p>The course is intended to be taken in co</p>	8
CON207	HUB Purchasing Requirements	<p>This training is an instructor led course required for all TxDOT purchasers to review and discuss state HUB rule changes. The training will ensure that districts follow standard procedures regarding the TxDOT HUB Program.</p> <p>NOTE: This course is sponsor</p>	3
CON209	Dispute Resolution	<p>This course is being offered by the Construction Division and introduces fundamental techniques in resolving disputes. The problem solving concepts presented are guidelines intended to facilitate the successful resolution of project issues encountered d</p>	16
CON303	Bridge Deck Workshop	<p>This workshop discusses issues relevant to bridge deck construction: grading of PCP deck panels, types and usage of bridge screeds, control of concrete placement operations, inspection tips, troubleshooting tips, review of previous problems on deck place</p>	6
CON409	5 Wk Hwy Mat Engineering I	<p>This course is the first part of two courses that provides applied knowledge in highway engineering materials and quality control. There are 5-modules which will be taught over a 5-week period with the first 3-week portion with a 1-week break between th</p>	3
CON410	5 Wk Hwy Mat Engineering II	<p>This course is the second part of two courses that provides applied knowledge in highway engineering materials and quality control. This course will provide instruction for the modules not covered during the first 3-week course. These modules include:</p>	2
CON411	Inspect of Flexi Base & Embank	<p>This course will introduce proper techniques for construction and inspection of embankments, flexible base and stabilized layers. Participants are required to successfully complete prerequisite CON814 Spec- Book</p>	24

CON500	Site Mgr Inspector Field Rptg	The course provides an overview of the following areas: Contract Administration, Field Data Collection, Pipeline & Zip Contract and Materials Inquiry.	16
CON501	Site Mgr Contract Admin	This course provides a comprehensive hands-on computer-based training in the use of SiteManager contract administration functionality involving recording and documenting installed work items, DWRs, Diaries, contractor payments and testing of materials us	28
CON502	SiteManager for Area Engineers	This course provides a comprehensive hands-on computer-based training in the use of SiteManager construction management functionality as it relates to TxDOT Area Engineers involving the recording and documenting of construction activities, payments, and	16
CON503	SiteManager Materials Mgmt	This course provides comprehensive hands-on training in the use of SiteManager involving the recording and documenting of materials used and tests performed on materials used for a project.	24
CON806	Hot Mix Level 1B Re-Certification	This course will provide instruction on the proper construction, quality control, and inspection methods for thin, hot mix asphalt overlays.	0
CON818	Contract Administration Core Curriculum - NHI - 134077	Covers basic Federal-aid requirements & FHWA policy in the October 2014 CACC manual. Participants should complete one of NHI's intro courses to FA Highway Program & MUST watch FA Essentials video before enrolling: www.fhwa.dot.gov/federal-aidessentials/ .	0
CON818	Contract Administration Core Curriculum - NHI - 134077	Covers basic Federal-aid requirements & FHWA policy in the October 2014 CACC manual. Participants should complete one of NHI's intro courses to FA Highway Program & MUST watch FA Essentials video before enrolling: www.fhwa.dot.gov/federal-aidessentials/ .	16
CTR104	Best Value Contract at TxDOT	This course provides intensive training in all aspects of contracting with a best value procurement standards, including contracts for scientific, right of way acquisition, landscape architect, accounting, medical, private consulting, outside counsel, an	32

CTR105	TX Transportation Contracting	This class provides a general overview of contracting at TxDOT. It surveys the wide range of contracting types in common use at TxDOT and addresses the inherent risks with each type of contract. It also addresses contract planning, procurement, scopes	8
CTR106	Negotiating TxDOT Contracts	How to prepare for contract negotiations, negotiating techniques to use during contract negotiations, and ways to approach negotiation of particular contracting issues, including scopes of work, fee schedules, work schedules, competitive negotiations, di	8
CTR107	Intro to Intergovern Contracts	This course will guide TxDOT personnel through the intergovernmental contracting process and provide skills in the fundamentals of processing interagency contracts, advance funding agreements, agreements with other state and federal entities, and interlo	8
CTR108	Intro to Contr w/Priv Entities	This course will guide TxDOT personnel through the negotiated contract process and provide skills in the fundamentals of procesing contracts with private entities. This is the same course as the former DEV407, Private Sector Contracts, renumbered and r	8
CTR109	Interagency Contracts	This course will teach TxDOT personel how to analyze, prepare, and administer interagency contracts. This is the same course as the former DEV409, Advanced Interagency Contracts, renumbered and renamed to clarify its nature and relationship to other c	8
CTR110	Advance Funding Agreements	This course will teach TxDOT personnel how to analyze and prepare advanced funding agreements. This is the same course as the former DEV410, Advanced Funding Agreements, renumbered and renamed to clarifyits nature and relationship to other contracting	8

CTR615	Consultant Management/Administ	Presentation of Project Management and Contract Administration roles and responsibilities from the selection and award process through contract close-out for engineering, surveying, and architectural contracts. The material would be developed in a modul	32
CTR616	Consultant Error & Omission	Presentation of the Consultant Errors & Omission Correction and Collection Procedures with an emphasis on the steps involved to identify the error or omission, who is responsible for the additional costs to TxDOT, how to process change orders correctly,	16
DES102	Design Concepts from AASHTO	Describes key concepts and content contained in the American Association of State Highway & Transportation Officials' (AASHTO's) Policy on Geometric Design of Highways and Streets (the "Green Book"). Participants will complete an end-of-course exam.	32
DES106	Freeway Design and Operations	Addresses various aspects of freeway design and operations. Introduces changes to existing freeway systems which may be necessary to accommodate future traffic demands.	24
DES107	Interstate Access Course	This two day course provides practical information for applying the FHWA policy on requests for new or revised access to the Interstate system. Related topics include geometric design, traffic analysis, and the safety analysis.	16
DES108	Urban Street Design	Focuses on the design of major urban streets. Urban collector and residential streets is included; however, the focus is the appropriate range in standards based on functional design criteria.	24
DES109	Plans, Specifications and Estimates Package	Describes processes used to assemble and review project plans, specifications and estimates. Participants should be familiar with the basic operations of TxDOT's Design Construction Information System (DCIS).	28
DES110	Right-of-Way Considerations	Provides the steps involved in ROW acquisition and the impact of project design. Encourages increased coordination between designers and ROW personnel to identify potential project restraints.	24
DES111	Introduction to Roadway Design	Introduces roadway design engineers to the design concepts and principles necessary to develop roadway construction plans. Participants must bring a scientific calculator and straight edge.	32

DES114	TxDOT Highway Materials Engrng	This course is designed for experienced engineering personnel who require knowledge in a broad spectrum of highway materials. The course includes demonstrations of key test procedures at the Materials and Tests section laboratory of the Construction Divi	80
DES116	Introduction to Highway Project Development	Focuses on major activities listed in the "TxDOT Project Development Process Manual". Participants must bring current "TX Standard Specifications for Construction & Maintenance of Highways, Streets & Bridges" book, scientific calculator & straight edge.	28
DES119	Preliminary Design Process	Outlines the preliminary design process of a transportation improvement project. Includes the various tasks and sequences required to obtain schematic approval.	16
DES121	Building Roads the TxDOT Way	Provides a non-technical overview of building major highways in metropolitan areas. Introduces terminology and aspects of what designers, planners, environmental specialists, right-of-way agents, etc. consider when building roads the TxDOT way in Texas.	8
DES122	Design & Const. for Ped Acces	This course provides an update on accessible pedestrian facility design with a focus on compliance with the Americans With Disabilities Act (ADA) and the Texas Accessibility Standards (TAS). Previously known as "Designing for Pedestrian Access"	4
DES300	Primavera 6.2 for Project Mgrs	This course will is an introduction to P6 operation for Project Managers. Attendees are encouraged to view the training videos on the P6 Website (http://crossroads.org/pmo/introvideos.asp/) and are strongly encouraged to complete the following course	24
DES302	Primavera 6.2 Resource Mgrs	This course will instruct resource managers (defined as Supervisors or Lead Workers responsible for assigning resources to design project activities) on how to balance the workload across resources using Primavera P6.2 Attendees are strongly encouraged	8

DES501	Design Build Risk Transf & Mgt	Design build (DB) has a very different Risk Management and Risk Mitigation strategy than Design Build (DBB). Hence, a "paradigm shift" on the procurement contracts, contract management, and implementation of these projects is very different. To impleme	16
DES601	Basic Hydrology & Hydraulics	Provides an introduction to basic hydraulic principles and techniques. Content adapted from the TxDOT Hydraulic Design Manual, FHWA HDS-02-00X and other sources. Participants must bring a scientific calculator and Engineering Scale (English units).	24
DES601	Basic Hydrology & Hydraulics	Provides an introduction to basic hydraulic principles and techniques. Content adapted from the TxDOT Hydraulic Design Manual, FHWA HDS-02-00X and other sources. Participants must bring a scientific calculator and Engineering Scale (English units).	32
DES602	Urban Storm Drain Design	Provides concepts and procedures of hydraulics and hydrology pertinent to the design of urban storm drains. Participants must bring a scientific calculator and engineering scale (English units). Participants will complete an end-of-course exam.	20
DES604	Culvert Analysis and Design	Concentrates on rural & urban economic, operational & technical considerations necessary to develop proper culvert designs for roadway projects that conform with TxDOT design practices. Participants must bring a scientific calculator & engineering scale.	24
DES606	Watershed Modeling Using HEC-HMS	Provides training on the Hydrologic Engineering Center (HEC) Hydrologic Modeling System (HMS) software for watershed modeling. NOTE: This course can be waived upon receipt of required documentation.	24
DES607	Urban Drainage Design (NHI-135027)	Provides a detailed introduction to urban roadway drainage design. Design guidance for solving basic problems encountered in urban roadway drainage design is provided.	24
DES608	Culvert Design - NHI 135056	How to hydraulically size & design a highway culvert; topics include allowable headwater at the inlet, permissible outlet velocity, energy dissipation measures, aquatic organism passage, mechanisms of culvert failures, repair & rehabilitation options.	24

DES608	Culvert Design - NHI 135056	How to hydraulically size & design a highway culvert; topics include allowable headwater at the inlet, permissible outlet velocity, energy dissipation measures, aquatic organism passage, mechanisms of culvert failures, repair & rehabilitation options.	24
DES610	Roadside Safety Systems - Roadway Designer Training	This training addresses the need for guard fence systems, terminals, and crash cushions, performance capabilities, and the selection, design, and layout parameters.	1
DES702	MicroStation SS3 Upgrade (GEOPAK Users)	Users will learn about geographic coordinate systems, stencil pavement markings, traffic simulations, and point clouds. Topics covered include how to: create simple sheets, assign coordinate systems to the dgn, and import/export the dgn to Google Earth	4
DES703	GEOPAK Upgrade to SS3	Users will learn how to: import terrain models, use new civil tools to draft Vertical and Horizontal Alignments along with the Edge of Pavement, create and apply cross sections and superelevations, annotate cross sections and calculate simple earthwork	17
DES704	GEOPAK Advanced	Users will learn how to create: templates for complex projects, pavement slabs, stripes, curbs, and end conditions for templates. Also, users will learn how to work with templates while working in a 3D model and using civil cells	11
DES705	GEOPAK Survey	Users will learn how to work with Open Roads survey data. Topics include: general settings, data file parsing, importing and editing ASCII and RAW survey data, creating terrain models from field books, editing linear features, and adjusting survey data	8
DES706	Bentley Descartes	Users will learn about different types of Point Clouds, how to attach and classify Point Clouds, how to control a Point Cloud by manipulating it with clips and sections, and how to extract features from Point Clouds by following 3D clusters of points	3
DES707	Civil Rendering	Users will learn how to: visualize civil projects, set up views and environments, integrate realistic 3D content, stamp pavement markings into drawings, visualize designs, and more.	4

DES708	ProjectWise for Power Users	The user will learn about the ProjectWise platform and how it is implemented at TxDOT. The end user will learn about the ProjectWise explorer client and how it can be used to access the different ProjectWise Data Sources at TxDOT.	8
DES709	ProjectWise for End Users	The user will learn about the ProjectWise platform and how it is implemented at TxDOT. The end user will learn about the ProjectWise explorer client and how it can be used to access the different ProjectWise Data Sources at TxDOT.	8
DES720	GPS Basic Data Collect-GIS Map	Provides instruction in basic GPS concepts, field data collection (1-5 m& eter accuracy), post-processing techniques & exporting collected data to a GIS. The curriculum in this course is aimed specifically at GIS applications & covers PFO v. 5.4.	20
DES728	GEOPAK Corridor Modeling - 3D	Covers 3D design tools within the department's engineering applications, GEOPAK Corridor Modeling roadway design software & Microstation v. V8i/SS2. Design process supersedes the Proposed Cross Sections with Criteria portion in GEOPAK II training.	32
DES729	GEOPAK Survey	GEOPAK ensures consistency & accuracy of survey data from initial field collection to construction staking. Course reviews data collected in the field, edits survey data & creates design files in MicroStation v. V8i/SS2.	24
DES730	GEOPAK I	This course provides instruction in utilizing GEOPAK for roadway design and construction plan set creation. Course covers Microstation v. V8i/SS2 (Current training materials introduced May 2013).	32
DES731	GEOPAK II	Advanced instruction in utilizing GEOPAK roadway design software. Participants must bring GEOPAK I manual to class & be able to perform all aspects of GEOPAK covered in GEOPAK I training. Course covers Microstation v. V8i/SS2.	32
DES733	Survey Data Management Sys	This is a hands-on course designed to instruct students on collecting, editing and processing survey data collected in the field using a total station, digital level or automatic level with AASHTO SDMS and create a file for exporting to a CAD software.	36

DES734	AASHTO SDMS Training	This course features Dr. Ray Hintz, who will provide information on survey data collection and processing which TxDOT has adopted.	12
DES738	GEOPAK Drainage	This course will teach TxDOT designers how to design and analyze drainage systems using GEOPAK Drainage. Course covers Microstation v. V8i/SS2 (Current training materials introduced May 2013).	24
DES739	ArcGIS - Arcinfo	Intro to geographic information systems (GIS) technology & the use of ArcGIS Desktop v. 10 software for mapping & analyzing spatial data. Covers principles & techniques of general GIS technology & spatial data using the ArcView module of ArcGIS.	24
DES740	GPS/RTK Survey	Global Positioning System (GPS) surveying procedures for Real Time Kinematic surveys. Covers basic theory, prep of files, parameters for data collection, equipment setup, data analysis & exporting a final product. Uses Trimble Access v. 2013.42	20
DES802	HEC-RAS River Analysis System (NHI-135041A)	HEC-RAS is the successor to the USACE Hydraulic Engineering Circular HEC-2, Water Surface Profiles program (WSPRO). Participants are encouraged to enroll in the Web-based training, Basic Hydraulic Principles Review (NHI 135091) prior to this course.	32
DES803	Fracture Critical Inspect -NHI 130078	Course uses current practices, while addressing new technologies available to bridge inspectors. Features hands-on workshops for popular types of nondestructive evaluation (NDE) equipment & an inspection plan case study for a fracture critical bridge.	28
DES803	Fracture Critical Inspect -NHI 130078	Course uses current practices, while addressing new technologies available to bridge inspectors. Features hands-on workshops for popular types of nondestructive evaluation (NDE) equipment & an inspection plan case study for a fracture critical bridge.	28
DES804	Safety Inspection of In-Service Bridges (NHI-130055)	Based on FHWA 2012 BIRM. Must complete 1 of these before enrollment: Engr Concepts for Bridge Inspectors (NHI 130054), Intro to Safety Inspec of In-Service Bridges (NHI 130101); or Prereq Assessment for Safety Inspec of In-Service Bridges (NHI 130101A)	80

DES805	Stream Stab/Scour Hwy Brg-NHI 135046	This comprehensive training provides preventive techniques for identifying, analyzing, and calculating various hydraulic factors that impact bridge stability.	24
DES807	Strm/Scr Instability-Ctrmeasur (NHI135048)	Overview of countermeasures to highway related failures from effects of stream instability, scour, erosion & stream aggradation & degradation problems. Includes an intro to instrumentation for scour monitoring. Prereqs include NHI 135046, 135086 & 135087	20
DES808	Practical Highway Hydrology (NHI-135067)	Based on HDS #2 Highway Hydrology manual, participants learn to select & implement techniques for estimating peak flows & flood hydrographs in gaged & ungaged streams for watersheds of the size typically encountered in highway drainage design.	24
DES816	Des of Mhicly Stbliz Walls-NHI 132042	This Design of Mechanically Stabilized Earth Walls & Reinforced Soil Slope course covers tools & cost effective practices in the design of MSEWs using load resistance factor design (LRFD) & construction of earth retention structures.	24
DES819	Advanced Concepts in ArcGIS De	Advanced techniques in geographic information systems (GIS) utilizing ArcGIS Desktop software for mapping and analyzing spatial data. Instruction expands on the principles and techniques covered in the Introduction to GIS - ArcView class.	24
DES820	Hydro Analysis/Model w/WMS (NHI135080)	Uses data derived from geographical info systems (GIS) to develop hydrologic estimates & model runoff from watersheds. Also uses digital terrain data for development of watershed parameters required by most commonly used hydrologic analysis programs.	24
DEV010	Healthy Eating Every Day	An 8-week course focusing on improved health and quality of life through balanced eating. Participants will be shown how to develop skills for improved eating habits, overcoming obstacles, and setting goals. This course will be delivered by WebEx.	8
DEV098	ESS Instructor-Led Training	Employee self-service instructor-led training will provide employees with a step-by-step guide for processes that employees will be able to conduct in the new PeopleSoft 9.2 system.	1

DEV100	TxDOT Telework Guidelines for Employee & Supervisors	Overview of information & guidelines for teleworking at TxDOT. Provides teleworkers & supervisors with guidelines & tools needed to successfully implement & sustain a telework program in their workplace. Note: Open to identified PILOT participants only.	0
DEV103	Success at Work	This day and a half course provides employees with the techniques and tools to be successful in effective communication, customer service, and problem solving. Participants should be ready to learn and have fun at the same time!	13
DEV104	ePerformance for Managers	Mandatory training for new supervisors and those helping with performance documentation. Covers knowledge and skills to complete employee performance evaluations within ERP.	4
DEV108	Job Posting through PeopleSoft	Provides hiring mgrs & designees with procedures & best practices for creating & posting a Job Opening in PeopleSoft. Includes entering job details, job postings, entering hiring team members and/or persons of interest & performing applicant screening.	4
DEV113	Myers-Briggs Type Indicator (MBTI)	This course will introduce the 16 personality types based on the work of Carl Jung, Katherine Cook Briggs, and Isabel Briggs Myers. The course will help you understand how people perceive the world and make decisions.	4
DEV115	Practical Supervision	Provides practical tools & techniques for supervising employees. Topics include multi-generational workforce, team building, Situational Supervisor Model, GROW coaching, Performance Management Rated Factors, leadership & motivation.	32
DEV116	7 Habits of Highly Eff People®	The 7 Habits of Highly Effective People® is a three day instructor-led course that helps employees improve interpersonal communication, take initiative, establish greater trust, strengthen relationships, increase influence, and balance key priorities.	24
DEV119	Training Basics for Trainers	This course explores the fundamental skills of a trainer. Participants will learn elements of class preparation, adult learning principles, learning styles, classroom management techniques, working with group activities, and training evaluation.	24

DEV120	Training Curriculum Design	This hands-on, activity-based Training Curriculum Design course includes the design of instructional materials. As a requirement for completion, participants will design a Participant Guide through the storyboard stage of curriculum development.	40
DEV121	Training Curriculum Development	Designed as an individual project-based course for curriculum developers who have completed DEV120, Training Curriculum Design, and want to improve their development skills.	12
DEV125	Five Choices to Extraordinary Productivity	This course measurably increases productivity of individuals, teams, and organizations. Participants make more selective, high-impact choices about where to invest their valuable time, attention, and energy.	8
DEV127	TxDOT-AASHTO Leadership Training	This course was designed to provide grounding in fundamentals as well as more sophisticated concepts and practices in the management of transportation department operations. This course emphasizes the challenges of administering complex organizations.	64
DEV128	Feedback Workshop	Providing effective feedback is a critical communications task in all interpersonal relationships. This workshop defines a model of "holistic feedback" and practices two simple formats for communicating feedback.	3
DEV201	NEO Cultural Diversity - TxDOT	Cultural Diversity is designed to inform new employees how to recognize and address diversity issues and familiarize new employees with TxDOT policies dealing with diversity situations.	5
DEV202	NEO Sexual Harassment & Griev	Sexual Harassment is designed to inform new employees of EEO laws, directives, regulations and Affirmative Action Program incentives.	5
DEV204	NEO ADA - Non-Supervisors	ADA is designed to cover the Americans with Disabilities Act and TxDOT's reasonable accommodation policy and procedures.	6
DEV215	Recruiting and Hiring- Executive	Provides hiring mgrs with procedures & best practices for screening, interviewing & hiring the best candidate. Should complete DEV044 ERP Managing Recruitment and Hiring prior to class.	0
DEV216	Leadership One	A 5 month course for a participant to determine their leadership strengths, apply these strengths in leading & implementation & strategies for building professional relationships. Course includes team building, project based learning & self-reflection.	96

DEV220	Progressive Discipline	This course provides supervisors with the knowledge and skills to effectively handle poor employee performance. Course includes: a technique for counseling employees, proper documentation strategies, and how to initiate a disciplinary action in ERP.	8
DEV220	Progressive Discipline	This course provides supervisors with the knowledge and skills to effectively handle poor employee performance. Course includes: a technique for counseling employees, proper documentation strategies, and how to initiate a disciplinary action in ERP.	8
DEV222	Commission/Admin Ethic/Compl	Commission and Administration Ethics and Compliance Training The commission has ordered an ethics and compliance training program to include, but not be limited to, ethics law, policies, and the department internal compliance program. It is customized	1
DEV225	New Employee Orientation	This instructor-led course provides new employees with the opportunity to explore TxDOT's basic organizational structure and culture, employee-centered programs and services, community connections, and other considerations for new employment.	8
DEV226	Championing Diversity	The Franklin Covey Championing Diversity© class helps participants learn how to increase understanding, deepen trust, communicate more productively, achieve higher levels of collaboration, and boost creativity and innovation together.	8
DEV228	Managing Millennials	Discover a framework that enables managers to diagnose individual millennial challenges and apply skills proven to make a difference with millennial employees.	4
DEV232	EEO and EEO Inquiry Training	Provides individuals with an explanation of the EEO process, including EEO definition, different types of EEO complaints, the formal EEO employee reporting structure by inquiry type, and reporting responsibility along with contact information.	1
DEV240	Recruiting and Hiring	Course provides hiring managers and designees with the policies, procedures and best practices associated with screening, interviewing and hiring the best candidate.	8

DEV240	Recruiting and Hiring	Course provides hiring managers and designees with the policies, procedures and best practices associated with screening, interviewing and hiring the best candidate.	12
DEV241	Lead Self	Develops a broad base of personal leadership skills self-analysis, problem solving, etc.).	12
DEV242	Lead Others	Builds team leadership skills for employees with either direct and indirect supervisory responsibilities.	12
DEV243	Lead Self-Coaching	Develops coaching skills to support assigned Lead Self participant. Includes a coaches role, coaches checklist and planning for coaches sessions. Provides guidance on setting expectations by both participant and coach.	20
DEV244	Lead Others-Coaching	Develops coaching skills to support assigned Lead Self participant. Includes a coaches role, coaches checklist and planning for coaches sessions. Provides guidance on setting expectations by both participant and coach.	20
DEV247	Extraordinary Leader Workshop	The Extraordinary Leader Workshop takes a strength based approach to leadership development, helping organizations develop leaders who produce and accelerate positive business outcomes.	8
DEV248	Situational Leadership	A one day course designed to provide attendees with practical techniques for successfully leading a group of employees. Incorporating Proactive Leadership, Situational Supervision, Types and Styles of Communication, Planning and Scheduling, and Ethics.	7
DEV260	NEO - Substance Abuse	Substance Abuse is designed to provide new employees with information regarding substance abuse in general, as well as the department's substance abuse policy and program.	0
DEV260	NEO - Substance Abuse	Substance Abuse is designed to provide new employees with information regarding substance abuse in general, as well as the department's substance abuse policy and program.	13
DEV261	Sub Abuse - Commercial Drivers	This course provides commercial drivers with essential information regarding the unique requirements for commercial drivers under the department's substance abuse policy.	1

DEV262	Sub Abuse - Safety Sensitive	This course provides employees in safety sensitive positions with essential information regarding the unique requirements for safety sensitive employees under the department's substance abuse policy.	1
DEV263	Sub Abuse - Crew Members	This course provides ferry vessel crewmembers with essential information regarding the unique requirements for crewmembers under the department's substance abuse policy.	1
DEV265	Leadership to the Third Power (L3) - Rootin' Tootin' Boot Camp	A 3 day course modeled after the principles of the One Minute Manager by Ken Blanchard and Spencer Johnson concentrates on 3 major areas of supervision and management:	0
DEV266	Substance Abuse - SCOs	This course provides Substance Control Officers (SCOs) with an overview of the department's substance abuse program, and important information regarding recent changes to the department's substance abuse program, policy and procedures, with particular em	12
DEV267	Substance Abuse - Supervisors	Provides supervisors with an overview of the dept substance abuse program, information regarding recent changes to the dept substance abuse policy/procedures, with emphasis on reasonable cause testing requirements.	8
DEV280	Workplace Violence - VPMs	This course provides Violence Program Managers (VPMs) with important information about the department's program and policy on violence in the workplace and educates participants on their roles and responsibilities as VPMs.	8
DEV281	Workplace Violence- Supervisors	This course provides supervisors with important information about the department's violence in the workplace policy and educates participants on their roles and responsibilities in relation to this program.	8
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	0
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	13

DEV283	Violence Prevention- Employees	This course is for current employees who have been directly or indirectly involved in a violent situation. Employees need to recognize and report any sign of violence. This course will help the employee identify the signs of workplace violence and take t	1
DEV284	Violence Prevention-HRD Employees	This course covers current HR employees that have been involved or indirectly involved in a violent incident. Employees need to understand and report any signs of violence.	1
DEV300	Enhancing Your Presentation Sk	This course provides many opportunities for participants to present a specified topic in a safe, fun, and interactive learning environment.	16
DEV415	Introduction to Project Management	Serves as an introduction and overview of project management. Based on the Project Management Institute (PMI) and the book, The Fast Forward MBA in Project Management.	16
DEV417	Project Management - Risk Assessment	Presents the processes, tools and techniques needed to effectively manage risks on TxDOT projects. Based on the Project Management Institute (PMI) standards, as defined by the Guide to the Project Management Book of Knowledge (PMBOK).	32
DEV418	Project Management - Resource Management	Provides project management concepts related to the management of project resources. Based on the Project Management Institute (PMI) standard, as presented in the Guide to the Project Management Body of Knowledge (PMBOK) and TxDOT-specific applications.	32
DEV419	Project Management - Scheduling	Presents processes required to create and manage a project schedule. Based on the Project Management Institute (PMI) standards, as presented in the Guide to the Project Management Body of Knowledge (PMBOK) and TxDOT-specific information.	24
DEV425	Instructor Development Course	This course prepares instructors to teach from a set of training materials, create training materials or modify existing courses with learning outcomes, instructor manuals, visual aids, exercises, workshops, and assessments.	8
DEV425	Instructor Development Course	This course prepares instructors to teach from a set of training materials, create training materials or modify existing courses with learning outcomes, instructor manuals, visual aids, exercises, workshops, and assessments.	36
DEV430	Spreadsheet Engineering	Introduction to best practice in analytical model building using Excel.	6

DEV507	HR Online Disciplinary Action	This course will enable HR staff and managers to process a disciplinary action using HR Online.	3
DEV801	EEO Compliance Training	This course fulfills a training requirement pursuant to Texas labor Code, Section 21.556. The following topics are covered during the course: Major Laws Prohibiting Employment Discrimination; Legal Relationship Between Texas Commission on Human Right	8
DEV975	Exceptional Customer Service	Exceptional Customer Service	4
ELM100	ELM Test Course	test course for division training coordinators	0
ENV102	Maintaining Project Consistency	Project consistency refers to the Federal and state requirement that transportation projects must be described consistently in all applicable plans, programs, project cost, and estimated letting date.	6
ENV103	Storm Water Pollu Prevent Plan	This course consists of on-site inspection of field installed storm water erosion and sediment control best management practices (BMPs)The course includes training on how to complete the associated documentation (TxDOT inspection form) to comply with th	8
ENV104	Legal Sufficiency	This workshop will focus on the process and legal standards required to provide legal sufficiency for environmental documents. These standards will be part of the review of Environmental Assessments and Environmental Impact Statements.	8
ENV106	TPWD and TCEQ MOUs Compliance	This course is designed to provide a basic overview of the MOUs that TxDOT has with TPWD and the TCEQ. This course will also provide guidance on the project file documentation standards required for compliance with these MOUs.	5
ENV107	Indirect/Cumulative Impacts	This interactive workshop will provide Texas participants with an overview of the requirements for Indirect Effects and Cumulative Impact Analysis (ICI) and how these requirements can be efficiently addressed in the NEPA process.	16
ENV108	AQ101 for Roadways - Light	This training provides air quality compliance requirements for highway transportation projects. It includes identifying where to locate and how to use appropriate air quality toolkit guidance. Training is specific to low traffic volume districts.	2

ENV109	AQ101 for Roadways - Medium	AQ compliance requirements for highway transportation projects. Includes process for CO, TAQA, and MSAT analysis. Also learn about AQ toolkit. Specific to attainment Districts with relatively high traffic volumes (>140,000 vehicles per day).	4
ENV110	Section 7 - ESA and Interagency Cooperation	The workshop will provide an in-depth overview of the Endangered Species Act Section 7 consultation requirements for highway projects with emphasis on lead agency role and legal responsibilities. Compliance issues will be reviewed through case studies.	16
ENV111	AQ101 for Roadways - Heavy	AQ compliance requirements for highway transportation projects. Includes process for project level conformity determinations, hot-spots, CO TAQA, MSAT analyses, and CMP. Learn to use AQ toolkit. Specific to non-attainment and maintenance Districts.	8
ENV112	EPD-Public Involvement	The class will prepare staff to develop an effective public involvement program and how to better conduct public involvement efforts for transportation projects.	16
ENV113	NEPA/Transportation Decision Making	Participants will get a better perspective of the vital role NEPA plays in the FHWA Project Development process. It has a brief legislative and regulatory history of NEPA and an overview of related laws that fall under NEPA.	16
ENV114	EPD-Hazardous Materials Mgmt	The course will prepare staff to conduct more effective initial site assessments for hazardous materials issues relating to transportation projects and to prepare the appropriate documentation of the findings.	16
ENV115	EPD-Hwy Traffic Noise Analysis	The course will prepare staff to accomplish and document highway traffic noise analyses for transportation improvement projects. Students should review TxDOT's Noise Guidelines before attending the course, and bring a personal copy of the guidelines t	24
ENV116	EPD-Air Quality Training	This course will prepare staff to gain knowledge of air quality issues and be able to run air quality models. With the knowledge they gain, students will learn air quality details to sufficiently address air quality issues in environmental documents and	16

ENV117	NHPA Section 4(f) Section 106	The workshop will provide participants with a comprehensive overview of Section 4(f) of the Department of Transportation Act of 1966 tailored to the needs of TxDOT in preparing to assume FHWA's environmental review responsibilities.	24
ENV120	Intermediate to ArcGIS for NDD	This is a two day course covering Geographic Information Systems (GIS). Two days will include an introduction to geographic information systems technology and the use of ArcGIS software for mapping and analyzing spatial data.	16
ENV121	USACE Section 404/10	Introduction to identifying wetlands and assessing their function/values, types of authorization (nationwide/regional/individual permits), the permitting process, and requirements the Clean Water Act Section 404 and Rivers and Harbors Act Section 10.	12
ENV122	Managing Rd Impact on Streams - NHI	Managing Road Impacts on Stream Ecosystems: introduction to the basic concepts related to the impacts that roadways have on streams and stream ecosystems. Includes how to identify, monitor, avoid & mitigate the effects of these impacts.	24
ENV200	Negotiation Skills for Project Delivery	This workshop is designed to support TxDOT employees' successful delivery by strengthening their interpersonal communications skills, introducing the application of effective negotiation principles, practices, and managing interpersonal conflict.	12
ENV201	Wetland Plant - ID	This course provides participants with in-depth information about hydrophytic plants present in wetlands. With this information, students are better prepared to correctly identify and further delineate wetlands, resulting in avoiding or minimizing impact	32
ENV202	404 Permit Application & Compl	This course educates staff regarding water quality issues and trains staff to submit a U.S. Army Corps of Engineers (USACE) 404 permit application package complete with wetland delineation data forms.	12
ENV203	Wetland Delineation	This course provides participants with in-depth information about hydrology, hydrophytic vegetation, and hydric soils present in wetlands, the physical delineation of wetlands, and jurisdictional determinations. With this information students will be pre	36

ENV205	Stream Assessmnt & Restoration	Discussions including Stream mechanics, geomorphology, stream and riparian ecology, site assessment and data collection, hydrologic, hydraulic, and stability analysis, channel design, issues including erosion and deposition, and construction consideratio	27
ENV207	Environmental Basics	The workshop will provide participants with a comprehensive overview of the general NEPA process for newly hired District environmental staff. This overview includes a hands-on demonstration of how tasks need to be performed in ECOS.	12
ENV208	NEPA Air Quality Analysis for Highway Projects	Participants will get: up-to-date information on air quality analysis requirements and documentation for highway projects at both the federal and state level. FHWA will provide options to address issues raised such as GHG analysis and health.	16
ENV209	Advanced CRM Seminar	This class prepares the participant for requirements of the NEPA Assignment MOU with FHWA regarding Section 1 06/4(f) regulations. It specifically addresses strategies to integrate CRM issues into standard NEPA consultation and planning efforts.	12
ENV210	Intermediate CRM Seminar	This class prepares the participant for requirements of the NEPA Assignment MOU with FHWA regarding Section 1 06/4(f) regulations. It specifically addresses strategies to integrate CRM issues into standard NEPA consultation and planning efforts.	16
ENV211	ECOS Training	This class prepares users for new functions/features to the TX Environmental Compliance Oversight System (ECOS) application. It specifically trains the user how to utilize the system in efforts to capture required information for environmental projects.	0
ENV300	Stormwater Eros & Sedimn Day 1	This course is designed to qualify field inspectors and design personnel in the appropriate preparation, inspection and implementation of suitable site-specific erosion and sediment control techniques. The course includes storm water design techniques,	8

ENV301	Stormwater Erosion & Sediment Control (Day 2)	This course is, designed to qualify field inspectors and design personnel in the appropriate preparation, inspection and implementation of the suitable site specific erosion and sediment control techniques. The course includes storm water design techniq	8
ENV402	Public Inv In Trans Decisions - NHI 142036	Public involvement is creative thinking, willingness & ability to interact openly & sensitively to the public during transportation decisionmaking. Focus is on successfully addressing the public's needs while gathering useful information.	24
ENV500	ENV Conferences	Environmental Affairs Division hosted conferences.	0
ENV601	Conflict Management-Enviro NHI	This course teaches basic conflict management skills, including interest-based negotiation, communication, facilitation skills, leadership behaviors & applying these skills in transportation decision making where there are environmental issues.	24
ENV700	Natural Diversity Database Training	Natural Diversity Database Training is a course designed to teach TxDOT staff how to use the GIS-ARCVIEW and Crystal Reports Database to research and find rare and threatened/endangered species on proposed TxDOT projects.	8
EPC101	Fundamentals of Engineering (FE) Exam Preparation	A 96-hour course to prepare Engineering Assistants (EAs) for the Fundamentals of Engineering (FE) examination. Required for EAs in the Engineering Assistant Career Development Program who have not achieved certification as Engineer in Training (EIT).	96
EPC102	Principles and Practice of Engineering (PE) Exam Preparation - Breadth	A 96-hour course to prepare Engineering Assistants (EAs) for the Principles of Engineering (PE) Breadth exam. Required for EAs in the Engineering Assistant Career Development Program who have not achieved licensure as a Professional Engineer.	96
EPC103	Principles and Practice of Engineering (PE) Exam Preparation - Depth	A 96-hour course to prepare Engineering Assistants (EAs) for the Principles and Practice of Engineering (PE) Depth exam. Required for EAs in the Engineering Assistant Career Development Program who have not achieved licensure as a Professional Engineer.	96
EPC104	PE Exam Prep - Mechanical	PE Exam Prep - Mechanical	96
EPC105	PE Exam Prep - Electrical	PE Exam Prep - Electrical	96
EPC106	PE Exam Prep - Structural	PE Exam Prep - Structural	96

EPC107	EIT Exam Prep – Electrical	EIT Exam prep-Electrical on Mathematics, Probability and Statistics, Computers and Engineering Economics	2
EPC111	PE Exam Prep - Chemical	PE Exam Prep - Chemical	72
FIN101	Monitor Bond Fund- FIMS Report	This course provides the participants a more practical application of using the Financial Information Management System(FIMS) to monitor and control bond funding for construction projects, to analyze and use the various reports produced in FIMS and other	4
FOD100	MNT/Rpr John Deere 330 CLC Exc	The Maintenance and repair of John Deere 330CLC Excavator course is designed to provide department mechanics and shop repair coordinators with the skill sets to safely diagnose, troubleshoot, repair, and maintain the excavator.	8
FOD110	John Deere Pneu Tire Load-R&M	The maintenance and repair of the John Deere pneumatic tired loader course for models 444E, 544E, 544G, 544H, 544K, 624H, 644D and 644E is designed to safely diagnose, troubleshoot, repair and maintain the loader. Participants must bring and wear all re	8
FOD120	JD Crawler Loader - Repr/Maint	The maintenance and repair of the John Deere crawler loader course for models 455G, 555G, 655B and 655C is designed to safely diagnose, troubleshoot, repair and maintain the crawler loader. Participants must bring and wear all required PPE for a working	8
FOD130	JD Motor Grader - Repair/Maint	John Deere Motor Grader - Repair & Maintenance The maintenance and repair of the John Deere motor grader course for models 570A, 570B, 670B, 670G, 770B and 770C is designed to safely diagnose, troubleshoot, repair and maintain the motor grader. This c	8
FOD140	JD Crawler Dozer - Repair/Maint	John Deere Crawler Dozer - Repair & Maintenance The maintenance and repair of the John Deere crawler dozer course for models 450E, 450G, 450H, 450J, 550H, 750, 750B, 850 and 850B is designed to safely diagnose, troubleshoot, repair and maintain the craw	8

FOD150	JD Backhoe - Repair & Maint	John Deere Backhoe - Repair & Maintenance The maintenance and repair of the John Deere backhoe course for models 310D, 310E, 310SK, 410E, 410G, 510C and 510D is designed to safely diagnose, troubleshoot, repair and maintain the backhoe. Participants m	8
FOD160	JD Excavator-Repair & Maint	John Deere (JD) Excavator- Repair & Maintenance The maintenance and repair of the JD excavator course for models 120C, 260CLC, 330CLC, 490D and 490E is designed to safely diagnose, troubleshoot, repair and maintain the excavator.Participants must bring	8
FOD200	FNAV Trng for Fleet Ops Person	FNAV Training for Fleet Operations Personnel This is the introductory course for the use of the FNAV system that covers MS applications, Fuel Focus, Key Valet, and Network Fleet interfaces. FNAV replaces multiple legacy systems, and provides for a singl	12
FOD210	FNAV Trng for MNT Section User	FNAV Training for MNT Section Users This is the introductory course for use of the FNAV system that covers MS applications for maintenance section based users. FNAV replaces multiple legacy systems and provides for a single data source to service and t	12
FOD220	FNAV MS for FOD equip Menchani	FNAV MS for FOD Equipment Managers. This is the introductory course for the use of the FNAV system that covers MS applications for Fleet Operations equipment mechanics.FNAV replaces multiple legacy systems and provides for a single data source to track	4
FOD230	FNAV MS for MNT sect equip mec	FNAV MS for MNT Section Equipment Mechanics This is the introductory course for the use of the FNAV system that covers MS applications for maintenance section equipment mechanics. FNAV replaces multiple legacy systems and provides for a single data sour	4

FOD240	FNAV Training Prevent MNT Coord	FNAV Training for Preventive MNT Coordinators (PMC) This is the introductory course for use of the FNAV system that covers MS applications for preventive maintenance coordinators. FNAV replaces multiple legacy systems and provides a single data source t	24
FOD250	FNAV Refresher for FNAV Users	This is a refresher course for prior attendees who completed FOD200 or FOD210 or FOD220 or FOD230. This is not a substitute course to gain knowledge of FNAV. The first 4 hours of the course will focus on A-Z functionality of Work Orders. The second 4 hou	8
FOD260	Ad Hoc Reporting for NAV Users	This course is an intensive hands-on session for prior trained FNAV users who will be generating reports from NAV. This is not a substitute course to gain knowledge of NAV. You must be an authorized NAV user in order to attend this course. Course prere	8
FOD270	Fleet Navigator (FNAV) v15 for FOD Office Administrators	This course is an overview of FNAV v15 as it relates to the daily operations performed by FOD Office Administrators.	4
FOD271	Fleet Navigator (FNAV) v15 for Section Mechanics	This course is an overview of FNAV v15 as it relates to the daily operations performed by District Maintenance Section Mechanics.	4
FOD272	Fleet Navigator (FNAV) v15 for Section Administrators	This course is an overview of FNAV v15 as it relates to the daily operations performed by District Maintenance Section Administrators.	4
FOD273	Introduction to Fleet Navigator (FNAV) v15	This course is an introduction to Fleet Navigator (FNAV version 15) and KeyValet, TxDOT system of record for fleet management and pool vehicle reservations.	8
FOD274	Fleet Navigator (FNAV) v15 for Fleet Mechanics	This course is an overview of FNAV v15 as it relates to the daily operations performed by FOD Mechanics..	4
FOD400	Fleet Forum	OD is please to invite non-FOD district supervisors and employees to attend this newly established program delivered in a Forum setting discussing 11 current topics revolving around Fleet systems, work processes, and best practices.	8

FOD500	Network Fleet (GPS) User Training	This instructor Led Training is designed for authorized users of the departments FNAV-Finder (Network Fleet GPS Telematics) system. It is designed to enhance skills previously learned through the Network Fleet Training Center portal.	4
FOD600	Gradall XL Service and Repair-Basic	This course focuses on the Gradall XL series excavators on how to service, repair and troubleshoot. Course involves hands-on diagnostics, use of the BODAS software system and schematic tracing.	8
FOD900	NEXIQ Diagnose Integrated Tool	NEXIQ Diagnostic Integrated Tool This course is designed to provide department mechanics and shop repair coordinators with the skill sets to properly use the NEXIQ Diagnostic Integrated Tool for troubleshooting engine, brake, transmission, and off-road	24
FOD910	Bobcat S850 T870 PM Mech Trng	Bobcat S850 T870 PM Mechanic Training. This course is designed to provide department mechanics and preventative maintenance coordinators with the safety aspects, basic operations, and preventative maintenance of Bobcat skid steer loaders S850 and compa	8
FOD911	Bobcat S850/T870 Operator Trng	This course is designed to provide department maintenance personnel with the safety aspects, operational controls, procedures, and preventive maintenance of the Bobcat skid-steer loader-models S850 and T870. The course will cover the proper method of attachment	4
GEO101	Basic Geotechnical Engineering for Roadways	Presents geotechnical engineering fundamentals relative to the design, construction and maintenance of pavement systems and transportation structures. Addresses the relationship between soil conditions and roadway elements.	24
GEO201	Drilled Shafts - NHI 132014	This course covers specific technical guidance on all aspects of designing, installing, and monitoring the construction of drilled shafts.	24
GEO202	Soils And Foundations Wksp- NHI 132012	Geared towards a foundation field engineer who routinely deals with soils & foundation problems, but has little theoretical background in soil mechanics or foundation engineering. Uses a project-oriented approach from conception to completion.	32

GEO203	Drilled Shaft Foundation Inspection (NHI-132070)	Basis for local, regional or national qualification of drilled shaft foundation inspectors. Provides practical knowledge & standard industry practices. Follows FHWA specifications. Participants are encouraged to complete NHI-132070B first.	20
GEO203	Drilled Shaft Foundation Inspection (NHI-132070)	Basis for local, regional or national qualification of drilled shaft foundation inspectors. Provides practical knowledge & standard industry practices. Follows FHWA specifications. Participants are encouraged to complete NHI-132070B first.	20
IOD100	Advanced GPS for GIS Mapping	Advanced instruction for users of Trimble mapping grade equipment; expands on material covered in DES720. Covers GPS mapping techniques using Trimble handheld GPS equipment by utilizing laser measuring devices, bar code readers, and digital cameras.	28
LGP101	Local Government Project Procedures Qualification for TxDOT	This course trains & qualifies local government (LG) individuals to work on projects performed through an Advanced Funding Agreement. Also trains TxDOT employees on oversight of LG managed project development tasks. FORMER COURSE CODE CON812.	12
MNT111	Maintenance Management System Training	Review tools offered by the Maintenance Management System (MMS) for budget monitoring, planning, scheduling maintenance work, recording work performed and reporting for maintenance employees and supporting offices.	24
MNT112	Wildland Fire Workshop	Six part workshop which consists of Introduction, Organization & Communication, Resources and Equipment, Safety, Documentation & Data Collection, Training Programs. The workshop was developed by research project 5-6735-01est Practices for TxDOT on Handli	6
MNT113	Grnd Penetrate Radar Operator	Ground Penetrating Radar Operator Training This course trains district and division employees to operate and maintain calibration of a Ground Penetrating Radar (GPR) unit; to conduct basic analysis of the data collected from the GPR unit.	8

MNT114	Maint Office Managers Course	Course focuses on techniques & tools to meet the responsibilities of the maintenance office. Modules address leadership, communication, conflict resolution, systems, budget, purchasing, time management, safety, reporting & record keeping.	24
MNT120	Asphalt Distributor Operator	This course covers the safety practices, preventive maintenance procedures, and operation techniques of an asphalt distributor.	32
MNT123	Maintenance Section Supervisor Course	This course provides maintenance section supervisors, assistant supervisors & specifically identified maintenance employees with information, practical applications & resources to help them perform their jobs more efficiently, effectively & safely.	32
MNT125	Maintenance Contract Inspectors Course	Introduces & reinforces TxDOT maintenance contract inspection policies & guidelines. Includes monitoring maintenance contractor work; ensuring that work meets contract requirements & ensuring that contractors meet applicable specifications.	24
MNT126	Maintenance Crew Leaders Course	An overview of the Transportation Maintenance Crew Chief job duties (daily operations, organization, management, leadership, etc.). Builds and promotes effective crew leader skills to successfully meet & exceed mission requirements.	24
MNT127	Maintenance Bridge Inspection Course	Provides training on performing bridge inspections, utilizing safety and operational requirements to recognize potential structural problems. Participants will complete an end-of-course exam.	16
MNT128	Advanced Maintenance Operation	Designed to provide Maint Section Supvsrs, Area Engrs, Drctrs of Maint, Drctrs of Operations & District Maint Mgrs with advanced information, new & innovative concepts, tools, resources & skills to perform jobs more efficiently, effectively & safely.	24
MNT129	Maintenance Leadership Academy (NHI-134063)	Covers planning, scheduling, quality control, customer focus, program presentation, asset management, contract management & performance improvement for maintaining bridge & highway systems. Consists of self-paced lessons via Web & classroom sessions.	108
MNT130	Maintainer Operator Basic	This course covers safety practices, preventive maintenance, operations and transportation of a maintainer. It is the prerequisite to MNT134.	8

MNT130	Maintainer Operator Basic	This course covers safety practices, preventive maintenance, operations and transportation of a maintainer. It is the prerequisite to MNT134.	32
MNT134	Maintainer Operator Advanced	This advanced skills course is for operators who have completed MNT130 and have 1 year experience with operating a maintainer.	32
MNT140	Telescopic Hydraulic Excavator	This course covers safety practices, preventive maintenance, operations, and transportation of a telescopic hydraulic excavator.	32
MNT145	Dozer Operator	This course covers the skills needed to safely operate, maintain and transport a dozer.	32
MNT148	Snowplow Operator	Designed to provide advanced skill sets for snowplow operators; each participant will complete a series of progressively more difficult simulations on the L-3 Driver Training Solutions Snowplow Simulator accompanied by coaching from instructors.	4
MNT149	Anti-icing/De-icing Equipment Training	1 hour classroom training on anti-icing, de-icing materials and proper application rates and calibration techniques. 3 hour equipment inspection and calibration with hands on training.	4
MNT150	Dragline/Crane	This course covers the techniques to safely and properly operate a dragline/crane. Participants will receive a knowledge base upon which potential operators can further develop operating skills.	32
MNT155	Backhoe Operator	This course is designed to provide department personnel with the proper skills to safely operate, maintain, and transport a backhoe.	32
MNT160	Loader Operator	This course covers the proper operation of a loader and cost-saving maintenance requirements and techniques.	16
MNT164	Sweeper Operator	This course covers the safety practices, preventive maintenance procedures, operation techniques, and transporting procedures for a sweeper.	24
MNT166	Rotary Broom Operator	This course covers the knowledge and skills to safely operate, maintain, and transport a rotary broom sweeper.	16

MNT171	Cable Barrie Sys-Maint/ Repair	<p>Cable Barrier Systems - Maintenance and Repair</p> <p>This course is designed to provide employees and understanding of how cable barrier systems wor and emphasize the safety issues involved with working on and around the tensioned cables.</p> <p>To be delivered</p>	4
MNT172	Equipment Load & Tie Down	<p>This course covers safe transportation of construction equipment and materials over public roads and highways. Emphasis will be on available equipment at the training location.</p> <p>Equipment Needed: For every five participants provide at least one 10-ya</p>	8
MNT175	Profiler Operator	This course covers the safety practices, preventive maintenance procedures, operations, and transporting procedures of the Profiling Machine.	32
MNT180	Bucket Truck & Digger Derrick	This course covers the safe operation and preventive maintenance of the various bucket trucks and digger derrick trucks used by the department.	24
MNT181	Bucket Truck & Crane	This course covers the safe operation and preventive maintenance of the various bucket trucks and digger derrick trucks used by the department.	16
MNT192	Skid-Steer Operator	This course covers the safety practices, preventive maintenance procedures, operation techniques, and transporting procedures for a skid steer.	16
MNT193	Roller Operator	This course covers the knowledge and skills to safely operate, maintain, and transport a pneumatic and a metal flat wheel roller.	8
MNT208	Heavy Equipment Hydraulics	This course covers the skills and knowledge for safely testing, repairing and maintaining hydraulic systems on heavy equipment.	32
MNT209	Heavy Equipmt Basic Electronic	This course covers the basic electronic theory of the types of engines in TxDOT's fleet. This helps the learner perform diagnostics, troubleshoot and repair electronic systems on heavy equipment employing electronic fuel and operating systems.	32

MNT210	Equip Preventive Maintenance	PM is scheduled inspections, services, & repairs recommended by the equip mfr & those required by law or TxDOT policy. This course uses the periodic inspection process to identify maintenance problems & provides guidance on correcting minor problems.	24
MNT215	Intro to Heavy Equipment	This is an introduction to the safe operation, maintenance, & transportation of heavy equipment. Participants receive guidelines for preventive maintenance, pre-trip & post-trip inspections, mandatory safety requirements & transporting heavy equipment.	8
MNT300	Dump Truck Driver 4-6 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 4 - 6 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	32
MNT300	Dump Truck Driver 4-6 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 4 - 6 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	32
MNT301	Dump Truck Driver 10-12 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 10 - 12 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	32
MNT301	Dump Truck Driver 10-12 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 10 - 12 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	32
MNT303	Semi-Tractor/Trailer Driver	Course covers the operation of a tractor/trailer combination. Focus is on TxDOT, state/federal laws & safety practices for tractor-trailer rigs. Participants must have CDL.	24
MNT305	CDL Preparatory Exam Training	This course provides classroom and hands-on training to help the participant successfully pass the 5 written exams and skills tests required by the state for a CDL. NOTE: Participants are responsible for all CDL license related fees.	32

MNT306	Truck Driving Simulation Train	This course is designed to expedite and enhance the skill sets for inexperienced and experienced dump truck operators. Each participant will complete a series of progressive simulations on the MPRI dump truck simulator followed by coaching from the instr	4
MNT401	Intro to NIMS/ICS IS700/IS100	The National Management Incident System is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functions disciplines. The intent of NIMS is to: Be applicable across a full spectrum of	4
MNT402	Homeland Security	This course teaches employees how to spot suspicious activities and packages, how to hold group exercises to discuss possible terrorist targets in their areas of responsibility, how to report suspicious activities, how to report possible terrorist incide	4
MNT410	Herbicide Certification	The current Agriculture Code requires TxDOT employees to possess a valid, non-commercial, pesticide applicator's license prior to applying herbicide on the transportation system right-of-way, or on the grounds of any TxDOT building. This classroom tr	78
MNT411	Herbicide Equipment Training	This hands-on training focuses on the proper operation and maintenance of herbicide equipment used by maintenance personnel who already possess a pesticide applicator's license. The course will ensure proper application of herbicide equipment and decrea	16
MNT412	Revegetation Training	1. Designer training introduces roadway design engineers to the design concepts and tasks necessary to develop plans and specifications that lead to successful revegetation. 2. Inspector training instructs construction inspectors how to effectively	7

MNT413	Revegetation During Construct.	This environmental training provides an overview of the importance of revegetation to ensure compliance with Clean Water Act, Section 102 and the Texas Pollution Discharge Elimination System (TPDES), Construction General permit. The training includes:	1
MNT414	Const Thin Hot Mix Asp Overlay	This course will provide instruction on the proper construction, quality control, and inspection methods for thin, hot mix asphalt overlays. This course is sponsored by the Texas Department of Transportation through funding from the Texas Pavement Preser	4
MNT507	Alternative Fuel Orientation	This course provides demonstration-performance type training on operating alternative fuel vehicles.	3
MNT508	Fueling with Alternative Fuel	This course provides demonstration-performance type training on how to safely fuel alternative fuel vehicles.	4
MNT512	ABS/Hydraulic Brake System	Course covers skills and working knowledge of ABS/Hydraulic brake systems on light duty vehicles and heavy equipment. Material includes diagnostics, troubleshooting, and performing routine and basic repairs.	32
MNT516	ABS/Pneumatic Brake System	Course covers skills and working knowledge of ABS/Pneumatic brake systems on light duty vehicles and heavy equipment.	32
MNT517	LPG Vehcl Diag & Trbl (A-104)	The course will provide instruction to TxDOT technicians on how to troubleshoot, diagnose, and repair problems associated with the liquefied petroleum gas (LPG) system on Alternative Fuel Vehicles (AFVs). It will include classroom instruction and hands o	8
MNT518	Ford F-150 Bi-Fuel (LPG) Fleet	The course will provide instruction to TxDOT technicians on how to trouble shoot, diagnose, and repair problems associated with the liquefied petroleum gas (LPG) system on the Ford OEM Alternative Fuel Vehicles. It will include classroom instruction and	16
MNT519	Ford F-150 Bi-Fuel Fleet	The course will provide instruction to TxDOT technicians on how to trouble shoot, diagnose, and repair problems associated with the liquefied petroleum gas (LPG) system and the compressed natural gas (CNG) system on the Ford OEM Alternative Fuel Vehicles	24

MNT600	Welding, General Shop	Introduces basic TxDOT shop safety, identification and proper handling of hazardous materials, elementary interpretation of blueprints, operation of oxy-fuel cutting and welding equipment, and operation of Shielded Metal Arc Welding (SMAW) equipment.	32
MNT602	Welding, Shield Metal Arc (Basic)	Introduces the beginning welder to the basic requirements and fundamentals of the Shielded Metal Arc Welding (SMAW) process. Provides a review of shop safety and oxy-fuel cutting techniques.	32
MNT603	Welding, Shield Metal Arc (Advanced)	Further advances welding techniques in the Shielded Metal Arc Welding (SMAW) process. Participants will be required to produce welds in the vertical and overhead positions on plate, T joint (multiple passes) and V groove with backing bar on mild steel.	32
MNT604	Welding, Gas Metal Arc (GMAW)	Introduction to the principles of Gas Metal Arc Welding (GMAW), equipment setup, use & safety. Will produce fillet welds in flat, vertical & horizontal positions on plate, T-joint & V-groove with backing bar on mild steel. Includes aluminum welding.	32
MNT605	Welding, Gas Tungsten (GTAW)	An introduction and comprehensive course on the principles of Gas Tungsten Arc Welding (GTAW), setup and use of GTAW equipment, and safe use of tools and equipment. During the class, each student will be required to produces welds in the flat, horizonta	32
MNT606	Bridge Welding Training	This course is designed for the experienced welder with a good foundation in the basics of welding. The course will focus on welding requirements and techniques necessary to obtain a TxDOT Bridge Welders Certification issued by the Bridge Division.	32
MNT702	Seal Coat Inspection & Applications	Provides instruction on the proper inspection methods and equipment used in seal coat construction.	8
MNT703	Seal Coat Planning & Design	Provides engineering guidelines for planning, designing and constructing seal coats.	8
MNT801	Bridge Maintenance Training (NHI-134029)	Focuses on cost-effective bridge maintenance and repair procedures performed by typical transportation agency crews. Includes step-by-step maintenance and repair instructions on common bridge elements. Bridge preservation is emphasized throughout.	32

MNT803	Rehab Strategies for Flex Pave	This is a three day class introducing the students to the methods of nondestructively testing (NDT) pavements to identify the causes of pavement distress. This is the first step in deciding upon the optimum repair strategy for the highway. Students will	24
MNT812	Winter Weather Operations	It is important that each District and its maintenance sections provide an acceptable level of service during snow and ice events that permit traffic movement to take place under varying weather conditions.	12
NIM110	Incident Command System, Intro	This course introduces the principles of the Incident Command System (ICS). ICS is a standardized, on-scene emergency management construct that involves the combination of facilities, equipment, personnel, procedures, and communications, all operating w	4
NIM210	ICS for Single Resources	This course is the second in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. This course is designed to enable personnel	12
NIM300	ICS, Intermediate	This course is the third in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. It is intermediate level training. This course	2
NIM400	ICS, Advanced	This course is the fourth in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. It is advanced level training. This course is	2
NIM710	National Incident Mgmt System	The National Management Incident System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functions disciplines. The intent of NIMS is to: * Be applicable across a full spect	4

NIM810	Intro to National Respons Plan	The National Response Plan (NRP), a cornerstone of the National Incident Management System (NIMS), outlines how this nation will respond to disasters. This course describes the National Response Plan and its contents. The purpose of this training is to	4
OPI100	Effective Public Involvement	This course is designed to teach district staff new and innovative ways to involve and engage citizens in early, continuous, transparent and effective access to the state's transportation planning and implementation process.	8
PLN210	Plan Work Zone Trf Control	Covers evaluation & use of traffic control plans (TCP) or typical applications (TA) for different scenarios. Includes edge drop off, mobile operations, crack seal, guard rail replacement, incident management & night work.	16
PLN212	Advanced Freight Planning - NHI	Expands on freight topics covered in other FHWA freight planning courses; focusing on skills needed to identify, prioritize, develop and implement freight supportive projects. Participant must complete NHI #139001 or #139006 & bring proof of completion.	2
PLN216	Geospatial Inventory Database (GRID)	Introduction to GRID training. Course must be completed prior to GRID access being granted.	16
PLN302	Hwy Program Financing-NHI 152072	This course covers the various aspects of federal-aid highway financing unique to the FHWA program. Topics include Highway Trust Fund, legislation, apportionment process, obligation limitation, allocations, deductions, earmarking & transferability.	12
PLN302	Hwy Program Financing-NHI 152072	This course covers the various aspects of federal-aid highway financing unique to the FHWA program. Topics include Highway Trust Fund, legislation, apportionment process, obligation limitation, allocations, deductions, earmarking & transferability.	16
PLN304	Intro Urban Trvl Dmd Forecast	An introduction to the traditional four-step modeling process of trip generation, trip distribution, mode choice & trip assignment. Includes presentations on land use inputs, network & zone structures, time of day factoring & reasonableness checking.	32

PMD100	Proj Mgt Related Communication	In this half day course, we focus on project management related communications. We teach the available communication methods, how to choose which method to use as well as the frequency with which to communicate with the project team, stakeholders, and ot	4
PMD101	Understand Proj Mngt at TxDOT	Understanding Project Management at TxDOT In this half day course, we focus on managing transportation projects. We define TxDOT project management, and teach the basic skills and abilities expected of a TxDOT project manager. You will be provided wit	4
PMD140	Risk-Based Construction Cost Estimating	This course will introduce the attendee to the Risk-Based Cost Estimating foundational knowledge and practice related to estimating construction costs.	8
PMD171	Monitoring and Communicating Project Progress	This course will explore life cycle project monitoring and communicating project progress and status reporting with project team and stakeholders. Students will discover useful project management tools.	4
PMD200	Design Build Program Training	Presentation of the fundamental concepts required to implement Design-Build projects forTxDOT. The course will describe the organizations/interfaces expected for this work, explain differences between Design-Bid-Build and Design-Build projects.	0
PMD201	PMP Lunch and Learn - Integration	Project integration management involves coordinating all other processes of project management to ensure that the project is completed efficiently. The Project Integration Management knowledge area includes 6 of the 47 processes.	2
PMD202	PMP Lunch and Learn-Cost Management	This session focuses on project cost management includes the processes involved in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget.	2
PMD203	PMP Lunch and Learn-Communication Management	Project communication management covers the processes required to ensure timely & appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of the project information.	2

PMD204	PMP Lunch and Learn-Procurement Management	Project Procurement Management includes the process necessary to purchase or acquire products, services, or results needed from outside the project team. It also includes the contract management, change control processes and controlling the contract.	2
PMD205	PMP Lunch and Learn - Quality Management	Project quality management ensures a project will satisfy stakeholder needs. This curriculum will set the foundation for understanding quality management, how to deploy it, and what results can be expected when quality management is used.	2
PMD206	PMP Lunch and Learn-Scope Management	This is the second course in the Project Management Professional Certification lunch and learn series. The topic is Scope Management.	2
PMD207	PMP Lunch and Learn-Stakeholder Management	Stakeholder Management includes the processes required to identify people, groups or organizations that could impact or be impacted by the project, The class will also cover stakeholder analysis and developing stakeholder management strategies.	2
PMD209	PMP Lunch and Learn-Ethics & Professional	Project management requires a range of knowledge, skills, abilities & competencies and a foundation in ethical conduct. When stakeholder interests conflict, PMs must behave according to a standard of conduct in line with TxDOT values.	2
PMD210	PMP Certification Boot Camp	This course is designed for employees who will soon take the PMP exam. It is a test-prep course and should be taken prior to taking the exam. The course is an intense review of the five process groups, ten knowledge areas & 47 processes.	40
QLT100	Lean and Six Sigma	The five day course will provide a foundational methodology, as well as the necessary Quality Tools that you can apply and improve TxDOT's future state. This course will also prepare you for the American Society for Quality (ASQ) Yellow Belt exam.	36
ROW201	Adv Relocation Workshop - NHI 141030	Beyond the basics of relocation assistance; focusing on mortgage differential payments, settlement costs, partial acquisitions, comparability, last resort housing, multiple use, tenants & nonresidential moves. Must 1st complete NHI #141029 & #141045.	24

ROW202	Basic Relocation - NHI 141029	Designed for a beginning relocation agent or those interested in basic knowledge of the Uniform Act of 1970. Covers functional areas of the relocation asst program, with emphasis on residential displacements from a Federal or Federally-funded project.	24
SFH003	New Employee Safety Orientatio	This course provides an overview of the Mmission Zero Safety Initiative at TxDOT. Various resources are detailed to aid employees in their on-going safety; such as the Occupational Safety Division (OCC)Safety Manual, the Handbook of Safe Practices, the O	4
SFH004	NEO Safety Brief Part 2-Local	New Employee Safety Orientation Part 2-Local Training Local Safety officer/coordinator will conduct a safety orientation for approximately two or more hours. Topics of discussion will be TxDOT policies and procedures with emphasis on local safety prog	4
SFH110	Confined Space Safety	Course covers OSHA 1910.146, TxDOT standards, & OSHA 1910.47. Material covers identifying a confined space, recognizing hazards, atmospheric testing, entry permitting, & lockout/tagout.	24
SFH205	OSHA 502 CST Trainer Update	OSHA 502 Update for Construction Industry Outreach Trainers This course is designed for Outreach Training Program trainers who have completed OSHA #500 Trainer Course in Occupational Safety and Standards and Health Standards for the Construction Indus	20
SFH210	Hazwoper For Clean Up Operations	Course covers classification, detection, and monitoring of hazardous materials, the use of PPE, and safety practices. Many hands-on exercises and simulations which reference 40CFR311.1, 29CFR1910.120(e), RCRA, & CERCLA.	40
SFH215	Hazwoper Refresher	Annual refresher for employees in hazardous waste clean-up operations. Provides updates on classification, detection & monitoring hazardous materials, the use of PPE, & safety practices.	8

SFH305	OSHA 503 Gen Industry Trainer Update	<p>OSHA 503 Update for General Industry Outreach Trainers</p> <p>This course is designed for Outreach Training Program trainers who have completed course #501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized</p>	20
SFH397	Electrical Safety-Qual Person	<p>Electrical Safety - Qualified Person</p> <p>Arc flash and shock hazard for maintenance personnel.</p> <p>The purpose of this session is to provide training on NFPA 70E Article 130 to personnel who are required to examine, adjust, service, or maintain electrical equi</p>	4
SFH401	Focus on Safety IV	<p>Course covers TxDOT specific safety topics and required OSHA topics identifying hazards in the workplace & prevention of unsafe work practices. After successful completion, an OSHA 10-hour construction card is issued.</p>	8
SFH405	OSHA 510 Construction Industry	<p>OSHA 510 Occupational Safety and Health Standards for the Construction Industry</p> <p>This course covers OSHA standards, policies, and procedures in construction industry. Topics include scope and application of the OSHA Construction Standards, construction</p>	30
SFH410	Small Quantity Spill Response	<p>Course covers the necessary information for safe responses to small spills of toxic materials in TxDOT laboratories or workplace situations.</p>	16
SFH411	Oil Spill Clean-Up	<p>Educates workers assisting with oil spill clean-up on the clean-up process & the potential hazards from oil by-products, dispersants, detergents, degreasers, drowning, heat illness, insects, snakes and other wild species native to the impacted areas.</p>	4

SFH419	Qualified Fire Extinguisher Inspection	Qualified Fire Extinguisher Inspector Core Competencies of Monthly and Yearly Fire Extinguisher Inspections is the focus of this course; the course material covers the State Fire Marshal rules for State Office buildings and property as it relates to p	4
SFH431	Maritime Security Awareness	Meets IMO requirements for personnel having specific security duties & other personnel that should have sufficient knowledge & ability to perform assigned duties & be familiar with the responsibilities of the Security Plan regarding Ferry operations.	12
SFH432	Company/Ship Security Officer	The course is designed to exceed the IMO Model Course requirements for those who may be designated to perform the duties and responsibilities of a Company Security Officer or a Ship Security Officer as defined in the ISPS Code.	20
SFH433	OSHA 500 OSH Stds for Construction	OSHA 500 - Occupational Safety and Health Standards for the Construction Industry details how the OSHA Act may be implemented on the jobsite, with a focus on the most frequently referenced standards. Additionally, the class authorizes successful individ	36
SFH500	Forklift Operator	SFH 500 (Initial Training) This course utilizes National Safety Council Forklift training materials. It is an Instructor Led Training (ILT) course. It includes classroom instruction and hands-on forklift driving/maneuvering skills exercises. The trainin	40
SFH501	Forklift Refresher Training	Performance certification is required every three years. A qualified forklift instructor shall review forklift safe operating procedures and then the employee must successfully demonstrate safe forklift operation and maneuvering skills. Results are docu	8
SFH502	Forklift Train-the-Trainer	This is a forklift instructor course that utilizes National Safety Council training materials. Instructors learn how to teach initial forklift training to employees who have never driven a forklift. Instructors also learn how to conduct recertification t	8

SFH503	Employee Emergency Response	This course is designed to inform TxDOT personnel on safe operating procedures during incident management and incident response activities on the roadway. This course will outline employee safety measures to help prevent serious incidents and injuries	2
SFH504	Forklift Safety Awareness	This course is a combination of virtual classroom instruction and demonstrating proficiency on a forklift. After completing EL1022, the participant must successfully demonstrate to the instructor proper forklift driving/maneuvering skills. The hands-on	8
SFH505	OSHA 511 for General Industry	OSHA 511 Occupational Safety and Health Standards for General Industry This course covers OSHA standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry princ	30
SFH520	Surveying Safety on the ROW	This course is designed to be taken in conjunction with TRF520 Work Zone Traffic Control. This course fulfills the safety orientation portion required of all persons who will be working on survey crews on the Right of Way (ROW). This course is delivered	8
SFH610	Excavation & Shoring Safety	This course provides an overview of the OSHA Excavation Safety Standards and state legislation in order to familiarize employees with the hazards and safety precautions for excavation and shoring.	8
SFH710	Respirator Fit Test & Training	Respirator Fit Test & Training	8
SFH811	Principles of Occupational Safety and Health	This course, POSH, is a contemporary and comprehensive training program on fundamental occupational safety and health terminology, principles and practices.	0
SFH812	Safety Management Techniques	Based on sound safety, management, quality and performance technology principles, Safety Management Techniques is a course that will help you manage employees and/or projects in your safety and health efforts.	0
SFH813	Safety Training Methods	This course focuses on the knowledge and skills required to assess your training needs, as well as plan, organize, create, and deliver performance-based safety and health training programs.	0

SFH814	Safety Leadership for Crew Leaders	Case studies presented to maintain and improve TxDOT's safety culture through hazard recognition exercises. Discussions held on TxDOT's best safety practices used while driving, working in work zones, PPE usage, injury and vehicle incident prevention.	4
SFH844	Hearing Conservation	Hearing Conservation	1
SFH849	First Aid/CPR/Blood borne Pathogens	This course is administered by an outside vendor for individuals who are required to have CPR certifications.	0
SFH901	Defensive Driving-ILT	This course is a classroom based instructor led training (ILT) and is intended to provide defensive driving information and techniques to all employees who drive for the department in the course of their official duties. Refresher training is required ev	8
SFH903	Smith System Driver Training	This course combines classroom and on-the-road training. Students will be given the opportunity to get behind the wheel for positive reinforcement and critiquing of driving habits and skills. Mistakes are corrected as they occur. The course focuses o	68
SFH904	Smith System Instructor Course	This course is designed to train prospective candidates who desire to teach the Smith System Driver training program. The course is designed and administered by Smith System. The training is administered by Smith System either at their training center in	40
SFH905	Smith System Instructor Recert	This course is designed to re-train and refresh the skills of instructors who are teaching the Smith System Driver training program. The course is designed and administered by Smith System. The training is administered by Smith System either at their tra	16
SFH920	First Aid/CPR	Basic first aid and CPR training for emergency care to the injured until professional medical attention is available. After successful completion, students receive a 2 - 3 year certification card.	12
SFH933	Safety Point of Contact Trng	Overview of qualifications, duties, and role of a Safety Point of Contact (SPOC). Safety leadership is defined and discussed. Safety self-inspection forms are explained and discussed. Material Safety Data SHEets (MSDS) are explained and discussed. Work z	4

SSD100	Online Manuals Templates Wksp	<p>Online Manuals Templates Workshop</p> <p>This course informs and teaches administrative assistants, subject matter experts, and the lay-person in the formal submission process using specific chapter and Appendix Word templates when changes are required for t</p>	6
TRF110	Highway Capacity Analysis	<p>Provides instruction on the latest highway capacity analysis techniques and procedures as detailed in the Highway Capacity Manual and Highway Capacity Software.</p>	32
TRF201	Intro to Traffic Operations	<p>The emphasis of this training is to address the internal, day-to-day operation of the Department, the Department's traffic functions and how traffic engineering principles are incorporated into the operation.</p>	24
TRF203	Risk Management & Tort Liability	<p>Provides an overview of the basic principles of project risk management that are applied to TxDOT projects to avoid traffic incidents and liability. Legal principles, the Texas Tort Claims Act and the lifecycle of a lawsuit are also covered.</p>	24
TRF301	Practical Traffic Signal Design	<p>Introduces basic traffic signal design concepts and the preparation of traffic signal plans and specifications. Focuses on the practical applications of traffic signal operation and design with some related theoretical discussion.</p>	24
TRF302	Signal Tech Tng-Beginning Cls	<p>This course will cover safe installation, maintenance, and troubleshooting techniques of traffic control devices such as traffic controllers and controller cabinets. Course will cover NEMA TS-1, and NEMA TS-2 requirements as well as compliance with secti</p>	16
TRF303	Signal Tech Training-Advanced	<p>This course will cover safe installation, maintenance, and troubleshooting techniques of traffic control devices such as traffic controllers and controller cabinets. Course will cover NEMA TS-1, and NEMA TS-2 requirements as well as compliance with secti</p>	16
TRF314	PASSER V Signal Optimization	<p>This course provides practicing traffic engineers and signal technicians with the background information and skills necessary to use the PASSER V signal optimization software. The two-day workshop will review signal optimization theory and present the b</p>	12

TRF318	Intersection Safety Workshop	This workshop is based on the AASHTO Strategic Highway Safety Plan NCHRP Volume 500 Implementation Guide for Intersection Safety. Examples and case studies are provided for the application of proven intersection operation practices and crash reduction m	8
TRF319	Red-Light Running Handbk Wkshp	This workshop presents an engineering approach to the diagnosis and treatment of potential red-light violation related problems. Hence, it's content is directed primarily toward traffic engineers and is focused on the application of engineering counterterm	7
TRF326	Diamond Interchg Signal Timing	This one-day course reviews the evolution of various stages of diamond interchange signal operations and the advantages and disadvantages of each stage.	8
TRF331	Trf Signal Ops-Hwy Rail Inter	The course provides the practicing transportation engineer with the concepts, methodology, and issues involved in the design of signal timings for interconnection of highway-rail grade crossing warning systems and traffic control signals. The 1.5 day cou	16
TRF334	Lightening & Surge Protection	This course is designed to give TxDOT engineers and technicians a better understanding of the magnitude of lightning and electrical surges that can cause expensive catastrophic damage to traffic control and ITS equipment. It also includes the fuction of	4
TRF450	TxDOT Roadway Illumination & Electrical Installations	Introduces the complete electrical system supplying a roadway illumination project that is to be installed by a contractor. Includes TxDOT specifications, electrical details, construction plans and the National Electrical Code® (NEC) handbook.	24
TRF452	Qualified Person in Electric Arc Flash	The course provides training on NFPA 70E Article 130 to personnel who are required to examine, adjust, service, or maintain electrical equipment.	0
TRF453	TxDOT Elect Requirements Install Traffic Signals	Course examines TxDOT construction project plans, Tx Standard Specifications, NEC and concerns in the areas of traffic signals and electrical installation for those signals. Course will not cover phasing or timing requirements of traffic signal cabinets.	24
TRF502	Design Work Zone Traffic Control Plans	Provides the basic fundamentals and sequential process for planning and designing work zone traffic control plans.	24

TRF503	Older Driver Hwy Design Wkshp	The workshop assists individuals involved in highway design and operations in accommodating older drivers' needs and capabilities. Areas covered in the workshop are: human factors to consider with older drivers and recommendations and guidelines (geome	6
TRF510	Install & Maint of Pave Mark	This course has been designed to provide training in the technology, application, and maintenance of pavement markings. Pavement markings guide the movement of traffic and enhance traffic flow driving comfort, and traffic safety.	4
TRF515	Installation and Maintenance of Signs	Provides current practices in the application, installation and operation of signs used on streets and roads.	12
TRF516	Sign Crew Workshop	The workshop provides demonstrations and instructions on retroreflectivity inspection procedures and sign support issues. It also includes a nighttime visual inspection of sign reflectivity.	24
TRF520	Work Zone Traffic Control	This course reviews basic principles and standards for the design, application, installation, and maintenance of traffic control devices required for construction and maintenance work as set forth in Part VI of the Texas Manual on Uniform Traffic Control	16
TRF521	Flaggers in Work Zone	This course is designed to ensure employees use proper techniques and equipment while flagging in work zones.	4
TRF522	Flagger - Instr Certification	Designed to teach instructors the essential elements and safety standards of proper flagging procedures. Successful completion authorizes TxDOT trainer to train TxDOT employees in flagging procedures that meet or exceed FHWA/OSHA requirements.	12
TRF525	Work Zone Trf Ctrl Refresh	Course reviews basic and updated work zone traffic control information. It addresses areas of concern while working in and around a work zone. This course is mandatory every four (4) years.	8
TRF603	RF Safety Awareness Refresher	Emphasis of the seminar is possible health effects from overexposure to RF, hazard recognition, hazard avoidance, and hazard abatement techniques in connection with working at an RF site.	8

TRF701	Roadside Safety Design (NHI-380032A)	Overview of the AASHTO Roadside Design Guide; includes applying the clear zone concept, recognizing unsafe roadside design elements & making appropriate changes, identifying need for a traffic barrier & applying other highway hardware core competencies.	24
TRF702	Des Con Maint Hwy Safety Appur	Covers the design, construction & maintenance of highway safety appurtenances & features. Includes break-away sign supports, breakaway utility poles, traffic barriers, impact attenuators, traversable terrain & hardware features such as drainage inlets.	16
TRF705	RR-Hwy Grade Cross Imp Prgm	Covers rail-highway crossings, grade crossing components, program/project development & admin, historical background, data collection, safety & operations, alternate improvements, maintenance & others (i.e., private crossings, operation lifesaver).	16
TRF824	Left Turn/PED Signal Safety	This course provides an overview of safety and operational issues associated with interactions between pedestrians and left-turning vehicles at signalized intersections. The course also gives detailed description and demonstration of the guidelines and t	7

APPENDIX B

AVAILABLE E-LEARNING COURSES FROM TXDOT (DEVELOPED BY TXDOT)

Course Code	Course Name	Course Description	Course Abstract	Delivery Method	Extrnl Offering
COM003	CRIS-MicroStrategy Training	The Crash Records Information System (CRIS) is the statewide database for all motor vehicle traffic crashes in Texas. This course will train TxDOT staff that handle crash data analysis on the use of MicroStrategy (MSTR). MSTR is the reporting software co	After completing this course, the user will be familiar with the components of MSTR; understand MTSR terminology; run prompted canned reports, and; create ad-hoc reports.	eLearning	Internal
CON128	PMIS Basic Concepts	This course gives an overview of PMIS data, reports and analyses.	Upon completion of this course, participants will be able to: 1) Describe the differences between network-level, program-level and project-level pavement management, and how PMIS supports each. 2) Identify types of pavement evaluation data in PMIS 3) Interpret PMIS data and scores.	eLearning	Internal
CON129	Overview of Pavement Condition	Provides an overview of the Pavement Management Information System (PMIS) Condition Score & pavement Condition Goal.	Upon the completion of this course, participants will be able to: 1. Define the PMIS Condition Score and what it means; 2. Describe how to interpret Condition Score; 3. Outline the process for calculating Condition Score; 4. Define the Texas Transportation Commission's statewide Condition Goal; 5. Explain what the Condition Goal is and what it is not;	eLearning	Internal

			6. Give some basic approaches for meeting the Condition Goal.		
CON408	Asphalt Binder Testing	This training video course for Asphalt Binder testing using the Dynamic Shear Rheometer (DSR) and Rotational Viscometer (RTV) demonstrates the testing and calibration procedures in detail and describes solutions to common problems that may arise with the t	After reviewing the video, participants will be able to: 1. Perform DSR and RTV testing more consistently and repeatedly; 2. Diagnose problems with their equipment or technique; 3. Calibrate the equipment; and 4. Perform minor repairs and adjustments without intervention by CSTM&P.	Video Tape	Internal
CON702	Nuclear Gauge Trans Overview	This course is a function-specific review of the primary requirements for the transport & emergency safety procedures for nuclear gauges according to TxDOT's Radiation Safety Program & meets 49 CFR, Section 172.704 requirements.	Completion of this course is required every two (2) years after the initial completion of CON703 Basic Nuclear Safety. After completing CON702 and prior to operating a nuclear gauge without supervision, nuclear gauge operators must undergo Gauge Specific On-the-Job Training (OJT) and demonstrate to the DNSO (or designee) the ability to operate a nuclear gauge and discuss key aspects of the emergency and transportation procedures. This OJT must be documented on the On-the-Job Demonstration Record, available on the Radiation Safety Intranet site at http://crossroads/org/cst/docs/RadSafety/OJT_Checklist.pdf . Upon completion of this overview, participants will increase their awareness of regulatory requirements pertaining to the transport (shipping) of nuclear gauges, and gain a solid	eLearning	Internal

			<p>review of the emergency safety procedures for such. Specifically, employees will receive a review of how to check out/in a nuclear gauge, labeling requirements, transportation index, Bill of Lading, Package Certification, Leak Test Records, and Emergency Procedures to include accident/fire, theft and/or loss.</p> <p>TxDOT's Radiation Safety Program is in accordance with the conditions of TxDOT's Radioactive Material License L00197, as specified by the Texas Department of State Health Services (DSHS), Radiation Control, pursuant to the Texas Radiation Control Act, Texas Administrative Code (25 TAC) Sections 289.201 - 289.205, & Sections 289.251, 289.252, & 289.257 and 49 CFR, Section 172.704.</p>		
CON703	Basic Nuclear Safety	<p>This course explains & discusses principles of basic radiation safety. This is the initial course required for those individuals who will be operating nuclear density gauges.</p>	<p>The course will review radiation safety fundamentals, regulatory requirements, portable gauge theory, design and operation, operating, leak testing and storing, emergency, maintenance and transportation procedures, packaging and transporting gauges. The course is a pre-requisite for the CON702 Nuclear Gauge Transportation Overview. After completing CON703 and prior to operating a nuclear gauge without supervision, nuclear gauge operators must undergo Gauge Specific On-the-Job Training (OJT) and demonstrate to the DNSO (or designee) the ability to operate a nuclear gauge and discuss key aspects of the emergency and transportation procedures. This</p>	eLearning	Internal

			<p>OJT must be documented on the On-the-Job Demonstration Record, available on the Radiation Safety Intranet site at http://crossroads/org/cst/docs/RadSafety/OJT_Checklist.pdf.</p> <p>Upon completion of this overview, participants will increase their awareness of regulatory requirements pertaining to the Nuclear Density Gauge, Radiation, Storage, and Transportation (shipping) of nuclear gauges, Testing / Inspection, Licensing / Regulations and gain a solid review of the emergency safety procedures for such. In addition, participants will also learn the basic components, functions, and operations of a nuclear density gauge.</p>		
CON814	Spec Book	<p>This course is an in depth review of items 1 through 9 of the 2004 Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain the purpose of the standard specifications book. 2. Determine primary documents used in the in the contract inspection process. 3. Locate items in appropriate contract documents. 4. Locate related items in the standard specifications book. 5. Differentiate between standard specifications, special provisions, and special specifications. 6. Identify which type of specification or provision takes precedence in the contract. 	eLearning	Internal

CON816	Construction Stage Gate Chklst	<p>This course provides instruction on how to effectively use the Construction Stage Gate Checklist form, how to conduct joint inspections and document the results of inspections.</p> <p>FOR CONTRACTORS ONLY: to take this course go to http://www.dedtraining.co</p>	<p>Upon completion of the course the participants should:</p> <ol style="list-style-type: none"> 1. Explain the purpose for conducting joint inspections using the construction stage gate checklist form. 2. Describe roles and responsibilities of users for completing the form and reporting results of joint inspections. 3. Identify what data will be collected from the construction stage gate checklist for use in continuous improvement assessments. 	eLearning	Internal
CON817	Completing SW Inspectn Cklist	<p>This course provides awareness on Completing the Storm Water Inspection Checklist requirements during construction.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the Environmental Storm Water requirements during construction. 2. Explain the roles and responsibilities of Environmental Storm Water requirements during construction. 3. Discuss what data will be collected from the Construction Stage Gate Checklist for use in continuous improvement assessments. 	eLearning	Internal
CTR103	Intro Profsnl Srvcs Contractng	<p>Intro to Professional Services Contracting is 1 day training until participant can attend comprehensive 4 day course. Focus on selection & award process, negotiations, contract development & execution, project management & contract administration.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Participate effectively in procurement of a professional or scientific services contract 2. Write a professional or scientific services contract 3. Manage and administer a contract throughout its lifespan. 	eLearning	Internal

DES435	Using AP&D Stage Gate ChkList	Using the AP&D Stage Gate Checklist course provides instruction on how to effectively use the Advance Planning and Development (AP&D) Stage Gate Checklist during the planning stages of the design process to identify and communicate environmental issues.	Upon the completion of the course, participants will be able to: 1. Describe how and when the Stage Gate Checklist form should be used. 2. Explain how the Stage Gate Checklist fits into the overall EMS and Project Development Process. 3. Identify document retention requirements for the Stage Gate Checklist form.	eLearning	Internal
DES701	MicroStation SS3 Upgrade (all users)	Users will learn to draft/edit dgn files using MicroStation tools including: trim, cut, fillet, copy, move, attaching references, turning levels on and off, and annotating with annotation scale.	Upon completion of the course, participants will be able to: 1. Explain the changes in MicroStation when moving to the SS3 version of the tool. 2. Use the new version of Microstation to draft and edit dgn files.	Scheduled	Internal
DES906	Primavera P6 Intro View-Only	Basic overview of the Primavera P6 Client software. P6 is being used to track the project development process for all construction projects, from preliminary development through letting.	Upon the completion of this course, participants will be able to: 1. Access the P6 system 2. Navigate the database of projects 3. View and comprehend project schedules 4. Customize layouts 5. Use the P6 timesheet application 6. Discuss how the P6 data appears on TxDOT's public Project Tracker website	eLearning	Internal
DES907	Using PS&E Stage Gate Chklist	This course provides instruction on how to effectively use the Plan, Specification and Estimate (PS&E) Stage Gate	Upon the completion of the course, participants will be able to: 1. Explain how and when the stage gate checklist form should be used. 2. Describe how the stage gate checklist fits into	eLearning	Internal

		Checklist during the PS&E process to identify, and address outstanding EPIC's.	the overall EMS and project development process. 3. Identify document retention requirements for the stage gate checklist form.		
DES908	How to Create an EPIC Sheet	This course provides instruction on how to effectively cover the EPIC Sheet and use the EPIC Guidance document.	Upon the completion of the course, participants will be able to: 1. Explain the purpose of the EPIC Sheet 2. Use the EPIC Guidance to document project environmental issues 3. Explain the roles and responsibilities of users who complete and use the form 4. Explain the risk and benefits of the EPIC Sheet	eLearning	Internal
DEV039	ELM Employee Self-Service	This course will familiarize you with the TxDOT project's key changes, benefits, training and support tools.	Upon completion of the course, participants will be able to: 1. Define the key terms associated with the Enterprise Learning Management (ELM) process. 2. Identify the stakeholder roles and responsibilities associated with the ELM process. 3. Explain term descriptions. 4. Explain how to navigate through the ELM system. 5. Explain the process for entering, viewing, and tracking learning events.	eLearning	Internal
DEV040	HCM Employee Self-Service-Pay	This course will cover an overview on Employee Self Service-Pay information process. You will learn to view your pay information such as paychecks and W-2s.	Upon completion of the course, participants will be able to: 1. Define key terms related to the Employee Self Service (ESS) pay information process in PeopleSoft 9.2 2. Explain the roles and responsibilities associated with the process.	eLearning	Internal

			<p>3. Explain the steps to view and update Payroll and Compensation Information in ESS PeopleSoft 9.2.</p> <p>4. Explain how to manage Year-end Forms, such as the W-2.</p>		
DEV041	HCM Employee Self Svc-Personal	This course will provide an overview of the Employee Self Service process. You will learn how to view and update personal information such as address, phone number, marital status, and emergency contact information in Employee Self Service PeopleSoft.	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms associated with the ESS Personal Information process. 2. View personal information in ESS PeopleSoft 9.2. 3. Update personal information in ESS PeopleSoft 9.2 4. Explain the personal data delivered workflows in PeopleSoft 9.2. 	eLearning	Internal
DEV042	HCM Employee ePerformance	This course will provide an overview of how to use the ePerformance functionality and perform electronic approvals for Mid-Year Checkpoint and Annual Performance Evaluation in PeopleSoft 9.2.	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain the key terms associated with the ePerformance process. 2. Explain the ePerformance process. 3. Describe the ePerformance functionality. 4. Explain how to view and acknowledge ePerformance evaluations for the Developing Performance Document, Mid-Year checkpoint, and Annual Performance Evaluation. 	eLearning	Internal
DEV043	HCM Manager Self Service	This course will provide an overview of the employee exit process, the temporary assignment process, and other transactions that managers will be able to manage and	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the process for Manager Self Service (MSS) and the associated roles and responsibilities. 2. View, update, and approve information related to leave, location changes, and reporting 	eLearning	Internal

		enter themselves.	changes. 3. Run reports and queries. 4. Describe the disciplinary process. 5. Describe the voluntary and involuntary exit management process. 6. View ePerformance.		
DEV044	HCM Managing Recruitment	This course will cover the end-to-end recruitment and hiring process. You will understand the procedures regarding the recruitment and hiring process.	Upon completion of the course, participants will be able to: 1. Define the key terms related to recruitment. 2. Explain the recruitment process for managers. 3. Identify the stakeholder roles and responsibilities. 4. Create and post job openings. 5. Source and screen potential qualified applicants. 6. Hire applicants.	eLearning	Internal
DEV045	ELM Manager Self-Service	This course will cover how to manage, track, and report on learning completed in class or via web-based training by your direct reports.	Upon completion of the course, participants will be able to: 1. Define the key terms associated with the Enterprise Learning Management (ELM) process. 2. Identify the stakeholder roles and responsibilities. 3. Explain how to navigate through ELM as a manager. 4. Explain the key activities that a manager will perform in ELM.	eLearning	Internal
DEV046	HCM Managing ePerformance	This course will cover an overview on the Managing ePerformance process. You will learn to add goals, submit acknowledgment, and	Upon completion of the course, participants will be able to: 1. Explain the key terms associated with the Managing ePerformance process. 2. Explain the Managing ePerformance process, 3. Describe the ePerformance functionality.	eLearning	Internal

		manage the preliminary ratings fro the Mid-Year Checkpoint and Annual Performance Evaluation in PeopleSoft 9.2.	4. Explain the steps to enter and manage the preliminary ratings for the Mid-Year Checkpoint and Annual Performance Evaluation. 5. Explain the transfer process.		
DEV047	HCM Employee Recruitment	This course will provide employees information on how to apply for TxDOT open positions, the steps in the recruitment process, and how to refer a colleague/friend for a position.	Upon completion of the course, participants will be able to: 1. Define the key terms associated with the Internal Recruitment process. 2. Search for a new position. Apply for a new position within TxDOT. 4. Refer someone to a new position.	eLearning	Internal
DEV048	PeopleSoft Project Overview	This course will provide an overview of the project, the high level processes impacted, benefits of the project, and where to find additional information.	Upon completion of the course, participants will be able to: 1. List the benefits of the ERP project for TxDOT and its employees. 2. Discuss the enterprise-wide changes that will result from the ERP project. 3. Identify the training and resources available to you.	eLearning	Internal
DEV086	HCM Employee Time Reporting	This course will cover the time administration process for employees. Participants will understand how to log, view, update, and submit time. It will also cover how to view available leave hours.	Upon completion of the course, participants will be able to: 1. Define the key terms associated with the Employee Time Reporting process. 2. Identify the stakeholder roles and responsibilities. 3. Identify Time Reporting Codes (TRCs). 4. Enter and update time. 5. View and track timesheet. 6. Review time status and project accounting information.	eLearning	Internal

			<p>7. View and enter leave time, sick time, compensatory time, and vacation time.</p> <p>8. Run time reports.</p>		
DEV087	HCM Manager Time Reporting	<p>This course will cover the time administration process for Managers. In this course, you will understand how to view, make adjustments, and approve time records of your direct reports.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. View the time entered by direct reports 2. Adjust the time entered by direct reports 3. Request the time pay 4. Approve the time entered by direct reports 5. Enter time on behalf of your direct reports 6. Run and generate the time reports 	eLearning	Internal
DEV088	PeopleSoft Query Viewer	<p>This course will provide an overview of how to use and view queries in PeopleSoft 9.2.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the Query Creation Process. 2. Provide an overview of Query Viewer. 3. Search for queries. 4. View query results in your browser. 5. Run queries and export to excel. 6. Run a query with prompt. 7. Add queries to favorites. 8. Schedule a query using query viewer. 	eLearning	Internal
DEV089	FSCM Approving/Denying Requisition	<p>Approving and Denying Requisitions will provide users with an overview of how to approve or deny requisitions in eProcurement.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Understand the End to End eProcurement Requisition process. 2. Approve an eProcurement Requisition. 3. Deny an eProcurement Requisition 	eLearning	Internal
DEV090	FSCM Creating Requisitions	<p>This course will provide users with an overview of how Requestors can begin the requisitioning process in eProcurement.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain the Creating eProcurement Requisitions process. 2. Illustrate the Reviewing eProcurement Requisitions process 	eLearning	Internal

DEV095	FSCM Chart of Account Crosswalk	This course will provide end users a crosswalk between the current Chart of Account codes and the new Chart of Account codes to be used in PeopleSoft.	Upon the completion of this course, participants will be able to: 1. Review the changes in the Chart of Account codes.	eLearning	Internal
DEV100	TxDOT Telework Guidelines for Employee & Supervisors	Overview of information & guidelines for teleworking at TxDOT. Provides teleworkers & supervisors with guidelines & tools needed to successfully implement & sustain a telework program in their workplace. Note: Open to identified PILOT participants only.	Upon completion of the course, participants will be able to: 1. Define teleworking. 2. List the benefits of teleworking. 3. Identify the criteria for supervisor and employee participation. 4. Determine if own position is best suited for teleworking. 5. Based on tasks and considerations, discuss and develop a viable telework schedule. 6. Recognize challenges of teleworking and identify success factors. 7. Identify safety practices that apply to workspace outside of the office.	eLearning	Internal
DEV108	Job Posting through PeopleSoft	Provides hiring mgrs & designees with procedures & best practices for creating & posting a Job Opening in PeopleSoft. Includes entering job details, job postings, entering hiring team members and/or persons of interest & performing applicant screening.	Upon completion of this course, participants will be able to: 1. Discuss current HR policy for recruiting and hiring a TxDOT employees. 2. Identify critical posting information when creating a job opening. 3. Setup preliminary screening for a job posting.	WBT	Internal

DEV199	NEO - Online Course	This course, an optional part of the New Employee Orientation (NEO), covers cubicle etiquette, important information and policies about protecting agency data, and how the Public Information Act impacts the work we do at TxDOT.	<p>Upon the completion of this course, participants will be able to:</p> <p>Information Security Module:</p> <ol style="list-style-type: none"> 1. List how to protect agency data 2. Describe the department internet usage and social media policy 3. Explain how to safely and effectively use wireless and mobile devices 4. Identify where to find information technology usage policies online. <p>Public Information Module:</p> <ol style="list-style-type: none"> 1. Define the Public Information Act 2. Recognize what constitutes public information 3. Describe the process when a request for public information is received and the deadlines for taking required action 4. Describe the consequences of failing to comply with the law. <p>Cubicle Etiquette Module:</p> <ol style="list-style-type: none"> 1. Describe behaviors that improve working relationships 2. Identify best practices while working in a cubicle environment 3. Recognize methods for resolving issues with co-workers 	eLearning	Internal
DEV205	Equal Employment Opportunity (EEO) Training	This course covers laws prohibiting sexual harassment & retaliation; roles of the Equal Employment Opportunity	<p>Upon the completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Define unlawful employment practices. 2. Identify federal and state EEO laws and violations of those laws. 	eLearning	Internal

		Commission (EEOC); TxDOT's Conflict Resolution Process & policy regarding discrimination, intimidation & harassment.	<ul style="list-style-type: none"> 3. Identify protected classes and groups under federal and state law. 4. Understand TxDOT's EEO Policy. 5. Review the process for filing a complaint at TxDOT. 6. State the steps used to process a complaint at TxDOT. 		
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> 1 - explain the department's violence program and available resources, 2 - list and describe the four categories of violence, 3 - describe the prohibited behaviors and the administrative/disciplinary actions that will be taken if the policy is violated, 4 - discuss the mandatory referral process, 5 - describe reasons for termination under the policy, 6 - identify the role of the Employee Assistance Program (EAP), 7 - discuss domestic violence as it pertains to the workplace, 8 - describe reporting responsibilities associated with the violence program, 9 - discuss immediate response procedures and investigation procedures, and 10 - recognize the early warning signs fo potentially violent or aggressive employees. 	WBT	Internal

DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1 - explain the department's violence program and available resources, 2 - list and describe the four categories of violence, 3 - describe the prohibited behaviors and the administrative/disciplinary actions that will be taken if the policy is violated, 4 - discuss the mandatory referral process, 5 - describe reasons for termination under the policy, 6 - identify the role of the Employee Assistance Program (EAP), 7 - discuss domestic violence as it pertains to the workplace, 8 - describe reporting responsibilities associated with the violence program, 9 - discuss immediate response procedures and investigation procedures, and 10 - recognize the early warning signs fo potentially violent or aggressive employees. 	eLearning	Internal
DEV283	Violence Prevention- Employees	This course is for current employees who have been directly or indirectly involved in a violent situation. Employees need to recognize and report any sign of violence. This course will help the employee identify the signs of workplace violence and take t	<p>At the end of class, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain the purpose of the Violence Prevention policy. 2. Identify unacceptable behaviors in the workplace. 3. Explain reporting responsibilities. 4. Identify administrative/disciplinary actions. 5. Identify reasons an employee could be terminated. 	eLearning	Internal

DEV311	FSCM Purch:Entering Receipts	This course will provide users with in-depth knowledge about the end-to-end process of receiving items, recording receipts, reviewing and managing receipts.	Upon completion of this course, participants will be able to: 1. Define the key terms associated with the receiving process. 2. Explain the end-to-end process for receiving. 3. Describe the Matching process. 4. Explain the process of recording receipts. 5. Describe the process of reviewing and managing receipts.	eLearning	Internal
DEV312	FSCM Inventory Basics	This course covers the basic concepts of Inventory Management and the key changes that will occur as part of the PeopleSoft solution implemented at TxDOT for the process.	Upon completion of this course, participants will be able to: 1. Define the key terms related to the Inventory Management. 2. Describe the Inventory Management process. 3. Explain how inventory Management fits into the overall PeopleSoft solution.	eLearning	Internal
DEV314	FSCM Intro to Asset Management	This course will provide users an overview of the Asset Management module. It will explain the purpose and benefits of the Asset Management module and describe how it fits into the overall PeopleSoft solution.	Upon completion of this course, participants will be able to: 1. Explain the Asset Management process. 2. Define the key Asset Management terminology. 3. Explain how the Asset Management module fits into the overall PeopleSoft solution.	eLearning	Internal
DEV315	FSCM Intro to PSoft Purchasing	This course will provide users an overview of the Purchasing Module. It will explain the purpose, benefits, and key terms associated with this module, and describe how	Upon completion of this course, participants will be able to: 1. Define the key Purchasing terms. 2. Describe the Purchasing process. 3. Explain how Purchasing fits into the overall ERP solution.	eLearning	Internal

		it fits into the overall Enterprise Resource Planning (ERP) solution.			
DEV316	FSCM Requesting Supplier Update	This course describes the process to request a new Supplier and to request a modification to an existing Supplier record in PeopleSoft 9.2.	Upon completion of this course, participants will be able to: 1. Describe Supplier processing in PeopleSoft. 2. Define the key terms associated with Supplier processing in PeopleSoft. 3. Explain the process of searching for a Supplier. 4. Describe the process of requesting for a new Supplier.	eLearning	Internal
DEV323	FSCM Financials Overview	This course will familiarize you with the new financial processes at TxDOT.	Upon completion of this course, participants will be able to: 1. Identify the key finance goals and systems impacted as a result of the ERP project. 2. Define the key terms associated with the finance processes at TxDOT. 3. Explain the key finance business processes at TxDOT. 4. Describe the future TxDOT system. 5. Explain how PeopleSoft finance modules integrate with each other and with other TxDOT systems. 6. Identify the user groups impacted by the future finance modules in the TxDOT system. 7. Explain the new responsibilities of Finance Service Centers and Central Finance.	eLearning	Internal

DEV427	Project Mgt - Risk Assessment	This course will provide an overview of project management risk assessment concepts. The Risk Management process will be reviewed, and the elements of risk will be discussed.	<p>Upon the completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Define the term "risk" and "Risk Management". 2. Recognize how Risk Management fits within the PMI Project Management methodology. 3. Describe the six steps in the Risk Management process. 4. Identify and describe the basic components of a Risk Management Plan and Risk Register document. 	eLearning	Internal
DEV428	Project Mgt - Resource Mgt	This course will provide an overview of project resource management concepts. The resource management process and activities will be reviewed, and the elements of a Resource Management Plan document will be discussed.	<p>Upon the completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Define the term "resource" and "Resource Management". 2. Identify the different types of resources. 3. Describe the key activities required to perform Resource Management. 4. Identify and describe the basic components of a Resource Management Plan document. 	eLearning	Internal
DEV429	Project Mgt - Scheduling/Cost	This is an overview of project management scheduling, cost estimating concepts and the work breakdown structure.	<p>Upon the completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Employ a Work Breakdown Structure 2. Identify the elements of a project schedule 3. Define the elements of schedule variance 4. Explain Earned Value 5. Describe the 5 processes for building a project schedule 6. Define Cost Variance 7. Define Estimate to Complete 8. Define Estimate at Completion 9. Define Budget Remaining 	eLearning	Internal

DEV505	FIMS - Third Party Funding	<p>This course provides training to employees who need to use FIMS to monitor project funding, especially as the funding relates to their parties such as cities, counties and other quasi-governmental agencies.</p> <p>NOTE: To receive credit for this training an</p>	<p>Upon completion of this course the participants will be able to:</p> <ol style="list-style-type: none"> 1. Generate FIMS reports. 2. Determine the status of a project's funding, especially third parties funding, using FIMS reports. 	eLearning	Internal
DEV777	Learn & Mast Legisl Track Syst	<p>Interactive training that defines the roles of employees participating in the legislative process on behalf of TxDOT. Also prepares users to receive assignments, analyze bills, prepare operational impact statements and fiscal impact statements.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe their role in the legislative process as an employee of TxDOT. 2. Navigate the Legislative Tracking System, including familiarity with the control panel, workflow, searching and views. 3. Prepare and publish an Operational Impact Statement. 4. Prepare and publish a Fiscal Impact Statement. 	eLearning	Internal
EL1059	AED Orientation	<p>The Automated External Defibrillator (AED) Orientation will guide learners on how to set up, operate and maintain the Phillips Heart Start FRx Defibrillator.</p>	<p>Upon completion of this course, participants will become knowledgeable in operating the device and gain the ability to utilize the device during a sudden cardiac arrest.</p> <p>COURSE DURATION: 1.0 hour AUDIENCE: All TxDOT employees CONTACT: Frances Delacruz (512) 486-5425</p>	eLearning	Internal

EL1430	Haz Materials Awareness Trng	Haz Materials Awareness Trng	<p>Participants will be able to:</p> <ol style="list-style-type: none"> 1. Recognize and report hazardous material incidents on the roadway. 2. Recognize incidents related to transporting hazardous materials. 3. Recognize placards and labels which provide significant hazardous risk information. 4. Use the ERG to identify hazardous material using the ID number and name of material. 	eLearning	Internal
EL2000	Documenting Discipline	Disciplinary action in the workplace is a delicate matter. A serious conflict between manager and worker can give rise to a lengthy grievance procedure, or, at worst, legal action. Detailed disciplinary documents are the best defense when a manager's act		eLearning	Internal
EL2003	Bullying/Violence in Workplace	Bullying and Violence in the Workplace seeks to help employees understand the circumstances that can trigger violence in the workplace and to offer strategies for preventing the escalation of conflict. According to the Bureau of Labor Statistics, in the	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Identify situations and behaviors that would be considered workplace violence. 2. Recognize early warning signs of the potential for violent behavior. 3. Identify who to notify if you feel a person in a workplace situation has the potential to cause workplace violence. 	eLearning	Internal

EL2005	Rightful Employment Terminatio	<p>Rightful Employment Termination</p> <p>One of the most difficult things you will do as a manager is to terminate an employee. The employee who is being terminated ĳ regardless of the reason for the termination ĳ may feel angry, frustrated, or betrayed. He or s</p>		eLearning	Internal
EL2006	EEO/Discrim Practice in Hiring	<p>Equal Employment Opportunity and Discriminatory Practices in Hiring</p> <p>Think about the last time you conducted an employment interview. Did you pay attention to the types of questions you asked the applicants? If not, you may have requested information pro</p>		eLearning	Internal
EL2007	Overview Legally Protect Leave	<p>FMLA Leave and More: An Overview of Legally Protected Leave</p> <p>A sick child at home. An accident or injury. A death in the family. Notification to serve on the jury for an</p>		eLearning	Internal

		upcoming trial. Each of these events is part of life and can temporarily prevent an			
EL2008	Substance-free Workplace	<p>Promoting a Substance-free Workplace</p> <p>Substance abuse is a pervasive problem in society, so it's no surprise that it carries over into the workplace. According to statistics compiled by the National Institute on Drug Abuse, nearly 75% of all adult illici</p>		eLearning	Internal
EL2010	Interviewing & Hiring Practice	<p>This course, Interviewing and Hiring Practices, will present strategies for exercising sound judgment in the hiring and interviewing process. It will help managers and supervisors with hiring authority to recognize and avoid discrimination in the recruitme</p>		eLearning	Internal

EL2012	Sexual Harassment Prevention for Employees	This course helps participants identify the types of sexual harassment and recognize behaviors that may be considered sexually harassing in the workplace.	<p>Sexual harassment can have a disastrous impact on victims, offenders, and the company in which the offenses occur. Training employees in the essentials of prohibited conduct is an important part of reducing liability and maintaining a professional work environment.</p> <p>Participants will also learn about courses of action available to victims, as well as the rights of employees and the responsibilities of employers relative to sexual harassment in the workplace.</p> <p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Recognize examples of two types of sexual harassment. 2. Recognize examples of appropriate courses of action being taken by victims of sexual harassment. <p>This course was developed with subject matter support provided by the Labor, Employment, and Employee Benefits Law Group of the law firm of Sheehan Phinney Bass + Green PA. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the</p>	eLearning	Internal
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			<p>information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.</p>		
EL2013	Workplace Harassment: for Mgrs	<p>Workplace Harassment for Managers.</p> <p>Typically, when people hear the term workplace harassment, they think of sexual harassment. But that is just one of the many forms workplace harassment may take. Unlawful harassment is any form of unwanted or unsolici</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Recognize when conduct in the workplace constitutes unlawful harassment. 2. Determine whether actions taken by a supervisor or manager could be construed as a tangible employment action. 3. Recognize your role in creating a culture of respect and a work environment where harassment is not tolerated. 4. Proactively deal with harassment before it escalates into a complaint. 5. Recognize the appropriate action to take when an employee brings a harassment complaint to your attention. 6. Identify appropriate actions to take if you are notified that an employee has lodged a harassment complaint with the EEOC. 	eLearning	Internal

EL2014	HIPAA Privacy Essentials	This course presents an overview of HIPAA (the Health Insurance Portability and Accountability Act), outlining the main components and identifying who is covered by the Act. It examines the privacy provisions under HIPAA as they relate to protected health		eLearning	Internal
EL2016	HR Policy Manual Release	Familiarization of the new TxDOT HR Policy Manual effective 6/17/2013. New HR Policy Manual and FAQ's are provided. Employment acknowledgement is required.	All employees will read and comply with the new HR Policy Manual.	eLearning	Internal
EL2017	Records Retention & Litigation Hold	The course teaches the TxDOT Records Retention and Litigation Holds policy, including employee actions upon receipt of a Litigation Hold Notice until receipt of a Litigation Hold Termination Notice from the Office of General Counsel (OGC).	State and federal laws require retention of official records and preservation of evidence in its native format that is potentially relevant to a case involving the department. Any employee can create work-related public information or a state record, whether in hard copy or electronic format. That information is subject to records retention requirements and potentially Litigation Hold. This course focuses on the general records retention requirements, ways to save email for accessibility, secure retention for the required amount of time, and efficient management	eLearning	Internal

			<p>through routine records destruction/deletion procedures for eligible records.</p> <p>Upon successful completion of this course, students will:</p> <ol style="list-style-type: none"> 1. Define what a state record is. 2. Identify the life cycle of records created and maintained in TxDOT work units. 3. Access the TxDOT Records Retention Schedule. 4. Identify what work-related correspondence/email and records must be retained. 5. Routinely save work-related correspondence/email and records in the work unit's files for retention in accordance with the TxDOT Records Retention Schedule. 6. Locate and identify information that may be relevant to a case and securely store electronic information in its native format to preserve the metadata, upon receipt of a Litigation Hold Notice. 		
EL2018	Human Resources Core Knowledge: Skills, Concepts, and Tools	This course examines key skills required in human resource professionals, including the ability to lead and motivate others.	<p>Human resources concepts and applications are also examined, as well as ethics and professional standards that every organization should follow. This course also provides insight into how to perform environmental scans, and discusses organizational structures as well as change management.</p> <p>Upon completion of this course, the participant will be able to:</p> <ol style="list-style-type: none"> 1. Identify the functions of an effective 	WBT	Internal

			<p>communication strategy.</p> <ol style="list-style-type: none"> 2. Sequence the steps required to create an organized presentation. 3. Identify key transformational roles HR leaders can assume to help implement organizational strategy. 4. Identify HR leadership attributes. 5. Recognize the types of situations that should be addressed in every organization's code of conduct. 6. Differentiate between environmental scanning methods. 7. Identify benefits of various types of organizational structures. 8. Identify the guiding principles of change management <p>Target Audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2019	Human Resources Core Knowledge: Functions and Activities	This course examines personnel and administrative functions such as organizational documentation requirements to ensure compliance with key regulations, how to gauge employee attitudes and opinions, and the job analysis process.	<p>Financial and vendor management is also discussed, including common budgeting and accounting concepts, quantitative and qualitative analysis, and third-party supplier management. This course also addresses tools and techniques used to support HR activities, such as HR technologies, techniques for forecasting HR needs, and risk-management techniques. Finally, this course provides instruction on project management approaches and applications.</p> <p>Upon completion of this course, the participant</p>	WBT	Internal

			<p>will be able to:</p> <ol style="list-style-type: none"> 1. Identify documentation guidelines. 2. Identify approaches used to gauge employee satisfaction. 3. Identify the components of a job description. 4. Identify methods for conducting a financial analysis. 5. Sequence the steps to perform a cost-benefit analysis. 6. Describe the purpose of key tools for financial management. 7. Identify the key areas in vendor management. 8. Identify ways that technology can be used to help support HR activities. 9. Identify the steps in a typical project management process. 10. Differentiate between the tools that can be used to track project success. <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2020	Human Resource Development: Regulations and Organizational Development	This course examines Human Resource Development (HRD) and Organizational Development (OD) activities and initiatives.	It provides instruction on the relationship between HRD and the organization, the key components of HRD, along with key federal legislation that affects HRD activities – both their development and delivery. This course also examines OD theories and applications and provides direction to HR professionals on how to approach OD initiatives to ensure they support organizational objectives. Employee development theories are also addressed, as well	WBT	Internal

		<p>as how to approach employee training program activities using adult learning theories.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the five basic disciplines that distinguish learning organizations from traditional organizations. 2. Recognize key domains essential to human resource development. 3. Identify the primary functions of human resource development programs. 4. Recognize examples of Copyright Act infringement. 5. Recognize types of patent law infringement. 6. Recognize the aims of an organization's culture. 7. Recognize the steps in developing a program that aligns with organizational business requirements and culture. 8. Describe the Change Process theory. 9. Match the intervention strategies of the implementation theory to their tools. 10. Identify the main objectives of TQM. 11. Recognize the meaning of each type of flowchart symbol. 12. Describe the quality tools. 13. Identify key aims of the Six Sigma methodology. 14. Recognize the characteristics of adult learners. 15. Identify learning styles. 16. Recognize the six levels of learning 		
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			<p>according to Bloom's Taxonomy. 17. Recognize the motivational theories for adult learners.</p> <p>The target audience: Human resource professionals.</p>		
EL2021	Human Resource Development: Employee Training	This course examines human resources development theories and activities, used to help increase individual and organizational effectiveness.	<p>Learners are provided with direction on how to assess an organization's training needs and how to approach employee training and development activities in order to develop general, as well as specialized, training initiatives and programs. Instruction on training facilitation techniques, instructional methods, and program delivery mechanisms is also provided. Approaches and tools for assessing the effectiveness of training and development initiatives are also addressed – such as surveys, as well as, pre- and post-testing.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Recognize the key stages of a needs assessment. 2. Identify the steps for designing training. 3. Compare the benefits of in-house and outsourced training. 4. Recognize the training delivery methods and their benefits. 5. Recognize how to implement a training program. 6. Recognize which seating arrangements are suitable for various training situations. 7. Recognize the desired characteristics for a 	WBT	Internal

			<p>facilitator.</p> <p>8. Describe the levels at which training can be evaluated.</p> <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2022	Human Resource Development: Performance Appraisal and Talent Management	<p>This course examines performance appraisals and talent management. One of the most important aspects of human resource development is retaining and extracting the most value out of high-potential employees.</p>	<p>Instruction on how to develop and evaluate performance management programs is provided as well as methods to evaluate performance. This course also provides instruction on how to develop and evaluate the performance evaluation process and talent management programs. Mentoring and coaching approaches used to help manage organizational talent are also discussed.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Match the performance levels required for an organization to be successful to their contributing factors. 2. Identify the factors that are needed to make a performance management system successful. 3. Identify the components of an effective performance management system. 4. Recognize how to prepare for and conduct an appraisal meeting. 5. Recognize examples of performance appraisal methods. 6. Identify examples of performance appraisal errors. 	WBT	Internal

			<p>7. Recognize the legal considerations for approaching performance appraisals. 8. Identify examples of talent management. 9. Recognize examples of career development programs. 10. Identify the characteristics of a successful mentoring program. 11. Describe the theories of leadership.</p> <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2023	Compensation and Benefits: regulations, Strategies and Needs Assessment	This course examines compensation and benefits programs – often referred to as total rewards programs – and their importance and impact on organizational objectives.	<p>It provides instruction on the applicable federal laws and regulations related to compensation and benefits programs as well as applicable tax regulations. This course also provides instruction on how to budget and account for compensation and benefits programs. Instruction is also provided on common compensation and benefits strategies and how to perform compensation and benefits needs assessments in order to better understand what type of approach is best suited for the organization in question.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe federal laws and regulations related to compensation. 2. Identify key provisions in the FLSA. 3. Identify FLSA record-keeping requirements. 4. Recognize federal laws and regulations related to benefits. 	WBT	Internal

			<p>5. Recognize key components of benefits regulations.</p> <p>6. Recognize key benefits components of tax regulations.</p> <p>7. Describe accounting practices for tracking and reporting on compensation policies and programs.</p> <p>8. Identify the steps in the strategic compensation process.</p> <p>9. Identify the steps in a benefits program needs assessment.</p> <p>10. Identify common tools and methods used to gather data for a benefits program needs assessment.</p> <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2024	Compensation and Benefits: Managing Policies, Programs, and Activities	This course examines compensation policies, programs, and activities. Instruction is provided on job evaluations, pricing, and pay structures, as well as common organizational pay programs.	<p>Compensation policies and programs are also discussed, as well as how to manage payroll-related information.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe job evaluation methods. 2. Describe the components of pay structures. 3. Describe various types of base-pay systems. 4. Identify examples of situations suited to differential pay. 5. Identify types of incentive pay plans. 6. Recognize FLSA requirements for payroll record-keeping. 7. Identify the components of employee master 	WBT	Internal

			<p>files.</p> <p>8. Identify the key considerations for choosing a payroll system.</p> <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2025	Compensation and Benefits: Organizational Responsibilities	<p>This course examines noncash compensation methods such as equity programs and noncash rewards. It also discusses common benefits programs such as health coverage and employee assistance programs (EAPs).</p>	<p>Fiduciary responsibilities related to compensation and benefits are also examined, particularly Social Security and Medicare. This course outlines the importance of effective and ongoing employee communications regarding organizational compensation and benefits programs, as well as employee self-service technologies</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify types of noncash compensation plans organizations can offer to employees. 2. Recognize how to implement various formulas used to calculate contributions to defined benefit plans. 3. Distinguish between various types of benefits programs. 4. Identify the common types of health care plans offered to employees. 5. Recognize fiduciary responsibilities related to compensation and benefits. 6. Identify techniques employers can use to communicate information about benefits and compensation programs to employees. 	WBT	Internal

			<p>7. Identify what must be communicated to employees about benefits and compensation programs.</p> <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2026	Employee and Labor Relations: Employment Regulations and Organizational Programs	This course focuses on the federal laws and regulations that affect employee and labor relations. .	<p>It discusses individual employment rights, the Equal Employment Opportunity Commission (EEOC) complaint process, and the role HR plays in the employment litigation process. The course also identifies strategies for facilitating positive employee relations and employee involvement in an organization. Finally, the course outlines methods for evaluating employee relations and the effectiveness of employee relations programs in the organization.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe key provisions of employment legislation. 2. Recognize which employment common laws apply in various situations. 3. Sequence the steps in the EEOC complaint process. 4. Recognize tasks HR performs during the steps in the employment litigation process. 5. Identify strategies for building positive employee relations. 6. Identify strategies to ensure employment 	WBT	Internal

			<p>involvement.</p> <p>7. Identify examples of employee involvement strategies.</p> <p>8. Recognize methods for assessing employee relations in an organization.</p> <p>9. Identify activities to evaluate the effectiveness of employee relations programs.</p> <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2027	Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	Positive and constructive relations between employers, employees, and unions are important for the success and growth of any organization.	<p>However, it is not uncommon for organizations to come across employee related-behavioral and disciplinary issues that might threaten the positive and productive work environment. This course examines some of the problematic behavior and performance situations and how an organization can work to improve them. The course then presents a process to initiate disciplinary action aimed at giving erring employees a chance to improve and to avoid undesirable employment litigations. The course goes on to discuss the alternative dispute resolution approaches as a way to prevent the escalation of disciplinary actions and termination of employees into lawsuits. The course also discusses the importance and roles of organizational policies, procedures, and work rules and how managers and HR professionals can work to make sure that employees understand and follow them.</p>	WBT	Internal

			<p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Differentiate between policies, procedures, and work rules. 2. Identify the legal considerations associated with employee handbooks. 3. Identify examples of key workplace behavior issues. 4. Identify the roles of performance improvement plans. 5. Identify best practices for implementing effective discipline in the workplace. 6. Sequence the steps involved in a disciplinary process based on best practices. 7. Recognize how to conduct a termination meeting appropriately. 8. Match methods of alternative dispute resolutions with their descriptions. 9. Differentiate between mediation and arbitration. <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers, and recruiters.</p>		
EL2028	Employee and Labor Relations: Unions and Collective Bargaining	One of the key goals of a labor union is to gain official recognition so that it is entitled to conduct collective bargaining on behalf of its members in a particular bargaining unit.	This course examines the unionization process laid out by the National Labor Relations Act. Labor regulations also identify unfair labor practices by employers, such as activities that inhibit employees' effort to unionize, or inhibit their employment rights and conditions of work. Certain unfair labor practices by unions and employees are identified too. The course goes	WBT	Internal

			<p>on to discuss the process, subjects of, and approaches for collective bargaining between unions and employers. The course also presents strikes, picketing, and secondary boycotts as the legal means of protest by employees.</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none">1. Sequence the steps of the unionization process.2. Identify common requirements of a cooperation agreement between a union and employer.3. Identify the rules for employers in the event that an election is granted.4. Identify examples of unfair labor practices by employers.5. Identify examples of unfair labor practices by unions.6. Differentiate between types of collective bargaining strategies.7. Identify contract negotiation approaches.8. Categorize examples of labor protests.9. Identify the rules for lockouts. <p>The target audience: Human resource professionals, managers, compensation and benefits analysts, administrators, staffing managers and recruiters.</p>		
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EL2029	Strategic HR for SPHR Exam Candidates Part I	Organizational leadership, including HR leadership, is directly involved in developing, refining, and implementing an organization's strategic plan.	One of the key roles of senior HR professionals is to align activities in the HR function with the organization's strategic goals. Senior HR professionals are often directly involved with the corporate restructuring activities resulting from organizational changes and initiatives such as mergers and acquisitions, offshoring, outsourcing, and divestiture. Managing third-party contracting and technology and measuring strategic performance, specifically of the HR function, are some other key contributions the HR function makes to the organization. This course examines the core strategic functions of HR, the regulatory framework around them, and the specific capabilities required to perform them. The course also discusses organizational roles and responsibilities for ensuring ethical practices and ethical issues and challenges in performing these functions. This course helps prepare individuals for the Human Resource Certification Institute's (HRCI) PHR and SPHR certification examinations.	WBT	Internal
EL2030	Strategic HR for SPHR Exam Candidates Part II	Planning and implementation of programs dealing with global workforce and compensation, succession planning, training effectiveness evaluation, and ever-changing employee needs are of strategic importance to HR professionals.	This course discusses some of the key issues in dealing with global assignments and international assignees. It also outlines characteristics of a succession planning program and process in an organization. Various levels of training evaluation and evaluation methods are discussed too. The course also outlines changing employee needs and organizational programs to meet them. Finally, the course provides integral information on compensation and benefits for executives and international assignees. This	WBT	Internal

			course helps prepare individuals for the Human Resource Certification Institute's (HRCI) PHR and SPHR certification examinations.		
EL2031	TxDOT Records Management: A Program Overview	This course will provide an introduction to and overview of the TxDOT Records Management Program, including roles and responsibilities within the program and available records management resources.	<p>Upon completion of this course the participant will be able to:</p> <ol style="list-style-type: none"> 1. Define a state record and records management. 2. Understand the life cycle of records created and maintained in TxDOT work units. 3. Identify and describe the roles and responsibilities within the TxDOT Records Management Program. 4. Locate Records Management resources including the Records Management Manual and Records Retention Schedule. <p>Targetd Audience: All D/D/O Records Administrators; open to all employees. Mandatory Annually for all D/D/O Records Administrators based on Records Management Audit -Spring 2014.</p> <p>Course is one (1) hour in length.</p>	WBT	Internal
EL4000	ENV Triggers-Historical Study	TxDOT spends a large amount of time and money planning and developing construction and/or maintenance projects. Part of this planning effort is dedicated to deciding what environmental rules and regulations apply to the proposed p	<p>Identify when historical studies should be performed for TxDOT construction and maintenance projects. The following items will be taught:</p> <ol style="list-style-type: none"> 1) Federal and State Laws affecting historical studies. 2) What triggers National Historical Preservation Act (NHPA)? 3) Who to contact when NHPA is triggered. 	eLearning	Internal

EL4008	PA between FHWA/TxDOT -CE's	The Federal Highway Administration (FHWA) and the Texas Department of Transportation (TxDOT) entered into a Programmatic Agreement (PA) in 2011 to clarify the review and approval of NEPS Categorical Exclusions(CE). This course is	The training will review the written programmatic agreement in detail and will teach the student the following: 1. Where to access the programmatic agreement. 2. What authority is being transmitted to TxDOT related to CE environmental documents. 3. What projects can be performed under this agreement.	eLearning	Internal
EL4021	Air Quality Document Requirements	This training provides an overview of the information that is required for air quality analysis in environmental project documents; including what project characteristics trigger different	Completion of course you will be able to: 1. Explain how the applicability of air quality analysis elements varies according to project characteristics. 2. Recognize the disclosure statements that are required for the air quality section of environmental documents. 3. Identify the TxDOT tools and resources that exist to assist in preparing legally sufficient environmental documents.	eLearning	Internal
EL8474	Securing the Human	Securing the Human Information Security training provides TxDOT employees general security awareness training.		eLearning	Internal
ENV206	UST Facility Operator Course	Introduces the student to the safe operation of underground storage tank (UST) systems	Student will learn how to avoid and minimize the releases of gasoline, diesel, and other fuel products, and the environmental harm caused by leaks.	eLearning	Internal

ENV405	Field ENV Emergency Compliance	Field Environmental Emergency Compliance highlights potential environmental emergencies encountered on a construction or maintenance project. The course provides the basic steps for properly handling and solving issues in each environmental discipline.	Upon completion of the course, participants will be able to: 1. Demonstrate certain protocols when dealing with environmental issues 2. Explain archeological resource issues 3. Explain hazardous materials issues 4. Explain water resource issues 5. Explain biological issues 6. Handle emergency construction/maintenance situations 7. Handle plan changes and potential effects on environmental issues	eLearning	Internal
ENV414	Environmental Mgt System	Course provides an overview of TxDOT's Environmental Management System (EMS) program for those involved in the road construction activities of planning, design and construction of earth disturbing activities.	Upon completion of the course, participants will be able to: 1. Discuss the EMS 2. Describe what an EMS is and its value to TxDOT 3. Explain the EMS Policy statement and management's commitment 4. Identify components of an EMS System 5. Identify EMS tools and when they should be used 6. Recognize who to contact regarding EMS assistance	eLearning	Internal
ENV415	HAZMAT Mgmt-Intro ISA Process	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This is the 1st module in the series & provides an overview of	Upon completion of the course, participants will be able to: 1. Explain the need, purpose and process of conducting a Hazardous Materials ISA 2. Apply the process to TXDOT construction and maintenance projects 3. Identify available tools to guide TxDOT personnel through the process	eLearning	Internal

		the Initial Site Assessment process.			
ENV416	HAZMAT Mgmt-Reg/Legal Issues	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This 2nd module provides an overview of the major federal & state laws driving the ISA process.	Upon completion of the course, participants will be able to: 1. Identify major federal laws & guidance 2. Identify major state laws & guidance 3. Discuss how these laws drive the ISA process	eLearning	Internal
ENV417	HAZMAT Mgmt-Define Site Assess	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This 3rd module provides an overview of ISA Components & introduces the ISA Standard of Uniformity (SOU).	Upon completion of the course, participants will be able to: 1. Identify site assessment types 2. Discuss the ISA Standard of Uniformity (SOU)	eLearning	Internal
ENV418	HAZMAT Management	This module provides specific guidance on using the ISA Standards of Uniformity (SOU).		WBT	Internal

ENV419	HAZMAT Mgmt-Land Use Concerns	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 5th module covers the determination of existing & previous land use & the potential of hazardous materials at a site.	Upon completion of the course, participants will be able to: 1. Discuss methods for determining existing and previous land use 2. Link environmental hazards to existing and previous land use	eLearning	Internal
ENV420	HAZMAT Mgmt-Using Reg Database	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 6th module covers fed & state hazmat regulatory databases & using them for detecting potential hazardous materials.	Upon completion of the course, participants will be able to: 1. Discuss the various federal and state hazmat regulatory databases 2. Use these databases to identify potential hazardous materials at a project site.	eLearning	Internal
ENV421	HAZMAT Mgmt-Conduct Field Surv	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 7th module covers site surveys and project site survey standard of uniformity.	Upon completion of the course, participants will be able to: 1. Conduct a field survey safely 2. Identify specific items 3. Use collected information as clues to the possibility of encountering hazardous materials at a project site	eLearning	Internal

ENV422	HAZMAT Mgmt-Prepare NEPA Doc	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This is the 8th module in the series & covers the documentation that may be required for ISA & NEPA compliance.	Upon completion of the course, participants will be able to: 1. Determine the required documentation for ISA & NEPA compliance 2. Identify what is needed for the NEPA document 3. Discuss NEPA document types and outline 4. Use suggested language for the NEPA document 5. Discern minimal or more potential for hazardous material involvement 6. Involve regulated sites 7. Achieve environmental review and clearance	eLearning	Internal
ENV423	HAZMAT Mgmt- Preparing Recommen	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This is the 8th module in the series & covers the Phase II ESA & continual environmental management.	Upon completion of the course, participants will be able to: 1. Discuss the purpose of the Phase II ESA 2. Develop assessment options 3. Interpret results 4. Determine what happens when hazardous materials cannot be eliminated from the project 5. Follow through with ongoing environmental management	eLearning	Internal
ENV425	NEPA - Determine Trans Needs	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This is the 1st module in the series & provides an overview of the NEPA process.	Upon completion of this course, participants will be able to: 1. Discuss the NEPA process 2. Discuss the rules and regulations related to the NEPA process 3. Determine regional transportation needs related to their projects	eLearning	Internal

ENV426	NEPA-Evaluate Trans Needs	<p>This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 2nd module is a high level overview of evaluating "Purpose and Need" for a TxDOT construction or maintenance project.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Determine regional transportation needs 2. Compose a Need and Purpose Statement 3. Develop a transportation project concept and scope 4. Evaluate modal alternatives 5. Identify the roles and responsibilities of the districts and ENV in preparing NEPA documents 6. Determine Go/No-Go factors in the design of a transportation project 	eLearning	Internal
ENV427	NEPA-Launching a Project	<p>This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 3rd module is a high level overview of studies, surveys & other requirements used in environmental investigations.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Start the process to obtain environmental clearances 2. Execute an initial environmental survey 3. Discuss the five key purposes of the environmental survey 4. Identify the seven steps of the physical/biological survey process 5. Discuss the nine steps of the cultural survey process 6. Determine the area of potential effect (APE) 7. Identify the six steps of the hazardous material survey process 8. Identify the five steps of the community impact survey process 	eLearning	Internal

ENV428	NEPA- Refining Alternatives	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 4th module is a high level overview of alternatives, public involvement & other info about the environmental process.	Upon completion of this course, participants will be able to: 1. Define criteria to design and evaluate alternatives 2. Evaluate project alternatives 3. Discuss CEQ and FHWA regulations	eLearning	Internal
ENV431	Indirect/Cumul Impact Analysis	This training module is designed to be an overview of the Indirect and Cumulative Impact (ICI) Analysis process. This is an introductory course to familiarize students about the process.	Upon completion of this course, participants will be able to: 1. Identify legal requirements 2. Use TxDOT's Guidance on Preparing Indirect and Cumulative Impact Analysis 3. Determine when an ICI analysis is required 4. Distinguish between indirect and cumulative impacts 5. Discuss the 7 steps in the indirect impact analysis process 6. Discuss the 8 steps in the cumulative impacts analysis process	eLearning	Internal
ENV432	CGP Compliance/En forcement	This course is an overview of the Texas Pollutant Discharge Elimination System (TPDES) permit including permit application and compliance requirements.	Upon completion of this course, participants will be able to: 1. Apply the Construction General Permit (TPDES General Permit TXR1500000). 2. Describe the role, responsibilities, requirements, and definitions used in the TPDES General Permit TXR1500000. 3. Record requirements as related to TPDES. 4. Identify the types of environmental regulatory agency inspections, and what to do if a TxDOT	eLearning	Internal

			project is inspected. 5. Handle a potential non-compliance violation (NOV) by environmental regulatory agencies.		
ENV433	Storm Water ENV Req During CON	This course provides awareness on Storm Water Environmental Requirements during Construction & is in compliance with the requirements of the EPA Consent Agreement and Final Order (CAFO)	Upon completion of this course, participants will be able to: 1. Describe the Environmental Storm Water Requirements during construction. 2. Identify roles and responsibilities of the Environmental Storm Water Requirements during construction. 3. Explain what data will be collected from the Construction Stage Gate Checklist for use in continuous improvement assessments.	eLearning	Internal
ENV436	Triggers- Community Impacts	Covers those activities that trigger community impact rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	Upon completion of this course, participants will be able to: 1. Identify the types of activities that trigger community impact rules and regulations for various types of construction projects. 2. Manage project time lines and expectations.	eLearning	Internal
ENV437	Triggers- Noise Assessment	Covers those issues or conditions that trigger noise rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental	Upon completion of this course, participants will be able to: 1. Identify the types of activities that trigger noise rules and regulations for various types of construction projects. 2. Manage project time lines and expectations.	eLearning	Internal

		discipline applies to a project or not.			
ENV439	Triggers - Archeology	Covers issues or conditions that trigger archeology rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	Upon completion of this course, participants will be able to: 1. Identify the types of activities that trigger archeology rules and regulations for various types of construction projects. 2. Manage project time lines and expectations.	eLearning	Internal
ENV440	Triggers-Haz Materials Impacts	Covers activities that trigger hazardous materials rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	Upon completion of this course, participants will be able to: 1. Identify the types of activities that trigger hazardous materials rules and regulations for various types of construction projects. 2. Manage project time lines and expectations.	eLearning	Internal
ENV442	Triggers - Biological Impacts	Covers activities that trigger biology rules & regulations for various types of construction projects. Trigger courses	Upon completion of this course, participants will be able to: 1. Identify the types of activities that trigger biology rules and regulations for various types of construction projects.	eLearning	Internal

		quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	2. Manage project time lines and expectations.		
ENV445	Predecessor - Archeology	Course defines the information required (predecessors) to start the archeology process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	Upon completion of this course, participants will be able to: 1. Recognize when the archeology process can begin in the advance planning process 2. Identify the information needed to start the process. 3. Reduce miscommunication. 4. Build better planning schedules.	eLearning	Internal
ENV446	Predecessor - Community Impacts	Course defines the information required (predecessors) to start the community impacts process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	Upon completion of this course, participants will be able to: 1. Recognize when the community impacts process can begin in the advance planning process 2. Identify the information needed to start the process. 3. Reduce miscommunication. 4. Build better planning schedules.	eLearning	Internal
ENV447	Predecessor Training - Noise	Course defines the information required (predecessors) to start the noise assessment process. Predecessor courses cover knowing when an environmental process can	Upon completion of this course, participants will be able to: 1. Recognize when the noise assessment process can begin in the advance planning process 2. Identify the information needed to start the process. 3. Reduce miscommunication.	eLearning	Internal

		begin & what information is required to start that process.	4. Build better planning schedules. The students will gain a better understanding of when Noise process can begin in the advance planning process and will know what information is needed to start the process as well. The object of the course is to reduce miscommunication and to build better planning schedules.		
ENV457	404 Compliance During Construction	This course covers the requirements of Section 404 of the Clean Water Act specifically as they pertain to construction activities in a manner that is accessible and understandable to non-environmental personnel.	Upon completion of this course, participants will be able to: 1. Identify common construction activities that are typically regulated under Section 404 of the Clean Water Act. 2. Explain the typical regulatory requirements (construction phase only) for those activities. 3. Describe where and how those requirements are addressed in the PS&E. 4. Recognize common potential 404 non-compliance issues on construction sites.	eLearning	Internal
ETH101	TxDOT Ethics Policy	This module on TxDOT's Ethics Policy was developed to increase department employees' awareness and how to properly report policy violations.	Upon completion of the module, participants will be able to: 1. Discuss the content and intent of the TxDOT Ethics Policy. 2. How to utilize the TxDOT Ethics Policy. 3. Explain reporting violations of the Ethics Policy.	WBT	Internal
FIN100	Bond Funding for Const Project	This course provides the participants an overview of bonds and their basic components, terminology related to bond funded construction projects, various reports produced in the Financial	Participant will be able to: (1) Identify bonds and their basic components; (2) Understand terminology related to bond funded construction projects ; (3) Describe various reports produced by FIMS and other systems; and (4) Understand the analysis of bond funds to be performed at least twice a year.	eLearning	Internal

		Information Management System (FIMS) and other systems, and an anal			
MNT121	Access Reports for Maint Sups	This course focuses on the skills and knowledge needed to locate and access different PC based reports used by a TxDOT maintenance supervisor. Learners should complete this course 30 days prior to attending the MNT123 MSSC class.	Upon completion of the course, participants will be able to: 1. Locate and access budget reports in the BIS system 2. Locate and access PM reports using Fleet Tracks 3. Locate and access routine maintenance project plans using Plans Online	eLearning	Internal
MNT400	Homeland Security Training	This course trains employees to identify and report suspicious activities or objects or possible terrorist incidents; to know the different roles in system security, types of terrorist weapons and why terrorists do what they do.	Upon completion of the course, participants will be able to: 1. Identify their role in reducing vulnerability; 2. Identify suspicious activities and behavior; 3. Identify suspicious objects; 4. Follow TxDOT's procedures when suspicious objects or activities are seen 5. Explain TxDOT's role in Homeland Security.	eLearning	Internal
MNT415	Revegetation During Construction	This environmental requirement training will provide an overview of the importance of re-vegetation to ensure compliance with the Clean Water Act, Section 102, and the Texas Pollution	Upon completion of the course, participants will be able to: 1. Discuss the Clean Water Act and the TPDES Construction General Permit 2. Identify the re-vegetation requirements during and after a construction project 3. Recognize approved seed types and rates 4. Recognize the impacts from improper seeding	eLearning	Internal

		Discharge Elimination System (TPDES), Construction General Permit.	<p>5. Identify storm water controls and the environmental impacts when not installed correctly</p> <p>6. Discuss the escalation procedures for site deficiencies, non-conformances, and non-compliances by Contractor</p> <p>7. Inspect, document and communicate the re-vegetation part of the Storm Water Pollution Prevention Plan</p>		
PUR700	Payment Card Training	To provide all State of Texas Procurement Cardholders information to help them fulfill their responsibilities and comply with TxDOT policies and procedures.	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Use procurement cards to make approved purchases within approved limits. 2. Properly complete purchases, receive merchandise and obtain documentation. 3. Submit correct and complete documentation for each credit card purchase. 4. Observe restrictions on purchase of specific items. 5. Take appropriate action to prevent improper or fraudulent use of cards. 6. Identify appropriate resources and when to contact them for assistance. 	eLearning	Internal
PUR800	Request & Approve G&S (PUR800)	<p>TxDOT relies on goods & services to accomplish its mission & goals. Participants will learn how to request & approve necessary goods & services, according to state law & department policy.</p>	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain TxDOT purchasing policy, principles and ethics. 2. Use the Internet and Intranet to research items needed in accordance with state and TxDOT purchasing policies. 3. Enter a complete and accurate User Request in APS. 4. Follow TxDOT procedures for requesting 	eLearning	Internal

			<p>specific items such as furniture, commercial repairs, temporary personnel, copiers, etc.</p> <p>5. Approve and track the status of a User Request in APS.</p> <p>6. Follow TxDOT procedures for the delivery, inspection, acceptance and receipt of purchased items.</p>		
SFH398	Intro to Occupational Safety & Health	A prerequisite to SFH401 FOCUS on Safety IV; this course covers an intro to OSHA, electrical safety, struck by, caught in between & health hazards associated with the construction industry.	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain how OSHA affects TxDOT. 2. Recognize potential electrical hazards in the TxDOT working environments. 3. Explain the purpose of a lockout/tagout program. 4. Identify hazards an employee has the potential to get struck by or caught in between. 5. Recognize potential health hazards in construction and maintenance of TxDOT highway systems. 6. Explain the impact of injuries or fatalities on employees, their sections or the Department. 	eLearning	Internal
SFH420	Hazard Communication (Comprehensive)	This course fulfills the Texas Hazard Communication Act requirements, patterned after the federal Occupational Safety & Health Administration (OSHA) Hazard Communication Standard. It includes regulation requirements & the safety data sheet.	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Identify specific hazardous chemicals in their workplace 2. Identify personal protective equipment for specific hazardous chemicals 3. Interpret labels and safety data sheets. 	eLearning	Internal

SFH421	HazCom/Environmental Refresher	<p>This course is a refresher for SFH420 Hazard Communication (Comprehensive). It reinforces the principles and tools used to communicate the dangers of hazardous chemicals used in the workplace.</p> <p>Refresher training is required every 5 years.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Locate specific hazardous chemicals. 2. Use personal protective equipment. 3. Interpret labels and material safety data sheets. 	eLearning	Internal
SFH521	Surveying Safety in the Right of Way (CBT)	<p>To be taken in conjunction with TRF520 Work Zone Traffic Control, this course fulfills the safety orientation portion required of all persons working on survey crews in the Right of Way (ROW). This is the CBT equivalent of SFH520.</p>	<p>Upon completion of this course, participants will:</p> <ol style="list-style-type: none"> 1. Describe the general conditions of heat stress, disorders associated with heat stress, and preventative measures. 2. Explain the steps to protect oneself from Sun exposure while working in the ROW. 3. Describe all Personal Protective Equipment (PPE) required to work in the ROW, proper use of PPE, and knowledge of Occupational Safety Division (OCC) requirements on PPE. 4. Describe the steps to avoid snakebites and the immediate medical actions required, if bitten. 5. Explain the level of awareness required to avoid insect bites, potential reactions to bites, and preventative measures. 6. Explain the level of awareness required to detect poison ivy, avoidance of, and first aid requirements to treat exposure. 7. Describe the importance of proper Work 	eLearning	Internal

			<p>Zone Traffic Control during survey operations, site planning, and how to engineer out unnecessary risks.</p> <p>8. Explain the special provisions and requirements to operate safely when operating in a railroad ROW.</p> <p>9. Explain the special provisions and requirements to operate safely when operating in utility ROWs.</p>		
SFH853	First Aid/CPR	<p>This general information, non-certified course provides general First Aid & CPR principles for TxDOT employees. It is not a "hands on" course. Scenarios used simulate potential emergencies & responses prior to the arrival of EMT or First Responders.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the OSHA recommendations for the First Aid and CPR training. 2. Recognize the importance of staying calm in an emergency situation. 3. Recognize symptoms of common injuries and medical issues. 4. Select how to provide emergency care for specific injuries and medical issues. 5. Recognize when an emergency situation requires prompt medical attention. 	eLearning	Internal
SFH902	Defensive Driving	<p>This National Safety Council course covers the knowledge & techniques for preventing collisions & violations. It focuses on hazard recognition, collision avoidance techniques, common driving violations & changing driving habits.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Recognize the need for and benefits of defensive driving, identify the personal benefits of using occupant protection systems 2. Conducting an exterior and interior vehicle check before driving 3. Describe the six most common types of driving errors that contribute to collisions 4. Choose the appropriate defensive driving strategy to avoid a collision in any given driving situation 	eLearning	Internal

TRF804	The Grounding Electrode System	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation & material requirements for grounding electrode systems on TxDOT's illumination & traffic signal systems.	Upon completion of this course, participants will be able to: 1. Describe the various components of the grounding electrode system 2. Review TxDOT's installation requirements and specifications	eLearning	Internal
TRF805	Trblshtng Problems Illum Sys	A part of TxDOT's continuing education program for Certified Persons. Troubleshooting Common Problems in Illumination Systems focuses on identifying & repairing common problems found on TxDOT's illumination systems.	Upon completion of this course, participants will be able to: 1. Explain the functionality of the power circuit 2. Explain the functionality of the control circuit 3. Explain the physical and electrical operation of various components of the control circuit 4. Identify problematic operations of various electrical components of the circuits	eLearning	Internal
TRF806	Elec Cond Splic Opt Acce TxDOT	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation & material requirements for splicing electrical conductors used in TxDOT's illumination & traffic signal systems.	Upon completion of this course, participants will be able to: 1. Review the references detailing the various types of electrical conductor splices permitted by TxDOT 2. Explain when and where wire-nut _s are permitted for use 3. Explain the various Splicing Options provided in the standard sheets.	eLearning	Internal

TRF807	Instl Req for Temporary Wiring	A part of TxDOT's continuing education program for Certified Persons. Installation Requirements for Temporary Wiring focuses on the requirements for the temporary wiring of illumination & traffic signal systems.	Upon completion of this course, participants will be able to: 1. Explain the standards, specifications and the NEC® relating to temporary electrical installations for services, feeders and ranch circuits. 2. Explain the materials and installation requirements for various types of electrical equipment. 3. Explain in detail the installation requirements for receptacles and cord-sets used for construction purposes.	eLearning	Internal
TRF808	TxDOT's Ground & Bonding Req	A part of TxDOT's continuing education program for Certified Persons. TxDOT's Grounding and Bonding Requirements focuses on the installation & material requirements for grounding & bonding on TxDOT's illumination & traffic signal systems.	Upon completion of this course, participants will be able to: 1. Explain the meaning and purpose of equipment grounding 2. Explain the purpose of bonding metallic parts of the electrical system 3. Explain the requirements for equipment grounding conductors 4. Explain the various bonding techniques used by TxDOT	eLearning	Internal
TRF809	Ground Box Installations	A part of TxDOT's continuing education program for Certified Persons. This course studies the various types of ground boxes & their installation requirements for TxDOT's illumination & traffic systems.	Upon completion of this course, participants will be able to: 1. Detail which TxDOT references are relating to ground boxes 2. Identify which manufacturers are preapproved to provide ground boxes 3. Illustrate the difference sizes and Types of ground boxes 4. Illustrate the size and installation of the aggregate used with a ground box	eLearning	Internal

			<p>5. Explain the installation requirements of conduits within a ground box</p> <p>6. Explain the installation requirements of a ground box apron</p> <p>7. Describe the requirements of the ground box cover</p>		
TRF810	Contr Equip Testing Requiremnt	<p>A part of TxDOT's continuing education program for Certified Persons. Contractor's Equipment Testing Requirements focuses on electrical testing requirements & the equipment needed when testing is done on TxDOT illumination & traffic signal systems.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Locate the various mandated equipment testing requirements in the specifications and standards 2. Describe and explain the equipment and method employed when testing ground rods 3. Explain the significance of pull-testing conductors and explain the reasons for testing a conductor's insulation after the conductors are installed in a conduit 4. Explain the reasons for testing the electrical service voltage immediately after the electrical utility provider has energized the service equipment on a TxDOT project 5. Explain the 14-day burn test required for luminaires 	eLearning	Internal
TRF811	Conduit Installation Requiremnt	<p>A part of TxDOT's continuing education program for Certified Persons. Conduit Installation Requirements studies the installation & material requirements for installing conduit on TxDOT's illumination & traffic signal systems.</p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Locate various references relating to the installation of conduit 2. Determine the type and size of specific conduit on a TxDOT construction project 3. Use references relating to conduit installations and minimum burial depths 4. Explain how to cut, thread and bend conduits 5. Identify spacing requirements for conduit 	eLearning	Internal

			straps 6. Identify conduit fitting requirements		
TRF812	Common Mistakes on TxDOT Elect	A part of TxDOT's continuing education program for Certified Persons. Common Mistakes on TxDOT Electrical Installations analyzes the common mistakes made during installation of illumination & traffic signal systems.	Upon completion of this course, participants will be able to: 1. Discuss electrical installation errors typically observed on a TxDOT project 2. Use the TxDOT standards and specifications for proper installations	eLearning	Internal
TRF813	Using the Material Producers	A part of TxDOT's continuing education program for Certified Persons. This course studies the material producer's list (MPL), material specifications & special provisions for electrical installations of illumination & traffic signal systems.	Upon completion of this course, participants will be able to: 1. Explain the purpose of the Material Producer's List 2. Discuss the requirements for using the Material Producers List 3. Explain how the Material Producers List and TxDOT's Departmental Material Specifications (DMS) work together 4. Locate the link to the List 5. Find archived editions of the Material Producers List	eLearning	Internal
TRF814	Conduct Install Illum/Signal	A part of TxDOT's continuing education program for Certified Persons. This course studies the conductor installation of illumination & traffic signal systems. Participants must have TRF450, TEEX or	Upon completion of this course, participants will be able to: 1. Explain the type of conductors and cables permitted for use on a TxDOT electrical project. 2. Discuss the requirements for selecting the proper conductors/cables. 3. Identify the methods/techniques to be employed when installing conductors or cables. 4. Explain the various tests to be performed on	eLearning	Internal

		TRF453 card to be eligible for the course.	conductors once they are installed.		
TRF815	Install Req for TRF Sig Contr	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of traffic signal controller cabinets. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	Upon completion of this course, participants will be able to: 1. Use the references relating to Traffic Signal Controller Cabinets 2. Explain the requirements of installing the foundation and electrical circuit supplying a controllers cabinet 3. Explain the requirements of the materials associated with the controller's cabinet and assembly	eLearning	Internal
TRF816	Underpass Illumination	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of underpass illumination. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	Upon completion of this course, participants will be able to: 1. Describe the electrical supply circuit and associated equipment for underpass illumination 2. Explain the mounting brackets and associated hardware required to install an underpass luminaire 3. Explain the required testing of the illumination prior to acceptance by TxDOT	eLearning	Internal
TRF817	Install of Breakaway Pole Base	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements for	Upon completion of this course, participants will be able to: 1. Describe the TxDOT standards for installing the foundation 2. Explain the need for striking the top of the foundation dead level	eLearning	Internal

		breakaway illumination pole bases. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	<ol style="list-style-type: none"> 3. Describe the type of base to be used and the TxDOT approval process 4. Detail the bolt tightening process as specified by TxDOT and the equipment manufacturer 		
TRF818	Types of Svc Sup/Install Req	A part of TxDOT's continuing education program for Certified Persons. This course studies the service support types & installation requirements for electrical services. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the various types of electrical service supports used by TxDOT 2. Use information relating to the location of the electrical service supports 3. Explain the installation requirements and specifications for each type of electrical service support structure 	eLearning	Internal
TRF819	Concrete Barrier Illum Inst Re	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of concrete barrier illumination. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the installation of the electrical supply circuit and equipment for concrete barrier illumination 2. Explain the mounting and placement requirements of an illumination pole mounted on concrete barrier 3. Explain the required testing of the illumination prior to acceptance by TxDOT 	eLearning	Internal
TRF820	High Mast Pole Install Req	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of high mast	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the origin of the electrical circuit and equipment necessary for supplying the high mast pole illumination 2. Explain the steps for the construction of the 	eLearning	Internal

		pole lighting. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	foundation and components to the electrical contractor 3. Provide information on the lightning suppression system 4. Explain the required testing of the illumination prior to acceptance by TxDOT		
TRF821	High Pole Mast Lighting Ring	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the high mast pole lighting ring with obstruction lighting. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	Upon completion of this course, participants will be able to: 1. Describe the design and installation requirements for the ring assembly 2. Locate information relative to the proper torque values for the various sections of the ring 3. Locate information on the circuit and components supplying the obstruction lighting 4. Explain the FAA requirements and the required testing of the high mast illumination prior to acceptance by TxDOT	eLearning	Internal
TRF822	Ped Poles/Road Flash Beacons	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the ped poles & roadside flashing beacon. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	Upon completion of this course, participants will be able to: 1. Explain the various types of foundations and associated mounting brackets and hardware. 2. Describe the electrical supply circuit and equipment for pedestrian poles flashing beacons. 3. Discuss the proper mounting heights of all equipment as specified by both TxDOT and ADA requirements.	eLearning	Internal

TRF823	Illumin/Signal Pole Foundation	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the illumination & signal pole foundations. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	Upon completion of this course, participants will be able to: 1. Describe the construction and materials associated with the various foundations for both illumination and signal poles. 2. Explain the grounding and bonding requirements. 3. Identify the types of electrical materials to be used.	eLearning	Internal
TRF825	TxDOT Elect Service Type A & C	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's Type A and C electrical Services. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	Upon completion of this course, participants will be able to: 1. Explain the type/types of electrical services that should be installed on most TxDOT illumination projects. 2. Discuss the requirements for selecting the proper type of electrical service. 3. Describe the methods & techniques of installing TxDOT electrical Services. 4. Explain the various documentation required and the tests to be performed on an electrical service once installed.	eLearning	Internal
TRF826	TxDOT Elect Service Type D & T	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's Type D and T electrical services. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	Upon completion of the course, participants will be able to: 1. Explain the type/types of electrical services that should be installed on most TxDOT illumination projects. 2. Discuss the requirements for selecting the proper type of electrical service. 3. Describe the methods & techniques of installing TxDOT electrical services. 4. Explain the various documentation required	eLearning	Internal

			and the tests to be performed on an electrical service once installed.		
TRF827	Mntn High Mast Pol Winch/Brake	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's High Mast Pole Winch. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	<p>Upon completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Explain the winch's role in the raising and lowering of the high mast pole's illumination ring. 2. Describe the methods & techniques of servicing the high mast pole winch. 3. Explain how the winch brake works & verify that the brake is properly set for use on raising and lowering a high mast pole's ring. 4. Explain the various documentation required and the tests to be performed on an electrical service once installed. 	eLearning	Internal

APPENDIX C-

GENERAL TRAINING COURSES FROM SKILLSOFT

Course Code	Name	Description	Delivery Method
COM003	CRIS-MicroStrategy Training	The Crash Records Information System (CRIS) is the statewide database for all motor vehicle traffic crashes in Texas. This course will train TxDOT staff that handle crash data analysis on the use of MicroStrategy (MSTR). MSTR is the reporting software co	eLearning
CON128	PMIS Basic Concepts	This course gives an overview of PMIS data, reports and analyses.	eLearning
CON129	Overview of Pavement Condition	Provides an overview of the Pavement Management Information System (PMIS) Condition Score & pavement Condition Goal.	eLearning
CON408	Asphalt Binder Testing	This training video course for Asphalt Binder testing using the Dynamic Shear Rheometer (DSR) and Rotational Viscometer (RTV) demonstrates the testing and calibration procdures in detail and decribes solutions to common problems htat may arise with the t	Video Tape
CON702	Nuclear Gauge Trans Overview	This course is a function-specific review of the primary requirements for the transport & emergency safety procedures for nuclear gauges according to TxDOT's Radiation Safety Program & meets 49 CFR, Section 172.704 requirements.	eLearning
CON703	Basic Nuclear Safety	This course explains & discusses principles of basic radiation safety. This is the initial course required for those individuals who will be operating nuclear density gauges.	eLearning
CON814	Spec Book	This course is an in depth review of items 1 through 9 of the 2004 Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges.	eLearning

CON816	Construction Stage Gate Chklist	<p>This course provides instruction on how to effectively use the Construction Stage Gate Checklist form, how to conduct joint inspections and document the results of inspections.</p> <p>FOR CONTRACTORS ONLY: to take this course go to http://www.dedtraining.co</p>	eLearning
CON817	Completing SW Inspectn Cklist	This course provides awareness on Completing the Storm Water Inspection Checklist requirements during construction.	eLearning
CTR103	Intro Profsnl Srves Contractng	Intro to Professional Services Contracting is 1 day training until participant can attend comprehensive 4 day course. Focus on selection & award process, negotiations, contract development & execution, project management & contract administration.	eLearning
DES435	Using AP&D Stage Gate ChkList	Using the AP&D Stage Gate Checklist course provides instruction on how to effectively use the Advance Planning and Development (AP&D) Stage Gate Checklist during the planning stages of the design process to identify and communicate environmental issues.	eLearning
DES701	MicroStation SS3 Upgrade (all users)	Users will learn to draft/edit dgn files using MicroStation tools including: trim, cut, fillet, copy, move, attaching references, turning levels on and off, and annotating with annotation scale.	Scheduled
DES906	Primavera P6 Intro View-Only	Basic overview of the Primavera P6 Client software. P6 is being used to track the project development process for all construction projects, from preliminary development through letting.	eLearning
DES907	Using PS&E Stage Gate Chklist	This course provides instruction on how to effectively use the Plan, Specification and Estimate (PS&E) Stage Gate Checklist during the PS&E process to identify, and address outstanding EPIC's.	eLearning
DES908	How to Create an EPIC Sheet	This course provides instruction on how to effectively cover the EPIC Sheet and use the EPIC Guidance document.	eLearning

DEV039	ELM Employee Self-Service	This course will familiarize you with the TxDOT project's key changes, benefits, training and support tools.	eLearning
DEV040	HCM Employee Self-Service-Pay	This course will cover an overview on Employee Self Service-Pay information process. You will learn to view your pay information such as paychecks and W-2s.	eLearning
DEV041	HCM Employee Self Svc-Personal	This course will provide an overview of the Employee Self Service process. You will learn how to view and update personal information such as address, phone number, marital status, and emergency contact information in Employee Self Service PeopleSoft.	eLearning
DEV042	HCM Employee ePerformance	This course will provide an overview of how to use the ePerformance functionality and perform electronic approvals for Mid-Year Checkpoint and Annual Performance Evaluation in PeopleSoft 9.2.	eLearning
DEV043	HCM Manager Self Service	This course will provide an overview of the employee exit process, the temporary assignment process, and other transactions that managers will be able to manage and enter themselves.	eLearning
DEV044	HCM Managing Recruitment	This course will cover the end-to-end recruitment and hiring process. You will understand the procedures regarding the recruitment and hiring process.	eLearning
DEV045	ELM Manager Self-Service	This course will cover how to manage, track, and report on learning completed in class or via web-based training by your direct reports.	eLearning
DEV046	HCM Managing ePerformance	This course will cover an overview on the Managing ePerformance process. You will learn to add goals, submit acknowledgment, and manage the preliminary ratings from the Mid-Year Checkpoint and Annual Performance Evaluation in PeopleSoft 9.2.	eLearning
DEV047	HCM Employee Recruitment	This course will provide employees information on how to apply for TxDOT open positions, the steps in the recruitment process, and how to refer a colleague/friend for a position.	eLearning

DEV048	PeopleSoft Project Overview	This course will provide an overview of the project, the high level processes impacted, benefits of the project, and where to find additional information.	eLearning
DEV086	HCM Employee Time Reporting	This course will cover the time administration process for employees. Participants will understand how to log, view, update, and submit time. It will also cover how to view available leave hours.	eLearning
DEV087	HCM Manager Time Reporting	This course will cover the time administration process for Managers. In this course, you will understand how to view, make adjustments, and approve time records of your direct reports.	eLearning
DEV088	PeopleSoft Query Viewer	This course will provide an overview of how to use and view queries in PeopleSoft 9.2.	eLearning
DEV089	FSCM Approving/Denying Requisition	Approving and Denying Requisitions will provide users with an overview of how to approve or deny requisitions in eProcurement.	eLearning
DEV090	FSCM Creating Requisitions	This course will provide users with an overview of how Requestors can begin the requisitioning process in eProcurement.	eLearning
DEV095	FSCM Chart of Account Crosswalk	This course will provide end users a crosswalk between the current Chart of Account codes and the new Chart of Account codes to be used in PeopleSoft.	eLearning
DEV100	TxDOT Telework Guidelines for Employee & Supervisors	Overview of information & guidelines for teleworking at TxDOT. Provides teleworkers & supervisors with guidelines & tools needed to successfully implement & sustain a telework program in their workplace. Note: Open to identified PILOT participants only.	eLearning
DEV108	Job Posting through PeopleSoft	Provides hiring mgrs & designees with procedures & best practices for creating & posting a Job Opening in PeopleSoft. Includes entering job details, job postings, entering hiring team members and/or persons of interest & performing applicant screening.	WBT

DEV199	NEO - Online Course	This course, an optional part of the New Employee Orientation (NEO), covers cubicle etiquette, important information and policies about protecting agency data, and how the Public Information Act impacts the work we do at TxDOT.	eLearning
DEV205	Equal Employment Opportunity (EEO) Training	This course covers laws prohibiting sexual harassment & retaliation; roles of the Equal Employment Opportunity Commission (EEOC); TxDOT's Conflict Resolution Process & policy regarding discrimination, intimidation & harassment.	eLearning
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	WBT
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	eLearning
DEV283	Violence Prevention- Employees	This course is for current employees who have been directly or indirectly involved in a violent situation. Employees need to recognize and report any sign of violence. This course will help the employee identify the signs of workplace violence and take t	eLearning
DEV311	FSCM Purch:Entering Receipts	This course will provide users with in-depth knowledge about the end-to-end process of receiving items, recording receipts, reviewing and managing receipts.	eLearning
DEV312	FSCM Inventory Basics	This course covers the basic concepts of Inventory Management and the key changes that will occur as part of the PeopleSoft solution implemented at TxDOT for the process.	eLearning

DEV314	FSCM Intro to Asset Management	This course will provide users an overview of the Asset Management module. It will explain the purpose and benefits of the Asset Management module and describe how it fits into the overall PeopleSoft solution.	eLearning
DEV315	FSCM Intro to PSoft Purchasing	This course will provide users an overview of the Purchasing Module. It will explain the purpose, benefits, and key terms associated with this module, and describe how it fits into the overall Enterprise Resource Planning (ERP) solution.	eLearning
DEV316	FSCM Requesting Supplier Update	This course describes the process to request a new Supplier and to request a modification to an existing Supplier record in PeopleSoft 9.2.	eLearning
DEV323	FSCM Financials Overview	This course will familiarize you with the new financial processes at TxDOT.	eLearning
DEV427	Project Mgt - Risk Assessment	This course will provide an overview of project management risk assessment concepts. The Risk Management process will be reviewed, and the elements of risk will be discussed.	eLearning
DEV428	Project Mgt - Resouce Mgt	This course will provide an overview of project resource management concepts. The resource management process and activities will be reviewed, and the elements of a Resource Management Plan document will be discussed.	eLearning
DEV429	Project Mgt - Scheduling/Cost	This is an overview of project management scheduling, cost estimating concepts and the work breakdown structure.	eLearning
DEV505	FIMS - Third Party Funding	This course provides training to employees who need to use FIMS to monitor project funding, especially as the funding relates to their parties such as cities, counties and other quasi-governmental agencies. NOTE: To receive credit for this training an	eLearning

DEV777	Learn & Mast Legisl Track Syst	Interactive training that defines the roles of employees participating in the legislative process on behalf of TxDOT. Also prepares users to receive assignments, analyze bills, prepare operational impact statements and fiscal impact statements.	eLearning
EL1000	Cryogenic Safety	This course explains how to recognize different types of cryogenic materials in the workplace and identifies the potential dangers of storing and handling these materials incorrectly.	eLearning
EL1001	Decontamination (HAZWOPER)	The content in this course is designed to comply with the intent of the applicable regulatory requirements.	eLearning
EL1002	Electrical Safety	An awareness level course that discusses how to work safely with electricity. It focuses on specific electrical hazards found in the workplace and methods to minimize or eliminate those hazards.	eLearning
EL1003	Asbestos	Course will provide you with information about the serious health hazards associated with exposure to asbestos. Will also address where asbestos is commonly found, how it can potentially affect you, and what you need to do to protect yourself and others	eLearning
EL1004	Back Safety/Injury Prevention	This Back Safety and Injury Prevention course is designed to bring awareness into the work environment and help eliminate preventable back injuries. It will provide information regarding job-specific hazards, safe work practices, and ergonomics.	eLearning
EL1005	Behavior Based Safety Supervis	This Behavior-based Safety for Supervisors course is intended to provide supervisors with an overview of the concepts of behavior-based safety. This course is intended to provide supervisors with an overview of the concepts of behavior-based safety.	eLearning
EL1006	Benzene Awareness	This course presents an overview of benzene and its health risks, and provides information on the occupational requirements and methods to protect against exposure to benzene.	eLearning

EL1007	Bloodborne Pathogen Awareness	This course will provide you with a basic understanding of bloodborne pathogens, common modes of transmission, methods of prevention, and what to do if an exposure occurs.	eLearning
EL1008	Carcinogen Safety	The course provides instruction on the recognition of hazard, management, usage, and control of cancer-causing agents. Defines the terms associated with carcinogen safety. Recognizes the routes of entry of carcinogens into the body	eLearning
EL1009	Chemical Process Safety	The course is for employees who work at industrial process plants to recognize safety and health implications associated with their job. It is intended to help prevent or minimize the consequences of catastrophic release of toxic chemicals	eLearning
EL1010	Electrostatic Discharge Safety	The course provides a basic understanding of static electricity, and how to provide protection. The information in this course will focus on the identification, assessment, and control of static electricity for purposes of preventing fires/damage	eLearning
EL1011	Cold Stress	The Cold Stress course will discuss the effects of cold on the body, risk factors for cold-related ailments, and describe treatments. The training will describe several preventive measure techniques and work practices that you can use to protect yourself	eLearning
EL1012	Compressed Gas Safety	Many industrial and laboratory operations require the use of compressed gases for a variety of different operations. This Compressed Gas Safety course will establish the needed elements for an effective compressed gas safety program.	eLearning
EL1013	Computer Ergonomics	The course provides information to recognize and report musculoskeletal disorder (MSD) signs and risk factors. Lists the components of an Ergonomics Program & information for employees & employers in minimizing the risk of developing work related MSDs	eLearning

EL1014	Confined Spaces	This course covers information about confined spaces, hazardous atmospheres, necessary equipment, and permits. Provides information about the hazards & hazard control methods that will permit safe work in enclosed work areas or confined spaces	eLearning
EL1015	Emergency and Disaster Prepare	This course was designed and developed to provide instruction on emergency response, safety, reporting, and evacuation of company facilities and work areas in the event of a natural disaster, fire, bomb threat, or other emergency.	eLearning
EL1016	Emergency Response/Spill Contr	This Emergency Response and Spill Control (HAZWOPER) training describes how to respond to various emergency situations and describes control of situations both by the workers involved and by trained emergency personnel.	eLearning
EL1017	Emergency Response in the Work	The course provides information about planning for and responding to emergencies. Basic information that cover onsite emergencies such as; accidental release/ spill of a chemical, fires, explosions, bomb threats, threats to security, or personal injuries	eLearning
EL1018	Ergonomics in the Workplace	The course provides basic information to recognize and report musculoskeletal disorder (MSD) signs, and risk factors. The components of an ergonomics program are listed to assist both employees/employers in minimizing the risk of work-related MSDs	eLearning
EL1019	Fall Protection	This course is intended to provide employees who might be exposed to fall hazards with the ability to recognize such hazards and the ability to minimize them.	eLearning
EL1020	Fire and Explosion Hazards (H)	This training discusses actions to reduce the risk of fire and explosion due to chemical reactions, ignition of explosive or flammable chemicals, ignition of materials due to oxygen enrichment, and sudden releases of materials under pressure.	eLearning

EL1021	Fire Safety and Prevention	This course addresses how to prevent fires and recognize fire hazards. It will also discuss what actions to take in the event of a fire, including the proper use of portable fire extinguishers.	eLearning
EL1022	Forklift Safety Awareness	This training is designed to help you become a qualified forklift operator; one who has the skills & knowledge to operate a lift truck in a safe & proper manner. The content is designed to comply with the intent of applicable regulatory requirements.	eLearning
EL1023	Hand and Power Tool Safety	A variety of handheld tools are used in the workplace. This course will provide an understanding of the potential hazards associated with the use of hand tools and power tools, as well as the safety precautions required to prevent hazards from occurring	eLearning
EL1024	Hazard Communication (HAZWOPER)	This training discusses programs and procedures dealing with chemical hazards as stated in OSHA Regulation 29 CFR 1910.1200, the Hazard Communication Standard. This training is geared toward employees who are actively involved in cleanup activities.	eLearning
EL1025	HazCom:Employee Right to Know	This course will acquaint you with the precautions that both you and your employer must take in order to safely use, handle, and dispose of hazardous chemicals in the workplace. The content complies with the intent of the regulatory requirements	eLearning
EL1026	Haz Material Handling/Storage	The course covers information about drum handling, compressed gas cylinders, flammable materials, slings, safe lifting techniques, and safe handling procedures. This is for familiarization necessary to prevent injury.	eLearning
EL1027	Haz Materials in the Workplace	The course discusses proper handling of chemicals in the workplace and actions taken to protect the workers, the public, and the environment. It also covers the roles and responsibilities of those responding to events involving hazardous materials	eLearning

EL1028	Heat/Cold Exposure Management	This Heat and Cold Exposure Management (HAZWOPER) training is intended for personnel who may be exposed to temperature extremes at hazardous waste sites. Heat-related illness is a major hazard, especially for workers wearing personal protective clothing	eLearning
EL1029	Heat Stress Recognize/Prevent	Each year more people in the United States die from extreme heat than from other natural events combined. This course discusses the effects of heat on the body and explains control measures and safe work practices.	eLearning
EL1030	Hexavalent Chromium	Hexavalent chromium, also known as chromium VI or hex chrom, is the toxic form of metal chromium. The course outlines the sources of hex chromium, the health effects of exposure, the permissible levels, and how OSHA regulates chromium in the workplace	eLearning
EL1031	Hot Work Permits	Hot work Permits can be defined as any operation such as brazing, cutting, welding, grinding, soldering, or torching that can cause sparks or flames. While necessary, the hazards associated can be minimized through an effective hot work permit program	eLearning
EL1032	Hydrogen Sulfide	This course is designed to provide an awareness of hazards associated with hydrogen sulfide gas, and methods to detect and minimize exposure. The content of the course is designed to comply with the intent of the applicable regulatory requirements	eLearning
EL1033	Job Hazard Analysis	The course is for supervisors and managers to enhance techniques in job hazard analysis. The information will improve the quality of work environments, reduce absenteeism, maintain a healthier workforce, and reduce injury/ illness rates.	eLearning
EL1034	Laboratory Safety	This overview course is designed for employees who work in an industrial, clinical, or academic laboratory setting. It will educate the laboratory employee to diverse safety and health concerns related to their job.	eLearning

EL1035	Ladder Safety	This course provides information about the safe use of portable and fixed ladders. The course provides information about the hazards involved with the use of ladders and control methods that will greatly reduce hazards.	eLearning
EL1036	Laser Safety Training	The course provides awareness of the fundamentals of Class IIIB (moderate) and IV (high-power) lasers or laser systems. The content in this course is designed to comply with the intent of the applicable regulatory requirements.	eLearning
EL1037	Lead Awareness	The Lead Awareness course covers information mandated by OSHA 29 CFR 1910.1025. It provides knowledge of the hazards of lead exposure and requirements to reduce or eliminate exposure. The content in this course is designed to comply with regulations	eLearning
EL1038	Lockout/Tagout	The course provides information about control of hazardous energy and work under the protection of a lockout/tagout permit. The intent of the course is to provide information on lockout/tagout practices and the significance of lockout/tagout devices.	eLearning
EL1039	Machine Guarding	The provides definitions, general requirements, different kinds of Machine Guarding Programs. A general discussion of various guarding methods, as well as defining terms associated with machine guarding	eLearning
EL1040	Safety Data Sheets	This course is designed to provide both workers and supervisors with a better understanding of how to interpret a safety data sheet (SDS), as well as address specific requirements associated with SDSs in the workplace.	eLearning
EL1041	Office Ergonomics	The course provides the information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, risk factors and components of an ergonomics program. The course applies to employees/employers in office and administrative type settings	eLearning

EL1042	Office Safety	The course is designed to cover hazards that may be encountered when working in administrative areas. The areas of concern are ergonomic stress, hazard communication, bloodborne pathogens, and electrical safety.	eLearning
EL1043	Portable Fire Extinguishers	This course is designed to protect employees and help prevent serious property loss from workplace fires. It identifies the various classes of fires, types of portable fire extinguishers, and actions to take in the event of a fire.	eLearning
EL1044	PPE/Respiratory Protection	Equipment and devices have been developed over the years to protect the human body against a variety of environmental and physical hazards. Today, many forms of personal protective equipment (PPE) are available to protect you from injuries and illnesses.	eLearning
EL1045	PPE: Eye and Face Protection	The course will acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your eyes and face. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present	eLearning
EL1046	PPE: Foot and Leg Protection	The course will acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your feet and legs. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present	eLearning
EL1047	PPE: Hand Protection	Personal protective equipment (PPE) protects you from workplace injuries/illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. It's important to select/maintain the proper equipment	eLearning
EL1048	PPE: Personal Protective Equip	The course covers types, selection, maintenance, and care of personal protective equipment (PPE) in the workplace. The types of (PPE) covered in the course include: hard hat, respiratory protection, hearing protection, and body protection	eLearning

EL1049	Hearing Conservation	The course will provide information to help you prevent noise-induced hearing loss. It will explain the purpose and components of a hearing conservation program including the proper fitting, use, and care of hearing protectors.	eLearning
EL1050	Radiation Safety	The course will familiarize you with the health implications associated with ionizing radiation, and measures used to protect you from exposure. There is a high health risk to workers if radiation sources are not properly controlled	eLearning
EL1051	Scaffolding and Ladder Safety	This course is designed to train employees to recognize the hazards associated with ladders, stairways, and the type of scaffold being used at the work site and to understand the procedures to control or minimize those hazards.	eLearning
EL1052	Slips, Trips, and Falls	Slips, trips & falls are the majority of industry accidents. They cause 15% of all accidental deaths. The course provide employees with the ability to recognize and prevent slip, trip, and fall hazards, and to address the key components of ladder safety	eLearning
EL1053	Sprains and Strains	The most common injuries are sprains and strains. Most workplace injuries are caused by manual tasks, such as lifting or carrying loads, working in fixed positions and vibrating tools	eLearning
EL1054	Classify/Label Chemicals	The Globally Harmonized System of Classification and Labeling of Chemicals, is a system to standardize classification & labeling of chemicals. The course introduces the GHS & explains how hazards are classified through the use of safety data sheets	eLearning
EL1055	Trenching/Excavation Safety	This Trenching and Excavation Safety course is designed to better inform the employee of the possible health and safety concerns unique to trenching and excavation. The content of the course is compies with the intent of applicable regulations	eLearning

EL1056	Tuberculosis:Prevent/Control	This Tuberculosis: Prevention and Control course will provide you with a basic understanding of tuberculosis, common modes of transmission, methods of prevention, and what to do if an exposure occurs.	eLearning
EL1057	Respiratory Protection	This course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. It also includes information on how to use respiratory protection for protection from hazardous airborne contaminants in the work environment.	eLearning
EL1058	Welding, Cutting, and Brazing	Welding, cutting, & brazing are hazardous activities that pose a unique risks to more than 500,000 workers in a wide variety of industries. This course will inform learners of potential health and safety concerns unique to welding, cutting, and brazing	eLearning
EL1059	AED Orientation	The Automated External Defibrillator (AED) Orientation will guide learners on how to set up, operate and maintain the Phillips Heart Start FRx Defibrillator.	eLearning
EL1060	Risk Management: Organizational Risk and Safety and Health Legislation	HR professionals are closely involved with various aspects of organizational risk management, especially risks that concern people.	WBT
EL1061	Risk Management: Workplace Safety, Security, and Privacy	Safeguarding employees' safety, health, workplace security, and privacy is essential for an organization's continuation and success, and is of particular concern to HR professionals.	WBT
EL1062	Environmental Management Systems (EMS)	Historically, companies have managed their own environmental challenges in response to external pressure from government agencies, environmental interest groups, and citizens focusing mainly on regulatory compliance.	eLearning
EL1063	Mold Awareness	Many businesses and organizations, including government-owned facilities, can experience mold at their facilities at some point in their business life.	eLearning

EL1064	Lead and Cadmium	Failure to understand the dangers of cadmium and lead, and the correct practices that should be followed when working with them, can leave you exposed to long-term health risks. Lead and cadmium have a number of industrial applications.	eLearning
EL1065	Chlorine Safety	Chlorine is one of the 90 elements essential to daily life, along with oxygen, hydrogen, and carbon. Chlorine is used in many processes, including electronics, water purification, synthetics, and medicines.	eLearning
EL1066	Lockout/Tagout for Authorized Persons	This course provides information about control of hazardous energy and work under the protection of a Lockout/Tagout permit.	eLearning
EL1067	Non-Ionizing Radiation Safety	This course is designed to familiarize learners with the health implications associated with non-ionizing radiation, specifically radio frequency (RF) radiation and measures to protect workers from exposure.	eLearning
EL1068	Pandemic Flu Awareness	In October 2005, the Centers for Disease Control (CDC) estimated that if pandemic flu was to hit the US, approximately 200,000 to 2 million people could possibly die.	eLearning
EL1069	Defensive Driving: Truck Safety	When people think of defensive driving, they think of "watching out for the other guy" or defending themselves from other drivers so they won't become involved in an accident.	eLearning
EL1070	Introduction to Industrial Hygiene	All employees should expect to work in as safe an environment as possible, whether they work in an office building, a factory, or a nuclear power plant.	eLearning
EL1071	Hazardous Waste Generator (RCRA)	This course provides basic information on hazardous waste determination and characterization.	eLearning
EL1072	Access to Employee Medical and Exposure Records	This course contains information regarding employee rights of access to medical and exposure records in order to promote the recognition of workplace hazards and subsequently reduce occupational disease.	eLearning

EL1073	Workplace Inspections	Employers have a responsibility to maintain safe working conditions for their employees and to comply with the government health and safety standards that are applicable to their establishments.	eLearning
EL1074	Signs and Tags	This course will present basic information about the different accident prevention signs and tags with regard to displaying levels of danger and precautions required.	eLearning
EL1075	Safe Work Practices	This course provides information about day-to-day safe work practices and working safely with equipment and hazardous materials.	eLearning
EL1076	IMDG 1: Introduction, General Provisions, and Classifications	Shipping dangerous goods presents safety issues that must be addressed. The International Maritime Dangerous Goods (IMDG) Code was developed to help ensure dangerous goods are transported safely by sea.	eLearning
EL1077	IMDG 2: Dangerous Goods List, Special Provisions and Exceptions	The International Maritime Dangerous Goods (IMDG) Code is the recognized code of practice for the safe carriage of dangerous goods by sea.	eLearning
EL1078	IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation	The International Maritime Dangerous Goods (IMDG) Code is the recognized code of practice for the safe carriage of dangerous goods by sea.	eLearning
EL1079	Global Safety Principles: Indoor Hoisting and Rigging	This course is designed to educate the worker on the significant safety issues to be considered while moving large, heavy loads associated with today's manufacturing and construction industries.	eLearning
EL1080	Accident Investigation and Reporting	This course will provide an overview of accident investigation and reporting procedures.	eLearning
EL1081	Workplace Safety Orientation	This course will provide an awareness level orientation of basic industrial safety fundamentals. It was designed to provide an overview of some of the basic concepts and techniques used in modern industry to protect workers.	eLearning

EL1082	PPE: Body Protection	This course will help acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your torso, arms, and legs.	eLearning
EL1083	PPE: Head Protection	This course will help acquaint you with the various types of PPE specifically designed to protect your head. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present.	eLearning
EL1084	First Aid: Automated External Defibrillator	The primary focus of this course is the proper use of the Automated External Defibrillator (AED).	eLearning
EL1085	First Aid: CPR	Emergencies requiring cardiopulmonary resuscitation (CPR) can and do occur without warning.	eLearning
EL1086	First Aid: Medical Emergencies	Medical emergencies can occur at any time but may be hidden because of injuries suffered in an accident, or an accident may trigger a medical emergency such as a heart attack, stroke, or seizure.	eLearning
EL1087	Flagging Safety	Traffic control is a critical aspect of worker and driver safety on road construction projects.	eLearning
EL1088	Safe Vehicle Backing	Backing a vehicle can be the most hazardous driving you do all day.	eLearning
EL1089	IMDG 4: Loading, Unloading, and Offering Dangerous Goods	As cargo makes its way to its destination, the cargo transport unit (CTU) it's packed in and the packages themselves are subjected to a variety of forces that can damage them.	eLearning
EL1090	OSHA 300 Recordkeeping	This course covers OSHA's revised recordkeeping requirements, the new recordkeeping forms, and offers a number of opportunities for you to practice classifying a case's recordability.	eLearning
EL1091	Construction Safety Orientation	This course is designed to inform new construction workers and site visitors in and around construction sites of the potential hazards and safe work practices associated with the construction industry.	eLearning

EL1094	Liquefied Petroleum Gas (LPG) Safety	This course will provide you with an understanding of the hazards, characteristics, handling, storage, and methods of detection associated with liquefied petroleum gas (LPG).	eLearning
EL1095	Regulatory Information	Essentially, all workplaces have safety and health standards that have been imposed by federal and state authorities.	eLearning
EL1096	Workplace Security Awareness	This course will provide an awareness-level orientation of basic workplace security fundamentals and appropriate actions for workers to take in the event of potential threat situations that may be encountered in the workplace,	eLearning
EL1097	IATA 1: Hazard Class Identification/Classification	This training course will introduce the requirements of the International Air Transport Association's Hazardous Materials Regulations, including definitions, an introduction to the hazard classes, and the List of Dangerous Goods.	eLearning
EL1098	IATA 2: Marking and Labeling	This training course will introduce the International Air Transport Association's marking and labeling requirements.	eLearning
EL1099	IATA 3: Packaging	This training course will introduce the packaging requirements of the International Air Transport Association's Dangerous Goods Regulations.	eLearning
EL1100	IATA 4: Documentation	This course will introduce the requirements of the International Air Transport Association's Hazardous Materials Regulations, including required documentation to transport dangerous goods (Shipper's Declaration for Dangerous Goods and Air Waybill).	eLearning
EL1101	IATA 5: Limitations and Shipment Review	This course explains that the Department of Transportation (DOT) governs all modes of transportation in the US, including air transportation.	eLearning
EL1102	Environmental Regulations Overview	This course provides an overview of major environmental laws and regulations and the specific standards that outline requirements to comply with them.	eLearning

EL1103	Spill Prevention and Control	This course provides information about hazardous materials, spill control, and confinement methods.	eLearning
EL1104	Spill Prevention, Control, and Countermeasure Plan	When petroleum products are accidentally spilled, they may damage the environment and pollute waterways. A spill of only one gallon of oil can contaminate a million gallons of water.	eLearning
EL1105	Storm Water Pollution Prevention	This course describes the nature and occurrence of storm water pollution, its environmental effects, and ways to address this important water quality problem.	eLearning
EL1106	Universal Waste Rule Training	This course provides an overview of the federal Universal Waste Rule. This rule provides generators with a more flexible approach for managing certain widely-generated, low-risk hazardous waste streams.	eLearning
EL1107	Used Oil Management	Failure to properly dispose of used oil is a serious, but little recognized, environmental problem. This half-hour course reviews the various regulatory requirements associated with used oil management primarily from a generator's perspective.	eLearning
EL1108	Heat and Cold Exposure Management (HAZWOPER)	This course is intended for personnel who may be exposed to temperature extremes at hazardous waste sites. Heat-related illness is a major hazard, especially for workers wearing personal protective clothing.	eLearning
EL1109	Regulatory Overview (HAZWOPER)	This course provides information about the history, purpose, and mission of key regulatory agencies including OSHA, EPA, and DOT.	eLearning
EL1110	Site Control (HAZWOPER)	This training describes measures designed to minimize your exposure to hazardous substances, and prevent the migration of contamination to 'clean' areas of the site.	eLearning
EL1111	Site Safety and Health Plan Procedures (HAZWOPER)	This training is designed to provide on-site and off-site employees with information on the company's site safety and health plan.	eLearning

EL1112	Toxicology (HAZWOPER)	This course focuses on the study of toxins, their safe limits, and their adverse effects on living organisms.	eLearning
EL1113	Personal Protective Equipment (HAZWOPER)	Equipment and devices have been developed over the years to protect the human body against a variety of environmental and physical hazards.	eLearning
EL1114	Defensive Driving Fundamentals	This course will provide advanced defensive driving techniques to reduce your chances of being involved in a motor vehicle accident.	eLearning
EL1115	Industrial Ergonomics	This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors.	eLearning
EL1116	First Aid: Basic	First aid is the immediate care for victims of injuries or sudden illness, before professional medical treatment is available. It not only involves the victim's physical condition and emotional state, but the entire emergency situation.	eLearning
EL1123	DOT 1: Hazardous Materials Table	This training course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations, including definitions, the nine hazard classes, and the HAZMAT Table.	eLearning
EL1124	DOT 2: Packaging, Labeling, Marking, and Placarding	This training course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations, including packaging, labeling, marking, and placarding.	eLearning
EL1125	DOT 3: Shipping Papers	This course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations.	eLearning
EL1126	DOT 4: Loading and Storage	This half-hour training course introduces the requirements of the Department of Transportation's Hazardous Materials Regulations, including the interpretation of the segregation table, general guidelines for shipping papers.	eLearning

EL1128	Combustible Dust	Combustible dust is a hidden and insidious menace. Created during the normal course of production, combustible dust lurks in corners and crevices, within equipment and vents, on floors and other surfaces, and in the very air in which we work	eLearning
EL1129	Hazards to Outdoor Workers	Not every job takes place in a comfortable climate-controlled office. For many people, working in the outdoors is a large part of their work.	eLearning
EL1130	Ammonia Safety	Ammonia is one of the world's most widely used basic chemicals. Anhydrous ammonia is utilized in a wide variety of commercial applications, from fertilizers to refrigerants to solvents	eLearning
EL1131	Radio Frequency Safety for Communications Workers	Working with an unseen hazard, like radio frequency energy, can cause you to underestimate the seriousness of the threat you face.	eLearning
EL1132	Injury and Illness Prevention Program (I2P2)	In the years since the introduction of the OSH Act, employers in the United States have seen a significant drop in the number of workplace injuries and deaths.	eLearning
EL1133	Chemical Process Safety Management	Safe working procedures are essential when dealing with highly hazardous chemicals and processes.	eLearning
EL1134	Accident Procedures Involving Large Vehicles	Even with years of experience, training, and attention to detail, accidents can happen. How you respond after an accident has occurred is essential to ensuring your safety as well as the safety of any other individuals involved in the incident.	eLearning
EL1135	DOT: Air Brakes	Commercial vehicles are used every day to transport both goods and people. An important safety feature on these vehicles, the air brake system is used to control speed.	eLearning
EL1136	Collision Avoidance	Each year, tens of thousands of people are injured or killed in vehicle collisions. That's why it's important that all drivers understand the challenges that face them on the nation's roads and highways.	eLearning

EL1137	Distracted Driving	Each year, thousands of people are injured or killed in motor vehicle accidents involving distracted drivers. People driving while talking on their cell phones or eating put all road users at risk.	eLearning
EL1138	Emergency Situations While Driving	Do you sometimes worry that you won't be able to handle emergencies that might happen while you're driving? Worrying isn't helpful; instead prepare for potential driving emergencies by learning how to respond appropriately and safely to them.	eLearning
EL1139	DOT: Hours of Service	The US Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) issued a revised Hours of Service order in 2012.	eLearning
EL1140	Urban Driving	Driving in urban areas presents a different set of hazards to drivers as compared to highway driving.	eLearning
EL1141	DOT: CSA Fundamentals	CSA, which stands for Compliance, Safety, Accountability, is a Federal Motor Carrier Safety Administration (FMCSA) initiative aimed at improving commercial motor vehicle (CMV) safety.	eLearning
EL1146	Scissor Lifts	Scissor lifts are powered, mobile devices that raise personnel vertically to allow them to safely reach a pre-determined working height.	eLearning
EL1147	Aerial Work Platforms	Aerial work platforms allow work personnel to reach elevated areas that are inaccessible by traditional means such as ladders or scaffolding.	eLearning
EL1148	Crane Signaling and Communications	When operating a crane, a signal person " or spotter " is used in situation when the point of crane operation is not in full view of the crane operator.	eLearning
EL1149	Mobile Crane Operator Safety	Cranes are often an essential part of a job and work site.	eLearning
EL1150	Trailer Coupling and Uncoupling	As a commercial vehicle operator, you are responsible for the safe operation of your tractor trailer.	eLearning

EL1151	Ergonomics and Injury Prevention for Commercial Vehicle Operators	This course is designed to prevent drivers from risks of injury they face when operating commercial vehicles, and when manually handling the loads they may be transporting.	eLearning
EL1152	Flatbed Cargo Securement	Safe loading and operation of a flatbed trailer depends on following rules and regulations related to safe loading of cargo, proper use of securement devices, and regular inspection of the load.	eLearning
EL1153	Hazardous Weather Driving for Commercial Vehicle Operators	This course is designed to help commercial vehicle operators deal with hazards they may encounter when driving in bad weather conditions and how they can address a road emergency situation.	eLearning
EL1154	DOT: Inspections	Maintaining safe working equipment and working conditions are essential when operating large trucks.	eLearning
EL1155	Negotiating Hazards for Commercial Vehicles	According to the FMCSA, collisions at intersections alone account for 45% of all reported crashes and 21% of fatalities.	eLearning
EL1156	Loading Dock Safety	Typically, loading docks are busy areas where equipment, such as forklifts, is used to move materials and freight onto or off of trailers.	eLearning
EL1157	Forklift Operation 1: Safety Inspection and Maintenance	Forklifts are used in many industries, and operating them safely is paramount to the safety of both forklift operators and their fellow employees.	eLearning
EL1158	Forklift Operation 3: Load Handling	Forklifts are an important tool used in many industries, but they present many hazards to their operators.	eLearning
EL1159	Forklift Operation 2: Stability and Capacity	Forklift operation is a specialized job that requires operators to receive specific training.	eLearning
EL1160	Forklift Operation 4: Traveling and Maneuvering	Safely traveling with and maneuvering a forklift, like most equipment, requires some special considerations.	eLearning
EL1161	Silica	Silica exposure is a threat for approximately two million US workers and is especially dangerous for more than 100,000 workers who make up the nation's stonecutters, foundry workers, sandblasters, and rock drillers.	eLearning

EL1162	Warehouse Safety	Modern industry relies heavily on warehouses as distribution hubs for material goods.	eLearning
EL1163	Rigging Equipment and Inspection	Securing, lifting, and moving materials can be a hazardous occupation.	eLearning
EL1164	Powered Industrial Truck Safety	This course is designed for personnel who work with or around power-propelled trucks (also called forklifts) that are used to carry, push, pull, lift, stack, or tier materials.	eLearning
EL1167	Lead Awareness in General Industry	This course covers information mandated by OSHA 29 CFR 1910.	eLearning
EL1168	Isocyanates	Isocyanates are valuable compounds that are widely used in industry in the production and application of rigid or flexible foam, surface coatings paints and solvents, insulation, adhesives, rubbers, and synthetic fibers.	eLearning
EL1170	Active Shooter	This course helps you prepare to respond to an active shooter situation.	eLearning
EL1171	Lead Awareness in Construction	This course covers information mandated by OSHA 29 CFR 1926.	eLearning
EL1172	NFPA 1600 Disaster/Emergency Management	Over the past decade, emergency management and business continuity planning have been recognized as necessary to continued operational success in both the public and private sectors.	eLearning
EL1173	NFPA 1600 Business Continuity Programs	Whether it is a natural disaster that sweeps through your city or a computer virus that destroys vital electronic information, businesses need to be able to recover their services and operations as soon as possible if such a disaster does occur.	eLearning
EL1174	DOT: Drug and Alcohol Awareness	Drug and alcohol abuse by employees is a common cause of workplace problems, such as accidents and ineffective work practices, in the US today.	eLearning

EL1175	DOT: Security for Shipment of Hazardous Materials	According to the US Department of Transportation (DOT), over 800,000 shipments of hazardous materials are transported in the United States every day.	eLearning
EL1430	Haz Materials Awareness Trng	Haz Materials Awareness Trng	eLearning
EL2000	Documenting Discipline	Disciplinary action in the workplace is a delicate matter. A serious conflict between manager and worker can give rise to a lengthy grievance procedure, or, at worst, legal action. Detailed disciplinary documents are the best defense when a manager's act	eLearning
EL2003	Bullying/Violence in Workplace	Bullying and Violence in the Workplace seeks to help employees understand the circumstances that can trigger violence in the workplace and to offer strategies for preventing the escalation of conflict. According to the Bureau of Labor Statistics, in the	eLearning
EL2005	Rightful Employment Terminatio	Rightful Employment TerminationOne of the most difficult things you will do as a manager is to terminate an employee. The employee who is being terminated ĩ regardless of the reason for the termination ĩ may feel angry, frustrated, or betrayed. He or s	eLearning
EL2006	EEO/Discrim Practice in Hiring	Equal Employment Opportunity and Discriminatory Practices in Hiring Think about the last time you conducted an employment interview. Did you pay attention to the types of questions you asked the applicants? If not, you may have requested information pro	eLearning
EL2007	Overview Legally Protect Leave	FMLA Leave and More: An Overview of Legally Protected Leave A sick child at home. An accident or injury. A death in the family. Notification to serve on the jury for an upcoming trial. Each of these events is part of life and can temporarily prevent an	eLearning

EL2008	Substance-free Workplace	<p>Promoting a Substance-free Workplace</p> <p>Substance abuse is a pervasive problem in society, so it's no surprise that it carries over into the workplace. According to statistics compiled by the National Institute on Drug Abuse, nearly 75% of all adult illici</p>	eLearning
EL2010	Interviewing & Hiring Practice	<p>This course, Interviewing and Hiring Practices, will present strategies for exercising sound judgment in the hiring and interviewing process. It will help managers and supervisors with hiring authority to recognize and avoid discrimination in the recruitme</p>	eLearning
EL2012	Sexual Harassment Prevention for Employees	<p>This course helps participants identify the types of sexual harassment and recognize behaviors that may be considered sexually harassing in the workplace.</p>	eLearning
EL2013	Workplace Harassment: for Mgrs	<p>Workplace Harassment for Managers. Typically, when people hear the term workplace harassment, they think of sexual harassment. But that is just one of the many forms workplace harassment may take. Unlawful harassment is any form of unwanted or unsolici</p>	eLearning
EL2014	HIPAA Privacy Essentials	<p>This course presents an overview of HIPAA (the Health Insurance Portability and Accountability Act), outlining the main components and identifying who is covered by the Act. It examines the privacy provisions under HIPAA as they relate to protected healt</p>	eLearning
EL2016	HR Policy Manual Release	<p>Familiarization of the new TxDOT HR Policy Manual effective 6/17/2013. New HR Policy Manual and FAQ's are provided. Employment acknowledgement is required.</p>	eLearning
EL2017	Records Retention & Litigation Hold	<p>The course teaches the TxDOT Records Retention and Litigation Holds policy, including employee actions upon receipt of a Litigation Hold Notice until receipt of a Litigation Hold Termination Notice from the Office of General Counsel (OGC).</p>	eLearning

EL2018	Human Resources Core Knowledge: Skills, Concepts, and Tools	This course examines key skills required in human resource professionals, including the ability to lead and motivate others.	WBT
EL2019	Human Resources Core Knowledge: Functions and Activities	This course examines personnel and administrative functions such as organizational documentation requirements to ensure compliance with key regulations, how to gauge employee attitudes and opinions, and the job analysis process.	WBT
EL2020	Human Resource Development: Regulations and Organizational Development	This course examines Human Resource Development (HRD) and Organizational Development (OD) activities and initiatives.	WBT
EL2021	Human Resource Development: Employee Training	This course examines human resources development theories and activities, used to help increase individual and organizational effectiveness.	WBT
EL2022	Human Resource Development: Performance Appraisal and Talent Management	This course examines performance appraisals and talent management. One of the most important aspects of human resource development is retaining and extracting the most value out of high-potential employees.	WBT
EL2023	Compensation and Benefits:regulations, Strategies and Needs Assessment	This course examines compensation and benefits programs – often referred to as total rewards programs – and their importance and impact on organizational objectives.	WBT
EL2024	Compensation and Benefits: Managing Policies, Programs, and Activities	This course examines compensation policies, programs, and activities. Instruction is provided on job evaluations, pricing, and pay structures, as well as common organizational pay programs.	WBT
EL2025	Compensation and Benefits: Organizational Responsibilities	This course examines noncash compensation methods such as equity programs and noncash rewards. It also discusses common benefits programs such as health coverage and employee assistance programs (EAPs).	WBT

EL2026	Employee and Labor Relations: Employment Regulations and Organizational Programs	This course focuses on the federal laws and regulations that affect employee and labor relations. .	WBT
EL2027	Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	Positive and constructive relations between employers, employees, and unions are important for the success and growth of any organization.	WBT
EL2028	Employee and Labor Relations: Unions and Collective Bargaining	One of the key goals of a labor union is to gain official recognition so that it is entitled to conduct collective bargaining on behalf of its members in a particular bargaining unit.	WBT
EL2029	Strategic HR for SPHR Exam Candidates Part I	Organizational leadership, including HR leadership, is directly involved in developing, refining, and implementing an organization's strategic plan.	WBT
EL2030	Strategic HR for SPHR Exam Candidates Part II	Planning and implementation of programs dealing with global workforce and compensation, succession planning, training effectiveness evaluation, and ever-changing employee needs are of strategic importance to HR professionals.	WBT
EL2031	TxDOT Records Management: A Program Overview	This course will provide an introduction to and overview of the TxDOT Records Management Program, including roles and responsibilities within the program and available records management resources.	WBT
EL2032	Building and Using a File Plan	This course will provide an introduction to and overview of the use files plans at TxDOT, including how file plans can be created and used as a tool to support records management compliance.	eLearning
EL2033	Records Disposition: Timely Destruction or Preservation	This course will provide an overview of the standard procedures for managing and properly documenting the disposition of state records, through destruction or preservation.	eLearning
EL2034	The Records Retention Schedule	This course will provide an introduction to and overview of the TxDOT Records Retention Schedule, including how to read and use the descriptions and retention information contained in the schedule.	eLearning

EL2158	AGG (GETA) - Information for Management	This course deals with the General Equal Treatment Act - GETA (Das Allgemeine Gleichbehandlungsgesetz "AGG") and provides information for management.	eLearning
EL2159	Global Anti-bribery	No one can afford to be complacent about the potential for corruption when doing business.	eLearning
EL2160	EU Privacy and Information Security	The legal basis for privacy and data security in the EU is set out in Directive 95/46/EC, known as the Data Protection Directive, which was issued in October of 1995.	eLearning
EL2161	Global Antitrust	What is the scope of global antitrust and competition legislation? It might be different from what you think.	eLearning
EL2162	Global Privacy and Information Security	Given the global nature of commerce and the prevalence of the electronic exchange of information, data security has never been a more critical business issue.	eLearning
EL2163	PCI Compliance Essentials	The payment card industry (PCI) is booming with people using credit and debit cards with increasing frequency for all sorts of transactions, every day.	eLearning
EL2164	Bullying and Violence in the Workplace	This course seeks to help employees understand the circumstances that can trigger violence in the workplace and to offer strategies for preventing the escalation of conflict.	eLearning
EL2165	Anti-Money Laundering: An Overview	This course provides basic information on US money laundering law and international anti-money laundering efforts.	eLearning
EL2166	Global Insider Dealing	Illegal insider dealing can have serious costs for individuals and their organizations.	eLearning
EL2167	Global Conflicts of Interest	Many employees routinely face situations that can create a potential conflict of interest, where divided loyalties may affect their ability to make impartial decisions on behalf of their employer.	eLearning
EL2168	EU Antitrust	The European Union (EU) has established rules and policies to ensure competition enhances overall economic welfare.	eLearning

EL2169	The Internet, Social Media, and Electronic Communication	Regular use of the Internet and electronic communications is a way of life for most people, as technology makes it easier to communicate with coworkers, clients, family, and friends.	eLearning
EL2170	Union Awareness	Recent decisions by the National Labor Relations Board have increased the focus on labor unions and their role in the modern workplace.	eLearning
EL2171	The AODA: Customer Service and Accessibility Standard	The Accessibility for Ontarians with Disabilities Act 2005 (the AODA) is a comprehensive law designed to make Ontario completely accessible to persons with disabilities by the year 2025.	eLearning
EL2172	Business Ethics	The recent economic downturn has heightened the public's scrutiny of corporations and contributed to the perception that some firms have lost their commitment to operating with integrity.	eLearning
EL2173	Procurement Integrity	Integrity in the federal procurement and acquisition process is essential to ensuring fairness in the selection and awarding of contracts through competitive bids.	eLearning
EL2174	Government Contracting Essentials	This course will provide a resource for employees of organizations who do business with the federal government and who therefore need to know how various federal laws that govern the contracting process affect their operations.	eLearning
EL2175	Record Retention	Are you familiar with your company's record retention policy? Do you know what records you should keep, and for how long?	eLearning
EL2177	Title IX for Higher Education	Every educational institution wants to foster a welcoming, supportive environment for its students. Gender equity is at the heart of a progressive culture in higher education.	eLearning
EL2178	Supply Chain Transparency	Supply chain transparency is an essential component of responsible supply chain management. It tangibly demonstrates to consumers that the suppliers and sub-contractors that the company engages with promote favorable human rights practices.	eLearning

EL2179	US Export Controls	US firms that transact any level of business internationally must comply with federal laws regulating the export of commercial and defense-related items, information and technology.	eLearning
EL2180	FERPA for Higher Education	Ensuring the privacy of student educational records is an important priority for every educational institution.	eLearning
EL2181	Financial Integrity	Fraud schemes can be as diverse as the imaginations of those who concoct them, and as sophisticated as ever-evolving technology will allow.	eLearning
EL2182	Global Export Compliance	Firms and individuals in the United States transacting business internationally must comply with federal regulations governing the export of both commercial and defense-related items and services, including software, information, and technology.	eLearning
EL2183	The AODA: Integrated Accessibility Standards	Created to provide a high-level awareness of an organization's obligations under the AODA's Integrated Accessibility Standards,	eLearning
EL2184	Code of Conduct Awareness – Higher Education Edition	An educational institution's Code of Conduct is a key part of its ethical framework.	eLearning
EL2185	Campus Security Obligations Under Federal Law	The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act are federal laws that require all institutions of higher learning that participate	eLearning
EL2186	Student Rights Overview	This course provides post-secondary students with an overview of their rights under two key federal laws.	eLearning
EL2187	Title 31: Introduction	Casinos are famously vulnerable to financial crimes due to the inherent cash nature of their business.	eLearning
EL2188	Title 31: Identifying Suspicious Activity	Casino employees have to be aware of ways of combating the use of their casino for money laundering and other potentially illegal purposes.	eLearning
EL2189	Title 31: Filling Out CTRCs	The casino industry is a cash business that can be a target for those who want to launder money gained from illegal activities.	eLearning

EL2686	Microsoft Windows 8 – Managing and Maintaining: Installation and Applications	Windows 8 includes a number of new technologies relating to deployment including Windows To Go and the ability to natively boot from a virtual hard disk file. Windows 8 also includes new technologies for managing applications,	eLearning
EL2687	COMPLIANCE IMPACT: Antitrust – Rigging the Bid	Antitrust and competition laws have a broader scope than you might realize. They apply not only to c	eLearning
EL2688	COMPLIANCE IMPACT: Information Security – The Break-In	Given the global nature of commerce and the volume of electronic information routinely exchanged eve	eLearning
EL2689	COMPLIANCE IMPACT: Insider Dealing – The Tipping Point	Illegal insider dealing can have serious consequences for individuals and companies, so it's importa	eLearning
EL2690	COMPLIANCE IMPACT: Conflict of Interest – Just Helping a Friend	A conflict of interest is a problem of divided loyalties or conflicting obligations “ for instance	eLearning
EL2691	COMPLIANCE IMPACT: Reasonable Accommodation – The Ask	In an increasingly diverse workplace, managers must operate with sensitivity in handling accommodati	eLearning
EL2692	COMPLIANCE IMPACT: Using the Internet – Beware the Share	While the Internet has transformed how we share information, there are potential risks associated wi	eLearning
EL2694	COMPLIANCE IMPACT: PCI – Verifying the Transaction	The payment card industry (PCI) is booming with people using credit and debit cards with increasing	eLearning
EL2695	COMPLIANCE IMPACT: Workplace Violence – The Warning Signs	According to the Bureau of Labor Statistics, in the US, 17% of the 4,609 work-related deaths in 2011	eLearning
EL2696	COMPLIANCE IMPACT: Bribery – The Shipment	Bribery is any attempt or action to give, pay, or promise something of value with the intent to infl	eLearning
EL2697	COMPLIANCE IMPACT: Antitrust – Trade Association Meeting	At trade association meetings, competitors exchange important information and collaborate in a way t	eLearning

EL2698	COMPLIANCE IMPACT: Bribery – The High Commission Red Flag	Bribery violations can be a risk for any company, especially those that operate on a large global sc	eLearning
EL2699	COMPLIANCE IMPACT: Insider Dealing - The Memo	Employees who possess confidential information about their company are responsible for safeguarding	eLearning
EL2700	COMPLIANCE IMPACT: Social Media - Blogger Gone Bad	Using social media can be risky, especially when talking about your company or competitors. This Com	eLearning
EL2701	COMPLIANCE IMPACT: Harassment - It's No Joke	It's everyone's responsibility to keep harassment out of the workplace . Whether you're the victim o	eLearning
EL2702	COMPLIANCE IMPACT: Harassment - Handling the Complaint	As a manager, it's important to take seriously any harassment complaint you receive. But responding	eLearning
EL2703	COMPLIANCE IMPACT: Respectful Workplace – One Bad Apple	All employees deserve to be treated with respect and dignity. To offend, embarrass, or in any way mi	eLearning
EL2704	COMPLIANCE IMPACT: Reporting Misconduct – Trust Your Instincts	Misconduct and ethical violations can lead to extremely negative consequences for a company and its	eLearning
EL2705	COMPLIANCE IMPACT: Political Activities – Keep It Personal	Everyone has the right to participate in politics. But employees should not use their company's time	eLearning
EL2706	COMPLIANCE IMPACT: Respectful Workplace – The Bully	Bullying is a pattern of mistreatment that can inflict serious damage on victims. It can also be cos	eLearning
EL2708	COMPLIANCE IMPACT: Wage and Hour - Working Off the Clock	When hourly employees are off the clock, they shouldn't be asked to perform any work duties they are	eLearning
EL2709	Fostering a Business Execution Culture	Even the best-conceived business strategies can flounder when the philosophies of senior management	eLearning

EL2710	Sexual Harassment Prevention for Federal Employees	Sexual harassment can have disastrous effects on victims and organizations, including federal government agencies.	eLearning
EL2711	Accessibility and Section 508 Awareness	Section 508 was introduced to help ensure federal agencies provide equal access to technology for those with disabilities - both federal employees and the public.	eLearning
EL2713	Government Ethics	The role of the Office of Government Ethics (OGE) is to help promote ethical behavior and work practices within the executive branch,	eLearning
EL2714	Proper Use of Government Charge Cards	Charge cards provide US federal agencies with a solution for making relatively small purchases.	eLearning
EL2715	Federal HR Flexibilities	Federal agencies have a wide range of human resource (HR) capabilities that can be used to help manage workforce challenges.	eLearning
EL2717	Privacy Awareness	This course provides instruction on Personally Identifiable Information (PII), and explains its importance, authority, procedures, and reporting requirements.	eLearning
EL2718	Pre-retirement Planning for FERS	All federal employees should be aware that the federal government starts the retirement planning process immediately upon employing an individual in a permanent position.	eLearning
EL2719	Telework for Government Employees	This course provides telework guidelines for federal employees.	eLearning
EL2720	Sexual Harassment Prevention for Federal Managers	Federal managers and supervisors have an important role in building and maintaining a workplace where employees can thrive.	eLearning
EL2721	The Plain Writing Act	Confusing content, imprecise instructions, and unnecessarily complicated processes all cause problems for people who need to read and use government documents.	eLearning

EL2722	Reasonable Accommodation for the Federal Workplace	Leading and managing employees in an increasingly diverse workplace can be both rewarding and challenging. What do your employees expect? What legislation applies to accommodating their requests? What are the consequences of failing to comply?	eLearning
EL2723	USERRA: An Overview	This course provides federal agencies and their employees with an overview of obligations and rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA)	eLearning
EL2724	The No FEAR Act	The Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002, better known as the No FEAR Act, requires that federal agencies be accountable for violations of anti-discrimination and whistleblower protection laws.	eLearning
EL2725	EEO and Preventing Discrimination in the Federal Workplace	As a manager, it is essential to use recruitment strategies that attract the right candidates. But just as important is the avoidance of discrimination, both intentional and unintentional.	eLearning
EL2726	Workplace Harassment Prevention for Managers – Multi-State Edition	Harassment of any type can have a very negative impact on an organization's work environment.	eLearning
EL2727	Workplace Harassment Prevention for Employees	Harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability.	eLearning
EL2728	Harassment Prevention for Employees - Higher Education Edition	Harassment at work can have a corrosive effect on an educational institution's culture and can lead to low associate morale, reduced productivity, and even criminal liability.	eLearning
EL2729	Harassment Prevention for Managers - Higher Education Edition	Typically, when people hear the term 'workplace harassment' they think of sexual harassment.	eLearning
EL2730	Harassment Prevention for Employees - State and Local Government Edition	Harassment at work can have a corrosive effect on a public employer's culture and can lead to low employee morale, reduced productivity, and even criminal liability.	eLearning

EL2731	Harassment Prevention for Managers - State and Local Government Sector Edition	Typically, when people hear the term 'workplace harassment' they think of sexual harassment.	eLearning
EL2734	Preventing Harassment in the Global Workplace – Employee Edition	As an employee, it is important for you to act respectfully toward all your coworkers, whether they're located in the next office or on the other side of the globe.	eLearning
EL2735	Preventing Harassment in the Global Workplace – Manager Edition	As a manager, you play a vital role in supporting your company's efforts to create a workplace defined by respectful and professional interaction between employees.	eLearning
EL2736	Preventing Harassment and Violence in the Canadian Workplace	In recent years, high profile incidents of workplace harassment and violence have heightened employee and employer concerns about safety in the workplace.	eLearning
EL2737	Workplace Harassment Prevention for Employees, version 2.0	Harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability.	eLearning
EL2738	Workplace Harassment Prevention for Managers – Multi-State Edition, version 2.0	Harassment can have a very negative impact on an organization's work environment.	eLearning
EL2739	HIPAA – Privacy Rule for Business Associates	The confidentiality of personal health information is closely safeguarded by HIPAA's Privacy Rule.	eLearning
EL2740	HIPAA - Privacy Rule for Covered Entities	The information that a health care provider collects and uses to provide patient care is confidential and often sensitive.	eLearning
EL2741	HIPAA - Security Rule for Business Associates	This course provides employees of business associates (as defined by HIPAA) with an overview of the security obligations that apply to their organizations with respect to electronically stored and transmitted PHI.	eLearning
EL2742	HIPAA - Security Rule for Covered Entities	This course provides employees of covered entities with an overview of the security obligations that apply to their use of electronic protected health information (e-PHI).	eLearning

EL2744	Privacy and Information Security	Information about individuals is used by businesses to provide customers with a huge array of targeted goods and personalized services that consumers have come to expect.	eLearning
EL2745	Integrity in the Workplace	Whistleblowing and ethics in the workplace have been in the headlines over the past few years because high-profile employees have blown the whistle on large public companies, such as Enron and WorldCom.	eLearning
EL2746	Preventing Fraud and Abuse	Private investors and business entities lose millions of dollars every year to fraudulent schemes, such as embezzlement, false insurance claims, investment scams, and double billing.	eLearning
EL2747	Sarbanes-Oxley: What You Need to Know	Sparked by a wave of dramatic corporate and accounting scandals, the Sarbanes-Oxley Act was signed into law on July 30, 2002.	eLearning
EL2748	I-9 Compliance: Verifying Employment Eligibility of US and Non-US Citizens	Many people come to the United States in search of employment opportunities.	eLearning
EL2749	Foreign Corrupt Practices Act	US firms seeking to do business in foreign markets must be familiar with the Foreign Corrupt Practices Act (FCPA).	eLearning
EL2750	Intellectual Property Overview	Employees are often confronted with the responsibility of protecting a company's intellectual property rights, while still communicating the company's identity or ideas to internal and external customers.	eLearning
EL2751	Independent Contractors and Temporary Employees	Many companies are hiring contract or temporary employees to meet their changing staffing needs.	eLearning
EL2752	Insider Trading	Illegal insider trading is harmful to the marketplace and can seriously undermine investor confidence.	eLearning
EL2753	Wage and Hour for Employees	As an employee, it is important for you to be familiar with how wage and hour laws affect you.	eLearning

EL2754	Wage and Hour Awareness for Managers	As a manager of employees who earn an hourly wage, it is important for you to be familiar with the basic principles of wage and hour law.	eLearning
EL2755	Code of Conduct Awareness	A company's Code of Conduct is a key part of its ethical framework.	eLearning
EL2756	AGG (GETA) – Information for Employees	This course deals with the General Equal Treatment Act “GETA (Das Allgemeine Gleichbehandlungsgesetz “AGG) and provides information for employees.	eLearning
EL2757	US Antitrust	US Supreme Court Justice Thurgood Marshall referred to antitrust laws as the "Magna Carta of free enterprise.	eLearning
EL2758	The US Constitution	This course looks at how the US Constitution was established, as well as how the national government was formed and structured.	eLearning
EL3000	MS Window 7: 1st Look End User	The course looks at the new features of Windows 7 including changes to the taskbar, jump lists and quick preview; the new desktop features, new theme suites & gadgets; & the enhancements to Aero framework, such as Aero Shake and Aero Peek	eLearning
EL3001	Get Started with Outlook 2010	The course addresses the basic features/functionality of Outlook 2010, including the redesigned interface, creating e-mail messages, & view & reply to e-mails. Interface is updated.	eLearning
EL3002	Manage Convr/Org Outlook Email	Microsoft Outlook 2010 Managing Conversations and Organizing E-mail provides you with the tools you need to efficiently manage and organize your e-mail messages. Included in Outlook 2010 is a new Conversation view.	eLearning
EL3003	Managing Attachments, Graphics, Signatures and Autoreplies in Outlook 2010	Outlook 2010 Managing Attachments, Graphics, Signatures, & Autoreplies can create e-mail messages including visuals & graphics. Course discusses working with attachments & graphics, tables, symbols, & links. How to add signatures to e-mail & auto reply	eLearning

EL3004	Calendar in Outlook 2010	The Outlook 2010 Calendar allows creation of appointments and events, as well as schedule meetings. The Calendar is fully integrated with the other components of Microsoft Outlook 2010 allowing you to incorporate your contacts & email.	eLearning
EL3005	Managing Meetings and Customizing the Calendar in Outlook 2010	Managing meeting & customizing the calendar. These tasks are streamlined; easier to create & view additional calendars. The course teaches the options when replying to meeting requests. Create & view other calendars & create a calendar group	eLearning
EL3006	Outlook 2010 Social Connector and Messaging	Outlook 2010 Social Connector and Messaging is now easier to keep track of your friends and colleagues as well as communicate with them using a variety of methods. Outlook 2010 now includes the ability to track updates of your friends from within Outlook	eLearning
EL3007	Work with Contacts in Outlook 2010	This course covers the multiple ways that contacts can be created, as well as how to modify existing contacts, and import and export contacts between Microsoft Outlook 2010 and Google Gmail.	eLearning
EL3008	Using the Tasks, Notes, and Journal Features in Outlook 2010	This course covers the multiple ways that contacts can be created, as well as how to modify existing contacts, and import and export contacts between Microsoft Outlook 2010 and Google Gmail.	eLearning
EL3009	Formatting E-mail and Configuring Message Options in Outlook 2010	The course discusses sending e-mail in different formats & formatting options that can be applied & background of an e-mail. Check the message spelling & grammar, tracking outgoing messages, voting buttons, and setting importance and sensitivity options	eLearning
EL3010	Custom Outlook 2010 and Managing Accounts	Customizing Outlook 2010 and Managing Accounts has now adopted a Ribbon, similar to the other products in the Office suite. This course discusses how to modify the Ribbon to suit your preferences, as well as ways that views and panes can be customized	eLearning

EL3011	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	Managing E-mail with Rules, Automatic Replies, & Alerts in Outlook 2010 contains features manage the volume of e-mail received. This course discusses managing e-mail messages with rules & configuring automatic replies & Desktop Alerts for messages	eLearning
EL3012	File/Folders/Search/RSS Feeds	The course discusses the creation/management of folders,the creation of Search folders, a type of virtual folder to automatically organize messages. Covers how to use Instant Search feature, which allows instant find of e-mail messages.	eLearning
EL3013	Data Files, Archiving, and Send/Receive Groups in Outlook 2010	This course discusses PST and OST files and how they can help you while working with Outlook 2010. Archiving data also plays an important role in Outlook 2010, and this courses covers how to manage AutoArchive settings and how to manually archive items	eLearning
EL3014	Implementing Security with Outlook 2010	This course explains how to protect yourself from spam, junk mail, and phishing attacks as well as how to safely open suspicious messages and attachments.	eLearning
EL3015	Accessing Exchange Remotely and Using Forms in Outlook 2010	This course discusses how to access and sign on to Outlook Web App using a web browser and how to configure Outlook 2010 with Outlook Anywhere so that users can send and receive messages.	eLearning
EL3016	Adobe Captivate 4	This course focuses on the basics of Adobe Captivate 4, including recording demonstrations and creating interactive assessment settings. Topics focus on such areas as basic screen capture, creating assessment projects, and editing project slides.	eLearning
EL3017	Office 2010 New Core Features	This course explores key new features and enhancements in the Office 2010 suite of products. It also introduces product-specific new features and enhancements in the 2010 releases of Word, Excel, PowerPoint, and Access.	eLearning

EL3018	The New Office 2010 Interface, Word 2010, and Excel 2010	This course examines the new features and enhancements of Microsoft Office 2010, focusing on the perspective of Microsoft Office 2003 users who are migrating to Microsoft Office 2010	eLearning
EL3019	Outlook 2010 and Collaboration in Office 2010	This course explores the new features of Outlook 2010, including changes to the interface, the introduction of the Conversation view and QuickSteps, as well as Outlook Social Connector.	eLearning
EL3020	New Features for PowerPoint, Publisher, and Access in Office 2010	This course covers the new features of PowerPoint 2010, Publisher 2010, and Access 2010 including changes to the interface and key functional improvements and enhancements.	eLearning
EL3021	Getting Started with Word 2010	This course explores these topics and many other basics of using Word 2010, including opening the application, creating new documents, and an introduction to the many tools that will help you create and edit your documents.	eLearning
EL3022	Formatting and Working with Text in Word 2010	This course explains the Font formatting options, as well as the Mini toolbar and Live Preview features. In addition, the creation and formatting of bulleted, numbered, and multilevel lists are demonstrated.	eLearning
EL3023	Organizing and Arranging Text in Word 2010	This course explores formatting paragraphs in Word 2010, along with a variety of other useful formatting tools such as margins and indents.	eLearning
EL3024	Moving Around in Word 2010	This course explores basic navigation features such as scrollbars and keyboard keys, along with built-in tools such as the new Navigation Pane.	eLearning
EL3025	Structure Word 2010 Documents	The course explores how to add page numbers along with other structural components, such as page and sections breaks, headers, and footers.	eLearning
EL3026	Review Documents in Word 2010	This course demonstrates how to use headings to restructure the outline of a document using the Navigation Pane.	eLearning

EL3027	Saving, Sharing, and Printing in Word 2010	This course explores Word 2010's features for saving and printing your documents.	eLearning
EL3028	Customizing the Behavior and Appearance of Word 2010	This course introduces Quick Styles and templates, and also explores an editing feature – AutoCorrect – that automatically corrects common errors such as not capitalizing the first letter of a sentence, or accidental usage of the Caps Lock key.	eLearning
EL3029	Drawing and Inserting Graphics in Word 2010	This course demonstrates powerful drawing and graphic features of Word 2010 - features that can boost the appeal of virtually any document!	eLearning
EL3030	Get Started with Excel 2010	This course explores these topics and many other basics of Excel 2010, including opening the application, creating new spreadsheets, entering data and, AutoFill features.	eLearning
EL3031	Basic Data Format Excel 2010	This course also explains the various options for formatting numbers in Excel 2010.	eLearning
EL3032	Moving and Getting Around in Excel 2010	This course will show you how to move around the Excel interface using the various keys on the keyboard, such as the Home and End keys, and Ribbon commands.	eLearning
EL3033	Moving Data and Modifying Worksheets in Excel 2010	This course is designed to show you many of the ways that Excel 2010 allows you to manipulate data and the worksheets that contain them and describes features that let you do this quickly and efficiently.	eLearning
EL3034	Saving, Sending, and Printing Excel 2010 Workbooks	This course describes these Excel features and explains how to use them to increase your efficiency and productivity.	eLearning
EL3035	Using Conditional Formatting, Tables, and Sparklines in Excel 2010	Conditional formatting allows you to highlight trends and exceptions in cells or ranges of cells by presenting the identified data in a number of unique ways to make it stand out.	eLearning

EL3036	Reviewing and Protecting Content in Excel 2010	Tools for performing tasks are grouped on the Ribbon, include the Spelling, Research, Thesaurus tools; Translate tool; tools to insert, edit, review Comments in a worksheet; and tools for tracking changes and protecting workbooks	eLearning
EL3037	Using Basic Formulas in Excel 2010	This course introduces the concepts and terminology associated with formulas, and demonstrates how to create and edit them, copy and paste them, and how to check for errors that can arise	eLearning
EL3038	Using Basic Functions with Excel 2010	This course introduces you to the changes made to functions in Excel 2010, including improved function accuracy and consistency as well as the changes made to some function names that make them more intuitive	eLearning
EL3039	Inserting Basic Charts in Excel 2010	This course demonstrates how to effectively use and customize charts in Excel 2010	eLearning
EL3040	Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	This course focuses on these and other graphic elements that can be added to Excel 2010 spreadsheets. This course also introduces ways to change the themes and styles offered by Excel 2010	eLearning
EL3041	Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	This course shows you how to apply themes, including theme colors, fonts and effects, to create polished, professional-looking documents	eLearning
EL3042	Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	This course explores all of these topics, and discusses how to use each feature to improve the readability of your documents.	eLearning
EL3043	Forms, Fields, and Mail Merge in Word 2010	This course demonstrates how to add, modify, and update forms and fields, and also illustrates the various mail merge capabilities of Word 2010.	eLearning
EL3044	Managing, Inspecting, and Recovering Word 2010 Documents	This course demonstrates how to use Word 2010 document security, includes viewing document properties, presence information on author contact cards, locking document formatting, password protecting, Document Inspector, working with digital signatures	eLearning

EL3045	Managing, Inspecting, and Recovering Word 2010 Documents	<p>Creating and Formatting Tables in Word 2010</p> <p>Word 2010 has a robust set of tools that allow you to create, style, and format tables in your documents. This course explores the various methods of inserting tables in Word documents, including selecting a l</p>	eLearning
EL3046	Manipulate Tables in Word 2010	This course explores these methods of altering a table's layout and also walks you through using data tools that allow you to easily sort your data, making critical information easier to locate	eLearning
EL3047	Embedding Charts and Tables into Word 2010	This course shows you that by following a few simple steps you can easily paste Excel data into Word 2010 and either embed the values directly in the Word document or link back to the original Excel workbook	eLearning
EL3048	Customizing Visual Elements in Excel 2010	This course describes many of these techniques and shows you how to implement them to their best effect.	eLearning
EL3049	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	This course explores some of the more advanced ways that you can enhance your workbooks and data using Excel 2010's powerful customization features	eLearning
EL3050	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	This course explores some of the more advanced ways that you can enhance your workbooks and data using Excel 2010's powerful customization features	eLearning
EL3051	Verifying Excel 2010 Data and Formulas	This course describes Excel 2010's auditing and formula correction features and shows you how to use data validation to avoid worksheet errors.	eLearning
EL3052	Automating Excel 2010 Tasks Using Macros	This course will introduce you to macros in Excel and show you how to leverage their power to make you work with Excel easier.	eLearning
EL3053	Analyzing Data with What-if Analysis in Excel 2010	Using Goal Seek and Solver enables you to retrieve required results from formulas by determining the data the formula requires.	eLearning

EL3054	PivotTables and PivotCharts in Excel 2010	This course will introduce you to PivotTables and show you the many benefits they provide.	eLearning
EL3055	PivotTable Filters, Calculations, and PowerPivot	For those people who require a more visual representation of data, Excel 2010 provides a new feature called a Slicer, which is basically a graphical representation of a PivotTable filter	eLearning
EL3056	Getting Started with PowerPoint 2010	This course provides an introduction to the components of the PowerPoint 2010 interface. It covers opening, saving a presentation, working with slides, formatting text, text boxes, using templates and themes to create presentations	eLearning
EL3057	Visually Enhancing PowerPoint 2010 Presentations	This course introduces the various themes and SmartArt features that allow you to add flair to your presentations by using colors and shapes to emphasize text and data	eLearning
EL3058	Adding Images to Presentations in PowerPoint 2010	This course will show you how to insert, format, and apply special effects to your images so that they provide the maximum impact for your presentation	eLearning
EL3059	Using Multimedia and Animations in PowerPoint 2010	Directly insert, edit, and play video in your presentation, as well as add audio clips to create attention-grabbing sound effects. PowerPoint 2010 also has new animation tools and slide transitions which make slide shows more fluid and interesting	eLearning
EL3060	Using Advanced Slide Show Tools in PowerPoint 2010	This course teaches the tools necessary to create and present engaging and effective presentations. As an advanced user, you can take advantage of features that allow you to customize your animations to create just the right effect	eLearning
EL3061	Collaborating and Sharing Presentations in PowerPoint 2010	This course explores these topics and many other collaboration features available in PowerPoint 2010. Also covered are proofing, language, and research tools, along with options for printing and protecting a presentation.	eLearning

EL3062	Sharing Excel 2010 Workbooks Online and on a Network	This course covers sharing Excel 2010 workbooks on a network with advanced sharing options, the limitations of shared workbooks, and the uses and limitations of IRM	eLearning
EL3063	Using Excel 2010 to Collaborate Online and with Other Office Applications	This course explores the Excel Web App, including Web App interface, limitations, how to access the full version of Excel 2010 from within it. Course covers exporting data from a SharePoint list to Excel, exporting data from Excel into a SharePoint list	eLearning
EL3064	Using Lookup, Reference, Math, and Text Functions in Excel 2010	This course covers lookup and reference functions such as LOOKUP, VLOOKUP, HLOOKUP, INDEX, ROW, and COLUMNS	eLearning
EL3065	Manipulating Formulas and Using Forms in Excel 2010	This courses discusses statistical functions, include working with averages, determine the median, pinpoint rank, percentages, sample populations. In addition, this course explores the available cube functions, such as CUBEMEMBER, CUBESET, and CUBEVALUE	eLearning
EL3066	Using Excel 2010 Data Connections: Web Queries, XML, and Databases	This course explores the concept of data connections, including how to use existing connections to access data and how to create your own	eLearning
EL3067	Internet Explorer 8: Basic Features	This course discusses the new and improved navigation features of Internet Explorer 8, including the Smart Address bar, caret browsing, and tab grouping	eLearning
EL3068	Internet Explorer 8: Advanced Features	This course discusses how you can customize Internet Explorer 8 by installing add-ons and Accelerators	eLearning
EL3069	Getting Started with Access 2010	This course explores the fundamentals of databases and the many tools that will help you create and modify databases in Access 2010.	eLearning
EL3070	Creating Basic Tables in Access 2010	The course discusses how basic tables are built, creating fields, defining data types, properties, and how to modify them. It also demonstrates the use of primary keys, masked input fields, and indexing, as well as creating validation rules for the data	eLearning

EL3071	Data Manipulation and Simple Relationships in Access 2010	This course demonstrates how to perform basic data manipulation tasks, how to import and export data, and how to implement and edit table relationships	eLearning
EL3072	Introduction to Forms in Access 2010	This course describes how to create forms in Access 2010 and also explores controls - the available types, how they are added to a form, how their properties are set, and how they are resized, moved, grouped, and positioned on a form	eLearning
EL3073	Modifying Basic Forms in Access 2010	This course covers how to use these methods to customize and format forms in Access 2010 as well as how to create and modify navigation forms.	eLearning
EL3074	Introduction to Queries in Access 2010	This course demonstrates how to create and modify a query in order to achieve specific results. It covers creating basic select queries, using Expression Builder, calculated fields, and grouping options for displaying query results	eLearning
EL3075	Introduction to Reports in Access 2010	This course demonstrates the use of the Report Wizard, Blank Report, Report Design, and Labels	eLearning
EL3076	PivotTables and PivotCharts in Access 2010	This course demonstrates how to create and manipulate PivotTables and PivotCharts as an effective way to organize and display Access 2010 database data	eLearning
EL3077	Advanced Importing and Exporting with Access 2010	This course explains and demonstrates the various methods of importing, exporting, and linking to external data sources in Access 2010.	eLearning
EL3078	Retrieving, Validating, and Attaching Data in Access 2010	This course explains and demonstrates advanced techniques for retrieving and validating data in Access 2010	eLearning
EL3079	Subforms, Subreports, and Conditional Formatting in Access 2010	This course will demonstrate how to use Access 2010 to create and use subforms and subreports	eLearning

EL3080	Joins, SQL, and Action Queries in Access 2010	This course describes the various types of join and parameter queries that can be used in Access 2010 and provides demonstrations on the use of action queries, including update, append, delete, and make table queries	eLearning
EL3081	Using Access 2010 with SharePoint and Access Services	This course details the primary features that allow for the seamless integration of Access and SharePoint so that data can be shared across corporate networks or the Internet	eLearning
EL3082	Access 2010 Macros and VBA	This course provides an introduction to programming in Access 2010 and explores when to use macros or VBA code to automate processes	eLearning
EL3083	Optimizing, Securing, and Sharing Access 2010 Databases	This course demonstrates how to assess a database's performance and improve its efficiency. Also covered are the ways that you can secure a database for users and the common methods employed to share a completed database application.	eLearning
EL3084	Getting Started with Windows 7	This course introduces the main features of Windows 7 and provides an overview of the desktop, including the taskbar and the Start menu	eLearning
EL3085	Setting up and Securing Windows 7	This course demonstrates how to use the Control Panel to install and manage programs and printers, and it shows the role User Account Control plays in security	eLearning
EL3086	Customizing Windows 7	This course introduces customization in Windows 7 and provides detailed instructions that enables you to customize the desktop, Start menu and taskbar.	eLearning
EL3087	Intro PM using Project 2010	The role of Project Manager is an important position in virtually any organization. The move from traditional project management to using project management software can help any project manager become more efficient and successful. This course provides	eLearning

EL3088	Introduction to Project 2010	Microsoft Project 2010 includes a variety of straightforward and easily accessible features to simplify the process of managing projects, all located and organized within the Project 2010 layout. This course provides an overview of the Project 2010 inter	eLearning
EL3089	Initialize a Project	Initializing a Project with Project 2010 Before your project can get going, you need to have tools in place that will allow you to control tasks and organize the resources you'll use to complete your project. This course covers the steps for setting up	eLearning
EL3090	Defining Project Properties	Defining Project Properties in Project 2010 Your project file is probably the most important tool you will use to manage your project throughout its entire project lifecycle. In order to be effective though, it's important you understand how the file wo	eLearning
EL3091	Building a Schedule	Building a Schedule with Project 2010 A project is made up of tasks, and the job of a project manager essentially boils down to one thing: making sure tasks are properly defined, organized, planned, and carried out. Good scheduling leads to timely compl	eLearning
EL3092	Creating Resources in Project	Creating Resources in Project 2010 The people who do the work, the materials and equipment you require to perform the work, and the money you need to fund the work are all vital project resources. As a project manager, you should understand how to work	eLearning
EL3093	Monitor Resource Assignments	Managing Resource Assignments with Project 2010 Good project management requires the ability to organize resources based on their availability, cost and consumption rates, and how many are required to complete each task. This course lays a foundation fo	eLearning

EL3094	Monitor Schedule Performance	<p>Monitoring Schedule Performance with Project 2010</p> <p>Once project planning is complete, the actual project work begins. Your job as a project manager is to diligently track the progress of this work so that if schedule slippage occurs, you can make adjustm</p>	eLearning
EL3095	Communicate Proj Information	<p>Communicating Project Information with Project 2010</p> <p>It's been said that communication is the single most important factor in the success or failure of a project. And it's not only what you communicate, but how you format your communications to ensure th</p>	eLearning
EL3096	Advanced Customizing with Proj	<p>Advanced Customizing with Project 2010A well set up project file is essential to the success of a project. The advanced project file customizations available in Project 2010 can simplify many project management tasks, saving you time, and increasing th</p>	eLearning
EL3097	Tools to Manage Multiple Proj	<p>Advanced Tools for Managing Multiple Projects with Project 2010</p> <p>Most project managers in today's workplace are required to juggle many projects at the same time. The ability to efficiently monitor and adjust resources and task assignments is critical fo</p>	eLearning
EL3098	Advanced Resource Management	<p>Advanced Resource Management with Project 2010</p> <p>An important ingredient in managing projects is the ability to easily identify potential resource issues and the impact they could have on the overall project schedule. This course covers advanced resource</p>	eLearning

EL3099	Advanced Scheduling Management	<p>Advanced Scheduling Management with Project 2010</p> <p>Ongoing inspection and adjustment of the project plan is vital to address impacts to the project schedule and address scope and budget changes. This course covers how to easily identify warnings, solution</p>	eLearning
EL3100	Reporting and Management Tools	<p>Advanced Reporting and Management Tools in Project 2010</p> <p>Project 2010 comes with many enhanced features and tools that help project managers report on project status and carry out project management tasks with ease and efficiency. This course covers several</p>	eLearning
EL3101	Get Started with Visio 2010	<p>Getting Started with Visio 2010</p> <p>Microsoft Visio 2010 is a powerful diagramming program that provides users with a diverse set of pre-drawn stencils, shapes, sample drawings and templates for illustrating complex ideas visually. In this course the various</p>	eLearning
EL3102	Working with Diagrams in Visio	<p>Working with Diagrams in Visio 2010</p> <p>Visio 2010 provides a wide range of formatting and design options for creating vibrant diagrams using pre-drawn shapes and themes. Whether it's an organizational chart, a floor plan or a network diagram Visio 2010 can</p>	eLearning
EL3103	Collaborate/Eval/Print Visio	<p>Collaboration, Evaluation and Printing in Visio 2010</p> <p>Visio 2010 is a powerful collaboration tool that allows the user to review and share Visio diagrams, link content from other Microsoft applications, and save and send directly from inside Visio 2010.</p>	eLearning
EL3104	New Messaging and Collaboration Features in Office 2010	<p>This course explores the new features of Outlook 2010, including changes to the interface, the introduction of the People Pane and the Schedule Pane, and enhancements to Unified Messaging</p>	eLearning

EL3105	Office 2010 Web Apps and New Features in Publisher and Mobile	This course introduces the new Web Apps for Word, PowerPoint, Excel, and OneNote	eLearning
EL3106	SharePoint 2010 New Features for End Users	This course explores the SharePoint Server 2010 interface, including the introduction of the Ribbon, already available in Office, as well as changes to team sites and common interface elements	eLearning
EL3107	Get Started SharePoint 2010	This course explores the SharePoint interface, how to navigate and search on a SharePoint site, and how to work with lists and document libraries	eLearning
EL3108	Using SharePoint 2010 with Office 2010	This course explores the ways in which Office 2010 and SharePoint are integrated with one another	eLearning
EL3109	Microsoft SharePoint 2010: New Features for Power Users	This course explores the enhanced SharePoint 2010 UI, the Getting Started area of home pages, and the changed Site Actions menu	eLearning
EL3110	Managing SharePoint 2010 Sites, Lists, and Libraries	The course examines the types of SharePoint sites, creating sites/subsites, changing site details, using the recycle bin.	eLearning
EL3111	Managing SharePoint 2010 Pages and Components	This course examines the creation and customization of publishing pages, web part pages, and pages	eLearning
EL3112	SharePoint 2010 Security and Business Intelligence	This course examines SharePoint securing, and describes managing SharePoint groups, changing the inheritance for a site, managing permission levels, and configuring item-level security	eLearning
EL3113	Information Security Awareness	not in excel	eLearning
EL3114	Ajax Basics	This course will introduce the history of Ajax and outline how it is commonly used to aid in the development of dynamic web sites	eLearning
EL3115	Ajax API Essentials	This course will explore the various technologies that are employed in Ajax applications	eLearning
EL3116	Ajax Applications and Server Communication	This course explores the technologies that are used to enable Ajax applications to interact with a server's external data	eLearning

EL3117	Java SE7 Fundamentals: Introduction to Java	This course describes key features of Java and object-oriented programming, Java technology and the development environment, working with IDEs, and the product life cycle	eLearning
EL3118	Java SE7 Fundamentals: Variables, Operators, and Objects	This course covers the uses of variables and defining the syntax for a variable	eLearning
EL3119	Java SE7 Fundamentals: Decision Constructs, Arrays, and Loops	This course covers creating relational and conditional operators, creating if and if/else constructs, chaining an if/else statement, and using a switch statement	eLearning
EL3120	Java SE7 Fundamentals: Overloading, Validation, and Object-Oriented Concepts	This course covers creating and invoking methods, static methods and variables, and method overloading	eLearning
EL3121	Java SE7 Fundamentals: Handling Errors and Deploying Applications	This course provides an overview of error handling, and covers propagation of exceptions, catching and throwing exceptions, and multiple exceptions and errors	eLearning
EL3122	Java SE7 New Features: Java Language and Technology Enhancements	This course introduces and describes these features and improvements	eLearning
EL3123	Java SE7 New Features: I/O, Network, and Desktop Enhancements	This course covers I/O enhancements, such as enhancements in file I/O APIs, the Path interface and the methods for manipulating a path, as well as the Files class and its methods for file operations	eLearning
EL3124	Introduction to Java EE 6	This course provides an introduction to Java EE 6 including the functions of the Java Persistence API, Enterprise JavaBeans, client side components and the connectivity features in Java EE 6	eLearning
EL3125	Java Programming with Java SE 6.0: Getting Started with Java	To introduce the main principles and elements of the Java language	eLearning
EL3126	Java Programming with Java SE 6.0: Operators and Flow Control in Java	To enable the learner to identify and work with Java operators, expressions, selection statements, and loop constructs	eLearning

EL3127	Java Programming with Java SE 6.0: Creating Classes in Java	To enable the learner to create and work with Java classes and objects	eLearning
EL3128	Java Programming with Java SE 6.0: Working with Classes in Java	To enable the learner to implement inheritance and polymorphism in Java and to work with Java's static and final modifiers	eLearning
EL3129	Java Programming with Java SE 6.0: Generics and Annotations	To explain what metadata is and how it can be used to provide annotation source to third-party tools and to outline generics in Java.	eLearning
EL3130	Java Programming with Java SE 6.0: Reference Types and Threading	To enable the learner to work with reference types and threads in Java	eLearning
EL3131	Java Programming with Java SE 6.0: Exception Handling and Assertions	To enable the learner to handle exceptions and use assertions in Java	eLearning
EL3132	Java Programming with Java SE 6.0: Java Utilities	To enable the learner to use the classes and methods of the java.lang, java.util, java.io, and java.nio packages	eLearning
EL3133	Java Programming with Java SE 6.0: Java I/O	To enable the learner to use Java's I/O facilities to read and write data, and format input or output	eLearning
EL3134	Java Programming with Java SE 6.0: Basic GUI Development in Java	To demonstrate how to build GUI applications using the Swing API	eLearning
EL3135	Java Programming with Java SE 6.0: Java Applets	To demonstrate how to build applets and place them on web pages	eLearning
EL3136	Java Programming with J2SE 5: Getting Started with Java	To introduce the main principles and elements of the Java language	eLearning
EL3137	Java Programming with J2SE 5: Operators and Flow Control in Java	To enable the learner to identify and work with Java operators, expressions, selection statements, and loop constructs	eLearning
EL3138	Java Programming with J2SE 5: Creating Classes in Java	To enable the learner to create and work with Java classes and objects	eLearning

EL3139	Java Programming with J2SE 5: Working with Classes in Java	To enable the learner to implement inheritance and polymorphism in Java and to work with Java's static and final modifiers	eLearning
EL3140	Java Programming with J2SE 5: Generics and Annotations	To explain what metadata is and how it can be used to provide annotation source to third-party tools and to outline J2SE 1.5 tool changes	eLearning
EL3141	Java Programming with J2SE 5: Reference Types and Threading	To enable the learner to work with reference types and threads in Java	eLearning
EL3142	Java Programming with J2SE 5: Exception Handling and Assertions	To enable the learner to handle exceptions and use assertions in Java	eLearning
EL3143	Java Programming with J2SE 5: Java Utilities	To enable the learner to use the classes and methods of the java.lang, java.util, java.io, and java.nio packages	eLearning
EL3144	Java Programming with J2SE 5: Java I/O	To enable the learner to use Java's I/O facilities to read and write data, and format input or output	eLearning
EL3145	Java Programming with J2SE 5: Basic GUI Development in Java	To demonstrate how to build GUI applications using the Swing API	eLearning
EL3146	Java Programming with J2SE 5: Java Applets	To demonstrate how to build applets and place them on web pages	eLearning
EL3147	Creating Windows Applications with C# 2010	This course introduces the learner to WPF and outlines the application types supported by it, basic application creation, basic configuration, and event handling using C# 2010	eLearning
EL3148	Creating User Interfaces for Windows Applications with C# 2010	This course covers the various control and layout options that comprise the User Interface	eLearning
EL3149	Windows Applications Content Creation and Management with C# 2010	This course is one of a series in the SkillSoft learning path that covers the objectives for the Technology Specialist (TS): Windows Applications Development with Microsoft .NET Framework 4 exam (70-511)	eLearning

EL3150	Windows Applications Databinding with C# 2010	This course details how to not only bind controls to data, but also how to convert, validate, and format data in a variety of ways	eLearning
EL3151	Customizing and Managing Multithreaded Applications with C# 2010	This course is one of a series in the SkillSoft learning path that covers the objectives for the Technology Specialist (TS): Windows Applications Development with Microsoft .NET Framework 4 exam (70-511)	eLearning
EL3152	Securing and Deploying WPF Applications with C# 2010	This course examines how applications are tested and secured as well as how they are deployed and managed after they are built	eLearning
EL3158	Microsoft .NET Framework 4: Web Applications with Visual Studio 2010 and Visual C# 2010	This course provides an overview of how to develop web applications with Visual C# 2010 and ASP.NET 4	eLearning
EL3159	Microsoft.NET Framework 4: Web Form Controls with C# 2010	This course details the steps for creating secure web sites through the creation, addition, and customization of ASP.NET server controls	eLearning
EL3160	Microsoft .NET Framework 4: Data Integration with C# 2010	This course identifies the steps for displaying and modifying data in an ASP.NET Web application, by accessing data using data-bound and data source controls, as well as ADO.NET	eLearning
EL3161	Microsoft .NET Framework 4: Client-Side Scripting and AJAX with C# 2010	This course provides an overview of what ASP.NET AJAX is and demonstrates how to utilize ASP.NET AJAX as well as client-side script in web applications using Visual Studio 2010	eLearning
EL3162	Microsoft .NET Framework 4: ASP.NET MVC 2 with C# 2010	This course covers the fundamentals of ASP.NET MVC, describes how to create applications based on this framework.	eLearning
EL3163	Microsoft .NET Framework 4: Configuring and Deploying Web Applications with C# 2010	This course will cover the ways you can configure web applications and the tools you can use to deploy them, highlighting the pros and cons of each.	eLearning
EL3164	Microsoft .NET Framework 4: Debugging, Tracing and Monitoring Web Applications with C# 2010	This course covers the various ways you can troubleshoot web applications using Visual Studio and discusses how to use ASP.NET 4 code to help to accomplish this	eLearning

EL3165	Microsoft .NET Framework 4: Web Application Optimization and Customization with C# 2010	This course explores the various ways you can employ these tools to develop and optimize web applications	eLearning
EL3166	Getting Started with ADO.NET 4 Connections and Commands Using C# 2010	This course identifies the various ways to manage ADO.NET connections and also details how to access data by using command objects and the DataReader object	eLearning
EL3167	Managing ADO.NET 4 Connections and Commands with C# 2010	This course examines managing connections using connection pools and configuration files, as well as stored procedures, and using generic data-access code to establish a connection	eLearning
EL3168	Getting Started with ADO.NET 4 DataSets Using C# 2010	This course examines the various aspects of DataSets and their role as one of the key components of the ADO.NET architecture	eLearning
EL3169	Viewing and Navigating Data with ADO.NET 4 DataSets Using C# 2010	This course explains how to accomplish this using ADO.NET DataSets and Visual C# 2010	eLearning
EL3170	Updating ADO.NET DataSets with C# 2010	This course examines how DataSets are used to update source data and also how to manage the integrity of the data being updated	eLearning
EL3171	Synchronizing Data and Managing ADO.NET 4 Applications with C# 2010	The course examines how to enable efficient, remote use of data using the Microsoft Sync Framework database synchronization API	eLearning
EL3172	Working with the ADO.NET Entity Framework 4 Using C# 2010	This course explores the various ways you can employ the ADO.NET Entity Framework to develop and optimize data applications.	eLearning
EL3173	Using LINQ and XML with ADO.NET 4 and C# 2010	This course explores the various ways you can use LINQ to develop and optimize data applications.	eLearning
EL3174	.NET Overview: Windows, Web, and the Cloud	This course will provide an overview of the features and architecture of the .NET Framework, and the technologies, languages, development tools, and hosting options it provides.	eLearning

EL3175	Perl Language Fundamentals	To perform basic programming operations using Perl variables, regular expressions, search-and-replace procedures, and file handling	eLearning
EL3176	Starting to Program with Perl	To use Perl to create basic and object-oriented data-driven applications and to interact with CGI scripts and MySQL databases	eLearning
EL3177	Introducing Agile Software Dev	In this course you will be introduced to the principles of agile software development, and you will be provided with an overview of some of the principle agile methodologies such as Extreme Programming(XP) and Scrum	eLearning
EL3178	Planning an Agile Software Development Project	In this course you will be introduced to the practices of agile project planning. You will become familiar with project planning tasks such as creating and estimating user stories, release and iteration planning, and agile modeling.	eLearning
EL3179	Managing Agile Software Development	In this course you will be introduced to the principles of agile project management during software development iterations	eLearning
EL3180	Agile Programming and Testing	In this course you will be introduced to agile team practices including pair-programming and co-ownership of code	eLearning
EL3181	General Coding Best Practices	To outline the best practices for writing high quality methods, expressions, variables, arrays, loops, and if statements, and to describe recommended practices for writing readable code	eLearning
EL3182	Maintaining Quality Code	To outline the primary techniques of refactoring, and to discuss the best practices for reviewing, testing, and debugging code	eLearning
EL3183	Object-oriented Coding Best Practices	To outline the best practices for defining and using classes, and determining how best to use inheritance or its alternatives	eLearning
EL3184	Programming Techniques and Strategies	To outline the high-level considerations for producing good code	eLearning

EL3189	Fundamentals of Software Test	This course introduces software testing methodology and principles. It explores why testing is necessary, the basic testing process, and the psychology behind testing.	eLearning
EL3190	Testing Throughout the Software Life Cycle	This course covers software testing throughout the software lifecycle	eLearning
EL3191	Static Techniques and Test Design in Software Testing	This course covers static techniques in software testing, and test design	eLearning
EL3192	Black-Box Software Testing Techniques	This course covers black-box software testing techniques	eLearning
EL3193	White-Box Software Testing Techniques	This course covers white-box software testing techniques	eLearning
EL3194	Software Test Management	This course covers management of software testing	eLearning
EL3195	Configuration Management, Risks, and Incidents in Software Testing	This course covers configuration management, risks and incidents in software testing	eLearning
EL3196	Tool Support in Software Testing	This course covers tool support in software testing	eLearning
EL3197	CompTIA A+ 220-801: BIOS and Motherboards	This course focuses on two fundamental hardware components of PCs, the BIOS and Motherboards	eLearning
EL3198	CompTIA A+ 220-801: Memory, Expansion Cards and Storage Devices	This course focuses on system-level computer components memory, expansion cards and storage devices	eLearning
EL3199	CompTIA A+ 220-801: CPUs, Connections, and Power Supplies	This course will also cover other important facets of computing such as connection speeds, wireless connections, and power supplies. This course prepares the learner for CompTIA A+ exam 220-801.	eLearning
EL3200	CompTIA A+ 220-801: Configurations, Displays, Connectors, & Peripherals	This course focuses on common custom system configurations, such as graphic, video and audio workstations and virtualization workstations, as well as common home-based configurations for gaming and home theaters	eLearning

EL3201	CompTIA A+ 220-801: Network Cabling, IP Addressing, Ports, and Protocols	This course examines the components and communication mechanisms such as cables, connectors, ports and protocols used to allow computers and networks to communicate with one another and share information	eLearning
EL3202	CompTIA A+ 220-801: Networking Technologies	This course examines wired and wireless technologies, encryption techniques, small office implementations and Internet connections	eLearning
EL3203	CompTIA A+ 220-801: Networking Devices and Tools	This course describes a variety of network devices as well as the networking tools used to implement and facilitate testing of the medium which connects them	eLearning
EL3204	CompTIA A+ 220-802: Introducing Microsoft Windows	This course focuses on the Microsoft Windows Operating System, including Windows versions (Windows 2000, XP, Vista, Windows 7) the differences between 32 and 64 bit versions, common Windows features such Windows Aero, Gadgets, User Account Control (UAC)	eLearning
EL3205	CompTIA A+ 220-802: Installing and Configuring Windows	This course focuses on installing and configuring the Microsoft Windows operating systems, covering the types of installations and configuration options available	eLearning
EL3206	CompTIA A+ 220-802: Optimizing Windows	This course focuses on optimizing the Microsoft Windows operating system using disk management tools and common Windows utilities like MSCONFIG, w task manager, data migration tools, and DXDIAG	eLearning
EL3207	CompTIA A+ 220-802: Managing Windows	This course focuses on working with Windows, including using common Control Panel features, and the basics of networking	eLearning
EL3208	A+ Prac: Main Op Sys Win 7 Upd	THIS COURSE IS AN IWAY COURSE. There are a variety of hardware and software resources a technician can use to troubleshoot Windows operating system issues. This course examines the commands, disk management tools, system utilities, and error messages co	eLearning

EL3209	CompTIA Server+ 2009: System Hardware	This course begins the look at server hardware architecture, starting with server system boards, chassis, memory, and the brain of the server – the CPU	eLearning
EL3210	CompTIA Server+ 2009: System Software	This course covers the different types of network operating systems, including Windows NOS and UNIX/Linux flavors	eLearning
EL3211	CompTIA Server+ 2009: Server Functions and Network Essentials	This course introduces the various server roles and discusses the possible benefits of using virtualization	eLearning
EL3212	CompTIA Server+ 2009: Storage	This course introduces the technologies involved in storing and protecting this data and the different types of storage media, such as optical media, and describes the increased reliance on hard disks for permanent, secure data storage	eLearning
EL3213	CompTIA Server+ 2009: IT Environment	This course covers the documentation, policies, and procedures that are the most necessary to server architecture	eLearning
EL3214	CompTIA Server+ 2009: Disaster Recovery	This course covers backup strategies and archiving data, so that there are copies available in the case of a major breakdown of your information infrastructure	eLearning
EL3215	CompTIA Server+ 2009: Troubleshooting	THIS COURSE IS AN IWAY COURSE. Troubleshooting skills are something that everyone, from the server or network administrator to the everyday user, should possess. Administrators, though, need to be able to thoroughly troubleshoot not only desktop computer	eLearning
EL3216	CompTIA Server+ 2009: Network and Storage Troubleshooting	This course covers many networking and storage issues that can crop up and describes the process for determining causes and implementing solutions	eLearning
EL3217	Getting Started with WSS	THIS COURSE IS AN IWAY COURSE. Recognize how to set up SharePoint site, a development computer and utilize the CAML language in WSS 3.0	eLearning
EL3218	Work with the WSS Object Model	THIS COURSE IS AN IWAY COURSE. Recognize how to utilize the WSS Object Model to programmatically create and customize features within a WSS site	eLearning

EL3219	Features and Solutions in WSS	THIS COURSE IS AN IWAY COURSE. Recognize how to create and deploy Feature and Solutions in WSS 3.0	eLearning
EL3220	Work with Lists and List Items	THIS COURSE IS AN IWAY COURSE. Recognize how to utilize lists, list items and libraries in WSS 3.0	eLearning
EL3221	Extend WSS with .NET Component	THIS COURSE IS AN IWAY COURSE. Recognize how to manage WSS security, create and deploy the alerts and timer service and work with event receivers.	eLearning
EL3222	Creating Web Parts for WSS	THIS COURSE IS AN IWAY COURSE. Recognize how to create, customize and deploy various Web Parts in WSS 3.0	eLearning
EL3223	Implement and Deploy Workflows	THIS COURSE IS AN IWAY COURSE. Recognize how to create, customize, implement and deploy Windows Workflows	eLearning
EL3224	Installing and Configuring Microsoft SharePoint 2010	This course provides an overview of SharePoint 2010 Server architecture and the basic requirements to set up a SharePoint 2010 Server within your organization	eLearning
EL3225	Core Configuration for SharePoint 2010	This course provides an introduction to Service Application for SharePoint 2010 and how to configure the service application and manage them as a SharePoint 2010 administrator	eLearning
EL3226	Upgrading to Microsoft SharePoint 2010	This course provides the information to plan and implement upgrades and content migrations to SharePoint 2010	eLearning
EL3227	Configuring and Administrating SharePoint 2010 Search	This course provides the essentials to configure and manage Search for SharePoint 2010.	eLearning
EL3228	Configuring Web Applications for SharePoint 2010	This course provides the essentials to configure and manage web applications for SharePoint 2010	eLearning
EL3229	SharePoint 2010 Authentication and Web Application Security Configuration	This course provides information on how to configure claims based authentication and advanced web application security for SharePoint 2010	eLearning
EL3230	Configuring SharePoint 2010 Site Collections	This course covers creating and managing site collections created in SharePoint. Also covered are the user security for SharePoint.	eLearning

EL3231	Managing SharePoint 2010 Features and Solutions	This course covers deploying and managing SharePoint solutions and features, managing sandbox solutions, and managing user solutions	eLearning
EL3232	SharePoint 2010 Operational Health	This course covers managing SharePoint server's operational health, including backup and restore methods, monitoring logs, and analyzing the health of the SharePoint farm	eLearning
EL3233	SharePoint 2010 Performance	This course covers the setup of SSRS, and performance configuration and monitoring	eLearning
EL3234	Designing a SharePoint 2010 Physical Architecture	This course provides an overview to planning SharePoint deployment, both logical and physical	eLearning
EL3235	SharePoint 2010 Logical Design and Sandbox Solutions	This course provides insight into planning a SharePoint taxonomy, and planning for sandboxed solutions.	eLearning
EL3236	SharePoint 2010 Deployment Topology and Availability	This course provides insight to planning SharePoint deployment topology and availability	eLearning
EL3237	Data Access and Storage in SharePoint 2010	This course provides insight into consuming external data sources, and Business Catalog services. This course also covers integration using SOAP, and introduces WCF and REST	eLearning
EL3238	Development Models and Methods in SharePoint 2010	This course provides insight into SharePoint sandboxing, workflows, and event receivers for development.	eLearning
EL3239	Presentation Layers and Components in SharePoint 2010	This course provides insight into SharePoint web parts, visual web parts, master pages, layouts and other key presentation layer components.	eLearning
EL3240	AJAX, the SharePoint Ribbon, and Content Type Development in SharePoint 2010	This course provides insight into the visual components of SharePoint which include Ajax and the new server ribbon	eLearning
EL3241	Getting Started with Lotus Notes 8 and Using Mail	This course explores the updated user interface of Notes, and introductory topics on Lotus Notes Applications and using the built-in help system	eLearning

EL3242	Scheduling Events and Managing Applications	This course discusses the calendar interface and how to book appointments and meetings with colleagues	eLearning
EL3243	SharePT Online:Mysite Training	frfr	eLearning
EL3244	Microsoft Windows 7: First Look for IT Professionals	This course looks at the SKUs of Windows 7 that will be available and discusses what is appropriate depending on environmental needs.	eLearning
EL3245	Installing, Upgrading, and Migrating to Windows 7	This course will show you how to install Windows 7 in a single and multiboot environment, along with showing the process involved in migrating or upgrading from previous Microsoft operating systems	eLearning
EL3246	Deploying Windows 7	This course examines the methods used to capture, prepare, and deploy system images along with configuring VHDs. This course maps to exam 70-680: TS: Windows 7 Configuring.	eLearning
EL3247	Configuring Hardware and Applications in Windows 7	This course will examine how to install, configure, and troubleshoot devices drivers	eLearning
EL3248	Configuring Network Connectivity in Windows 7	This course examines the protocols and settings used to accomplish this, along with the technologies and configurations that are used to protect and control computers that exist in these networked environments.	eLearning
EL3249	Configuring Access to Resources in Windows 7	This course examines authentication and authorization, User Account Control, file access and shared resource management, and HomeGroup and BranchCache configurations	eLearning
EL3250	Configuring Mobile Computing in Windows 7	This course examines BitLocker, offline file support, caching servers, DirectAccess, VPNs, and Network Access Protection. This course maps to exam 70-680: TS: Windows 7 Configuring	eLearning
EL3251	Monitoring, Backing Up, and Restoring Windows 7 Systems	This course examines how updates, performance settings, power and processor options, disks, and backup and recovery are configured, managed, and monitored in Windows 7	eLearning

EL3252	Plan for Windows 7 Deployment	This course discuss the deployment tools and methods, Windows 7 editions and requirements, and licensing. It also demonstrates how to analyze the current client computers for hardware and compatibility issues	eLearning
EL3253	Determining Application Compatibility for Windows 7	This course discusses ACT and how to use it to collect data, analyze issues, and test and mitigate them using development tools. It also discusses when to use shims for compatibility mitigation	eLearning
EL3254	Creating a Standard Image to Deploy Windows 7	This course demonstrates how to create a standard image using SIM, to then apply the image to the client machines using Windows PE and ImageX, and finally to service it using DISM	eLearning
EL3255	Deploying Windows 7 Using WDS and USMT	This course demonstrates how to deploy Windows 7 over the network using Windows Deployment Services	eLearning
EL3256	Deploying Windows 7 Using Lite-Touch Installation	This includes creating a reference computer to capture the installation image and then deploying the image using bootable media to the target clients	eLearning
EL3257	Deploying Windows 7 Using Zero-Touch Installation	The course demonstrates performing ZTI using MDT 2010, System Center Configuration Manager 2007 by creating different task sequences to deploy, capture an image a reference computer, deploying the captured image to target computers throughout the network	eLearning
EL3258	Designing Windows 7 Client Configuration	This course demonstrates how to configure Group Policy settings to apply standard configurations and security settings to computers and users throughout a domain.	eLearning
EL3259	Troubleshooting Windows 7 Client Configuration	This course demonstrates; troubleshoot, resolve issues with Group Policy settings by using the Group Policy Results Wizard; authentication. authorization, logon issues, permissions; networking issues for wired/wireless networks, VPNs; Internet Explorer	eLearning

EL3260	Designing Application and Update Deployments for Windows 7	This course demonstrates how to deploy and distribute applications to Windows 7 client machines in an Active Directory environment using Group Policy settings and System Center Configuration Manager	eLearning
EL3261	Identifying and Resolving Windows 7 Application Issues	This course outlines the most common Windows 7 features that can restrict software installation, which is sometimes intentional in enterprise environments as with the use of UAC and AppLocker	eLearning
EL3262	Management and Maintenance of Windows 7 Client Systems	This course provides a look at key tools provided in Windows 7 to monitor and resolve system issues and to help identify what has happened to affect performance or function	eLearning
EL3263	Troubleshooting Logon and Resource Access Issues in Windows 7	This course provides technicians with an understanding of the authentication and authorization process, and the various user account policies and settings that can restrict the logon event.	eLearning
EL3264	Resolving Windows 7 Network Connectivity Issues	This course also provides you with the necessary background on the proper setup of wireless and remote access connections and the key parameters to check if a client is experiencing problems establishing a VPN or DirectAccess connection	eLearning
EL3265	Troubleshooting IE8 and Encryption Issues in Windows 7	This course provides the desktop support technician with an overview of managing Internet Explorer 8, in particular, in relation to browser security features such as Enhanced Security Configuration, Security Zones, Trusted Sites, and Protected Mode	eLearning
EL3266	Protecting Windows 7 Against Malware and Vulnerabilities	This course provides the desktop support technician with guidelines for preventing the infection of client systems by malicious software, how to identify possible infections, and an overview of the tools available to resolve any infection	eLearning
EL3267	Exchange Server 2010 SP1: Planning for Exchange Server	This course discusses the new features of Exchange Server 2010 and the hardware required to support an installation	eLearning

EL3268	Exchange Server 2010 SP1: Installation and Configuration	This course demonstrates how to complete a typical installation. How to install additional Exchange Server roles. Also discussed are the requirements and process for transitioning from previous versions of Exchange Server to Exchange Server 2010	eLearning
EL3269	Exchange Server 2010 SP1: Administrative Tools	This course provides an overview of the management tools and how they are used to administer Exchange Server 2010 mailboxes.	eLearning
EL3270	Exchange Server 2010 SP1: Mailbox Server Administration	This course discusses how to create user mailboxes as well as resource mailboxes. Also covered is the creation and management of distribution groups and address lists.	eLearning
EL3271	Exchange Server 2010 SP1: Public Folders and Messaging Records Management	To ensure compliance with legal requirements or company policy, messaging records management (MRM) can be used	eLearning
EL3272	Exchange Server 2010 SP1: Message Transport	This course discusses the implementation of send and receive SMTP connectors on Hub Transport servers and Edge Transport servers	eLearning
EL3273	Exchange Server 2010 SP1: Transport Rules, Message Compliance and Security	As e-mail is now the most popular form of business communications, messages that contain sensitive information need to be protected. Information Rights Management (IRM) can provide protection for messages both online and offline	eLearning
EL3274	Exchange Server 2010 SP1: Client Access	Discussed in this course are technologies such as Outlook Web Access and Outlook Anywhere that provide access to e-mail through a web browser and Exchange ActiveSync that enables users to synchronize a mobile device with an Exchange server	eLearning
EL3275	Exchange Server 2010 SP1: High Availability	Exchange Server 2010 SP1 includes Database Availability Groups (DAG), which ensures e-mail will always be available to users; DAG replaces Cluster Continuous Replication (CCR) and Standby Continuous Replication (SCR)	eLearning

EL3276	Exchange Server 2010 SP1: Backup and Recovery	This course discusses how to plan and implement a disaster recovery strategy for an organization and recover Exchange Server 2010 SP1 data that may be compromised or lost.	eLearning
EL3277	Exchange Server 2010 SP1: Monitoring Mail Flow and Performance	This course discusses how to monitor, audit, and log the performance of Exchange Server 2010.	eLearning
EL3278	CompTIA Network+ 2012: Networking Concepts Part 1	This course introduces the basic concepts of networking, including network models, such as the OSI model and the TCP/IP model and the protocols and applications that function within these models	eLearning
EL3279	CompTIA Network+ 2012: Networking Concepts Part 2	This course describes the protocols used on most networks today and the troubleshooting methodology that is recommended when problems arise.	eLearning
EL3280	CompTIA Network+ 2012: Network Installation and Configuration Part 1	This course describes how to install and configure common network devices, such as routers and switches, and how to work with wireless technologies in order to create a functional wireless network	eLearning
EL3281	CompTIA Network+ 2012: Network Installation and Configuration Part 2	This course describes the different networking problems and issues that can arise, as well as how they can be addressed	eLearning
EL3282	Introducing Cloud Computing	This course is intended for customers looking for an overview of the cloud computing concept, the services provided and the benefits and concerns of implementing these types of services	eLearning
EL3283	Moving Business Services into the Cloud	This course presents cloud-enabled business models, an example of a cloud adoption lifecycle, the cloud computing reference model, concerns about cloud governance and security, and a look at cloud services providers	eLearning
EL3284	Cloud Computing Basics	This course provides IT professionals with a working definition of cloud computing, explores the technological precursors of today's cloud as well as the current technologies the cloud is	eLearning

		dependant on	
EL3285	Cloud Technology Enablers	This course takes a closer look at the main enabling technologies and core components that allow clouds to function	eLearning
EL3286	Enterprise Data and Cloud Interaction	This course presents the importance of classifying your type of data, what type of security regulations or restrictions apply to it, and whether a cloud provider's offering aligns with those requirements	eLearning
EL3287	Migrating Infrastructure to the Cloud	This course explores the steps you should take in determining if your infrastructure has components that are suitable for a cloud solution	eLearning
EL3288	Identity, Presence, and Privacy	This course ensures you are familiar with identity and access management (IAM) and the common industry protocols used to extend identity to the cloud	eLearning
EL3289	Providing Cloud Security	This course explores some of the key risk areas when it comes to security and cloud computing.	eLearning
EL3290	Oracle Database 11g: Installation and Upgrade Enhancements	Recognize the enhancements to Oracle Database 11g's installation and upgrade processes, as well as its various post-upgrade steps, and recognize how to create a new database	eLearning
EL3291	Oracle Database 11g: Storage Enhancements	recognize ways in which storage has been enhanced in Oracle Database 11g using Automatic Storage Management's (ASM's) commands and extensions	eLearning
EL3292	Oracle Database 11g: Change Management Overview and SQL Plan Management	outline the uses of management tools in Oracle Database 11g, such as SQL Performance Analyzer, SQL tuning sets, and SQL plan baselines, and outline how you can use them to effectively manage change and execute SQL plans.	eLearning
EL3293	Oracle Database 11g: Database Replay and Automatic SQL Tuning	Explain the benefits and uses of Oracle Database 11g's crucial developer tools, Database Replay and Automatic SQL Tuning, when setting up and testing a database	eLearning

EL3294	Oracle Database 11g: Intelligent Infrastructure Enhancements	Identify how to to monitor performance, automate maintenance, calibrate and manage resources, and streamline job scheduling using Oracle Database 11g's intelligent infrastructure enhancements	eLearning
EL3295	Oracle Database 11g: Performance Enhancements	identify the scope and capabilities of Oracle Database 11g's performance-enhancing tools, such as those for memory management, performance analysis, and statistics gathering.	eLearning
EL3296	Oracle Database 11g: Partitioning and Storage-Related Enhancements	identify the benefits of Oracle Database 11g's partitioning and storage-related enhancements, and recognize how to use SQL Access Advisor to help you optimize your database in this regard.	eLearning
EL3297	Oracle Database 11g: Using RMAN Enhancements, Flashback and LogMiner	identify ways of using Oracle Database 11g's enhanced RMAN, Flashback and LogMiner tools to clone databases, create backups and catalogs, archive historical data, and roll back transactions.	eLearning
EL3298	Oracle Database 11g: Diagnostic Enhancements and Using the Data Recovery Advisor	recognize the steps for detecting, diagnosing, repairing critical errors, data failures in Oracle Database 11g, proactive, diagnostic tools, such as Automatic Diagnostic Repository, Support Workbench, SQL Repair Advisor, and the Data Recovery Advisor	eLearning
EL3299	Oracle Database 11g: New Security Features	identify the ways in which Oracle Database has enhanced security, including enhancements to Transparent Data Encryption and password security, and identify the steps for managing all aspects of security	eLearning
EL3300	Oracle Database 11g: SecureFiles and Miscellaneous New Features	Recognize the steps for enhancing the performance of large objects, caching query results, and performing other miscellaneous tasks in Oracle Database 11g.	eLearning
EL3301	Oracle Database 11g: Database Architecture and Installation	Identify the elements of the Oracle Database 11g architecture and recognize the tools and steps required to install the Oracle Database 11g software	eLearning

EL3302	Database Creation, Instance Management, and Connectivity	Identify the steps for creating a new Oracle Database 11g database and then configuring it and managing the instance, and also recognize the steps for configuring new Oracle Net Listeners and database connectivity.	eLearning
EL3303	Storage Structure/User Security	Oracle Database 11g: Storage Structures and User Security Identify the steps for maintaining storage structures & automating storage management in Oracle Database 11g, & for managing privileges, roles, & other security feateatures	eLearning
EL3304	Managing the Schema, Data, and Concurrency	Identify the steps for managing schema objects, such as tables, views, and indexes, and recognize ways to use SQL and PL/SQL commands to manipulate data and ensure data concurrency.	eLearning
EL3305	Oracle Database 11g: Managing Undo Data, Database Security, and Maintenance	Recognize the steps required to manage undo information, secure an Oracle Database 11g database, and maintain it by monitoring statistics, automated tasks and alert thresholds.	eLearning
EL3306	Oracle Database 11g: Performance Monitoring, Recovery Concepts and Backup	Identify the steps for ensuring an Oracle Database 11g database is available to users when needed, by monitoring its performance, anticipating & avoiding database failure, setting up instance recovery options, & creating backups.	eLearning
EL3307	Oracle Database 11g: Recovering, Moving, and Enhancing the Oracle Database	Recognize ways to make use of Oracle Database 11g's tools for moving and recovering data, reporting on problems, and installing updates to enhance a database.	eLearning
EL3308	Oracle Database 11g: Database Architecture and ASM	To recognize the structural elements in Oracle Database 11g's architecture, including and Automatic Storage Management (ASM), and recognize the steps for managing storage using disk groups.	eLearning
EL3309	Oracle Database 11g: Configuring for Recovery	To recognize the steps for configuring all aspects of backup and recovery functionality in Oracle Database 11g, using ARCHIVELOG mode, retention policies, a Flash Recovery Area, and an RMAN recovery catalog.	eLearning

EL3310	Oracle Database 11g: Configuring for Backups	To identify the steps for preparing a database for & then for performing various types of RMAN backups & monitoring them using reports & dynamic performance views, also for performing user-managed backups & recoveries.	eLearning
EL3311	Oracle Database 11g: Using RMAN for Recovery	To identify ways to use RMAN to ensure that data is not lost in Oracle Database 11g, by performing complete and incomplete recoveries as well as disaster recoveries, by cloning databases, & by restoring a tablespace to a particular time.	eLearning
EL3312	Oracle Database 11g: Supporting RMAN and Using Flashback Technology	To recognize the steps for making sure that you can recover data quickly by tuning RMAN to avoid bottlenecks, also for making sure that any changes to a database can be easily reversed, if necessary, using Oracle Database 11g's flashback features	eLearning
EL3313	Oracle Database 11g: Diagnosing the Database and Managing Memory	To identify steps for diagnosing & repairing database problems with help of Oracle Support Automatic Diagnostic Repository, Spt Workbench, & health checks, for enabling and configuring automatic memory management & automatic shared memory management.	eLearning
EL3314	Oracle Database 11g: Database Performance and Space Management	To identify the steps for making sure your Oracle Database 11g database is performing well and has adequate space, by monitoring statistics, tuning SQL, testing workloads, managing space, and transporting tablespaces.	eLearning
EL3315	Oracle Database 11g: Managing Resources and Task Automation	To identify ways to ensure that resources are being put to best use and database jobs are performed when they should be, using the Database Resource Manager and the Scheduler.	eLearning
EL3316	Oracle Database 11g: Globalization	To recognize the steps for utilizing Oracle Database 11g's globalization support features to ensure that information and data is displayed in a user's native language, and that territory and language-dependent conventions are adhered to.	eLearning

EL3317	Oracle Database 11g: Getting Started with SQL and PL/SQL New Features	To recognize the scope & capabilities of enhancements to SQL & PL/SQL, including tools such as SQL*Plus & SQL Developer, & use them to create reports & scripts, browse & manage database objects, find subpatterns, & track dependencies	eLearning
EL3318	Oracle Database 11g: Using Dynamic SQL and Implementing Performance Improvements	To recognize the steps for improving SQL and PL/SQL flexibility, usability, and performance, using dynamic SQL, language enhancements, and a variety of performance enhancements.	eLearning
EL3319	Oracle Database 11g: Using Trigger, Data Warehousing, and Pivoting Enhancements	To recognize the steps for improving performance, managing scalability, enhancing control and processing speed, and reducing network load using enhanced features such as compound triggers, SecureFile LOBs, and PIVOT operations.	eLearning
EL3320	Oracle Database 11g: Using the PL/SQL Debugger, Collections, and Data Warehousing	To recognize ways to utilize the PL/SQL Debugger to analyze your code, identify the uses and benefits of collections, and identify the steps for employing data warehousing enhancements to improve query execution times.	eLearning
EL3321	Oracle Database 11g: Using SQL to Query Your Database	To identify the concepts and components of an Oracle Database 11g database, recognize how to retrieve information from it using SQL, and identify the steps for sorting, limiting, modifying, and formatting this information.	eLearning
EL3322	Oracle Database 11g: Conversion Functions, Group Functions, and Joins	To recognize the steps for writing queries that convert data from one type to another, specify conditions, perform calculations on groups of rows or even tables, and return values from more than one table.	eLearning
EL3323	Oracle Database 11g: Subqueries, Set Operators, and Data Manipulation	To identify the steps for manipulating queries to return the data you need, using subqueries and set operators, and also for manipulating the actual data using INSERT, UPDATE, DELETE and other data manipulation language (DML) statements.	eLearning

EL3324	Oracle Database 11g: Using DDL, Views, Sequences, Indexes, and Synonyms	To recognize the steps for creating, defining, and dropping tables , manipulating how their data can be viewed, and using schema objects to generate integers, improve queries, and rename tables.	eLearning
EL3325	Oracle Database 11g: Controlling User Access and Managing Schema ObjectsData Dict View/Lg Data Sets	To recognize the steps for controlling user access to objects and also for maintaining these objects by dropping columns and adding constraints and indexes.	eLearning
EL3326	Oracle Database 11g: Data Dictionary Views and Large Data Sets	To recognize the steps for querying data dictionary views to viewsschema objects, and for performing operations on large amounts of data, such as inserting data into multiple tables and merging table rows.	eLearning
EL3327	Oracle Database 11g: Managing Data in Different Time Zones	To identify the steps for managing data in different time zones in Oracle Database 11g, for managing time intervals, and for using datetime functions.	eLearning
EL3328	Oracle Database 11g: Using Subqueries and Regular Expressions	To recognize the steps for retrieving data using subqueries and using regular expressions to search for, match, and replace strings.	eLearning
EL3329	Oracle Database 11g: PL/SQL Variables, Attributes, and Executable Statements	To identify the steps for getting started with PL/SQL, recognizing the benefits of the available tools, creating basic statements, declaring variables, testing code, and adhering to scoping and nesting rules.	eLearning
EL3330	Oracle Database 11g: Using DML, DDL, Cursors, Control Structures, and Loops	To identify the steps for using PL/SQL to manipulate data, control transactions, determine the outcome of statements, and create loops and conditional control structures.	eLearning
EL3331	Oracle Database 11g: Using Data Types, INDEX BY Tables, and Cursors in PL/SQL	To recognize ways to create user-defined PL/SQL records and INDEX BY tables, and identify the steps for declaring and controlling explicit cursors and cursors with parameters.	eLearning
EL3332	Oracle Database 11g: Working with Exceptions, Subprograms, JDeveloper, and REF Cursors	To recognize ways to handle unanticipated errors in PL/SQL, write stored procedures and functions, deploy Java applications and Web services, and use cursor variables.	eLearning

EL3333	Oracle Database 11g: Subprograms, Packages, and Exception Handling in PL/SQL	To identify the steps for designing, debugging, invoking, and bundling PL/SQL subprograms, procedures and functions, and also for handling their exceptions.	eLearning
EL3334	Oracle Database 11g: Packages, Dynamic SQL, and Coding Considerations in PL/SQL	To recognize the steps for creating and using efficient PL/SQL packages, including Oracle-supplied packages, executing dynamic SQL, and improving the performance of code.	eLearning
EL3335	Oracle Database 11g: Using Triggers, the PL/SQL Compiler, and Managing Code	To identify the steps for creating, managing, and using database triggers, and for using the new PL/SQL compiler, its initialization parameters, and its compile time warnings.	eLearning
EL3336	Oracle Database 11g: Managing PL/SQL Code and Dependencies	To identify the steps for performing conditional compilation to selectively use PL/SQL code, wrapping code, and tracking dependencies.	eLearning
EL3337	Oracle Database 11g: Getting Started With PL/SQL	To identify the steps for getting started with PL/SQL, recognizing the benefits of the available tools, creating basic statements, declaring variables, testing code, and adhering to scoping and nesting rules.	eLearning
EL3338	Oracle Database 11g: Using DML, DDL, Cursors, Loops, and Control Structures	To identify the steps for using PL/SQL to manipulate data, control transactions, determine the outcome of statements, and create loops and conditional control structures.	eLearning
EL3339	Oracle Database 11g: Using Data Types, INDEX BY Tables, and Cursors	To recognize ways to create user-defined PL/SQL records and INDEX BY tables, and identify the steps for declaring and controlling explicit cursors and cursors with parameters.	eLearning
EL3340	Oracle Database 11g: Using Exceptions, Subprograms, JDeveloper, and REF Cursors	To recognize ways to handle unanticipated errors in PL/SQL, write stored procedures and functions, deploy Java applications and Web services, and use cursor variables.	eLearning
EL3341	Oracle Database 11g: Subprograms, Packages, and Exception Handling	To identify the steps for designing, debugging, invoking, and bundling PL/SQL subprograms, procedures and functions, and also for handling their exceptions.	eLearning

EL3342	Oracle Database 11g: Packages, Dynamic SQL, and Coding Considerations	To recognize the steps for creating and using efficient PL/SQL packages, including Oracle-supplied packages, executing dynamic SQL, and improving the performance of code.	eLearning
EL3343	Oracle Database 11g: Using Triggers and the PL/SQL Compiler	To identify the steps for creating, managing, and using database triggers, and for using the new PL/SQL compiler, its initialization parameters, and its compile time warnings.	eLearning
EL3344	Oracle Database 11g: PL/SQL Code and Dependency Management	To identify the steps for performing conditional compilation to selectively use PL/SQL code, wrapping code, and tracking dependencies.	eLearning
EL3353	Oracle Database 11g: Architecture, SQL Tuning, and Optimization	This course explores the major architectural components of the Oracle Database server, memory structures, background processes, and physical and logical storage structures.	eLearning
EL3354	Oracle Database 11g: Indexes, Access Paths, and Join Operations	This course explores the access paths used for tables, such as full table, rowid, and sample table scan.	eLearning
EL3355	Oracle Database 11g: Execution Plans and Star Transformations	This course explores gathering, displaying, and interpreting execution plans.	eLearning
EL3356	Oracle Database 11g: Optimizer Statistics, Hints, and Cursor Sharing	This course covers gathering optimizer and system statistics, setting statistic preferences, using dynamic sampling, and manipulating optimizer statistics.	eLearning
EL3357	Oracle Database 11g: Application Tracing and Automatic SQL Tuning	This course explores configuring the SQL Trace facility to collect session statistics, using the TRCSESS utility to consolidate SQL trace files, formatting trace files using the tkprof utility, and interpreting the output of the tkprof command.	eLearning
EL3358	Oracle Database 11g: Configuring OSB and Security	This course covers how OSB complements the Oracle backup and recovery options, as well as terminology, interface options, and backup management features.	eLearning

EL3359	Oracle Database 11g: Securing Domain and Data in Oracle Secure Backup	This course explores managing user access control for OSB, adding a user with preauthorized access, host authentication, backup security characteristics, encryption, and host encryption policies.	eLearning
EL3360	Oracle Database 11g: RMAN and Oracle Secure Backup	This course describes integrated disk & tape backup, how to register the administrative server in Enterprise Manager, checking RMAN backup & recovery settings, using time-managed & content-managed expiration policies.	eLearning
EL3361	Oracle Database 11g: Managing Backups and Infrastructure	This course demonstrates how to browse the catalog for file-system backup data, create catalog-based restore requests, and perform file-system restoration.	eLearning
EL3362	Oracle Database 11g: Tape Vaulting, Duplication, and Tuning	This course covers configuring and using tape vaulting and a tape vaulting environment, viewing tape rotation reports, and troubleshooting vaulting.	eLearning
EL3363	Oracle Database 11g: Installation of Clusterware and RAC	This course provides an introduction to Oracle Database 11g: Real Application Clusters (RAC) and demonstrates how to fulfill the pre-installation requirements for Oracle Clusterware as well as how to install and configure Clusterware.	eLearning
EL3364	Oracle Database 11g: RAC Database and Oracle Clusterware Administration	This course explains how to use Enterprise Manager cluster database pages to administer a RAC database and how to carry out various administration tasks on Oracle Clusterware.	eLearning
EL3365	Oracle Database 11g: RAC Performance Tuning	This course explains instance recovery in RAC, describes RAC wait events and latencies, and provides the most common RAC tips for tuning performance in a RAC environment.	eLearning
EL3366	Oracle Database 11g: Configure, Manage, and Use Services in RAC	This course provides an introduction to services and discusses how to configure, modify, and use services in a RAC environment.	eLearning

EL3367	Oracle Database 11g: Diagnosing Oracle Clusterware and Node Management	This course discusses the basics of debugging and the use of diagnostics in a RAC environment, including how to use Oracle Clusterware diagnostic files, the DIAG process, and the Cluster Verification Utility (CVU).	eLearning
EL3368	Oracle Database 11g: High Availability in RAC	This course explains how to configure connections for high availability using various types of workload distribution & load balancing, Fast Application Notification (FAN), Fast Connection Failover (FCF), & Transparent Application Failover (TAF).	eLearning
EL3369	Oracle Database 11g: Introduction to Database Security and Solutions	This course describes business security requirements and defines least privilege, authorization, and authentication.	eLearning
EL3370	Oracle Database 11g: Database Security	This course explores how to configure Oracle Database 11g in a secure manner by adhering to industry standard best security practices for operational database deployments.	eLearning
EL3371	Oracle Database 11g: Database Auditing	This course explores how to implement basic database auditing, privileged user auditing, DML and DDL auditing, and how to send audit records to the operating system files.	eLearning
EL3372	Oracle Database 11g: Basic User and Strong Authentication	This course covers creating and auditing database authenticated users and operating-system-authenticated users.	eLearning
EL3373	Oracle Database 11g: Enterprise User Security and Proxy Authentication	This course describes the basic components of Enterprise User Security.	eLearning
EL3374	Oracle Database 11g: Privileges, Roles, and Application Contexts	This course covers implementing roles, enterprise roles, and the securing of objects through procedures.	eLearning
EL3375	Oracle Database 11g: Virtual Private Database	This course describes VPD, how to implement VPD, group policies. Also explores how FGAC is used with VPD, as well as tools, policies, and policy types.	eLearning
EL3376	Label Security/Data Mask Pack	This course discusses the issues and challenges of encryption and describes key management solutions	eLearning

EL3377	Oracle Database 11g: Encryption Concepts	This course discusses the issues and challenges of encryption and describes key management solutions.	eLearning
EL3378	Oracle Database 11g: Transparent Data Encryption	This course demonstrates how to set up the database master encryption key and implement TDE.	eLearning
EL3379	Oracle Database 11g: Oracle Net Services and Listener Security	This course describes the items on the client, listener, and network security checklists.	eLearning
EL3380	Oracle Database 11g: Firewalls, Oracle Connection Manager, and SQL*Plus Security	This course describes how firewalls are used to restrict network access and the guidelines for positioning servers within firewalls.	eLearning
EL3381	Oracle Database 11g Release 2: Installation and Oracle Restart	This course demonstrates how to install the Oracle Grid Infrastructure, use ASMCA to create disk groups, and create and manage ASM volumes and the Cluster File System.	eLearning
EL3382	Oracle Database 11g Release 2: ASM, Storage and Partitioning Enhancements	This course identifies the enhancements in each of these areas: ASM fast mirror resync, manage ASM users, disk groups, ACLs, and Intelligent Data Placement, as well as table compression, SQL Access Advisor, and segment creation.	eLearning
EL3383	Oracle Database 11g Release 2: Oracle Partitioning and Security Features	This course covers the enhanced data warehouse and partition enhancements, which includes support for loading data stored in compressed files, new parameters for simplified parallelism implementation, and new partitioning methods.	eLearning
EL3384	Oracle Database 11g Release 2: Using Change Management Solutions	This course identifies each of these change management solutions and demonstrates how to use them to analyze SQL statements, test upgrades, and capture and analyze workloads.	eLearning
EL3385	Oracle Database 11g Release 2: Intelligent Infrastructure Enhancements	This course identifies how to automatically tune SQL statements using Automatic SQL Tuning, Automatic Workload Repository baselines to gather performance metrics, control maint tasks, determine I/O metrics using I/O Calibration tool, & Resource Manager.	eLearning

EL3386	Oracle Database 11g Release 2: Diagnosability Enhancements	This course discusses using Automatic Diagnostic Repository, creating and submitting Incident Packages to Oracle Support, running health checks and viewing the reports.	eLearning
EL3387	Oracle Database 11g Release 2: SQL Monitoring and Performance Enhancements	This course demonstrates how to monitor SQL commands in real-time using SQL Monitoring, Automatic Database Diagnostic Monitoring (ADDM), DB Smart Cache, gather & view partitioned tables, hash-based sampling, multicolumn, & expressions, & deferred stats.	eLearning
EL3388	Oracle Database 11g Release 2: Application Performance Enhancements	This course identifies the new online redefinition enhancements for tables, invisible indexes, adaptive cursor sharing, and using SQL Query Result, Client Query, and PL/SQL Function Caches.	eLearning
EL3389	Oracle Database 11g Release 2: Backup, Recover, Archive, and Repair Data	This course demonstrates how to backup and recover database, archive backups, using TSPITR, and manage the recovery catalogs.	eLearning
EL3390	Oracle Database 11g Release 2: Oracle Scheduler and Secure Backup	This course demonstrates how to use Oracle Schedule to create email notifications, create file watchers and create and manage remote database and multiple destination jobs.	eLearning
EL3391	Oracle Database 11g Release 2: Database Architecture and Installation	This course identifies the major architectural components of the Oracle Database 11g Release 2, explains memory structures, describes background processes, and explores the logical and physical storage structures.	eLearning
EL3392	Oracle Database 11g Release 2: Database Creation and Instance Management	This course describes the DBA tasks to plan a database installation and how to use the Database Configuration Assistant (DBCA) to install the Oracle Database 11g software.	eLearning
EL3393	Oracle Database 11g Release 2: The ASM Instance and Network Connectivity	This course describes the ASM instance and how it works, and demonstrates how to manage it with various utilities.	eLearning

EL3394	Oracle Database 11g Release 2: Storage Structures and User Security	This course describes the purpose and functions of tablespaces, and provides details on how to create and manage database user accounts.	eLearning
EL3395	Oracle Database 11g Release 2: Managing Concurrency, Undo, and Auditing	This course discusses the locking mechanism in Oracle and how to resolve lock conflicts and deadlocks. It also discusses how to manage undo data, and how to implement database auditing and maintain the audit trail.	eLearning
EL3396	Oracle Database 11g Release 2: Managing Database Maintenance and Performance	This course explores how to specify, review, and maintain audit information.	eLearning
EL3397	Oracle Database 11g Release 2: Backup and Recovery	This course explores to identify the types of failure that can occur in Oracle database & how to prepare a database for failure recovery using checkpoints, log files, & flash recovery area & ARCHIVELOG mode, &s how to perform different types of backups.	eLearning
EL3398	Oracle Database 11g Release 2: Moving Data and Oracle Support	This course explores how to move data using Data Pump Wizards or the command line.	eLearning
EL3399	Oracle Database 11g Release 2: Database Architecture and Recovery Operations	This course reviews the major architectural components of the Oracle Database 11g architecture, such as memory structures, background processes, and the logical and physical storage structures.	eLearning
EL3400	Oracle Database 11g Release 2: The RMAN Catalog and Creating Backups	This course discusses how to create and manage the recovery catalog.	eLearning
EL3401	Oracle Database 11g Release 2: Performing Restore and Recovery Tasks	This course discusses the type of failures that can occur and how to recover from them.	eLearning

EL3402	Oracle Database 11g Release 2: Using, Monitoring and Tuning RMAN	This course explains how to use RMAN to perform recovery operations, such as recovering a database from an incremental backup, switching to image copies for fast recovery, restoring a database to a new host, and using a backup control file for recovery.	eLearning
EL3403	Oracle Database 11g Release 2: Database Diagnostics and Flashback Technologies	This course explains how to use the Data Recovery Advisor and how to set up Automatic Diagnostic Repository, how to use the Support Workbench, run health checks, as well as detect and repair database corruption within the Oracle Database 11g environment.	eLearning
EL3404	Oracle Database 11g Release 2: Managing Database Memory and Performance	This course explores the database's memory structures, focusing on how to configure SGA parameters and how to implement Automatic Memory Management and Automatic Shared Memory Management, and how to configure automatic PGA memory management.	eLearning
EL3405	Oracle Database 11g Release 2: Managing Database Resources and the Scheduler	This course explains how to configure the Database Resource Manager to access and create resource plans, create, configure, and administer consumer groups, as well as activate a resource plan and monitor the Resource Manager.	eLearning
EL3406	Oracle Database 11g Release 2: Managing Database Space and Duplication	This course explores how to use the Oracle database server for automatic space management, proactively monitor and manage tablespace space usage, and reclaim wasted space from tables and indexes by using the segment shrink functionality.	eLearning
EL3407	Oracle SOA Suite 11g: Introduction to SOA	This course outlines the challenges faced by enterprises in integrating applications, and how Service-Oriented Architecture can provide a solution.	eLearning
EL3408	Oracle SOA Suite 11g: SOA Governance and Service Design	In this course, the need for governance in a Service-Oriented Architecture environment is highlighted, and the different characteristics related to service management are covered.	eLearning

EL3409	Oracle SOA Suite 11g: SOA Composite Applications	In this course, the need of governance in a Service-Oriented Architecture environment is highlighted. It also introduces the various service artifacts and service classification in a Service-Oriented Architecture environment.	eLearning
EL3410	Oracle SOA Suite 11g: Mediator and BPEL Components	This course introduces you to the Mediator component and its routing functionality. You will also be introduced to process orchestration concepts and using the BPEL component.	eLearning
EL3411	Oracle SOA Suite 11g: Human Task and Business Rules Components	This course introduces the Human Workflow task component and its functionality. It also introduces you to Oracle Business Rules and its features.	eLearning
EL3412	Oracle SOA Suite 11g: SOA Security and Adoption Planning	This course provides an introduction to the topic of securing services and composite applications. It also describe the activities involved in SOA adoption planning.	eLearning
EL3413	SQL Server 2008 R2: Installation	This course identifies SQL Server 2008 R2 components and management tools, and outlines the requirements for installing SQL Server 2008 R2.	eLearning
EL3414	SQL Server 2008 R2: Instance and Database Configuration	This course addresses how to configure a SQL Server instance and how to create a new database using SQL Server Management Studio and SQL Server Configuration Manager.	eLearning
EL3415	SQL Server 2008 R2: Security Management	This course demonstrates how to create SQL Server logins, database users, and how to grant permissions, including server and database roles.	eLearning
EL3416	SQL Server 2008 R2: Database Management	This course demonstrates how to confirm the integrity of a database, manage database files, and how to create maintenance plans using a wizard or the designer.	eLearning
EL3417	SQL Server 2008 R2: Data Management	This course demonstrates how to manage table partitions, configure data compression, as well as create and manage indexes in a database.	eLearning

EL3418	SQL Server 2008 R2: Database Monitoring and Performance	This course demonstrates how to use SQL Server Profiler, the Database Engine Tuning Advisor, Resource Monitor, and the data collector to monitor and tune the performance of the database.	eLearning
EL3419	SQL Server 2008 R2: Backups, Restores, and Database Snapshots	This course is one of a series in the SkillSoft learning path that covers the objectives for Microsoft SQL Server 2008 exam number 70-432.	eLearning
EL3420	SQL Server 2008 R2: High Availability	Course addresses how to configure database mirroring, log shipping, replication, failover clusters to ensure that SQL Server 2008 R2 environments are available to users at all times by providing a high-availability & complete disaster-recovery solution.	eLearning
EL3421	SQL Server 2008 R2: Creating and Implementing Database Objects	This course is one of a series in the SkillSoft learning path that covers the objectives for the Microsoft exam: 70-433 TS: Microsoft SQL Server 2008, Database Development.	eLearning
EL3422	SQL Server 2008 R2: Creating and Altering Partitions	This course demonstrates how to create and manage such partitioned tables and indexes, and distributed partitioned views.	eLearning
EL3423	SQL Server 2008 R2: Running Queries and Manipulating Data	This course is one of a series in the SkillSoft learning path that covers the objectives for the Microsoft exam: 70-433 TS: Microsoft SQL Server 2008, Database Development.	eLearning
EL3424	SQL Server 2008 R2: Performing Advanced Query Techniques	This course demonstrates how to perform advanced query techniques to manipulate data.	eLearning
EL3425	SQL Server 2008 R2: Implementing Programming Objects	This course demonstrates how to create user-defined functions, DML and DDL triggers, and stored procedures, as well as how to use the control of flow language in transactions and handle any errors that might arise.	eLearning
EL3426	SQL Server 2008 R2: Querying and Managing XML Data	This course demonstrates how to use the xml data type, XML schema collations, and how to create XML indexes.	eLearning
EL3427	SQL Server 2008 R2: Messaging, Full-Text Search, Scripts, and Track Changes	This course demonstrates how to implement Server Broker, change tracking, full-text search, and Database Mail.	eLearning

EL3428	SQL Server 2008 R2: Gathering Performance Data	This course demonstrates how to view execution plans for transactions and how to use SQL Server Profiler to monitor the databases.	eLearning
EL3429	Implementing SQL Server 2008 Integration Services	This course gives an overview of the importance of business intelligence in today's competitive market and introduces the capabilities provided by SQL Server 2008 Integration Services, Reporting Services, and Analysis Services.	eLearning
EL3430	Configuring SQL Server 2008 Integration Services Packages	This course explores the various components that make up an SSIS package.	eLearning
EL3431	Deploying SQL Server 2008 Integration Services Packages	This course discusses the deployment and execution of SQL Server Integration Services (SSIS) packages.	eLearning
EL3432	Managing SSIS Packages in SQL Server 2008	This course discusses managing SQL Server Integration Services (SSIS) packages.	eLearning
EL3433	Implementing SQL Server 2008 Reporting Services Solutions	This course introduces the reporting services functionality, tools, installation, and enhancements provided by SQL Server 2008.	eLearning
EL3434	Deploying and Delivering SQL Server 2008 Reporting Services Reports	This course discusses features and tasks performed by administrators when working with SQL Server 2008 Reporting Services (SSRS) reports and content.	eLearning
EL3435	Maintaining SQL Server 2008 Reporting Services	This course outlines the tools used and tasks involved in managing and maintaining access to Reporting Services and corresponding data.	eLearning
EL3436	Implementing SQL Server 2008 Analysis Services Solutions	This course will introduce you to SQL Server 2008 Analysis Services and look at the benefits your business can gain from it.	eLearning
EL3437	Querying Cubes and Working with Data Mining in SSAS	This course will introduce the fundamentals of querying multi-dimensional data.	eLearning
EL3438	Managing SQL Server 2008 Analysis Services Solutions	This course looks at Analysis Services from a management perspective.	eLearning

EL3439	Oracle 11i E-Business Suite: Introduction	To identify the main features of 11i E-Business Suite, to perform key navigation tasks, to create a shared entity type, and to recognize the key business flows of 11i E-Business Suite	eLearning
EL3440	Oracle 11i E-Business Suite: Multi-Org	To identify characteristics and key features of Multi-Org and to identify the considerations to make when implementing Multi-Org	eLearning
EL3441	Oracle 11i E-Business Suite: Flexfields	To create value sets and to perform the tasks to define a structure for descriptive flexfields.	eLearning
EL3442	Oracle 11i E-Business Suite: System Administration	To identify and in some cases perform key system-administration tasks in 11i E-Business Suite.	eLearning
EL3443	Oracle 11i E-Business Suite: Workflow, Alerts, and Daily Business Intelligence	To identify the key features of the Oracle Workflow architecture, to create alerts in 11i E-Business Suite, to recognize the benefits and characteristics of Daily Business Intelligence (DBI) and, given a scenario, run a report in a DBI environment	eLearning
EL3444	Oracle 11i: Function Security and Data Security	To create users and responsibilities, assign responsibilities, create data groups, create functions and menus, and perform key data-security tasks.	eLearning
EL3445	Oracle 11i: Roles, Delegated Administration, Registration, and Auditing	To create roles, set up Delegated Administration, create registration processes for roles, run audit reports, monitor users, and enable the AuditTrail feature	eLearning
EL3446	Oracle 11i: Concurrent Elements	To submit and manage requests, create request groups and request sets, and identify the concepts and tools associated with concurrency and concurrency administration.	eLearning
EL3447	Oracle 11i: Profile Options, DBA Duties, and Printer Management	To set and view profile options, perform some Application-DBA tasks, define printers, and print with the pasta.cfg file.	eLearning
EL3448	Oracle 11i: Personalization of Forms and OA Framework Pages	To personalize forms and Oracle Applications (OA) framework pages.	eLearning
EL3449	Oracle 11i: Oracle Workflow	To identify the components of Oracle Workflow and to recognize the mandatory the optional steps for configuring Oracle Workflow.	eLearning

EL3450	Oracle 11i: System Monitoring and Troubleshooting in OAM	To monitor and manage some of the system components of Oracle E-Business Suite, run some troubleshooting wizards, and use the Support Cart feature in Oracle Applications Manager (OAM)	eLearning
EL3451	Oracle 11i: Project Management and Projects Integration	To recognize the Oracle Enterprise Project Management Solution products, the integration of Oracle Project with other Oracle e-business applications, and how to define an Oracle Applications set of books	eLearning
EL3452	Oracle 11i: Organization, Period, and Calendar Definitions in Oracle Projects	To recognize how Oracle Projects' multiple organization architecture, periods, and calendars are used for structuring and scheduling, and to implement them in an enterprise.	eLearning
EL3453	Oracle 11i: Resource and Role Management	To recognize the resources and roles in Oracle Projects, how they are used in project management, and to create and assign them.	eLearning
EL3454	Oracle 11i: Oracle Projects Security Model and Page Layouts	To use Oracle Projects to secure function and data access within Projects applications, and use page layouts to manipulate views of project information.	eLearning
EL3455	Oracle 11i: Oracle Projects and Task Definition I	To define project setup options and project types to manage project structuring, resources, and workflow.	eLearning
EL3456	Oracle 11i: Oracle Projects and Task Definition II	To recognize how projects are organized, and create and administer them.	eLearning
EL3457	Oracle 11i: User-Defined Attributes, Implementation Options, and Utilization	To use Oracle Project's user-defined attributes, group implementation options, and utilization reports to capture information, interface with other Oracle applications, and report actual and scheduled utilization and resources.	eLearning
EL3458	Oracle 11i: Organization Forecasting and Integration	To use organization forecasting for project planning and administration, and integrate Oracle Projects with Oracle Sales and Oracle Advanced Product Catalog to manage sales and product lifecycles	eLearning

EL3459	Oracle 11i: Using the Navigator, Forms, and Online Help	To define responsibilities and recognize Navigator functionality, enter and work with data using forms, and search for information with Oracle Applications online help.	eLearning
EL3460	Oracle 11i: Concurrent Processing, Requests, Profiles, and Forms	To execute application tasks simultaneously by running concurrent requests and request sets, customize the presentation of data, and manage personal user profiles, form attachments, and form flexfields	eLearning
EL3461	Introduction to HTML5 and CSS3	This course provides an overview of the changes to HTML5 and CSS3 from their previous versions.	eLearning
EL3462	Working with Forms, the Canvas, and Media in HTML5	This course provides detailed instruction on three new APIs in HTML5 – Canvas, Audio and Video – as well as on the new features of the Forms API.	eLearning
EL3463	Advanced HTML5	This course provides instruction on many of the new API's that have been introduced with HTML5 relating to web support, communication, and 3D graphics.	eLearning
EL3464	XML Language Basics	This course discusses the basics of creating documents in XML.	eLearning
EL3465	Manipulating XML with the XML DOM and Ajax	This course will explore how to use these techniques with XML to realize its data potential.	eLearning
EL3466	XML Transformation Using XSLT and XSL-FO	This course will examine how each is used to format and transform XML for user consumption, as well how to use both client-side and server-side methods to perform XSLT transformations.	eLearning
EL3467	Querying XML Data with XPath and XQuery	This course will cover how to use these languages to both navigate and query XML data. Specific topics covered include XPath basics, XPath functions, as well XQuery built-in and user-defined functions.	eLearning
EL3468	Web Services and XML	This course will examine the key role that XML plays in the creation and use of web services and its various elements. Specific topics include using SOAP, WSDL, REST, and security.	eLearning
EL3469	Web Development Fundamentals	This course will provide an overview of the concepts and skills necessary to design and publish a web site.	eLearning

EL3470	Internet Site Development	This course covers the key aspects of planning and designing sites for users, ensuring that sites have gone through site functionality testing, and also explores the use of active content and multimedia in site development.	eLearning
EL3471	Web 2.0 Fundamentals	This course provides an overview of what Web 2.0 is and the role that the Web 2.0 technologies play.	eLearning
EL3472	Introduction to Adobe Flash Professional CS5	This course demonstrates how to get started in Flash Professional CS5, providing a comprehensive introduction to the updated Flash environment.	eLearning
EL3473	Drawing and Working with Images in Flash CS5	This course introduces the learner to drawing in Flash.	eLearning
EL3474	Using Flash CS5 Libraries, Text, and Components	This course provides an introduction to creating text in Flash Professional CS5.	eLearning
EL3475	Animation in Flash CS5	This course introduces the learner to animating in Flash.	eLearning
EL3476	ActionScript and Multimedia in Flash CS5	This course provides an introduction to using ActionScript 3.0 in Flash CS5.	eLearning
EL3477	Creating Navigation and Publishing Movies in Flash CS5	The course explains how to fully test and preview your movie, as well as publish it and integrate it with HTML.	eLearning
EL3478	Introduction to Adobe Flash CS4 Professional	This course demonstrates how to get started in Flash Professional CS4, providing a comprehensive introduction to the updated Flash environment.	eLearning
EL3479	Drawing and Working with Images in Flash CS4	This course introduces the learner to drawing in Flash.	eLearning
EL3480	Using Flash CS4 Libraries, Text, and Components	This course provides an introduction to creating text in Flash CS4 Professional.	eLearning
EL3481	Animation in Flash CS4	This course introduces the learner to animating in Flash.	eLearning
EL3482	ActionScript and Multimedia in Flash CS4	This course provides an introduction to using ActionScript 3.0 in Flash CS4.	eLearning

EL3483	Workflow and Adobe Integration in Flash CS4	This course explains the various ways you can optimize workflow in Flash CS4.	eLearning
EL3484	Creating Navigation and Publishing Movies in Flash CS4	This course demonstrates how to create navigation within a Flash CS4 movie.	eLearning
EL3485	JavaScript Language Basics	This course will introduce the history of JavaScript and outline how it is commonly used to develop dynamic web sites.	eLearning
EL3486	JavaScript: Objects and Object-oriented Programming	This course is one of a series covering the fundamentals of the JavaScript language.	eLearning
EL3487	JavaScript: Functions and Regular Expressions	This course will explore how to use Function objects and useful predefined functions that are part of the JavaScript language.	eLearning
EL3488	JavaScript: Browser Scripting Fundamentals	This course explores and demonstrates how to use JavaScript to access and modify client-side features of the browser, and as a result to add a degree of interactivity to web sites.	eLearning
EL3489	JavaScript: Advanced Browser Scripting and DHTML	This course explores and demonstrates how to use JavaScript to incorporate error handling techniques into your programs as well as enhance the interactivity of the user experience using DHTML.	eLearning
EL3490	DHTML and Cascading Style Sheets	To outline how and when to use basic DHTML and to describe how to use Cascading Style Sheets for positioning and formatting in web pages.	eLearning
EL3491	Making Content Dynamic with DHTML	To describe how to make content dynamic using DHTML.	eLearning
EL3492	Structuring XML with Schemas	To structure XML using schemas	eLearning
EL3493	Advanced Schemas	To enhance schemas with user-defined datatypes and namespaces.	eLearning
EL3494	Transforming and Formatting XML	To use XSLT and XSL-FO syntax to transform XML documents.	eLearning
EL3495	Querying, Navigating, and Linking XML Data	To work with the XML standards used to query, navigate, and link XML data.	eLearning
EL3496	XML APIs	To use APIs to manage DOM and SAX models of XML data.	eLearning

EL3497	Extending XML	To use some W3C standards to extend XML.	eLearning
EL3498	Using your Desktop Computer and Mobile Devices Safely	This course examines the types of threats that desktop computers and mobile devices may face, and effective ways to secure them.	eLearning
EL3499	Introduction to Information Security	This course examines corporate security and how it affects end users, along with the best ways to secure your work environment, whether you work in an office, on the go, or at home.	eLearning
EL3500	Using E-mail, the Internet, and Social Media Safely in a Corporate Environment	This course examines the ethical use of E-mail, guidelines for using E-mail safely, and how to deal with issues as they arise.	eLearning
EL3501	ITIL® 2011 Edition Foundation: ITIL® and the Service Lifecycle	This course addresses using service management as a practice for IT companies.	eLearning
EL3502	ITIL® 2011 Edition Foundation: Service Strategy Fundamentals	This course examines how value is created through service assets, and how these service assets can perform better through service automation.	eLearning
EL3503	ITIL® 2011 Edition Foundation: Service Strategy Processes	This course details the processes that affect Service Strategy: Demand Management, Financial Management, and business relationship management.	eLearning
EL3504	ITIL® 2011 Edition Foundation: Service Design Fundamentals	This course will assist the learner in preparing for the ITIL® Foundation certification examination and is aligned with the ITIL® Foundation Syllabus.	eLearning
EL3505	ITIL® 2011 Edition Foundation: Service Design Processes	This course is intended to introduce learners to the Service Design processes.	eLearning
EL3506	ITIL® 2011 Edition Foundation: Service Transition Processes and Policies	This course examines ITIL® Service Transition processes and policies, including release and deployment management, knowledge management, asset transition, service, and validation, and change management.	eLearning
EL3507	ITIL® 2011 Edition Foundation: Introduction to Service Operation	This course is intended to help learners understand Service Operation within the Service Lifecycle.	eLearning

EL3508	ITIL® 2011 Edition Foundation: Service Operation Processes	This course examines the Service Operation processes within the ITIL® Service Lifecycle, including Incident Management and Problem Management, as well as Event, Request, and Access Management.	eLearning
EL3509	ITIL® 2011 Edition Foundation: Continual Service Improvement	This course is intended to help learners understand how CSI will improve the IT services they offer their customers.	eLearning
EL3510	ITIL® 2011 Edition Overview: Creating a Service Culture	This course provides an introduction to ITIL®, and covers the ITIL® fundamentals. Specifically, what ITIL® is, the history of ITIL®, the benefits of ITIL®, and the importance of aligning IT with business.	eLearning
EL3511	ITIL® 2011 Edition Overview: Introduction to the ITIL® Framework	This course provides an introduction to the ITIL® Framework. Specifically, this course introduces the ITIL® Service Life Cycle and the five stages within the life cycle.	eLearning
EL3512	ITIL® 2011 Edition Overview: Certification and Benefits	This course provides a detailed overview of the purpose, vision, and principles of the ITIL® certification scheme.	eLearning
EL3513	The Customer Service Representative (CSR)	This course helps to prepare learners to work in a customer support center or help desk environment.	eLearning
EL3514	Support Center Services and Work Environment	This course is intended to introduce the learner to the basic levels of service commitments, ethics, and attitude expected of customer service representatives.	eLearning
EL3515	Team and Customer Relationship	This course looks at the individual responsibilities of each team member, as well as the team as a whole.	eLearning
EL3516	Customer Interactions	This course is intended to show the proper procedures and processes needed to provide effective customer service: how to properly support a customer, how to overcome communication problems, and how to use active listening.	eLearning
EL3517	Communication Skills	This course explains how to adapt to the different communication types and identifies the common emotions that customers experience when contacting the support center.	eLearning

EL3518	Conflict, Stress, and Time Management	This course is intended to show the proper methods needed to resolve conflicts, manage time, and manage stress.	eLearning
EL3519	Customer Service Processes and Procedures	This course is intended to show the proper procedures and processes needed to provide effective customer service: how to properly support a customer, how to provide accurate documentation, and how to handle difficult customers.	eLearning
EL3520	Quality in a Support Center	This course examines the processes involved in incident management and how a support center can use them to best effect.	eLearning
EL3521	Support Center Tools, Technologies and Metrics	This course is intended to demonstrate the management and measurement tools a professional CSR is expected to use when dealing with individual customers and participating in the overall operation of the Support Center.	eLearning
EL3522	Dealing with Irrational Customers and Escalating Complaints	This course describes how to properly support an irrational customer, handle emotional and rambling customers, and how and when to escalate customer complaints.	eLearning
EL3523	Writing for Technical Professionals: Preparation and Planning	This course explores steps writers should take when embarking on a new writing project.	eLearning
EL3524	Writing for Technical Professionals: Effective Writing Techniques	This course explores basic writing techniques, page layout and design, and common writing mistakes to avoid.	eLearning
EL3525	Microsoft Visual Studio 2012: Introduction to HTML5 and CSS3	This course introduces the key new features of HTML5 and CSS3, and how to apply these features to create a simple HTML5 web application styled with CSS3.	eLearning
EL3526	Microsoft Visual Studio 2012: HTML5 and JavaScript	JavaScript is a powerful client-side programming language that can be used to implement interactivity, graphics and animation, and other useful features that make the modern Web application function in much the same way as desktop applications.	eLearning

EL3527	Microsoft Visual Studio 2012: Advanced HTML5 and JavaScript	This course covers concepts in JavaScript object-oriented programming and HTML5 form creation and validation. Instruction is provided for implementing	eLearning
EL3528	Microsoft Visual Studio 2012: HTML5 APIs and Local Storage	One of the many powerful features of HTML5 is the inclusion of native APIs – application programmer interfaces –	eLearning
EL3529	Microsoft Visual Studio 2012: HTML5, CSS3, and Adaptive UIs	This course covers advanced techniques in styling HTML5 text and block properties, using CSS3 selectors with jQuery, using custom fonts and flexible grid layouts, and implementing adaptive user interfaces.	eLearning
EL3530	Microsoft Visual Studio 2012: HTML5 Graphics and Animation	This course covers concepts in using the HTML5 Canvas and implementing SVG to create and/or modify graphics for an HTML5 application, in addition to concepts in applying CSS transitions and 2-D or 3-D transformations.	eLearning
EL3531	Microsoft Visual Studio 2012: Consuming and Transmitting Data with HTML5	Working with Web applications often requires the accessing, transmission and security of data. From server to client and back again, secure data transfer is one of the many powerful features of the Web	eLearning
EL3532	Microsoft Visual Studio 2012: Utilizing the HTML5 WebSocket API and Web Workers	This course covers the use of the HTML5 Web Socket API for implementing fast, lightweight web-based communications, as well as utilizing HTML5 Web Workers to implement efficient multithread processing in web-based applications.	eLearning
EL3533	Java SE7 Professional: Syntax and Class Design	Java technology applications are written in the Java Programming Language and compiled to Java bytecode. This course introduces the Java platforms, how to obtain a JDK, and commercial support options for Java SE	eLearning
EL3534	Java SE7 Professional: Generics, Errors, and I/O	Understanding interfaces and inheritance, collections, string processing, error handling, and I/O is vital to learning to program with Java SE 7.	eLearning

EL3535	Java SE7 Professional: File I/O, Concurrency, JDBC, and Localization	Understanding File I/O, concurrency, how to work with data via JDBC, and localization, are crucial to getting the most out of your Java applications.	eLearning
EL3536	C# 2005: System Types and Collections	To use types, classes, interfaces, iterators, and generics to create data-driven applications	eLearning
EL3537	C# 2005: Serialization and I/O	To serialize and deserialize objects for storage and manipulation, use I/O classes to manage data streams and files, and analyze how application performance can be enhanced using serialization and I/O	eLearning
EL3538	C# 2005: Customized Programming	To enable compatibility between COM and C# 2005, use reflection to call classes and data types, and customize a C# 2005 application for graphics, text, globalization, and e-mail	eLearning
EL3539	C# 2005: Security	To recognize the different types of security supported by C# 2005 and how they work, and to use them in application development	eLearning
EL3540	C# 2005: Threading, Service Processing, and Application Domains	To recognize how threading, service processing, and application domains facilitate background system operations, and to implement them in Visual Basic applications	eLearning
EL3541	C# 2005: Diagnostics and Management	To manage application configuration and the custom installation of components, event logs, system processes and information, and use debugging and tracing to measure application performance	eLearning
EL3542	Microsoft .NET Framework 4.0: Web Applications with Visual Studio 2010 and Visual Basic 2010	Visual Studio is an integrated development environment that includes a drag and drop interface designer and many other tools for building .NET applications.	eLearning
EL3543	Microsoft .NET Framework 4.0: Web Form Controls with VB 2010	The Visual Studio 2010 IDE provides developers with the ability to create and consume server controls in ASP.NET 4.0 web applications.	eLearning

EL3544	Microsoft .NET Framework 4.0: Data Integration with VB 2010	Visual Basic 2010 and ASP.NET 4.0 provide developers with the ability to integrate both data and services into an ASP.NET 4.0 Web application.	eLearning
EL3545	Microsoft .NET Framework 4.0: Client-Side Scripting and AJAX with VB 2010	Both Visual Studio 2010 and ASP.NET 4.0 provide integrated support for ASP.NET AJAX and client-side scripting.	eLearning
EL3546	Microsoft .NET Framework 4.0: ASP.NET MVC 2 with VB 2010	Visual Studio 2010 and ASP.NET MVC provides a framework for implementing the Model View Controller architecture in ASP.NET applications.	eLearning
EL3547	Microsoft .NET Framework 4.0: Configuring and Deploying Web Applications with VB 2010	Visual Studio 2008 and ASP.NET 4.0 provide various methods for configuring and deploying web applications.	eLearning
EL3548	Microsoft .NET Framework 4: Debugging, Tracing and Monitoring Web Applications with VB 2010	Visual Studio 2010 and ASP.NET 4.0 give developers the tools needed to effectively debug, trace, and monitor web applications to minimize errors.	eLearning
EL3549	Microsoft .NET Framework 4.0: Web Application Optimization and Customization with VB 2010	Visual Studio 2010 and ASP.NET 4.0 provide developers with the tools they need to create unique, flexible ASP.NET web sites that can use custom master pages, themes, and skins, as well as Web Part pages	eLearning
EL3550	Getting Started with WCF 4 Using C# 2010	This course introduces the .NET Windows Communication Foundation (WCF) technology and its architecture. It shows how to create a basic WCF service and how to host the service in a managed application,	eLearning
EL3551	WCF 4 Contracts, Behaviors, and Data Management Using C# 2010	This course shows how to create and optimize .NET Windows Communication Foundation (WCF) service contracts, data contracts, and message contracts according to the requirements of a WCF application.	eLearning

EL3552	Securing and Managing a WCF 4 Application with C# 2010	This course shows how to implement security features such as transport and message-level security, and authentication, authorization and impersonation in a .NET Windows Communication Foundation (WCF) application.	eLearning
EL3553	Discovery, Routing, and RESTful Services in WCF 4 Applications with C# 2010	This course shows how to implement discovery, routing, and RESTful services in .NET Windows Communication Foundation (WCF) 4 applications using Visual C#.	eLearning
EL3554	Getting Started with WCF 4 using VB 2010	This course introduces the .NET Windows Communication Foundation (WCF) technology and its architecture.	eLearning
EL3555	WCF 4 Contracts, Behaviors, and Data Management Using Visual Basic 2010	This course shows how to create and optimize .NET Windows Communication Foundation (WCF) service contracts, data contracts, and message contracts according to the requirements of a WCF application.	eLearning
EL3556	Securing and Managing a WCF 4 Application with Visual Basic 2010	This course shows how to implement security features such as transport and message-level security, and authentication, authorization and impersonation in a .NET Windows Communication Foundation (WCF) application.	eLearning
EL3557	Discovery, Routing, and RESTful Services in WCF 4 Applications with VB 2010	This course shows how to implement discovery, routing, and RESTful services in .NET Windows Communication Foundation (WCF) 4 applications using Visual Basic.	eLearning
EL3558	Getting Started with ADO.NET 4 Connections and Commands Using Visual Basic 2010	ADO.NET allows developers to create applications that are driven by data and services. This course identifies the various ways to manage ADO.NET connections and also details how to access data by using command objects and the DataReader object.	eLearning
EL3559	Managing ADO.NET 4 Connections and Commands with Visual Basic 2010	ADO.NET connections and commands are crucial components of building data-driven applications. This course examines managing connections using connection pools and configuration files, as well as stored procedures,	eLearning

EL3560	Getting Started with ADO.NET 4 DataSets using Visual Basic 2010	ADO.NET DataSet objects allow developers to utilize cached versions of data when working within disconnected data environments.	eLearning
EL3561	Updating ADO.NET DataSets with Visual Basic 2010	ADO.NET DataSets allow developers to easily update and manage data sources using Visual Basic 2010. This course examines how DataSets are used to update source data and also how to manage the integrity of the data being updated.	eLearning
EL3562	Viewing and Navigating Data with ADO.NET 4 DataSets using Visual Basic 2010	The ability to view and navigate data in an efficient fashion is vital to any robust data application. This course explains how to accomplish this using ADO.NET DataSets and Visual Basic 2010.	eLearning
EL3563	Synchronizing Data and Managing ADO.NET 4 Applications with Visual Basic 2010	Microsoft Sync Framework allows developers to create applications with the ability to display up-to-date data at all times. The course examines how to enable efficient, remote use of data using the Microsoft Sync Framework database synchronization API.	eLearning
EL3564	Working with the ADO.NET Entity Framework 4 using Visual Basic 2010	The ADO.NET Entity Framework provides developers with the tools and framework elements they need to create unique, flexible data applications, while minimizing the amount of code required.	eLearning
EL3565	Using LINQ and XML with ADO.NET 4 and Visual Basic2010	The .NET Language-Integrated Query (LINQ) provide developers common query language within ADO.NET applications, minimizing the amount of code required.	eLearning
EL3566	Windows Application Development with Visual Basic 2010	Windows Forms and Windows Presentation Foundation (WPF) along with Visual Studio 2010 enable developers to build sophisticated Windows client applications to run on, and take advantage of the capabilities of the Windows platform.	eLearning
EL3567	Creating User Interfaces for Windows Applications with Visual Basic 2010	Windows Forms and Windows Presentation Foundation (WPF) includes various controls that allow for the development of rich user interfaces.	eLearning

EL3568	Windows Applications Content Creation and Management with Visual Basic 2010	Windows applications created using WPF and Windows Forms allow for the inclusion of a variety of media and types in its applications to further the development of rich user interfaces.	eLearning
EL3569	Windows Applications Databinding with Visual Basic 2010	Windows applications allow you to incorporate data from multiple sources into the user interface. This course details how to not only bind controls to data, but also how to convert, validate, and format data in a variety of ways.	eLearning
EL3570	Customizing and Managing Multithreaded Applications with Visual Basic 2010	This course examines how .NET allows you to customize the look and feel of an application based on user culture.	eLearning
EL3571	Securing and Deploying WPF Applications with Visual Basic 2010	The ability to properly secure, debug and deploy applications to a variety of user environments is a necessity. This course examines how applications are tested and secured as well as how they are deployed and managed after they are built.	eLearning
EL3572	C++ Programming: Structured Programming	To provide the student with structured programming concepts used in C++	eLearning
EL3573	C++ Programming: Classes and Data Abstraction	To provide students with the skills required to create and instantiate classes	eLearning
EL3574	C++ Programming: Manipulating Objects	To provide the student with the skills required to use dynamic memory allocation in C++	eLearning
EL3575	C++ Programming: Overloading	To provide the student with the skills required to use polymorphism and overloading	eLearning
EL3576	C++ Programming: Files and Streams	To provide the student with the skills required to create C++ programs that use files	eLearning
EL3577	C++ Programming: Programming Techniques	To give the student an appreciation of advanced concepts in C++ programming	eLearning
EL3578	Final Exam: C++ programming	Generally taken near the end of a program, Final Exam: C++ programming enables the learner to test their knowledge in a testing environment.	eLearning

EL3579	ANSI C Programming: Introducing C	To familiarize students with the capabilities of the ANSI C language and to enable them to write useful C programs	eLearning
EL3580	ANSI C Programming: Data Representation	To describe how ANSI C programs use memory to store data and how to write portable C programs	eLearning
EL3581	ANSI C Programming: Functions	To introduce functions in ANSI C and describe how to write and use them in programs	eLearning
EL3582	ANSI C Programming: Expressions	To describe the syntax rules governing expressions and statements in ANSI C and how to use expressions and statements	eLearning
EL3583	ANSI C Programming: Flow Control	To describe advanced flow-control statements	eLearning
EL3584	ANSI C Programming: Text Processing	To describe how to write ANSI C programs for text, string, and array processing	eLearning
EL3585	ANSI C Programming: Processing Records	To describe how to write ANSI C programs for processing aggregate data objects individually, in arrays, and in lists	eLearning
EL3586	ANSI C Programming: Pointers	To describe how to write advanced, efficient ANSI C programs using pointers	eLearning
EL3587	ANSI C Programming: The Standard Library and Preprocessor	To describe programming file and other I/O operations in ANSI C and how to implement facilities from the standard library	eLearning
EL3588	Final Exam: ANSI C Programming	Generally taken near the end of a program, Final Exam: ANSI C Programming enables the learner to test their knowledge in a testing environment.	eLearning
EL3589	Getting Started with Software Programming	Today's computers are powerful tools capable of accomplishing sophisticated tasks, but not without the assistance of skilled software developers. This course introduces the learner to the magic behind computer software development,	eLearning

EL3590	Introduction to Software Program Design	In order to work their magic, computer programmers need to understand the various methods required by programming languages. This course introduces the learner to the basic methods and processes necessary to construct algorithms,	eLearning
EL3591	Software Program Control Flow Fundamentals	Computer software works because programmers create algorithms, which when broken down, are nothing more than a collection of logical constructs.	eLearning
EL3592	Mentoring 1Z0-853 Java Standard Edition 5 Programmer	SkillSoft Mentors are available to help students with their studies for exam 1Z0-853 Java Standard Edition 5 Programmer. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3593	Mentoring 1Z0-851 Java Standard Edition 6 Programmer	SkillSoft Mentors are available to help students with their studies for exam 1Z0-851 Java Standard Edition 6 Programmer. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3594	Mentoring 70-515 VB - TS: Web Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-515 VB - TS: Web Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3595	Mentoring 70-513 C# - TS: Windows Communication Foundation with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-513 C# - TS: Windows Communication Foundation with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3596	Mentoring 70-515 C# - TS: Web Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-515 C# - TS: Web Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning

EL3597	Mentoring 70-516 C# - TS: Accessing Data with Microsoft .NET Framework 4	SkillSoft Mentors are available to help students with their studies for exam 70-516 C# - TS: Accessing Data with Microsoft .NET Framework 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3598	Mentoring 70-511 C# - TS: Windows Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-511 C# - TS: Windows Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3599	Mentoring 70-513 VB - TS: Windows Communication Foundation with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-513 VB - TS: Windows Communication Foundation with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3600	Mentoring 70-516 VB - TS: Accessing Data with Microsoft .NET Framework 4	SkillSoft Mentors are available to help students with their studies for exam 70-516 VB - TS: Accessing Data with Microsoft .NET Framework 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3601	Mentoring 70-511 VB - TS: Windows Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-511 VB - TS: Windows Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3602	Mentoring 1Z0-804 Java SE 7 Programmer II	Skillsoft Mentors are available to help students with their studies for exam 1Z0-804 Java SE 7 Programmer II. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3603	Mentoring 70-480 Programming in HTML5 with JavaScript and CSS3	Skillsoft Mentors are available to help students with their studies for exam 70-480 Programming in HTML5 with JavaScript and CSS3. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL3604	Mentoring BH0-010 Certified Tester Foundation Level	Skillsoft Mentors are available to help students with their studies for exam BH0-010 Certified Tester Foundation Level. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3605	Mentoring 70-481 Developing Windows Store Apps using HTML5 and JavaScript	Skillsoft Mentors are available to help students with their studies for exam 70-481 Developing Windows Store Apps using HTML5 and JavaScript. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3606	Mentoring 1Z0-803 Java SE 7 Programmer I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-803 Java SE 7 Programmer I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3607	TestPrep 1Z0-853 Java Standard Edition 5 Programmer	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3608	TestPrep 1Z0-851 Java Standard Edition 6 Programmer	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3609	TestPrep 70-515 VB - TS: Web Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3610	TestPrep 70-515 C# - TS: Web Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3611	TestPrep 70-513 C# - TS: Windows Communication Foundation with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL3612	TestPrep 70-516 C# - TS: Accessing Data with Microsoft .NET Framework 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3613	TestPrep 70-511 C# - TS: Windows Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3614	TestPrep 70-513 VB - TS: Windows Communication Foundation with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3615	TestPrep 1Z0-803 Java SE 7 Programmer I	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3616	TestPrep 70-511 VB - TS: Windows Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3617	TestPrep 1Z0-804 Java SE 7 Programmer II	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3618	TestPrep 70-480 Programming in HTML5 with JavaScript and CSS3	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3619	TestPrep BH0-010 Certified Tester Foundation Level	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3620	TestPrep 70-516 VB - TS: Accessing Data with Microsoft .NET Framework 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL3621	CompTIA A+ 220-801: Laptops	Modern laptops have all the performance and capabilities of a desktop PC, but in a highly portable form. A laptop integrates the typical desktop computer components such as a display, keyboard, touchpad and speakers into a single, portable package.	eLearning
EL3622	CompTIA A+ 220-801: Printers	Printers come in a number of types based on the print process that they use, and are capable of carrying out print jobs locally or over a network. This course discusses the most common types of printers and how to support them.	eLearning
EL3623	CompTIA A+ 220-801: Operational Procedures	This course focuses on the important operational procedures that every IT professional should adopt, such as common safety procedures, environmental procedures, and how to plan for, and mitigate the risks of power interruption.	eLearning
EL3624	CompTIA A+ 220-802: Mobile Devices	This course focuses on working with mobile devices, including laptops and tablets, Android and iOS operating systems, connecting with mobile devices, working with e-mail, and implementing wireless security.	eLearning
EL3625	CompTIA A+ 220-802: System Troubleshooting	This course focuses on troubleshooting common problems, including the methodology behind troubleshooting computer problems, how to troubleshoot the most common motherboard and RAM problems,	eLearning
EL3626	CompTIA A+ 220-802: General Troubleshooting	This course focuses on general troubleshooting when working with PCs, including the common tools used for troubleshooting, how to troubleshoot networks, and how to troubleshoot security-related issues	eLearning
EL3627	Planning SharePoint 2010 Service Applications and Component Strategy	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions	eLearning

EL3628	Planning a SharePoint 2010 Upgrade	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3629	Designing SharePoint 2010 Security	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions	eLearning
EL3630	SharePoint 2010 Maintenance and Provisioning	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3631	Backing Up, Restoring, and Monitoring SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3632	Planning for Search in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3633	SharePoint 2010 Content Management, Social Computing, and Collaboration	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3634	Custom Branding and Navigation for SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3635	Application Design and Security in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning

EL3636	Performance Analysis and Debugging in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3637	Integration and Data Capture Methodologies with SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3638	Information Architecture and Workflow Solutions in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3639	Regional Settings and Configuration in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3640	SharePoint 2010 Site Branding	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3641	Extending SharePoint 2010 Search and Document Namespaces	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3642	Stabilizing and Deploying SharePoint 2010 Components	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3643	Sharepoint 2010 SP1: Designing the Physical Architecture	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning

EL3644	SharePoint 2010 SP1: Logical Design and Sandbox Solutions	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate via defined workflows, set up web sites, manage documents, and access intelligence to make key business decisions.	eLearning
EL3645	SharePoint 2010 SP1: Deployment Topology and Availability	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3646	SharePoint 2010 SP1: Planning Service Applications and Component Strategy	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3647	Sharepoint 2010 SP1: Planning a SharePoint 2010 SP1 Upgrade	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3648	Sharepoint 2010 SP1: Designing Security	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3649	SharePoint 2010 SP1: Maintenance and Provisioning	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3650	Sharepoint 2010 SP1: Backing Up, Restoring, and Monitoring	Microsoft SharePoint 2010 SP1 and SharePoint Online are business collaboration platforms where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3651	Sharepoint 2010 SP1: Planning for Search	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning

EL3652	SharePoint 2010 SP1: Content Management, Social Computing, and Collaboration	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3653	Sharepoint 2010 SP1: Installation and Configuration	Microsoft SharePoint 2010 SP1 is the business collaboration platform where people can collaborate, set up web sites, manage documents, and provide business intelligence to make key business decisions.	eLearning
EL3654	Sharepoint 2010 SP1: Core Configuration	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3655	Sharepoint 2010 SP1: Upgrading to SharePoint 2010 SP1	Microsoft SharePoint 2010 SP1 is the business collaboration platform where people can collaborate, set up web sites, manage documents, and provide business intelligence to make key business decisions.	eLearning
EL3656	Sharepoint 2010 SP1: Configuring and Administering Search	Microsoft SharePoint 2010 SP1 is a business platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3657	Sharepoint 2010 SP1: Configuring Web Applications	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3658	SharePoint 2010 SP1: Authentication and Web Application Security Configuration	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3659	Sharepoint 2010 SP1: Configuring Site Collections	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning

EL3660	Sharepoint 2010 SP1: Managing Features and Solutions	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3661	SharePoint 2010 SP1: Operational Health	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3662	SharePoint 2010 SP1: Performance	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning
EL3663	SharePoint Online	Organizations looking to implement Microsoft SharePoint Server 2010 now have the option of a SharePoint solution hosted by Microsoft called SharePoint Online.	eLearning
EL3664	Managing Enterprise Content with MOSS 2007	Microsoft Office SharePoint Server 2007 is a web application server platform with integrated content and workflow management, collaboration and communications capabilities and is a direct upgrade to Microsoft SharePoint Portal Server 2003.	eLearning
EL3665	Integrating Business Data using MOSS 2007	Microsoft Office SharePoint Server 2007 includes features that allow developers to integrate business data into their applications.	eLearning
EL3666	Creating Business Intelligence Solutions with MOSS 2007	Microsoft Office SharePoint Server 2007 provides developers with the ability to create intelligent business solutions.	eLearning
EL3667	Application Platform Services within MOSS 2007	Microsoft Office SharePoint Server 2007 provides access to application platform services through the use of Office InfoPath 2007 and InfoPath Forms Services.	eLearning
EL3668	Searching Data Using MOSS 2007	The ability to search data is a crucial component of any enterprise application, and Microsoft Office SharePoint Server 2007 provides features to enable this ability.	eLearning

EL3669	Targeting and Customizing with MOSS 2007	Microsoft Office SharePoint Server 2007 provides you with many features and functions that you can use to customize content for users. This course describes how to use MOSS to target content and customize functionality for users.	eLearning
EL3670	Installing and Configuring System Center Essentials 2010	System Center Essentials 2010 is a system management tool for medium-size organizations. It is used by network administrators to manage computers and devices in their organizations.	eLearning
EL3671	Managing Computers, Devices, and Updates in System Center Essentials 2010	System Center Essentials 2010 allows network administrators to manage computers and devices in midsize IT environments by allowing them to deploy updates and software packages based on specific computer needs.	eLearning
EL3672	Monitoring and Using Reports in System Center Essentials 2010	System Center Essentials 2010 allows administrators to actively monitor all objects being managed, ensuring they are running correctly.	eLearning
EL3673	Virtualization Management in Essentials 2010	System Center Essentials 2010 contains a built-in Virtual Machine Manager to provide administrators with a central location to manage both physical servers and clients as well as virtual machines.	eLearning
EL3674	Backing up, Restoring, and Troubleshooting Essentials 2010	As with any IT system resource, a backup and restore plan should be documented and followed to ensure no data is lost in case of an unexpected failure.	eLearning
EL3675	Microsoft Windows 8 - Configuring: Getting Started with Windows 8	The Windows 8 operating system user interface has changed. With the introduction of the new Start screen and immersive applications, Microsoft introduces another support layer for the IT administrator.	eLearning
EL3676	Microsoft Windows 8 - Configuring: Installation Components	The Windows 8 operating system can be upgraded from Window XP, Windows Vista, Windows 7 and another version of Windows 8. Windows 8 can also be installed to a new computer, over an existing operating Windows operating system,	eLearning

EL3677	Microsoft Windows 8 - Configuring: User Accounts and Policies	Computer and network access configuration is a major part of a network administrator's daily duties. The IT administrator must ensure that authentication and authorization schemes, user control access, and resource access are appropriately	eLearning
EL3678	Microsoft Windows 8 - Configuring: Configuring User Applications	The management, deployment, and troubleshooting of desktop applications are primary responsibilities of any desktop support professional. The Windows 8 environment includes the new immersive Windows 8 Style applications,	eLearning
EL3679	Microsoft Windows 8 - Configuring: Accessing User Data	User data is a challenge in the age of mobile computing. This course focuses on using and configuring centralized user data. User State Virtualization and Folder Redirection allows administrators to centralize data collection,	eLearning
EL3680	Microsoft Windows 8 - Configuring: Sharing and Securing User Data	Availability and security of user data is a challenge both within the Enterprise and for remote and mobile users. This course focuses on configuring access to and securing user data. Private data needs to be protected.	eLearning
EL3681	Microsoft Windows 8 - Configuring: Devices and Disks	This course covers Windows 8 key hardware support enhancements including multi-monitor support, near-field communication, and sensor technology.	eLearning
EL3682	Microsoft Windows 8 - Configuring: Networking Configuration and Security	This course deals with core networking features of Windows 8 and the tools use to connect, troubleshoot, and protect network hosts. It covers IP addressing, IP configuration settings, and name resolutions.	eLearning
EL3683	Microsoft Windows 8 - Configuring: Optimization and Performance	This course covers key features and settings used to optimize the Windows 8 system for mobile computing and general system performance. Wireless networking and remote connectivity options are discussed along with optimal use of power plans to	eLearning

EL3684	Microsoft Windows 8 - Configuring: System Management and Recovery	This course deals with remote management tools provided in Windows 8, which allow IT professionals to access and manage desktops and servers from a remote location. Alongside Remote Assistance and Remote Desktop,	eLearning
EL3685	Microsoft Windows 8 – Managing and Maintaining: Cloud Applications and Settings	Windows 8 provides a number of solutions for integration with cloud services such as Office 365. In this course we will look at the considerations for deploying cloud services, how to manage store based and custom apps.	eLearning
EL3687	Microsoft Windows 8 – Managing and Maintaining: Networking and Remote Access	A primary Windows 8 administration task is managing network connectivity and managing networked machines when on and off network. This course covers IP addressing and network connectivity, including wireless networking, remote access,	eLearning
EL3688	Microsoft Windows 8 – Managing and Maintaining: Data Storage and Security	Storage management has been completely overhauled in Windows 8, particularly with the addition of storage spaces, which is a way to simply create fault tolerant arrays which can be dynamically expanded and thinly provisioned.	eLearning
EL3689	Microsoft Windows 8 – Managing and Maintaining: Hardware and Mobile Devices	Windows 8 has wider support for mobile devices than ever, from sync center to support mobile devices that synchronize with Windows 8 to Windows RT – a new version of Windows running on low-power ARM processors.	eLearning
EL3690	Microsoft Windows 8 – Managing and Maintaining: Recovery and Endpoint Security	Windows 8 includes new technologies to backup and protect end systems. It also includes tighter integration with cloud services for secure, off-site storage. This course covers recovery methods for a whole Windows 8 system, such as PC Refresh and PC	eLearning
EL3691	Microsoft Windows 8 – Managing and Maintaining: Windows Intune	Windows 8 provides wide support for mobile devices. Bring your own device, or BYOD, culture provides a challenge to IT Administrators. Windows Intune provides cloud based device management.	eLearning

EL3692	Microsoft Windows 8 – Managing and Maintaining: Using MDOP	Managing and Maintaining an enterprises client machines can be challenging for the IT team considering the different operating systems and devices available to end users.	eLearning
EL3693	Microsoft Windows Server 2012 R2 - Installing and Configuring: Servers	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3694	Microsoft Windows Server 2012 R2 - Installing and Configuring: Storage	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3695	Microsoft Windows Server 2012 R2 - Installing and Configuring: Print Services	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3696	Microsoft Windows Server 2012 R2 - Installing and Configuring: Hyper - V	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3697	Microsoft Windows Server 2012 R2 - Installing and Configuring: Networking	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3698	Microsoft Windows Server 2012 R2 - Installing and Configuring: DNS	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3699	Microsoft Windows Server 2012 R2 - Installing and Configuring: Active Directory	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning
EL3700	Microsoft Windows Server 2012 R2 - Installing and Configuring: AD Groups & GPOs	Microsoft Windows Server 2012 R2 builds upon previous versions of Windows Server, adding several new features. This course examines Active Directory groups and group policy objects.	eLearning

EL3701	Microsoft Windows Server 2012 R2 - Installing and Configuring: Security	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server and provides several new features.	eLearning
EL3707	Microsoft Windows Server 2012 R2 - Administration: Deploying and Managing WDS	Windows Server 2012 R2 includes a variety of features to help deploy operating systems, and to support, maintain and monitor an environment once implemented.	eLearning
EL3708	Microsoft Windows Server 2012 R2 - Administration: Updating and Monitoring	Ensuring the client computers are up-to-date and running efficiently are two of the main task that an administrator must perform on an on-going basis.	eLearning
EL3709	Microsoft Windows Server 2012 R2 - Administration: File Services and Encryption	This course is one in a series in the SkillSoft learning path that covers the objectives for the exam 70-411:Administering Windows Server 2012 R2.	eLearning
EL3710	Microsoft Windows Server 2012 R2 - Administration: Network Services and Access	Microsoft Windows Server 2012 R2 provides multiple features to allow for network services and remote access to the network; such as DNS zones and records.	eLearning
EL3711	Microsoft Windows Server 2012 R2 - Administration: RADIUS, NPS, and NAP	Creating and enforcing local and remote network access policies for authentication, authorization, and client health are key tasks that an administrator must perform in order to ensure a secure, accessible, and robust networking environment.	eLearning
EL3712	Microsoft Windows Server 2012 R2 - Administration: Service Accounts and Policies	Managing service accounts and account policies are key tasks that an administrator must perform in order to ensure a functional, secure and accessible environment.	eLearning
EL3713	Microsoft Windows Server 2012 R2 - Administration: Managing Active Directory	Active Directory Domain Services is a critical part of a Windows Server 2012 R2 infrastructure and therefore requires that is be kept maintained.	eLearning
EL3714	Microsoft Windows Server 2012 R2 - Administration: Group Policy Processing	Managing Group Policy Processing and Group Policy Settings are key tasks that an administrator must perform in order to ensure a functional, secure and accessible networking environment.	eLearning

EL3715	Microsoft Windows Server 2012 R2 - Administration: Managing GPOs and Preferences	The protection and utilization of valuable Group Policy Object assets is an important management task within an Active Directory controlled environment.	eLearning
EL3719	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: HA	Network Load Balancing (NLB) and failover clustering are features of Microsoft Windows Server 2012 R2, which provide different levels of fault tolerance, high availability, and scalability to the workloads in your data center.	eLearning
EL3720	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: VMs and DR	Failover clustering allows you to make applications and services highly available, this includes services in your virtual environment. Microsoft Windows Server 2012 R2 allows you to cluster Hyper-V hosts and virtual machines.	eLearning
EL3721	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: Storage	Data storage is a fundamental part of an IT Infrastructure. Windows Server 2012 R2 provides many different storage provisioning, management, and security features to ensure that the organization's data is available as needed.	eLearning
EL3722	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: DAC	Organizations need to store and make data available to users and customers.	eLearning
EL3723	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: DHCP & DNS	Dynamic Host Configuration Protocol, or DHCP allows an administrator to automatically configure TCP/IP settings on clients and hosts. The Domain Naming System, or DNS, provides user-friendly names for devices and services on the network.	eLearning
EL3724	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: AD Domains	Managing Active Directory Domain Service in large distributed environments can be complex. This course describes the characteristics of active directory domains and forests, their boundaries, security and management considerations.	eLearning
EL3725	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: AD Replication	An Active Directory Domain Services deployment can contain many domain controllers, spread over several different sites.	eLearning

EL3726	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: PKI	Active Directory Certificate Services, or AD CS, allows a company to deploy and manage a Public Key Infrastructure, or PKI, to secure and protect important data and data communications.	eLearning
EL3727	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: Federation	Active Directory Rights Management Services, or AD RMS, allows you to protect against leakage or misuse of content within and even outside the organization.	eLearning
EL3728	Introducing Windows Server 2008	Windows Server 2008 represents the next generation of server operating systems from Microsoft. With this release come notable improvements in security, remote access, networking, and performance monitoring.	eLearning
EL3729	The Active Directory Infrastructure in Windows Server 2008	Windows Server 2008 is the most recent server operating system released from Microsoft. With new roles specific to Active Directory, along with notable improvements in security, networking, and performance, Windows Server 2008 is designed to	eLearning
EL3730	Additional Active Directory Server Roles in Windows Server 2008	Windows Server 2008 includes several new Active Directory Domain Services roles. These roles are conveniently managed in the Server Manager console, which allows administrators to add, remove, and manage the server roles on any	eLearning
EL3731	Active Directory Objects in Windows Server 2008	Windows Server 2008 includes several new and improved Active Directory features. The most notable change is the renaming of Active Directory Services to Active Directory Domain Services.	eLearning
EL3732	Group Policy Objects Strategy in Windows Server 2008	New Group Policy features in Windows Server 2008 allow for improved centralized management and configuration of computers in an Active Directory (AD) environment.	eLearning
EL3733	Configuring DNS in Windows Server 2008	The Domain Naming System (DNS) is one of the most enhanced features in Windows Server 2008. With full support for the new, longer addresses of the IP version 6 protocol specification, along with continued support for the native IP version	eLearning

EL3734	Active Directory Certificate Services in Windows Server 2008	Windows Server 2008 introduces many new enhancements to the already popular certificate management service. This course covers Certificate Services in Windows Server 2008,	eLearning
EL3735	Communications and Security in Windows Server 2008	Windows Server 2008 introduces Read-Only Domain Controllers (RODCs) which can be deployed by organizations in locations where physical security may be an issue.	eLearning
EL3736	Monitoring, Backups, and Recovery in Windows Server 2008	Windows Server 2008 provides the ability to restart Active Directory Domain Services (AD DS) so that offline operations, such as offline defragmentation of Active Directory objects, can be performed.	eLearning
EL3737	Configure IP Addressing and Windows Services in Windows Server 2008	Internet Protocol Version 4, or IPv4, is the current, widely-deployed version of the Internet Protocol and is slowly running out of addresses to assign.	eLearning
EL3738	Configure, Manage, and Maintain IP Services in Windows Server 2008	Routing services and protocols are vital for maintaining secure and efficient communication in a network infrastructure.	eLearning
EL3739	Name Resolution in Windows Server 2008	The Domain Name System (DNS) is a central network infrastructure service and continues to provide enhanced features in Windows Server 2008. With full support for the new, longer addresses of the IP version 6 protocol specification,	eLearning
EL3740	Configure Network Access in Windows Server 2008	Routing and Remote Access Services in Windows Server 2008 provide remote access to clients through dial-up services and virtual private network (VPN) configuration. Remote and mobile users are continuing to increase in numbers	eLearning
EL3741	DNS Zones and Replication in Windows Server 2008	The DNS namespace is subdivided into different DNS zones, which are hosted by a specific authoritative server or group of servers. Zones define the DNS namespace for authoritative servers that resolve client queries.	eLearning

EL3742	Network Access Security in Windows Server 2008	Windows Server 2008 provides new services and capabilities for controlling and securing network access. This course discusses the new Network Access Protection application programming interface (API) and how it restricts network	eLearning
EL3743	Configure File and Print Services in Windows Server 2008	The most basic goal of a network infrastructure is to provide the ability to make file and printer services available to network users, and Windows Server 2008 continues to improve the provisioning and management of these types of resources.	eLearning
EL3744	Monitor Network Infrastructure in Windows Server 2008	With the wide array of server roles and services provided in Windows Server 2008, it is more important than ever to adequately fine-tune and monitor the server's configuration and performance.	eLearning
EL3745	Deploying Windows Server 2008 Servers	Windows Server 2008 is the most recent server operating system released from Microsoft. Windows Server 2008 introduces a new updated and redesigned deployment service, formerly known as Remote Installation Services.	eLearning
EL3746	Configuring Windows Server 2008 Availability	Windows Server 2008, the most recent Operating System from Microsoft, includes many new functionality and security enhancements. New Failover Clustering and Network Load Balancing technologies are introduced in Windows Server 2008,	eLearning
EL3747	Configure Terminal Services in Windows 2008	Windows Server 2008, the most complete server release to date, includes many new features and functionalities. New Terminal Services features in Windows Server 2008 enable users to remotely access Windows-based programs	eLearning
EL3748	Terminal Services Resource Access in Windows 2008	The Terminal Services feature included in Windows Server 2008 enables users to remotely access Windows based programs, installed on a terminal server, by using the Internet or from their own corporate network.	eLearning

EL3749	Configuring Windows Server Hyper-V and Virtual Machines	New functionality and security enhancements make Windows Server 2008 the most complete Microsoft server release to date. New Virtualization technologies reduce the requirement of physical machines on a network,	eLearning
EL3750	Configuring Web Services and Security in Windows Server 2008	Windows Server 2008 is considered to be the most complete Microsoft server operating system released to date. Windows Server 2008, along with Internet Information Services 7.0, provides an easy-to-manage platform to securely	eLearning
EL3751	Managing IIS in Windows Server 2008	Windows Server 2008 introduces many new enhancements to Internet Information Services (IIS). New capabilities provide a secure and manageable platform for developing and hosting web applications and services on a network.	eLearning
EL3752	Configuring Web Service Protocols in Windows Server 2008	Windows Server 2008 and IIS 7.0 enable users to upload and download files and to send e-mail via the company web server. These features are made possible by two optional components in Windows Server 2008;	eLearning
EL3753	Configuring Network Application Services in Windows Server 2008	Windows Server 2008 includes new components to facilitate the processes of hosting, licensing, and delivering audio and video media. This course covers the new Digital Rights Management features that let you assign policies	eLearning
EL3754	Planning Windows Server 2008 Deployment	Windows Server 2008 includes a number of enhancements to the standard Windows deployment model. This course covers deployment options, BitLocker drive encryption, and network configuration considerations including DNS and IPv6.	eLearning
EL3755	Planning Active Directory and Group Policy for Windows Server 2008	Windows Server 2008 includes many enhancements to Active Directory and Group Policy. This course covers new AD roles, such as RODC, new AD functional levels, new Group Policy features, and ADMX files.	eLearning

EL3756	Windows Server 2008 Management and Delegation	Many new features have been introduced with Windows Server 2008 that make managing servers easier. The new Server Manager is an MMC console that integrates several management tools into a single intuitive interface and Windows	eLearning
EL3757	Managing File Servers and Data Provisioning in Windows Server 2008	Using Windows Server 2008, you have the ability to share files and folders immediately after deployment without any special configuration. However, to optimize sharing and access more granular file sharing tools, the File Services role should be added.	eLearning
EL3758	Windows Server 2008 Application Server Management and Application Provisioning	Windows Server 2008 builds on previous Windows Server Terminal Services capability and adds an all new and powerful virtualization hypervisor layer - Hyper-V. This course covers Terminal Services Web Access,	eLearning
EL3759	Windows Server 2008 Application Servers and Services	The Windows Server 2008 Application Server role provides an environment for deploying and running server based applications. This course covers installation and configuration of the Application Server role and Microsoft System Center family of products –	eLearning
EL3760	Patch Management and Securing and Monitoring Servers in Windows Server 2008	Developing an effective patch management strategy is critical in situations where there are many different operating systems with varying update requirements. This, along with monitoring the security and performance of business-critical servers,	eLearning
EL3761	Certificate Services, SANs, and High Availability in Windows Server 2008	Active Directory Certificate Services is a built-in Certificate Authority that is included with Windows Server 2008. Certificate Authorities are responsible for issuing certificates that validate the identity of users	eLearning
EL3762	Accessing Windows Networks Remotely in Windows Server 2008	One of the toughest challenges for a Network Administrator is protecting the network while accommodating a growing number of users that require remote access network connections.	eLearning

EL3763	Windows Server 2008 Backup and Recovery	Backing up and recovering data are two of the most important tasks that an administrator performs. A proper backup and recovery plan will ensure that data is not lost in the event of a system failure and applications and services will remain available.	eLearning
EL3764	Planning Name Resolution and IP Addressing in Microsoft Windows Server 2008	Enterprise administrators are involved in various aspects of infrastructure design. One of these areas includes planning the IP addressing scheme and name resolution strategy.	eLearning
EL3765	Network Access in Microsoft Windows Server 2008	When planning the enterprise infrastructure, it is important to consider the needs of external users and clients to access the corporate domain, resources, and services.	eLearning
EL3766	Application Access and Delivery in Microsoft Windows Server 2008	One of the administrative tasks to consider when making network design and infrastructure plans is the business's requirements for application availability, deployment, and management.	eLearning
EL3767	Server and Application Virtualization in Microsoft Windows Server 2008	Enterprise Administrators must be knowledgeable about the features and benefits virtualization technologies have to offer and how these technologies can help them reduce costs and administrative resources.	eLearning
EL3768	Designing the Active Directory Infrastructure in Microsoft Windows Server 2008	The enterprise administrator involved in the design or restructuring of a Windows Server 2008 Active Directory infrastructure must have a good understanding of the Active Directory Directory Services (AD DS) – both the logical and physical components.	eLearning
EL3769	Active Directory Administration in Microsoft Windows Server 2008	Planning and implementing an enterprise administrative structure and an enterprise Group Policy strategy are tasks that are of utmost importance to an Enterprise Administrator	eLearning
EL3770	Existing Infrastructures and Branch Deployments in Microsoft Windows Server 2008	Many design projects facing an enterprise administrator involve an existing server and network services infrastructure, which need to be evaluated to determine the best options for upgrade or migration.	eLearning

EL3771	The Certificate Services Infrastructure in Microsoft Windows Server 2008	Design projects involving the addition or migration of a Public Key Infrastructure (PKI) and Windows Server 2008 Active Directory Certificate Services (AD CS) can be very challenging for the enterprise administrator and IT support team.	eLearning
EL3772	Software Updates and Compliance Management in Microsoft Windows Server 2008	One aspect that should not be overlooked when planning an infrastructure is the requirement for patch management and system compliance.	eLearning
EL3773	Designing Data Security and High Availability in Microsoft Windows Server 2008	Enterprise administrators should understand the Windows Server 2008 features that they can implement to increase system and data availability.	eLearning
EL3774	Active Directory Domain Services in Windows Server 2008 R2	Windows Server 2008 R2 is the 2009 refresh of Microsoft's Windows Server product. This R2 release introduces improvements to existing features as well as the addition of new functionality.	eLearning
EL3775	Access Control in Windows Server 2008 R2	Windows Server 2008 R2 has improved on a number of access control features introduced in Windows Server 2008 and also provides some new functionality.	eLearning
EL3776	Management Improvements in Windows Server 2008 R2	Windows Server 2008 R2 offers a number of improved as well as new features, especially in the area of management, virtualization, and server availability. This course begins with a focus on new management capabilities provided by Server Manager	eLearning
EL3777	Improvements to Role Services in Windows Server 2008 R2	Windows Server 2008 introduced the compartmentalization of server functions into server roles and role services and presented Server Manager as a convenient, central location for installation and administration of those roles.	eLearning
EL3778	Microsoft Exchange Server 2013 - Core Solutions: Deployment	Exchange Server 2013 is Microsoft's latest release of their popular messaging and communications server. A variety of features have been added or expanded upon with this release, most notably the consolidation of server roles.	eLearning

EL3779	Microsoft Exchange Server 2013 - Core Solutions: Client Access Servers	Microsoft Exchange Server 2013 consists of two server roles: the Client Access server and the Mailbox server. This course covers the architectural changes that are new in Exchange Server 2013,	eLearning
EL3780	Microsoft Exchange Server 2013 - Core Solutions: Configuring Mobile Connectivity	Exchange Server 2013 supports a number of different methods that a user can implement to connect to their mailbox. Whether they are on their computer or using a mobile device there will be a supported way to access email.	eLearning
EL3781	Microsoft Exchange Server 2013 - Core Solutions: Message Transport	Microsoft Exchange Server 2013 relies on a variety of components and services to ensure reliable message transport.	eLearning
EL3782	Microsoft Exchange Server 2013 - Core Solutions: Access Control	Microsoft Exchange Server 2013 provides a variety of methods for administering Active Directory and Exchange Server in the same environment.	eLearning
EL3783	Microsoft Windows Server 2008 R2 Hyper-V: Introduction and Planning Overview	Virtualization uses software to create a virtual machine (VM) which emulates a physical computer. It allows for the optimization of server hardware by consolidating multiple physical servers,	eLearning
EL3784	Microsoft Windows Server 2008 R2 Hyper-V: Installing Hyper-V	There are a number of deployment methods available when configuring Windows Server 2008 for Hyper-V, and it is important to be able to determine which deployment option for use within your environment.	eLearning
EL3785	Microsoft Windows Server 2008 R2 Hyper-V: Manage & Optimize the Hyper-V Server	Virtual Hard Disk, or VHDs are the basic unit of Hyper-V virtualization and they can be implemented in various ways.	eLearning
EL3786	Microsoft Windows Server 2008 R2 Hyper-V: Networking and Remote Administration	Virtual Machines (VMs) in a Hyper-V system connect to a virtual network, which can then allow access to external network resources. Internal, external and private are the three main types of virtual network.	eLearning

EL3787	Microsoft Windows Server 2008 R2 Hyper-V: Migration, Creation, and Management	When making the move to Microsoft Windows Server Hyper-V a migration plan needs to be put in place so that the machines in a physical machine environment can be successfully migrated to a virtual environment.	eLearning
EL3788	Microsoft Windows Server 2008 R2 Hyper-V: Deploying VMs Using Templates	When planning a virtual machine deployment within an enterprise environment where multiple virtual machines will be configured, creating each one from scratch can be time consuming.	eLearning
EL3789	Microsoft Windows Server 2008 R2 Hyper-V: High Availability and Recoverability	Virtual Machine (VM) snapshots enable you to revert a VM to a previous state. A Hyper-V snapshot contains all the state information for a running host VM and use differencing disk AVHD files that reference the original	eLearning
EL3790	Microsoft Windows Server 2008 R2 Hyper-V: Implementing Remote Desktop Services	Remote Desktop Services is a server role in Windows Server 2008 R2 that provides technologies that enable users to access Windows-based programs or a full Windows Desktops that are hosted on a Remote Desktop Session Host (RD Session Host) server	eLearning
EL3791	Microsoft Windows Server 2008 R2 Hyper-V: Remote Desktop Virtualization Roles	The different remote desktop service roles provide a wide range of functionality to remote clients and as a system administrator, it is important to understand the different service roles and their functionality.	eLearning
EL3792	Microsoft Windows Server 2008 R2 Hyper-V: Monitoring and Managing Environments	As a system administrator, it is important to be able to monitor and manage the virtual environments. The System Center family of products can be used to manage and monitor medium- to large-scale Windows client	eLearning
EL3793	Oracle Application Server 10g: Introduction	To provide an introduction to OracleAS architecture, components, and installation options	eLearning
EL3794	Oracle Application Server 10g: Infrastructure and Middle Tier Installation	To demonstrate how to prepare for, execute, and verify OracleAS Infrastructure and Middle Tier installation	eLearning

EL3795	Oracle Application Server 10g: Management Tools and Oracle Internet Directory	To demonstrate how to use OracleAS management tools and manage the Oracle Internet Directory (OID)	eLearning
EL3796	Oracle Application Server 10g: General Management and Directives for the HTTP Server	To demonstrate how to perform general management of Oracle HTTP Server (OHS)	eLearning
EL3797	Oracle Application Server 10g: OracleAS Web Cache	To demonstrate how to administer and configure OracleAS Web Cache	eLearning
EL3798	Oracle Application Server 10g: OracleAS Portal	To demonstrate how to manage OracleAS Portal	eLearning
EL3799	Oracle Application Server 10g: mod_plsql, CGI Scripts, and Database Providers	To demonstrate how to configure mod_plsql, CGI-script execution, and database providers in OracleAS	eLearning
EL3800	Oracle Application Server 10g: Application Management and Deployment	To demonstrate how to manage and deploy applications in OracleAS	eLearning
EL3801	Oracle Application Server 10g: Component Administration in Oracle Internet Directory	To demonstrate how to configure Oracle Internet Directory (OID) components in OracleAS	eLearning
EL3802	Oracle Application Server 10g: DAS and SSO	To demonstrate how to manage users and groups with Delegated Administration Service (DAS) and administer the Single Sign-On feature of OracleAS	eLearning
EL3803	Oracle Application Server 10g: Component Security with SSL	To demonstrate how to manage wallets and certificates and configure components for SSL in OracleAS	eLearning
EL3804	Oracle Application Server 10g: Oracle Certificate Authority Management	To demonstrate how to manage Oracle Certificate Authority (OCA)	eLearning

EL3805	OracleAS 10g: Managing Customized Topologies and Distributing Infrastructure Components	To discuss common deployment topologies and to explain how to install and configure Oracle Application Server components to suit different needs	eLearning
EL3806	OracleAS 10g: High Availability	To explain high availability and its importance from the perspective of application servers and discuss the high availability features in Oracle Application Server at the OC4J level	eLearning
EL3807	OracleAS 10g: Managing and Configuring Clusters	To explain how to manage and configure clusters in OracleAS 10g	eLearning
EL3808	OracleAS 10g: Business Intelligence Component Management	To examine Business Intelligence components such as Oracle AS Discoverer and OracleAS Reports and to describe how to deploy reports and forms applications to OracleAS	eLearning
EL3809	OracleAS 10g: XML Applications, Web Services, and Monitoring	To describe how to deploy XML applications and web services with Oracle AS and to discuss the monitoring capabilities of Oracle Enterprise Manager Application Server Control	eLearning
EL3810	OracleAS 10g: Tuning and Reconfiguring the Middle Tier	To describe how to optimize the performance of Oracle Application Server components and to explain how to perform reconfiguration tasks in the Oracle Application Server middle tier and infrastructure	eLearning
EL3811	OracleAS 10g: Backup and Recovery	To explain how to perform backup and recovery procedures in OracleAS	eLearning
EL3812	Solaris 9 Installation and OpenBoot	To describe how to install the Solaris operating environment and OpenBoot firmware on a standalone system	eLearning
EL3813	Solaris 9 System Administration	To describe how to manage Solaris user accounts and processes and how to install and administer Solaris packages	eLearning
EL3814	Solaris 9 System Operations	To describe system operations in Solaris 9	eLearning
EL3815	Solaris 9 Device and File System Management	To explain how to manage devices, to describe the file systems that Solaris supports, and to explain how to create a backup strategy	eLearning

EL3816	Solaris 9 Management Tools	To explain the use of Solaris GUI management tools	eLearning
EL3817	Solaris 9 Security	To explain basic Solaris security and file access control	eLearning
EL3818	Solaris 9 Advanced Installation	To demonstrate how to use the advanced Solaris installation features	eLearning
EL3819	Solaris 9 Networking	To explain basic Solaris networking	eLearning
EL3820	Solaris 9 File Systems and Storage	To describe Solaris file systems and their use	eLearning
EL3821	Solaris 9 Naming Services	To explain the Solaris naming services and demonstrate how to use them	eLearning
EL3822	Solaris 9 Systems Supervision	To explain how to monitor and troubleshoot Solaris systems	eLearning
EL3823	UNIX User and Data Management	To demonstrate the core administrative functions of managing users, data, and software on UNIX systems	eLearning
EL3824	Deploying and Initializing UNIX Systems	To describe the maintenance and optimization of UNIX systems	eLearning
EL3825	Securing UNIX Systems	To describe how to implement and maintain UNIX networking	eLearning
EL3826	Networking and UNIX Name Resolution	To explain how to secure UNIX systems from local and remote security threats	eLearning
EL3827	Managing UNIX Clients	To explain how to manage UNIX clients	eLearning
EL3828	Administering UNIX Network Services	To introduce the administration of UNIX network services	eLearning
EL3829	UNIX Systems Management	To outline UNIX performance monitoring and disaster recovery strategies and techniques in UNIX	eLearning
EL3830	Introduction to UNIX	To introduce the UNIX operating system	eLearning
EL3831	UNIX System Architecture	To describe the core components of a UNIX system	eLearning
EL3832	UNIX Shell Scripting Basics	To explain how to create simple shell scripts using UNIX shell commands	eLearning
EL3833	UNIX Shell Scripting Tools	To explain how to use variables, operators, and text editing tools in UNIX shell scripts	eLearning

EL3834	Writing UNIX Shell Programs	To describe how to use flow control, incorporate user input in UNIX shell programs, and debug shell programs	eLearning
EL3835	Customizing the UNIX User Environment	To demonstrate how to customize the UNIX environment to suit user requirements	eLearning
EL3836	Working with UNIX Files and Directories	To demonstrate common UNIX commands and programs used to perform basic tasks involving files and directories	eLearning
EL3837	Working with UNIX Programs	To describe how to use UNIX programs and manage their execution	eLearning
EL3838	Text Editing and Printing in UNIX	To describe how to use the vi text editor and how to print documents	eLearning
EL3839	UNIX Fundamentals: Overview	UNIX is a computer operating system developed in 1969 by AT&T at Bell Labs and has evolved into many variants across a broad range of computing devices.	eLearning
EL3840	UNIX Fundamentals: Shell Scripting Basics	Developed in 1969 by AT&T at Bell Labs, UNIX has evolved to become a popular operating system used by individuals, companies, and organizations for diverse personal and commercial applications.	eLearning
EL3841	UNIX Fundamentals: Files and Directories	UNIX was Developed in 1969 by AT&T at Bell Labs and today is one of the most widely used OSes in the world.	eLearning
EL3842	UNIX Fundamentals: Security	An open-source system with many variants, UNIX is one of the most widely-used OSes in the world.	eLearning
EL3843	UNIX Fundamentals: Network Administration	An open-source system with many variants, UNIX is one of the most widely used OSes in the world.	eLearning
EL3844	Junior Level LPIC-1 Exam 101: Linux System Architecture	The basis of Linux System administration starts with understanding the hardware that makes up the system and how to install and configure it.	eLearning
EL3845	Junior Level LPIC-1 Exam 101: Linux Installation	Before an installation of a Linux operating system can take place, decisions regarding the design and layout of hard disks need to be made.	eLearning

EL3846	Junior Level LPIC-1 Exam 101: Linux Package Management	Package management systems are used for installing, uninstalling, and upgrading software in Linux. This course describes the most common package management systems - dpkg, which is the system used with Debian packages, rpm	eLearning
EL3847	Junior Level LPIC-1 Exam 101: Unix Command Line	As Linux is based on Unix, historically most of the administration was done at the command line. While GUI interfaces are common now in Linux distributions, the CLI is still heavily used.	eLearning
EL3848	Junior Level LPIC-1 Exam 101: File Management and Redirects	Linux provides comprehensive file management capabilities from the command line. The use of streams, piping, and redirection greatly add to the power and flexibility of the command line.	eLearning
EL3849	Junior Level LPIC-1 Exam 101: Process Management	An important part of Linux system management is knowing why and how to prioritize and manage processes. This course covers the concepts of process management and the tools available in Linux.	eLearning
EL3850	Junior Level LPIC-1 Exam 101: Working With Text Files	Regular expressions in Linux provide the means to search for and match strings of text in text files. sed is a Linux utility for working with text files non-interactively, and vi is a utility for working with text files interactively.	eLearning
EL3851	Junior Level LPIC-1 Exam 101: Partitions and File Systems	Managing filesystems is an integral part of Linux administration. A filesystem in Linux isn't useful until it is mounted and because media devices such as optical and USB drives are considered distinct filesystem,	eLearning
EL3852	Junior Level LPIC-1 Exam 101: File and Storage Administration	As an inherently multi-user system, Linux requires a way to manage disk usage by different users, and does so through quotas.	eLearning
EL3853	Junior Level LPIC-1 Exam 102: Customize and Use the Linux Shell Environment	The Linux shell is completely scriptable, giving great flexibility to administration through the command-line. Scripts can contain loops and conditional statements.	eLearning
EL3854	Junior Level LPIC-1 Exam 102: User Interfaces and Desktops	Most operating systems provide a way for the user to easily interact with them through the use of a graphical user interface	eLearning

		(GUI).	
EL3855	Junior Level LPIC-1 Exam 102: Manage Users and Groups Accounts and Jobs in Linux	User and group account management is part of the day to day responsibility of many Linux system administrators. Linux has a very flexible set of tools built in for scheduling tasks and jobs.	eLearning
EL3856	Junior Level LPIC-1 Exam 102: Essential Linux System Services	Linux system time can be set per machine or NTP can be used to synchronize time over a number of machines. System logging in Linux is handled by syslogd.	eLearning
EL3857	Junior Level LPIC-1 Exam 102: Linux Networking Fundamentals	All Linux networking is built on the TCP/IP stack. This course covers IP configuration, the transport protocols TCP and UDP, and a discussion of IPv4 vs IPv6. It also covers the configuration of TCP/IP on the host, and configuring network interfaces.	eLearning
EL3858	Junior Level LPIC-1 Exam 102: Basic Linux network troubleshooting	To troubleshoot Linux network problems, you need to know how to configure and view routing interfaces, and how to use the wide array of network troubleshooting tools.	eLearning
EL3859	Junior Level LPIC-1 Exam 102: Linux Security	With the rise of the Internet and the increasing interconnectedness of computers, security is a critical part of Linux administration. This course covers auditing, passwords and user limits.	eLearning
EL3860	Junior Level LPIC-1 Exam 102: Linux Encryption	An important part of a Linux security strategy is to secure data at rest and in transit using encryption. This course covers the use of SSH, port tunnels (including X11 tunnels) and GnuPG.	eLearning
EL3861	Managing Resource Utilization in Linux	As a Linux administrator, the systems you manage will be used by a number of clients playing varying requirements on the resources of your server.	eLearning
EL3862	Linux User Notification and Device Management	Because Linux and UNIX were designed from inception as multi-user operating systems, there is often the need for a system administrator to provide information about system status and future availability to all users.	eLearning

EL3863	E-mail and Security in Linux	Linux has networking and system security as two of its fundamental design goals. Linux functions as the e-mail server for a large number of businesses and organizations.	eLearning
EL3864	Linux Kernel Compilation and Linux Startup	As a Linux System Administrator, you may find that there are times you need to update or customize your Linux kernel for new features, bugfixes, or optimal performance.	eLearning
EL3865	Linux File Sharing and Filesystem Management	As a Linux System Administrator, managing, protecting, and proving access to the files and data of your users is paramount.	eLearning
EL3866	Linux Network Configuration	As a Linux System Administrator, you will need to setup and configure network clients and DNS services. This course covers the tasks involved in basic and advanced options for configuring Linux network clients and DNS services.	eLearning
EL3867	Booting Linux and Installing Applications from Source	As a Linux System Administrator you'll sometimes require a specific piece of software, or specific version of software that is not available as a binary from your Linux distribution's repository.	eLearning
EL3868	Linux Network Services	As a Linux System Administrator, configuring servers to provide services and improve the work environment for your users is a common task.	eLearning
EL3869	Linux System Maintenance and Hardware Configuration	As a Linux System Administrator, you will need to add and configure hardware within your servers.	eLearning
EL3870	Linux Security	As a Linux System Administrator, the security of your systems and the information on them is of utmost importance.	eLearning
EL3871	Linux System Troubleshooting	As a Linux System Administrator, you will encounter times when for various reasons your system isn't behaving as it should.	eLearning
EL3872	Virtualization with VMware: An Overview	Virtualization has become increasingly desirable in today's IT infrastructures. Companies from small start-ups to enterprise environments are turning to virtualization, not only for testing, but also for full production environments now.	eLearning

EL3873	VMware Desktop Overview	Desktop operating systems are at the forefront of most offices today. VMware desktop virtualization technologies allow for multiple operating systems to be run on a single physical computer.	eLearning
EL3874	VMware Server Overview	Virtualization allows multiple, resource-intensive applications to be run on one physical system.	eLearning
EL3875	VMware Datacenter Overview	Virtual environments have gone past the single machine, and now can be created to represent entire corporate infrastructures, allowing for a much smaller hardware footprint, and thus saving companies a great deal of money.	eLearning
EL3876	VMware Workstation 7: Getting started with Virtual Machines	This course provides a look at the skills involved in getting started with the creation and configuration of virtual machines using VMware Workstation.	eLearning
EL3877	VMware Workstation 7: Managing Virtual Machines	This course explores the features and tasks involved in administering VMware Workstation and hosted virtual machines.	eLearning
EL3878	VMware vSphere 5 - Part 2: VSphere Clustering	Ensuring High-Availability, fault tolerance, and business continuity is a key part of virtualization that is often overlooked or considered after the fact. In fact, it is as important as configuring storage devices and setting up virtual networking.	eLearning
EL3879	VMware vSphere 5 - Part 2: High Availability and Fault Tolerance	High Availability (HA) is a popular feature within vSphere. In many cases, the lack of High Availability is the key argument used against virtualization.	eLearning
EL3880	VMware vSphere 5 - Part 2: Processor and Resource Management	The idea that we can take a single physical server and host many VMs has a great deal of value in today's dynamic datacenter environments. However, there are limits to how many VMs can run on a VMware ESXi host.	eLearning
EL3881	VMware vSphere 5 - Part 2: DRS, Resource Pools, and vApps	vSphere Distributed Resource Scheduler (DRS) builds on the idea of manually balancing loads across ESXi hosts and turns it into a way of automatically balancing resource utilization load across groups of ESXi hosts.	eLearning

EL3882	VMware vSphere 5 - Part 2: Logging and Performance	vCenter Server provides some useful new features for monitoring your VMs and hosts. Expanded performance views and charts, and increased numbers and types of alarms available by default make it much easier to manage and monitor	eLearning
EL3883	VMware vSphere 5 - Part 2: vSphere Security	Security is a vital consideration when setting up and managing a vSphere environment. Like most other areas of security within information technology, securing a vSphere environment means securing several different components of vSphere.	eLearning
EL3884	VMware vSphere 5 - Part 2: Securing Hosts, Internal Components, Certificate Use	In addition to securing against external threats you must also work to mitigate threats against the internal network components such as vLANs, switches, and iSCSI traffic within your vSphere Environment.	eLearning
EL3885	VMware vSphere 5 - Part 2: Host Profiles, Update Manager, and Auto Deploy	Host Profiles, Update Manager, and Auto Deploy allow you to automate several configurations for ESXi hosts, VM's, and vCenter Server.	eLearning
EL3886	VMware vSphere 5 - Part 2: vCenter Server Appliance Deployments and Upgrades	A vCenter Server Appliance, or VCSA is a Linux-based appliance that can be downloaded and installed on an ESXi host that will allow the move away from traditional Windows-based installs.	eLearning
EL3887	VMware vSphere 5 - Part 2: Upgrading Hosts and Virtual Machines	When planning host upgrades there is some pre-migration prep work that should be considered. This course explains the prep work involved and all of the items required before completing ESXi upgrades to ESXi 5.	eLearning
EL3888	VMware vSphere 5 – Datacenter Design: Introducing vSphere Design Fundamentals	In order to design and integrate VMware solutions into the enterprise virtualized environments, it is important to have an understanding of the overall design process and framework.	eLearning
EL3889	VMware vSphere 5 – Datacenter Design: Creating vSphere Conceptual and Logical Designs	The first step in developing a vSphere design is creating a conceptual design. The purpose of the conceptual design is to provide a high level outline of all business requirements and components.	eLearning

EL3890	VMware vSphere 5 – Datacenter Design: vSphere Network and Storage Design	The logical design captures business, service, availability, manageability, performance, recovery and security requirements. Once this is created, we can start to work on the physical design.	eLearning
EL3891	VMware vSphere 5 - Datacenter Design VMs, Management, and Implementation	After the vSphere network and storage designs have been completed the appropriate amount of compute resources for our physical design can be determined.	eLearning
EL3892	VMware vSphere 5 - Part 1: Introduction to Virtualization	One of the biggest developments in IT infrastructure management is the emergence of server virtualization. Virtualization is well suited for most business applications and is widely in use for all but the most demanding workloads.	eLearning
EL3893	VMware vSphere 5 - Part 1: vCenter Server Installation	In the majority of today's information systems, the client-server architecture is king.	eLearning
EL3894	VMware vSphere 5 - Part 1: vSphere Client and vCenter Server Configuration	vCenter Server provides a centralized management framework for VMware ESXi hosts, but it's vSphere Client where vSphere administrators will spend most of their time.	eLearning
EL3895	VMware vSphere 5 - Part 1: ESXi Installation and Configuration	As of the 5.0 release, vSphere no longer includes ESX. In previous versions of vSphere, users had to choose between using ESX - with the full Linux-based Service Console	eLearning
EL3896	VMware vSphere 5 – Part 1: vCenter Server Inventory	vCenter Server's configuration and management capabilities include features such as VM templates, VM customization, rapid provisioning and deployment of VMs, role-based access controls, and fine-grained resource allocation controls.	eLearning
EL3897	VMware vSphere 5 - Part 1: vCenter Server Administration	On a scale of 1 to 10 in importance, security should always rate close to a 10 in setting up and managing a vSphere environment.	eLearning
EL3898	VMware vSphere 5 - Part 1: vCenter Server Management	VMware vCenter Server provides several built-in options that allow you to manage your environment.	eLearning
EL3899	VMware vSphere 5 - Part 1: Creating Virtual Machines	Creating virtual machines is a core part of using VMware vSphere, and VMware has made the process as easy and straightforward as possible.	eLearning

EL3900	VMware vSphere 5 - Part 1: Configuring and Managing Virtual Machines	Just as physical machines require hardware upgrades or changes, a VM might require virtual hardware upgrades or changes to meet changing performance demands. Once a VM has been created, the vSphere Client makes it easy to manage the VM.	eLearning
EL3901	VMware vSphere 5 - Part 1: An Overview of Virtual Network Creation	Virtual networking within ESXi is a key area for every vSphere administrator to understand.	eLearning
EL3902	VMware vSphere 5 - Part 1: Configuring and Managing Virtual Networks	As a vSphere administrator, there are various options available to you when configuring vSphere standard and distributed switches.	eLearning
EL3903	VMware vSphere 5 - Part 1: Introduction to vSphere Storage Concepts	The storage infrastructure supporting VMware vSphere has always been a critical element of any virtual infrastructure, and good storage design is critical for anyone building a virtual datacenter.	eLearning
EL3904	VMware vSphere 5 – Part 1: Storage Configuration and Management	After a shared storage platform is selected, vSphere needs a storage network configured. Design choices for shared resources such as networking and storage can sometimes make the difference between virtualization success and failure.	eLearning
EL3905	Mentoring 70-640 TS: Windows Server 2008 Active Directory, Configuring	SkillsSoft Mentors are available to help students with their studies for exam 70-640 TS: Windows Server 2008 Active Directory, Configuring*. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3906	Mentoring 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	Skillssoft Mentors are available to help students with their studies for exam 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3907	Mentoring 70-646 PRO: Windows Server 2008, Server Administrator	SkillsSoft Mentors are available to help students with their studies for exam 70-646 PRO: Windows Server 2008, Server Administrator. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning

EL3908	Mentoring 70-647 Pro: Windows Server 2008, Enterprise Administrator	SkillSoft Mentors are available to help students with their studies for exam 70-647 PRO: Windows Server 2008, Enterprise Administrator. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3909	Mentoring 70-680 TS: Windows 7, Configuring	SkillSoft Mentors are available to help students with their studies for exam 70-680 TS: Windows 7, Configuring. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3910	Mentoring 70-686 PRO: Windows 7, Enterprise Desktop Administrator	SkillSoft Mentors are available to help students with their studies for exam 70-686 PRO: Windows 7, Enterprise Desktop Administrator. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3911	Mentoring SK0-003 Server+	SkillSoft Mentors are available to help students with their studies for exam SK0-003 Server+. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3912	Mentoring 70-685 PRO: Windows 7, Enterprise Desktop Support Technician	SkillSoft Mentors are available to help students with their studies for exam 70-685 PRO: Windows 7, Enterprise Desktop Support Technician. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3913	Mentoring 70-668 PRO: Microsoft SharePoint 2010, Administrator	Skillsoft Mentors are available to help students with their studies for exam 70-668 PRO: Microsoft SharePoint 2010, Administrator*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3914	Mentoring 70-667 TS: Microsoft SharePoint 2010, Configuring	Skillsoft Mentors are available to help students with their studies for exam 70-667 TS: Microsoft SharePoint 2010, Configuring*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL3915	Mentoring LX0-101 Linux+ Powered by LPI Exam 1	SkillSoft Mentors are available to help students with their studies for exam LX0-101 Linux+ Powered by LPI Exam 1. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3916	Mentoring LX0-102 Linux+ Powered by LPI Exam 2	SkillSoft Mentors are available to help students with their studies for exam LX0-102 Linux+ Powered by LPI Exam 2. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3917	Mentoring 70-662 TS: Microsoft Exchange Server 2010, Configuring	SkillSoft Mentors are available to help students with their studies for exam 70-662 TS: Microsoft Exchange Server 2010, Configuring. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL3918	Mentoring VMware: Datacenter Virtualization with vSphere 5 - Part 2	Skillsoft Mentors are available to help students with their studies for VMware: Datacenter Virtualization with vSphere 5 - Part 2. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3919	Mentoring 220-801 CompTIA A+	Skillsoft Mentors are available to help students with their studies for exam 220-801 CompTIA A+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3920	Mentoring 220-802 CompTIA A+	Skillsoft Mentors are available to help students with their studies for exam 220-802 CompTIA A+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3921	Mentoring 70-687 Configuring Windows 8.1	Skillsoft Mentors are available to help students with their studies for exam 70-687 Configuring Windows 8.1. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL3922	Mentoring 70-410 Installing and Configuring Windows Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-410 Installing and Configuring Windows Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3923	Mentoring 70-461 Querying Microsoft SQL Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-461 Querying Microsoft SQL Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3924	Mentoring 70-411 Administering Windows Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-411 Administering Windows Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3925	Mentoring 70-412 Configuring Advanced Windows Server 2012 Services	Skillsoft Mentors are available to help students with their studies for exam 70-412 Configuring Advanced Windows Server 2012 Services. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3926	Mentoring 70-688	Skillsoft Mentors are available to help students with their studies for exam 70-688 Supporting Windows 8.1. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL3927	TestPrep 70-688 Supporting Windows 8.1	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3928	Mentoring VMware Certified Professional 5, Data Center Virtualization (VCP5-DCV)	Skillsoft Mentors are available to help students with their studies for the VMware Certified Professional 5, Data Center Virtualization (VCP5-DCV) exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL3929	TestPrep 70-640 TS: Windows Server 2008 Active Directory, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3930	TestPrep 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning
EL3931	TestPrep 70-680 TS: Windows 7, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL3932	TestPrep SK0-003 Server+	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3933	TestPrep 70-686 PRO: Windows 7, Enterprise Desktop Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL3934	TestPrep 70-685 PRO: Windows 7, Enterprise Desktop Support Technician	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3935	TestPrep 70-647 PRO: Windows Server 2008, Enterprise Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3936	TestPrep 70-646 PRO: Windows Server 2008, Server Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3937	TestPrep 70-667 TS: Microsoft SharePoint 2010, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning
EL3938	TestPrep 70-668 PRO: Microsoft SharePoint 2010, Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning

EL3939	TestPrep LX0-101 Linux+ Powered by LPI Exam 1	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3940	TestPrep LX0-102 Linux+ Powered by LPI Exam 2	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3941	TestPrep 70-662 TS: Microsoft Exchange Server 2010, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3942	TestPrep 220-801 CompTIA A+	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3943	TestPrep 220-802 CompTIA A+	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3944	TestPrep 70-411 Administering Windows Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3945	TestPrep 70-410 Installing and Configuring Windows Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3946	TestPrep 70-412 Configuring Advanced Windows Server 2012 Services	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL3947	TestPrep 70-687 Configuring Windows 8.1	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL3948	Social Networking for Users	A social networking service is an online service used to build networks of people often with a common interest or goal. The networks reflect networks of people in the real world.	eLearning
EL3949	CompTIA Network+ 2012: Network Media and Topologies Part 1	The choice of network media depends on a number of factors. Speed and bandwidth requirements and budgets are probably the two main considerations, although the site itself can play a part.	eLearning
EL3950	CompTIA Network+ 2012: Network Media and Topologies Part 2	There are a number of technologies involved in the delivery of Internet and network services.	eLearning
EL3951	CompTIA Network+ 2012: Network Management	Managing, monitoring, and troubleshooting are the routine tasks performed on every network regardless of its size.	eLearning
EL3952	CompTIA Network+ 2012: Network Security Part 1	A network's security is only as strong as the security of its individual systems. Before connecting individual computers to the network, you need to ensure that the computers are secured using proper security mechanisms.	eLearning
EL3953	CompTIA Network+ 2012: Network Security Part 2	Security is a concern of everyone from the home user to the network administrator of a large enterprise. Although the threats and mitigation of threats are similar for both, the scale in which protections and solutions need to be applied is not.	eLearning
EL3954	CompTIA Network+ 2012: Network Security Part 3	Firewalls are a critical part of the defense of all PCs and networks. Firewalls can be either software- or hardware-based, but all firewalls are intended to restrict the connections and types of connection into and out of a host or network.	eLearning
EL3955	CompTIA Security+ 2011: Control Fundamentals and Security Threats	Understanding the types of threats that exist in an IT infrastructure is incredibly important when you are attempting to control access to network assets and secure an internetwork environment.	eLearning
EL3956	CompTIA Security+ 2011: Network Protocols, Attacks, and Defenses	Network security professionals must have a firm understanding of the transport mechanisms and attacks faced by traffic entering and exiting a network environment.	eLearning

EL3957	CompTIA Security+ 2011: Securing Networks and Performing Security Assessments	Security professionals must be able to create secure networking environments using appropriate tools and techniques while also being able to test existing network environments for security weaknesses.	eLearning
EL3958	CompTIA Security+ 2011: Network and System Security Mechanisms	Security professionals must understand the hardware and software mechanisms that can be used to secure a network environment.	eLearning
EL3959	CompTIA Security+ 2011: Remote Access and Wireless Security	Security professionals are increasingly being made responsible for securing remote and wireless environments.	eLearning
EL3960	CompTIA Security+ 2011: Authentication, Biometrics, and Security Controls	Security mechanisms and account management are important parts of creating a secure networking environment.	eLearning
EL3961	CompTIA Security+ 2011: Securing the IT Environment	Securing the networking environment is the most important job role that a Security specialist will perform.	eLearning
EL3962	CompTIA Security+ 2011: Cryptography and Public Key Infrastructures	Guaranteeing end-to-end security in communication, document, and database infrastructures is incredibly important in internetworking environments.	eLearning
EL3963	CompTIA Security+ 2011: Securing Applications, Virtualization, & Cloud Computing	Web servers, web applications, virtualization, and cloud computing are becoming standard parts of corporate infrastructures.	eLearning
EL3964	CompTIA Security+ 2011: BC, DR, Security Training, and Forensics	Business continuity, disaster recovery, and computer forensics go hand in hand when a security professional trains on ways to create, maintain, and repair network security.	eLearning
EL3965	Mobile IP	To identify the critical components of Mobile IP and recognize how the protocol operates	eLearning
EL3966	IP Mobility	To differentiate between macromobility and micromobility protocols and between various micromobility protocols such as HAWAII and cellular IP	eLearning

EL3967	Digital Payments	To identify the main components of Internet commerce payment systems and to recognize new and recently outdated payment trends	eLearning
EL3968	SNMP, MIBs, and RMON	To identify the methods by which data is collected and distributed for network management and the form that those messages take	eLearning
EL3969	IPv6	To introduce IPv6, explain its features, and discuss how it can be implemented	eLearning
EL3970	LDAP Fundamentals	To introduce LDAP and directory services	eLearning
EL3971	Designing and Maintaining LDAP Directory Services	To outline the maintenance practices of LDAP	eLearning
EL3972	Beyond 3G (B3G)	To describe B3G technologies	eLearning
EL3973	4G Communication Systems	To explain the elements of 4G communication systems	eLearning
EL3974	4G Implementations	To outline 4G wireless networks and applications	eLearning
EL3975	Non-Cellular Wireless Technology	To explain non-cellular wireless technology	eLearning
EL3976	RFID Technology and Business Applications	To recognize the applications of RFID technology, how it operates, the function of the EPCglobal Network, and determine how to implement RFID in an organization based on business and deployment issues	eLearning
EL3977	RFID: Applications Management	To recognize how RFID technology can be used in various industries and analyze RFID applications management programs	eLearning
EL3978	PSTN and VoIP Fundamentals	The history of telephony begins with the public switched telephone network (PSTN), which is the worldwide circuit-switched telephone network made up of public and private networks.	eLearning
EL3979	VoIP Technologies	There are a variety of technologies required to make VoIP work. Standards, protocols, and devices all need to be voice capable and, in many instances, compatible with both third-party devices and the PSTN.	eLearning

EL3980	VoIP Quality and Security	With the proliferation of VoIP in both the home and business environments, concerns such as quality of service and security are being given more attention.	eLearning
EL3981	SSCP Domain: Access Controls	With the increasing growth of the Internet and networks in general being used for business, security is an important issue.	eLearning
EL3982	SSCP Domain: Cryptography	In modern business and IT, keeping information secure and/or proving from where it originated can be key aspects of success.	eLearning
EL3983	SSCP Domain: Malicious Code	In the modern world of computing, malicious code is becoming commonplace. Organizations and individuals must protect themselves from these attacks.	eLearning
EL3984	SSCP Domain: Monitoring and Analysis Part 1	Current business practices demand a certain amount of due diligence with regards to keeping track of system events pertaining to security.	eLearning
EL3985	SSCP Domain: Monitoring and Analysis Part 2	Current business practices demand a certain amount of due diligence with regards to keeping track of system events pertaining to security.	eLearning
EL3986	SSCP Domain : Networks and Telecommunications Part 1	In the fast paced business world of today, secure and reliable communication within your corporation and with outside networks is mandatory.	eLearning
EL3987	SSCP Domain : Networks and Telecommunications Part 2	In the fast paced business world of today, secure and reliable communication within your corporation and with outside networks is mandatory.	eLearning
EL3988	SSCP Domain : Security Operations and Administration Part 1	Information is often at the core of business, and maintaining the security of that information in the digital age is of utmost importance.	eLearning
EL3989	SSCP Domain : Security Operations and Administration Part 2	Information is often at the core of business, and maintaining the security of that information in the digital age is of utmost importance.	eLearning

EL3990	SSCP Domain: Security Operations and Administration Part 3	Information is often at the core of business, and maintaining the security of that information in the digital age is of utmost importance.	eLearning
EL3991	SSCP Domain : Risk, Response, and Recovery	With more and more business success relying on secure and guaranteed access to data, having plans and policies in place to manage risks and recover from disasters is pivotal.	eLearning
EL3992	CISA Domain: The Process of Auditing Information Systems - Part 1	Auditing Information Systems has become an integral part of business management in both big and small corporate environments.	eLearning
EL3993	CISA Domain: The Process of Auditing Information Systems - Part 2	While performing audits, it is extremely important to classify audit information and to evaluate and document both the controls used and the outcomes of all parts of the audit process.	eLearning
EL3994	CISA Domain: Governance and Management of IT - Part 1	IS Governance is an incredibly important part of IS security. Management and monitoring of resources are built into the audit process and the CISA must be aware of the role they will play in the process.	eLearning
EL3995	CISA Domain: Governance and Management of IT - Part 2	Information Security Management Practices should adhere to the business goals of an organization, aligning to the objectives that management set down for company improvement.	eLearning
EL3996	CISA Domain: IS Acquisition, Development, and Implementation - Part 1	The acquisition, development, and management of business projects are important in all information systems builds.	eLearning
EL3997	CISA Domain: IS Acquisition, Development and Implementation - Part 2	Business Application Systems play a substantial role in many corporate infrastructures today. This course examines the role of the auditor in environments where business application systems and agile development systems are being used.	eLearning

EL3998	CISA Domain: IS Operations, Maintenance and Support - Part 1	Auditing IS functions must take the hardware and infrastructure resources into account. This course examines IS operation and how it is managed along with IS hardware, and the various components that need to be monitored and audited.	eLearning
EL3999	CISA Domain: IS Operations, Maintenance, and Support - Part 2	Enterprise network infrastructures and architectures are an integral part of enterprise environments today and are widely unknown to most users.	eLearning
EL4000	ENV Triggers-Historical Study	TxDOT spends a large amount of time and money planning and developing construction and/or maintenance projects. Part of this planning effort is dedicated to deciding what environmental rules and regulations apply to the proposed p	eLearning
EL4001	BCE (Blanket Categorical Exclusion)	What is BCE (Blanket Categorical Exclusion)? The proposed module describes what a Blanket Categorical Exclusion (BCE) is in relation to the National Environmental Policy Act (NEPA) and how it all relates to TxDOT's construction	eLearning
EL4002	ENV Reports Training - Archeology	Environmental reports are any documented evidence that a detailed and appropriate study and/or review was conducted for an environmental function. These reports should not be confused with NEPA documentation, yet should be viewed	eLearning
EL4003	ENV Reports Trng - Noise	This Spill Prevention and Control course provides information about hazardous materials; spill control, and confinement methods. The intent of the course is to provide the learner with information about the safe handling, movement and storage of hazardou	eLearning
EL4005	NEPA Documentation Training - Community Impacts	NEPA documentation, related to a particular discipline, is the information required in the NEPA document to adequately address that particular discipline. The NEPA document sho	eLearning

EL4006	ENV Reports Training - Community Impacts	Environmental reports are any documented evidence that a detailed and appropriate study and/or review was conducted for an environmental function. These reports should not be confused with NEPA documentation, yet should be viewed	eLearning
EL4008	PA between FHWA/TxDOT-CE's	The Federal Highway Administration (FHWA) and the Texas Department of Transportation (TxDOT) entered into a Programmatic Agreement (PA) in 2011 to clarify the review and approval of NEPS Categorical Exclusions(CE). This course is	eLearning
EL4009	ENV Predecessor Historic Study	ENV Predecessor-Historical Studies The course defines the information required (predecessors) to start historical processes. Knowing when an environmental process can begin and knowing what information is required to start the pr	eLearning
EL4012	NEPA Documentation - Archeology	NEPA documentation, related to a particular discipline, is the information required in the NEPA document to adequately address that particular discipline. The NEPA document should be a summation of	eLearning
EL4013	ENV NEPA Documentation Training - Noise	NEPA documentation, related to a particular discipline, is the information required in the NEPA document to adequately address that particular discipline. The NEPA document should be a summation of	eLearning
EL4015	Air Quality Laws, Regulations and Policy	Air Quality Laws, Regulations, and Policies. This training provides a brief overview of environmental laws, rules, regulations, and key policies addressing air quality issues and analysis.	eLearning
EL4016	Understanding Air Pollution & Air Quality Standards	This training describes air quality standards, mobile source air toxics, and major sources of air pollution and their potential impacts to transportation projects.	eLearning

EL4017	Transport Conformity Basics	Transportation Conformity Basics. This module provides an overview of transportation conformity, to include what is required to complete a NEPA environmental document and why projects and plans must be consistent with the Trans	eLearning
EL4018	NAAQS Attained Status	This course presents basic information about how areas are designated attainment or nonattainment for ambient air quality standards, what data EPA use for the designations (monitoring data) and identifies the current attainment s	eLearning
EL4019	The State Implementation Plan	This module provides an overview of the Air Quality State Implementation Plan (SIP), the link between air quality planning and transportation planning, transportation control measures that may be included in a SIP, and the effects	eLearning
EL4020	Mobile Source Air Toxics	This training provides an overview of mobile source air toxics and what is needed to complete a NEPA Environmental Document. The training identifies the priority Mobile Source Air Toxics (MSAT); explains why an MSAT analysis is n	eLearning
EL4021	Air Quality Document Requirements	This training provides an overview of the information that is required for air quality analysis in environmental project documents; including what project characteristics trigger different	eLearning
EL4022	Congestion Mgmt Process	Congestion Management Process. This module provides an overview of the Congestion Management Process (CMP), including requirements for TMA's and when CMP must be disclosed in environmental documents and what must be disclosed.	eLearning

EL4023	ENV Reports - Historical Study	ENV Environmental Reports - Historical Studies. Environmental reports are any documented evidence that a detailed and appropriate study and/or review was conducted for an environmental function. These reports should not be conf	eLearning
EL4026	Intro to Biological Resources	Introduction to Biological Resources. The Introduction to Biological Resources training module is an overview of the biological process related to TxDOT construction and maintenance projects. This course is intended to be a	eLearning
EL4028	Intro to Water Resources	This module provides an overview of TxDOT's Stormwater program as it relates to construction and maintenance projects. This module will cover Sections 401 and 402 of the Clean Water Act, the Texas Coastal Management Program, and t	eLearning
EL4029	Inspect Erosion/Sediment Contr	Inspection of Erosion & Sediment Controls This course is designed for those who inspect and maintain site-specific erosion and sediment control Best Management Practices (BMP). The course includes the regulatory requirements th	eLearning
EL4030	Design Erosion/Sediment Contr	Design of Storm Water Erosion & Sediment This course includes the regulatory requirements that govern Storm Water Pollution Prevention Plan (SWP3) development, as well as the principles of erosion, sediment control, and storm w	eLearning

EL5000	Winter Weather Manager	Winter weather operations are critical in the efficient movement of people and goods across the state of Texas. It is important for each District's management personnel to have an organized method for communicating and informing both the public and the T	eLearning
EL5001	Anti-Icing/RWIS	This course introduces the learner to effective use of anti-icing techniques using road weather information system (RWIS) technology. The course covers weather basics, winter road maintenance management, roadway hazards and prinic	eLearning
EL5002	Blowing Snow Mitigation	This course provides technical and practical instruction in planning for and mitigating the negative effects blowing snow can cause on roadways. Techniques for designing, and installing structural and living snow fences are includ	eLearning
EL5003	Deicing	This course introduces the learner to the various aspects of deicing winter roadways, including materials selection and ordering, material manufacturing, handling and storage, equipment used in deicing, application guidelines and	eLearning
EL5004	Equipment Maintenance	This course familiarizes all winter maintenance equipment operators with procedures to prepare and maintain snow and ice control equipment; including pre-season preparation; how to mount and inspect snow removal equipment; mainten	eLearning
EL5005	Perf Measure Snow/Ice Control	This course provides instruction on planning for, monitoring and objectively evaluating winter roadway operations, concentrating on performance measures including input and output measures, and outcome measures.	eLearning
EL5006	Proper Plowing Techniques	This course presents the proper techniques, with a special emphasis on safety, for plowing various roadway configurations; including 2-lane roads, multi-lane highways, one-way streets, traffic circles, and other situations.	eLearning

EL5007	Sel Snow/Ice Mat Mit Env Impac	This course provides the supervisor or mid-level manager with a systematic approach to selecting snow and ice control materials best suited in his region using a balanced method that addresses material performance, cost, infrastruc	eLearning
EL5008	Winter Maintenance Management	This course provides learners with guidance on best practices for managing equipment, facilities, material and staff necessary for efficient and effective winter roadway maintenance. Provides a good all-around understanding of the	eLearning
EL5009	Pavemt Mngmt Info Sys Rater Cr	Pavemt Mngmt Info Sys Rater Cr	eLearning
EL5010	Curb Ramps/Blended Transition	THIS IS AN IWAY COURSE. Curb Ramps and Blended Transitions Describes the basic requirements for curb ramps and blended transitions to ensure compliance with Americans with Disabilities Act. A safe and reliable transportation network must be accessib	eLearning
EL5011	Handrail Essentials	Describes the basic requirement for handrails to ensure compliance with Americans with Disabilities Act. A safe and reliable transportation network must be accessible to all users and must not discriminate on the basis of discr	eLearning
EL5012	Sidewalk Essentials	Describes the basic requirement for sidewalks to ensure compliance with Americans with Disabilities Act. A safe and reliable transportation network must be accessible to all users and must not discriminate on the basis of discr	eLearning

EL6000	Proj Monitor Bond Funded Proj	Project Monitoring for Bond Projects This training provides the participants an overview of monitoring responsibilities and bond funding, how to utilize Financial Information Management System (FIMS) reports and other tools, and	eLearning
EL6001	Intrl Ctrl over FIN Reporting	Required training for managers at all levels, the Internal Controls Over Financial Reporting course was developed to provide manager an overview of the concepts of internal controls over financial reporting as well as provide info	eLearning
EL6002	Fuel Focus for Users	This course provides department employees with the knowledge to access, pump fuel, record and close out a transaction at TxDOT locations where a Fuel Focus system is in place and apply required safety protocols.	eLearning
EL6003	M5 Fuel Focus for System Admin	M5 Fuel Focus for System Administrators This course provides Fuel Focus Administrators with the knowledge to configure, set-up, use and generate reports in the MS Fuel Focus program.	eLearning
EL6004	Key Valet for Users	This course provides department employees with the knowledge to make their own pool vehicle reservations 24/7, obtain keys, return the vehicle, and close out the transaction in the Key Valet system while applying safety precautio	eLearning
EL6005	Key Valet for System Admin	Key Valet for System Administrators This course provides MS Key Valet System Administrators with the knowledge to configure, set-up, use and generate reports in the Key Valet system.	eLearning

EL6006	Revenue Handling/Robbery Awareness	Revenue Handling and Robbery Awareness Training. This course is intended to improve cashier responsibility and optimize revenue in transit (RIT) functions to reduce the risks associated with handling revenue.	eLearning
EL6007	ATLAS Legislative Training	This course provides an overview of the new legislative tracking system, ATLAS (Automated Tracking of Legislative Analyses System).	eLearning
EL6009	Workforce Planning and Employment: Employment Legislation	This course examines employment legislation and regulations regarding strategic workforce planning.	WBT
EL6010	Workforce Planning and Employment: Recruitment Strategies	This course focuses on job analysis and recruitment strategies. The process of analyzing and documenting job descriptions is an important step in workforce development.	WBT
EL6011	Workforce Planning and Employment: Sourcing and Selecting Candidates	This course examines the sourcing and selection of employment candidates.	WBT
EL6012	Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	This course examines many of the key elements of an organization's orientation, onboarding, and exit strategies. It focuses on HR's role in post-offer employment activities such as relocation's and verification of employment status.	WBT
EL6013	FNAV v15 Basic Navigation	Brief overview explaining and demonstrating the new navigation in version 15 of FNAV.	eLearning
EL7000	Managing Change: Understanding Change	This course outlines what is meant by change, as well as the importance and benefits of implementing change within an organization.	eLearning

EL7001	Managing Change: Building Positive Support for Change	The course highlights techniques for listening to your employees during change initiatives such as encouraging open communication, listening to employees' feelings, checking for understanding, and taking employee input into consideration.	eLearning
EL7002	Managing Change: Dealing with Resistance to Change	This course outlines these aspects of overcoming resistance to change.	eLearning
EL7003	Managing Change: Sustaining Organizational Change	This course covers methods for building and cultivating a culture that effectively sustains organizational change.	eLearning
EL7004	Managing Your Call Center More Efficiently	This Business Impact explores the benefits of employing a knowledgebase to provide call-center emplo	eLearning
EL7005	Communicating Organizational Change	Change can make people uncomfortable, and fear of the unknown creates anxiety. This Communicating Organizational Change explores the three key components of effectively communicating organizational change: the when, the what, and the how.	eLearning
EL7006	Developing People	All companies need to develop their employees. This Challenge examines how organizational restructuring can provide development opportunities.	eLearning
EL7007	Communicating during Difficult Times	C This course explains the responsibilities of various leadership roles when communicating during challenging times.	eLearning
EL7008	Managing Resources during Difficult Times	This course covers strategic responses to difficult times, such as cutting unnecessary costs and building relationships with customers, suppliers, and employees.	eLearning
EL7009	Managing Attitudes during Difficult Times	This course explains how stress manifests itself in employees when companies are going through challenging times, and it teaches techniques for reducing such stress.	eLearning
EL7010	Preparing for a Difficult Conversation	This course introduces the essentials of difficult conversations, including an explanation of what they are and why they're difficult, how to manage the stress commonly associated with them, and how to prepare for and deal with them.	eLearning

EL7011	Having a Difficult Conversation	This course explains the methods that can be used to have successful difficult conversations.	eLearning
EL7012	Handling Difficult Conversations Effectively	This course identifies the common challenges of difficult conversations and explores the strategies that can be used to handle them.	eLearning
EL7013	Initiating Succession Planning	This course explains the importance of succession planning and building a leadership talent pool from within that motivates employees, increases retention of employees, and fortifies your business against the loss of vital people.	eLearning
EL7014	Effective Succession Planning: Determining a Talent Pool for Key Positions	In this course, you will learn about the process for determining the availability of talent.	eLearning
EL7015	Implementing and Assessing a Succession Planning Program	In this course, you'll learn the steps necessary to implement individual development plans, including how to formulate and develop learning objectives that close the gaps between present and future performance.	eLearning
EL7016	Succession Planning	Succession planning provides an organization with an understanding of critical roles and functions. Here we discuss the strategies that allow a manager to maintain personnel in key areas.	eLearning
EL7017	Succession Planning and Management Programs	Every company should have a succession plan. This Evaluating Succession Planning and Management Programs examines common organizational succession planning strategies.	eLearning
EL7018	Workplace Conflict: Recognizing and Responding to Conflict	This course describes these and other benefits of conflict. It also explains the types of conflict situations you're likely to face in the workplace and describes appropriate responses depending on the outcome you want.	eLearning
EL7019	Workplace Conflict: Strategies for Resolving Conflicts	This course describes techniques you can use to deal effectively with a conflict situation.	eLearning

EL7020	Confrontation: What's the Best Approach	Managers often find confronting employees difficult and unpleasant. This Confrontation: What's the Best Approach explores strategies for turning these confrontations into positive, win-win experiences.	eLearning
EL7021	Personal Conflict Styles	Understanding the five styles identified by Kenneth Thomas and Ralph Kilmann is useful for navigating conflict. This impact explores these five conflict styles.	eLearning
EL7022	Coping with Accusations in the Workplace	Conflict with coworkers is something we all deal with it at some point, and facing accusations in the workplace can be especially difficult. This Coping with Accusations in the Workplace explores some possible ways to address accusers.	eLearning
EL7023	Managing Conflict	While often considered destructive, conflict can prove beneficial if properly managed. This challenge focuses on methods for managing conflict.	eLearning
EL7024	Manager to Manager Conflict	Conflict between individuals of equal status and power can be difficult to resolve. This challenge focuses on strategies for resolving such conflict	eLearning
EL7025	Conflict: Avoid, Confront, or Delay?	This Challenge Series exercise explores the various ways to deal productively with conflict.	eLearning
EL7026	Understanding Organizational Change	This course provides a basic understanding of what is meant by organizational change and typical events that can trigger organizational change.	eLearning
EL7027	Preparing for Organizational Change	This course covers essential skills for handling organizational change, including a willingness to take risks, having an openness to the unknown, and being able to manage yourself through change.	eLearning
EL7028	Embracing Organizational Change	This course covers best practices to help you accepting a new reality when things change, including acknowledgement of the changes and coming to terms with your new reality.	eLearning

EL7029	Managing the Stress of Organizational Change	Organizational change has become commonplace in today's business world. This Managing the Stress of Organizational Change examines the challenges an employee faces when his company restructures into a decentralized organization.	eLearning
EL7030	The Importance of Flexibility in the Workplace	Change happens rapidly in business. As a result, employees must be flexible, adaptive, and ready for new things. This The Importance of Flexibility in the Workplace examines how employees can develop these traits.	eLearning
EL7031	Developing the Right Attitude for Performing under Pressure	This course helps you recognize the events and situations that cause you to feel pressure.	eLearning
EL7032	Taking Action for Performing under Pressure	This course sets out some principles to help you avoid the dangers of overconfidence and overthinking, which can impair your performance when under pressure.	eLearning
EL7033	Performing with Others under Pressure	This course helps you develop skills you need to recognize your personal reaction to pressure and how it impacts your relationships with others.	eLearning
EL7034	Developing Character for Perseverance and Resilience	This course gives you the tools you need for developing an attitude that allows you to bounce back from setbacks and forge ahead.	eLearning
EL7035	Achieving Goals through Perseverance and Resilience	This course provides you with tools and techniques that you can use to manage obstacles and setbacks presented along your route to success.	eLearning
EL7036	Bouncing Back with Perseverance and Resilience	This course shows you how to weather the storm of a setback and stay on track toward your goal.	eLearning
EL7037	Project Management Fundamentals	This course will enable individuals who are not professional project managers to learn the fundamentals of project management so they will be able to manage projects related to their area of responsibility within the organization.	eLearning

EL7038	Transitioning into a Project Management Role	This course will discuss the changes a new project manager may face, including the development of a successful project team.	eLearning
EL7039	Initiating and Planning a Project	This course examines which factors should weigh in during the project selection process and how to effectively plan a project from beginning to end.	eLearning
EL7040	Managing a Project	This course will help you manage the constraints of time, money, and schedules, and how they relate to the overall quality of your project and product.	eLearning
EL7041	Troubleshooting and Closing the Project	This course outlines how to conduct effective meetings and presents some troubleshooting tools that can be used during the project life cycle.	eLearning
EL7042	Project Management for Non-project Managers Simulation	Participants will be tested on the objs. of transitioning to project mgr, managing an imposed project team, demonstrating effective leadership, monitoring project activities & quality, maintaining control of a project, & problem solving and recovering.	eLearning
EL7043	Managing Projects with No Direct Authority	Managing Projects without Direct Authority is a Business Impact product focusing on how Project Managers of cross-functional teams can maximize team involvement, even if they directly report to another manager.	eLearning
EL7044	Ensuring Management Buy-in on a Project	Ensuring Management Buy-In on a Project discusses the importance of executive buy-in at the beginning of a project.	eLearning
EL7045	Managing Conflict in Project Teams	Managing Conflict in Project Teams discusses some of the options a manager has when resolving conflict in the workplace.	eLearning
EL7046	Handling a Change Request	In this Challenge Series exercise you are a PM assigned to a supply chain project. Your client has just logged a late change request, and it's up to you to decide what impact this may have on the triple constraint and how to move the project forward.	eLearning

EL7047	Scope Definition Tools and Techniques	Project managers frequently face the task of assessing new potential projects and defining their scope. Scope Definition Tools and Techniques examines how to best accomplish these goals.	eLearning
EL7048	Managing Scope on a Project	Managing projects requires dealing with scope change effectively. Here we examine the types of change request that can impact the triple constraint of time, cost, and quality.	eLearning
EL7049	Weighing the Costs of Project Change	Even with an extremely thorough project plan in place, change requests are inevitable. Weighing the Costs of Project Change explores how project managers should handle such requests.	eLearning
EL7050	Managing Vendor Relationships	Meeting the goals of a project often requires hiring consultants with specific skill sets. Managing Vendor Relationships details strategies for integrating contract workers into the project team.	eLearning
EL7051	Anticipating and Solving Problems as a Project Champion	Every project faces obstacles. Anticipating and Solving Problems as a Project Champion details strategies that project champions can use to prevent obstacles from turning into more serious problems.	eLearning
EL7052	Address Stakeholder Conflicts	Stakeholder conflict is a common occurrence during projects. Addressing Stakeholder Conflicts examines the project manager's role in conducting professional conflict management.	eLearning
EL7053	Portfolios, Programs, and Projects: What's the Difference?	When key business terms are perceived as interchangeable, communication breakdown can occur, costing time and money. Portfolios, Programs, and Projects: What's the Difference? reviews the significant differences between portfolios, programs, and projects	eLearning
EL7054	Controlling Project Cost	Controlling costs is crucial for the success of any project. This Business Impact examines the need for constant project cost monitoring and analysis	eLearning

EL7055	Mitigating Risks when Improving Processes	Process improvement is valuable to any organization. But change carries risk. Mitigating Risks when Improving Processes explores mitigating risks when improving processes.	eLearning
EL7056	Ethics and Risks: Why They Matter in Project Success	Project managers are sometimes forced to make decisions with ethical ramifications and consequences. Ethics and Risks: Why they Matter in Project Success examines risk response planning tools and techniques useful for such situations.	eLearning
EL7057	Project Management Essentials	Managing projects is a key function of leadership. This challenge examines methods for overseeing project teams and managing stakeholder expectations	eLearning
EL7058	Managing Projects within Organizations (PMBOK® Guide Fifth Edition)	This course provides an overview of the project management discipline as outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition published by the Project Management Institute (PMI®).	eLearning
EL7059	Project Management Overview (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7060	Project Management Process Groups (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7061	Integrated Initiation and Planning (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7062	Direct, Monitor, and Control Project Work (PMBOK® Guide Fifth Edition)	This course will equip project managers with skills to manage change in an integrated fashion so that, for example, changes to scope are reflected appropriately in the quality, schedule, and cost baselines.	eLearning

EL7063	Controlling Changes and Closing a Project (PMBOK® Guide Fifth Edition)	This course will equip project managers with the tools and techniques to manage project change in an integrated fashion and to close out phases and projects so that all aspects are brought to a controlled close.	eLearning
EL7064	Project Requirements and Defining Scope (PMBOK® Guide Fifth Edition)	This course covers all the activities related to planning scope management and developing a project scope statement. Specifically, learners will be introduced to the first three processes in the Project Scope Management Knowledge Area.	eLearning
EL7065	Creating the Work Breakdown Structure (PMBOK® Guide Fifth Edition)	This course will highlight the importance of the WBS and how it relates to the overall success of a project.	eLearning
EL7066	Monitoring and Controlling Project Scope (PMBOK® Guide Fifth Edition)	This course will cover the project inputs, tools and techniques, and outputs of the scope management processes that deal with validating scope and controlling changes to a project's scope baseline.	eLearning
EL7067	Defining and Sequencing Project Activities (PMBOK® Guide Fifth Edition)	This course covers defining and sequencing project activities in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	eLearning
EL7068	Estimating Activity Resources and Durations (PMBOK® Guide Fifth Edition)	This course covers estimating activity resources and durations in the project management discipline and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	eLearning
EL7069	Developing and Controlling the Project Schedule (PMBOK® Guide Fifth Edition)	This course covers developing and controlling the project schedule in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	eLearning

EL7070	Planning Project Costs (PMBOK® Guide Fifth Edition)	This course covers planning how to manage project costs, gathering cost information from numerous sources and then utilizing that information, and using tools and techniques such as bottom-up estimating and reserve analysis for estimating costs.	eLearning
EL7071	Controlling Project Costs (PMBOK® Guide Fifth Edition)	This course provides an overview of the Control Costs process.	eLearning
EL7072	Plan Quality Management (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7073	Quality Assurance and Quality Control (PMBOK® Guide Fifth Edition)	In this course, learners will be given an overview of the Perform Quality Assurance and Control Quality processes within the Project Quality Management Knowledge Area.	eLearning
EL7074	Planning Project Human Resources (PMBOK® Guide Fifth Edition)	This course emphasizes the importance of good project human resource management to overall project performance.	eLearning
EL7075	Managing Project Human Resources (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7077	Plan and Manage Project Communications (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7078	Control Project Communications (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7080	Risk Management Planning (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning
EL7081	Identifying Project Risks (PMBOK® Guide Fifth Edition)	The course covers many risk identification methods including group information gathering techniques, diagramming techniques, and SWOT analysis.	eLearning

EL7082	Performing Risk Analysis (PMBOK® Guide Fifth Edition)	This course explores both qualitative and quantitative risk analysis techniques.	eLearning
EL7083	Risk Response and Control (PMBOK® Guide Fifth Edition)	This course covers the last two processes in the Project Risk Management Knowledge Area – Plan Risk Responses and Control Risks. Specifically, you will be introduced to strategies for handling both negative & positive risk, & how to control these risks.	eLearning
EL7084	Planning Project Procurement Management (PMBOK® Guide Fifth Edition)	In this course, learners will gain an understanding of what processes are involved in planning project procurement and how these processes interact with the overall project life cycle.	eLearning
EL7085	Managing Procurements (PMBOK® Guide Fifth Edition)	This is the second course in the Project Procurement Management Knowledge Area and covers three processes: Conduct Procurements, Control Procurements, and Close Procurements.	eLearning
EL7086	Role of Ethics in Project Management	The Role of Ethics in Project Management course, learners will be given an overview of the role of ethics in project management. Specifically, learners will be introduced to the Project Management Institute (PMI®) Code of Ethics and Professional Conduct.	eLearning
EL7087	Core PMI® Values/Ethical Standards	In an increasingly global network, project managers must proactively seek to understand cultural diversity, and how to work successfully with multi-national teams.	eLearning
EL7088	Business Law Basic Concepts	Through this course, you'll be made aware of some of the most common business law issues that can impact you in your daily activities.	eLearning
EL7089	Business Law and Ethics	This Business Law and Ethics course will clarify the relationship between ethics and law and explore how recognizing the ethics underlying the law can help you better manage legal issues you face in your duties.	eLearning
EL7090	Business Law and the Manager's Responsibilities	This course will explore the impact and legal implications of your decisions at work.	eLearning

EL7091	Developing the Capacity to Think Strategically	This course describes what strategic thinking is – in particular, how it differs from operational thinking and strategic planning.	eLearning
EL7092	Developing the Strategic Thinking Skill of Seeing the Big Picture	This course aims to help you develop this strategic thinking skill.	eLearning
EL7093	Use Strategic Thinking Skills	This course focuses on how to use strategic thinking skills, such as analyzing information effectively and thinking creatively.	eLearning
EL7094	Effective Critical Analysis of Business Reports	Effective decision making requires sound analytics. Effective Critical Analysis of Business Reports explores the pitfalls of basing decisions on faulty logic.	eLearning
EL7095	External Consultants Can Help	Many companies bring in outside experts to work on special projects. This challenge explores the factors to consider before hiring such consultants.	eLearning
EL7096	Returning to Core Competencies	This Business Impact weighs the benefits of returning to core competencies in light of a planned move into the global market.	eLearning
EL7097	Competitive Awareness and Strategy	Maintaining a competitive edge is an on-going process. This Challenge product focuses on Competitive Awareness and Strategy.	eLearning
EL7098	Risk Management: Identifying Risk	This course examines the first stage of risk management - identification of risk factors.	eLearning
EL7099	Risk Management: Assessing Risk	This course examines the techniques commonly used to assess risk, including opportunity assessment, and threat assessment using FMEA - Failure Mode and Effect Analysis.	eLearning
EL7100	Risk Management: Dealing with Risk	This course examines the third stage of risk management – dealing with risk. It provides general strategies for dealing with risk, such as risk exposure adjustment and contingency planning.	eLearning
EL7101	Screening Applicants for Emotional Intelligence	This Business Impact takes a look at the benefits of screening potential employees on the basis of their emotional quotient (EQ).	eLearning

EL7102	Guarding Against Interviewing Biases	Bias can lead interviewers to make inaccurate decisions. Guarding against Interviewing Biases explores the perils of interviewing bias and strategies for avoiding it.	eLearning
EL7103	Hiring Strategic Thinkers	Business strategy requires long-range planning. And to think strategically, effective business leaders must possess both logical and creative insight to be able to plot the future course of their company.	eLearning
EL7104	Essentials of Interviewing and Hiring: Screening Applicants for Interviewing	This course describes the key components of job descriptions and how to use them to screen resumes.	eLearning
EL7105	Essentials of Interviewing and Hiring: Preparing to Interview	This course covers key issues to consider when preparing to interview.	eLearning
EL7106	Essentials of Interviewing and Hiring: Conducting an Effective Interview	This course describes how to proceed with a face-to-face to interview.	eLearning
EL7107	Essentials of Interviewing and Hiring: Behavioral Interview Techniques	This course describes the characteristics of behavioral-based interviewing, how to develop behavioral-based questions, and then how to ask those questions effectively in an interview.	eLearning
EL7108	Essentials of Interviewing and Hiring: Selecting the Right Candidate	This course describes how to evaluate candidates using a structured and objective process.	eLearning
EL7110	Create a Compelling Job Description	Job descriptions serve as an essential tool for recruiting potential employees. Creating a Compelling New Job Description examines the criteria for drafting a compelling job description.	eLearning
EL7112	Fundamentals of Organizational Behavior for the Individual	This course defines organizational behavior and identifies the variables and characteristics that influence an individual's attitudes and perceptions in the workplace, and how these can affect performance.	eLearning

EL7113	Fundamentals of ORG-Groups	Groups are a key component in any organization, so knowing how they function best is vital when trying to understand organizational behavior. Working in groups has key advantages for organizations, such as fostering creativity, pooling skills, and improv	eLearning
EL7114	Understand ORG Power/Politics	Because people sometimes have a negative opinion of politics and politicians, you might to think that politics should be kept out of business organizations. However, organizations are sites where power and influence are exercised, so politics can't alway	eLearning
EL7115	Organizational Structure and Employee Behavior	The structure of an organization, including the complexity of the management hierarchy and the nature of the authority and reporting flow, can affect all aspects of employee interaction and overall behavior in the company.	eLearning
EL7116	Organizational Behavior: Dynamics of a Positive Organizational Culture	An organizational culture isn't a set of rules or standards, but rather an interactive process of a social construct that's constantly changing. It's an invisible, dynamic force that drives a company and its actions.	eLearning
EL7117	Managing Top Performers Is Always Easy...Right?	Top performers aren't always the easiest employees to manage. Managing Top Performers is Always Easy¿Right? explores how to deal effectively with top-performing, high maintenance employees.	eLearning
EL7118	Recognizing Natural Leaders	Effective leaders embody qualities beyond managerial experience. Recognizing Natural Leaders examines how to identify the candidates possessing an innate ability to lead.	eLearning
EL7119	Developing Adaptable Managers	To meet the challenge of the new economy, businesses must reassess how they train and groom their emerging leaders in order to produce highly flexible and adaptable managers. Developing Adaptable Managers suggests a five-step strategy.	eLearning
EL7120	Converting a Call Center to a Profit Center	This Business Impact explores how a call center can play a vital role in the financial success of a	eLearning

EL7121	Considering Key Features of a Policy and Procedure Manual	Every business organization should invest the time needed to establish, maintain, review, and regularly update its policies and procedures.	eLearning
EL7122	Employee Engagement	It isn't enough to simply offer competitive salaries and benefits. Employees must be made to feel valued. Employee Engagement focuses on methods for keeping employees engaged in their jobs.	eLearning
EL7124	Delivering Bad News Effectively	Delivering bad news effectively requires strong leadership. Communicating Bad News product examines the process for communicating such news with skill, tact, and candor	eLearning
EL7125	Adopting the Appropriate Management Style	Adopting the Appropriate Management Style exercise tests the ability of a manager to determine which style of leadership is best under the given circumstances.	eLearning
EL7126	Underperforming Employee - Now What?	Most managers have dealt with underperforming employees at one time or another. Underperforming employee-now what? examines how to use turnaround agreements effectively	eLearning
EL7127	Managing Performance	In order to best address performance of individuals and groups, managers must apply a comprehensive approach. Managing Performance focuses on methods for managing performance.	eLearning
EL7128	Involving Employees in Corporate Change	Given the potentially disruptive impact of change to business organizations, it's imperative that companies strive to find strategies to involve their employees in the transition process.	eLearning
EL7129	Delegating Appropriate Tasks	Delegating tasks requires careful consideration. Delegating Appropriate Tasks explores strategies for delegating tasks to employees.	eLearning
EL7130	Developing Employees through Delegation	Skillful delegation creates a true win-win situation: It allows managers to leverage their strengths and focus on strategy while giving team members opportunity to learn and grow.	eLearning
EL7131	The Importance of Call Tracking and Ticketing	As the front line in customer contact, call centers rely on proper documentation to track and resolv	eLearning

EL7132	Customer Service Training - The Interview and Beyond	This Business Impact explores the idea that training should begin at its earliest point in a CSA's p	eLearning
EL7133	Disaster Recovery - Keeping the Lines Open	Planning for disaster is important for all companies. This Business Impact explores the communicatio	eLearning
EL7134	Preventing Agent Absenteeism through Better Working Conditions	Excessive agent absenteeism is an issue for many call centers. This Business Impact examines a strat	eLearning
EL7135	Aligning Performance to Key Indicators	Call centers must deliver solid customer service and still meet departmental objectives. This Busine	eLearning
EL7136	Creating an Effective On-hold Message	Ineffective on-hold messages can frustrate and alienate customer callers. This impact explains how t	eLearning
EL7137	Aligning Agent Behaviors with Caller Types	Successful customer service agents know how to recognize the tone of a caller and adapt to it. This	eLearning
EL7138	Preparing for Your Performance Appraisal	Many employees find performance appraisals intimidating. Preparing for Your Performance Appraisal shows how proper preparation makes the process less stressful and more beneficial.	eLearning
EL7139	Selecting the Appropriate Performance-appraisal Method	To best guide, correct, and motivate employees, organizations need reliable performance data. Selecting the Appropriate Performance-appraisal Method exercise explores how such information can be obtained from a well-crafted and effective appraisals.	eLearning
EL7140	Business Coaching: Getting Ready to Coach	Coaching offers organizations a win-win method for developing their employees. It not only helps individuals reach their potential but also helps the organization improve its productivity and competitiveness.	eLearning
EL7141	Business Coaching: Conducting Coaching Sessions	An important part of any coaching session is asking the right questions. When you do this, your coachees will be more focused, attentive, and proactive in finding their own solutions. But you need to know what questions to ask, and in what order.	eLearning

EL7142	Business Coaching: Building the Coaching Relationship	Establishing a positive and respectful coaching relationship is integral to the success of your coaching efforts. It lays the groundwork for accomplishing the goals you and your coachee set.	eLearning
EL7143	Business Coaching: Using Different Coaching Styles	Every coach has different needs, and an effective coach can identify those needs and tailor a coaching style to maximize results. Coaches typically use two general coaching styles (directive and nondirective) depending on their coachee's skills.	eLearning
EL7144	The Art of Effective Coaching	Successful organizations employ coaching as a means to improve performance. This impact explores the five steps of effective coaching.	eLearning
EL7145	Coaching	Successful organizations employ coaching to develop individuals and teams. This Challenge Series product explores different approaches for coaching.	eLearning
EL7146	Management Essentials: Directing Others	As a manager, your role is not only to supervise, but also to lead, develop, and direct your employees both individually and collectively to accomplish organizational goals.	eLearning
EL7147	Management Essentials: Delegating	As a manager you are most likely juggling multiple responsibilities at once. In order to accomplish everything on your plate, you must identify those tasks which can be handled by others familiar with your work so you can focus on higher priorities.	eLearning
EL7148	Management Essentials: Developing Your Direct Reports	A main goal of managing is developing your direct reports. This involves not only coordinating their work in a way so your organization's business objectives are met, but also empowering them, providing opportunities to meet their own professional goals	eLearning
EL7149	Management Essentials: Confronting Difficult Employee Behavior	As a manager, you will inevitably encounter employees who exhibit difficult behavior, which can disrupt entire teams and departments. It's your job to confront difficult behavior as early as possible to minimize the disruption.	eLearning

EL7150	Management Essentials: Managing a Diverse Team	The population as a whole is becoming ever more diverse. Naturally, these societal changes are mirrored in the workplace. The most forward-looking organizations recognize the importance of managing a diverse workforce effectively.	eLearning
EL7151	Management Essentials: Treating Your Direct Reports Fairly	This course focuses on what fairness means in the relationship between managers and their direct reports. It discusses the benefits of treating employees fairly. It also covers areas where showing fairness is most essential.	eLearning
EL7152	Management Essentials: Caring about Your Direct Reports	This course describes what it means to be a caring manager. Specifically, it outlines the behaviors that a caring manager exhibits, such as showing genuine interest and an engagement in the lives of employees.	eLearning
EL7153	Acting Decisively	Acting decisively moves beyond simply making decisions. Decisive leaders exhibit confidence and are able to articulate the rationale behind their choices. This Challenge explores the qualities that embody decisiveness.	eLearning
EL7154	Employee Dismissal	Dismissing an employee is a serious matter that demands forethought and thoroughness. This Challenge Series product addresses the three primary reasons for dismissing an employee and the process involved with taking action.	eLearning
EL7155	Managing Fairly	Managing fairly does not necessarily equate to managing equally. This impact explores the difference between treating employees fairly as opposed to equally.	eLearning
EL7156	First Time Manager: Understanding a Manager's Role	This course describes myths and truths about management in order to clarify what managers really do. It also points to the typical demands, constraints of a manager's job; strategies for dealing with common mistakes of first-time managers.	eLearning

EL7157	First Time Manager: Challenges	This course describes ways to establish credibility and manage former colleagues effectively. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.	eLearning
EL7158	First Time Manager: Meeting Expectations	This course covers how to meet organizational expectations as a first-time manager, as well as how to balance conflicting expectations of peers, direct reports, and management.	eLearning
EL7159	Making the Move Into Management	This Challenge Series exercise explores the benefits of drafting a transition strategy.	eLearning
EL7160	Prioritizing Rewards and Recognition in Call Centers	Incentives can help call centers minimize agent turnover. This Business Impact examines what makes a	eLearning
EL7161	Performance Appraisal Essentials: Planning for Appraisals	This course explains why performance appraisals are important, describes how to develop an Employee Performance Plan, and outlines ways to monitor ongoing employee performance.	eLearning
EL7162	Performance Appraisal Essentials: Conducting Traditional Appraisals	If you were to poll a group of managers about how comfortable they feel conducting appraisals, you would probably find few saying they feel completely comfortable. Conducting appraisals isn't easy but it's an important part of a manager's job. Regularly	eLearning
EL7163	Performance Appraisal Essentials: 360-degree Appraisals	This course provides an overview of the steps involved in carrying out a 360-degree appraisal. It then focuses on two key steps: gathering feedback and delivering the feedback.	eLearning
EL7164	Outsourcing Financial Activities	Businesses are increasingly outsourcing portions of their accounting. This Business Impact explores	eLearning
EL7165	Using Audits to Help Prevent Business Fraud	Business fraud is a potential issue for any company. This Business Impact stresses the need for empl	eLearning
EL7166	Talent Management: Basics	This course helps clarify talent management's key role in helping an organization perform at its peak. It introduces and defines talent management, describing key concepts related to it.	eLearning

EL7167	Talent Management: Planning	This course describes some of the challenges of managing talent, which you should keep in mind as you create your talent plan. It discusses how your talent needs are impacted by various factors in the organization.	eLearning
EL7168	Talent Management: Acquiring Talent	This course describes two approaches to talent acquisition (hiring internally and hiring from outside) and explains the best situations in which to use each.	eLearning
EL7169	Talent Management: Developing and Engaging Talent	This course describes how to begin building employee commitment with an effective onboarding process that creates a positive first impression.	eLearning
EL7170	Talent Management: Retaining Talent	This course highlights the importance and benefits of putting effort into retaining talented individuals. It covers ways to determine the causes of talent departure and effectively manage talent retention by using strategies that foster job satisfaction.	eLearning
EL7171	Attracting and Retaining Talent	Even in a strong employer's market, it's critical that companies position themselves as employers of choice. Attracting and Retaining Talent exercise explores how organizations can address retention and attraction issues in a crisis situation.	eLearning
EL7172	Transitioning from Technical Professional to Management	This course outlines steps a professional can take to make the transition into management smoother. It also describes the qualities that successful technical professionals typically possess and how these qualities are useful in a management role.	eLearning
EL7173	Strategies for Transitioning to Technical Management	This course describes strategies for establishing new relationships with former peers - a key part of making the transition into management.	eLearning
EL7174	Managing Technical Professionals	In this course, you'll learn about the challenges of managing technical professionals, how to build trust with your technical team, and how to motivate technical professionals.	eLearning

EL7175	Managing Workforce Generations: Introduction to Cross-generational Employees	This course describes the common characteristics of the four main generations in the workforce – the Traditionals, Baby Boomers, Generation X, and the Millennial Generation. It also introduces the benefits of cross-generational teams.	eLearning
EL7176	Managing Workforce Generations: Working with a Multigenerational Team	This course reviews the potential sources of conflict within a generationally diverse team, including differences in approaches to work and communication.	eLearning
EL7177	Managing Workforce Generations: Working with the 21st-century Generation Mix	This course describes best practices and successful techniques for managing Millennial and Generation X employees.	eLearning
EL7178	Managing an Aging Workforce	Retirement poses a challenge to most organizations. Managing an Aging Workforce explores strategies for planned succession.	eLearning
EL7179	Developing the Next Generation	Younger generations require different avenues of career development. Developing the Next Generation examines strategies for training Generation Next employees	eLearning
EL7180	Understanding the Motives of Millennials	Millennials are entering the workforce in greater numbers. Understanding the Motives of Millennials explores how managers can work more effectively with these employees.	eLearning
EL7181	Meeting the Needs of Your Experts	This course explores what experts want from their managers and introduces strategies for providing the best possible work environment for them.	eLearning
EL7182	Overcoming Challenges When Managing Experts	This course explores ways you can promote harmonious working relationships with your experts by using assertiveness, respect, and facilitation.	eLearning
EL7184	Developing a High-performance Organization	This course helps you assess your organization's potential for high performance in terms of its mission statement, strategy, performance measurement strategies, customer orientation, leadership, and culture.	eLearning

EL7185	Cross-functional Strategic Management	This course defines organizational cross-functionality and its benefits. It helps you develop techniques to support a cross-functional strategy throughout your organization.	eLearning
EL7186	Managing for Rapid Change and Uncertainty	This course examines the factors driving organizational change and shows how you can use a change management strategy to mitigate any potentially negative impact in your organization.	eLearning
EL7187	Managing High Performers	Are you paying enough attention to your high performance employees, the people who really help drive your organization? To assume that they don't need your ongoing support because they seem self-sufficient can be a costly mistake. If you don't give them	eLearning
EL7188	Managing New Managers	This course covers the elements of an effective orientation program. It introduces a mentoring model so you can help new managers realize their leadership potential.	eLearning
EL7189	Managing Experienced Managers	In this course, you'll learn about a range of techniques for investing in your managers to establish their long-term commitment to the organization. In particular, you'll learn how to develop their competencies and skills through coaching.	eLearning
EL7190	Increasing Cash Flow in Times of Need	The life blood of any successful business is the steady and predictable flow of incoming cash. But w	eLearning
EL7191	Assessing Employees for Cultural Adaptability	This Challenge Series exercise highlights the importance of identifying specific cultural sensibilities when selecting employees for assignment in a foreign office.	eLearning
EL7193	Building Upward Relationships	This Challenge Series exercise examines possible strategies for building upward relationships.	eLearning
EL7194	Building and Managing Upward Relationships	Positive working relationships yield knowledge, cooperation, and influence at all levels of your organization, and managing them should be one of your prime objectives.	eLearning

EL7195	Preparing to Dismiss an Employee	This course covers the benefits of being properly prepared when dealing with employee dismissals. It also provides the steps to help you dismiss an employee properly.	eLearning
EL7196	Managing the Dismissal of an Employee	This course covers how to prepare for the termination interview by forming your approach and creating a structure for the interview. Provides guidelines to follow when conducting a termination interview and outlines follow-up responsibilities.	eLearning
EL7197	Delegation Essentials: An Introduction to Delegating	Every manager dreams of having more time to finish the never-ending work that comes with the role. And while you can't use some magic trick to stretch out the hours in a day, you can delegate certain tasks. With appropriate and deliberate planning, this	eLearning
EL7198	Delegation Essentials: The Delegation Process	This course explores the process of delegation and describes techniques that managers can employ to delegate tasks effectively; it examines the criteria for choosing which tasks to delegate and identifying the appropriate employee for the task.	eLearning
EL7199	Delegation Essentials: Overcoming Delegation Problems	This course details methods that managers can use to address their own delegation errors, such as improving communication about tasks and distributing tasks more equally.	eLearning
EL7200	Using Facilitation Skills as a Manager	This course describes how to use facilitation skills to help others work more effectively. It explains how observation skills can help you understand how well people are working together and whether you may need to intervene to get things back on track.	eLearning
EL7201	Facilitating Collaborative Processes	This course describes how to support collaborative processes by drawing on the principles of facilitation.	eLearning
EL7202	Challenges of Facilitating	Dealing with challenging situations and behaviors is a part of any manager's or leader's job. Being observant, knowing what questions to ask, and being able to deal with conflict effectively are facilitation skills that can help when a situation becomes	eLearning

EL7203	Engaging Top Performers	This course helps you recognize the characteristics of top performers and the benefits they bring to an organization. You'll learn how to improve your workplace so that it both attracts and meets the needs of top performers.	eLearning
EL7204	Retaining Top Performers	This course provides strategies on how to motivate and reward top performers, including talent assessments, job redesign, and using appropriate recognition and compensation.	eLearning
EL7205	Overcoming Challenges of Managing Top Performers	It's a paradox that managers sometimes face ζ their top performers need coaching. One of a manager's biggest challenges is how to keep top performers motivated and encouraged to continue the good work, while addressing the employee's sometimes difficult	eLearning
EL7206	Recognizing and Diagnosing Problem Performance	This course explains how you can remain alert to early warning signs of problems in your workplace. It enables you to determine the scope and urgency of problems when they occur.	eLearning
EL7207	First Steps for Turning Around a Performance Problem	This course identifies the benefits of dealing with minor performance problems and explains how to communicate with employees about performance discrepancies. It also demonstrates how you can help employees resolve situational problems in the workplace.	eLearning
EL7208	Using Progressive Discipline to Correct Problem Performance	This course establishes when it's appropriate to begin progressive discipline with an employee. It also demonstrates how to progress through the verbal and written warnings of the process, with guidelines for each stage.	eLearning
EL7209	Preventing Problem Performance	This course explores how you can prevent problems using performance management activities such as communicating expectations and motivating for good performance.	eLearning

EL7210	Leadership Essentials: Motivating Employees	Imagine what your organization would be like if you and your colleagues were not motivated. Motivation is what drives people to accomplish things, whether it be small tasks or large undertakings. Without motivation, things simply would not get done. The	eLearning
EL7211	Leadership Essentials: Communicating Vision	This course provides a general introduction to vision communication, including its nature and its purpose.	eLearning
EL7212	Leadership Essentials: Building Your Influence as a Leader	In this course, you will be guided through numerous methods and strategies for effectively influencing a team to accept your ideas.	eLearning
EL7213	Leadership Essentials: Leading with Emotional Intelligence	This course provides you with an understanding of why emotional intelligence abilities are important as a leader. Provides practical, positive techniques for promoting and improving emotional intelligence as a leader within your business environment.	eLearning
EL7214	Leadership Essentials: Leading Business Execution	This course provides you with techniques and strategies for executing business strategy, and more importantly, ideas on how to cultivate a culture that supports the active business execution needed to keep pace with today's fast-changing world.	eLearning
EL7215	Leadership Essentials: Leading Innovation	This course provides you with an understanding of what an innovative culture is and what qualities a leader needs to best foster innovation.	eLearning
EL7216	Leadership Essentials: Leading Change	This course provides you with strategies for leading changes within an organization, including effective approaches to introducing and communicating change.	eLearning
EL7217	Leadership Essentials: Creating Your Own Leadership Development Plan	This course explores ways to assess yourself as a leader, establish a vision for the future, and identify obstacles to that vision. Teaches practical approaches for setting development goals, objectives, and actions designed to move you towards a vision.	eLearning

EL7218	Motivating Employees and Leading Change Simulation	This simulation is based on the SkillSoft series "Leadership Essentials" and contains links to the following courses: lead_05_a01_bs_enus Leadership Essentials: Building Your Influence as a Leader Leadership Essentials: Leading Changes	eLearning
EL7219	Leading Teams through Change	Effective leadership is key to change management. Leading Teams through Change discusses the challenges of change management and how to motivate your team during a period of change.	eLearning
EL7220	Leading Outside the Organization	A leader's public image is just as important as his or her management ability. Leading Outside the Organization examines the expanding role of today's business leaders outside of their organizations	eLearning
EL7221	Knowing When to Take Leadership Risks	Knowing When to Take Leadership Risks illustrates why professionals must take care not to allow fear of failure to turn innovative behavior into risk-averse behavior.	eLearning
EL7222	Wanted - Innovation Leaders	Innovation is important to growth. This impact explores how to nurture innovation leaders.	eLearning
EL7223	Developing a Business Execution Culture	A corporate initiative requires more than just a managerial mandate. Employee buy-in is absolutely essential to ensure success. Developing a Business Execution Culture focuses on methods for developing a business execution culture	eLearning
EL7224	Leading Change	Although often a force of progress, change can be disruptive to employees. This challenge focuses on methods for successfully managing change	eLearning
EL7225	Leader as Motivator	Motivating employees isn't easy. This Challenge examines what leaders can do to create workplace environments where people feel motivated.	eLearning

EL7226	Leading Innovation	Ideas don't come from thin air. This challenge focuses on the on-going process for brainstorming and developing innovative advances.	eLearning
EL7227	Crafting an Organizational Vision	Leading an organization toward the development of a compelling new vision requires both courage and creativity. This Challenge Series product examines the vision crafting process.	eLearning
EL7228	Motivating Human Behavior	Different needs and values motivate different individuals. This challenge examines how to identify and build upon your employees' varying motivators.	eLearning
EL7229	Communicating a Shared Vision	Communicating a Shared Vision shows how providing a project team with a vision, can help improve team motivation and ensure project success	eLearning
EL7230	The Emotionally Intelligent Leader	Effective emotional competence requires focused self-development. This challenge examines the skills and attitudes necessary for mastering emotions in the workplace.	eLearning
EL7231	Essential Skills for Professional Telephone Calls	This course introduces the essential skills for professional telephone usage. It covers best practices for making and receiving telephone calls, recording and leaving voice mail messages, and the etiquette guidelines for using cell phones.	eLearning
EL7232	Business Writing: Know Your Readers and Your Purpose	To write effective and appropriate business messages, you need to know your readers. Are you addressing multiple readers or a single reader? How much knowledge do your readers have of your subject, and what issues concern them most? These are just some	eLearning
EL7233	Business Writing: How to Write Clearly and Concisely	This course describes ways to make your writing more clear. Specifically, it covers the importance of using short, familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases.	eLearning

EL7234	Business Writing: Editing and Proofreading	This course highlights the importance of editing and proofreading your business documents. It describes some key areas to consider when editing - like tone, structure, clarity, and accuracy.	eLearning
EL7235	Business Grammar: Parts of Speech	This course defines the functions of the eight parts of speech: nouns, pronouns, verbs, adverbs, adjectives, prepositions, interjections, and conjunctions. In particular, it focuses on how to use them effectively, and correctly.	eLearning
EL7236	Business Grammar: Working with Words	This course explains how to use words correctly, including some key rules on how to spell correctly. It covers rules for properly constructing prefixes and suffixes. In addition, the course describes how to form plurals and possessives correctly.	eLearning
EL7237	Business Grammar: The Mechanics of Writing	This course presents the basic rules for using capital letters, abbreviations, and numbers. It covers abbreviations of titles, names, locations, and countries, as well as how to capitalize direct quotes, titles, names of organizations, and product names.	eLearning
EL7238	Business Grammar: Punctuation	The course also describes rules for using different connecting and separating marks, such as colons, semicolons, dashes, and hyphens. In addition, it shows how to properly use apostrophes, parentheses, brackets, and quotation marks.	eLearning
EL7239	Business Grammar: Sentence Construction	The course examines the parts of a sentence - the subject and predicate, for example and distinguishes between phrases and clauses. It shows the importance of subject-verb agreement, as well as agreement between pronouns and their antecedents.	eLearning
EL7240	Business Grammar: Common Usage Errors	This course describes how to use commonly confused words correctly, including word pairs that sound alike and those that have related meanings. It also covers verbs that are often misused - for example, affect and effect or apprise and appraise.	eLearning

EL7241	Working with Difficult People: Identifying Difficult People	Inevitably, we all encounter difficult people in the workplace. Dealing with difficult people can lead to feelings of frustration or even intimidation. If you know the right techniques, though, dealing with even the most difficult person is possible. In	eLearning
EL7242	Working with Difficult People: How to Work with Aggressive People	This course will review the more common behaviors of hostile-aggressive and passive-aggressive people and provide some effective strategies you can use in coping with an aggressor's behavior.	eLearning
EL7243	Working with Difficult People: How to Work with Negative People	This course delves into the characteristics of some common types of negative people you may encounter within the workplace, and it also discusses strategies you may use to help you deal with their behavior.	eLearning
EL7244	Working with Difficult People: How to Work with Procrastinators	Nobody likes it when they have to take up someone else's slack. Perhaps you've been in this situation: a coworker said something would get done, but when the deadline was up, it turned out this person somehow never managed to get around to it. There are	eLearning
EL7245	Working with Difficult People: How to Work with Manipulative People	This course provides an overview of manipulative behavior in the workplace and discusses some effective strategies for dealing with it, such as setting healthy boundaries, documenting your interactions, and confronting the manipulative person.	eLearning
EL7246	Working with Difficult People: How to Work with Self-serving People	This course will describe self-serving individuals and characterize two common types: arrogant people and busybodies. The strategies that you can use in dealing with these self-serving individuals are also covered.	eLearning
EL7247	Working with Difficult People: Dealing with Micromanagers	This course introduces you to the micromanager and explains strategies for how to deal with a micromanager appropriately.	eLearning
EL7248	Blame Backfires--Conquer Negative Thinking	Many employees find accepting criticism difficult. Blame Backfires & Conquer Negative Thinking details how to handle workplace criticism professionally and effectively.	eLearning

EL7249	Reacting to Co-workers Who Try Taking Advantage	When a co-worker tries to get you to do their work, it can be an awkward situation. Reacting to Co-workers Who Try Taking Advantage examines how to handle such a problem.	eLearning
EL7250	What is Emotional Intelligence?	This course explores the power of emotions and the concept of emotional intelligence. It also discusses emotional intelligence competencies in areas of self-awareness, self-management, empathy, and relationship management.	eLearning
EL7251	Improving Your Emotional Intelligence Skills: Self-awareness and Self-management	Emotional intelligence is the ability to recognize and deal with emotions in a healthy and productive manner. Many people don't realize that their emotions are determined by what they think, and that concrete self-management techniques exist for gaining	eLearning
EL7252	Using Emotional Intelligence on the Job	Putting emotional intelligence to work is an emerging trend in the corporate world. Developing the best talents in executives, managers, and employees throughout the organization has become vital to workplace success. Intellectual knowledge is no longer	eLearning
EL7253	Emotional Intelligence at Work Simulation	Emotional Intelligence at Work	eLearning
EL7254	How High Is Your EQ?	Though business does revolve in great part around facts and figures, emotion plays a significant role in the workplace. This Business Impact explores the aspects of Emotional Intelligence and its importance in light of general IQ.	eLearning
EL7255	Listening Essentials: The Basics of Listening	Do you feel the need to better understand the basic meaning of a conversation, or a presentation given at the workplace? What about the need to identify what is being said to you in a more effective manner? Although relatively straightforward in theory,	eLearning
EL7256	Listening Essentials: Improving Your Listening Skills	In this course, you'll discover how roadblocks such as distractions, emotions, and the way in which we communicate can influence the way we listen and receive messages.	eLearning

EL7257	Effective Listening	This Challenge Series exercise explores developing listening skills to help achieve your business goals, prevent misunderstandings and unnecessary work, facilitate problem solving, improve client and coworker relationships, and foster self-development.	eLearning
EL7258	Listening with Skill	Effective listening requires focus and active concentration. This challenge explores skills and methods for listening for comprehension and productive communication.	eLearning
EL7259	Giving Feedback	The purpose of this course is to help you improve your skills in giving both types of feedback. The course starts by exploring the importance and purpose of feedback in general, and then discusses both positive and corrective feedback.	eLearning
EL7260	Giving Constructive Criticism	Feedback is an essential element of successful businesses. Everyone benefits from the exchange of meaningful, constructive criticism. But giving criticism that is constructive rather than destructive can be one of the most important and difficult skills	eLearning
EL7261	Receiving Feedback and Criticism	This course starts by exploring the reactions that typically occur when a person receives corrective feedback or criticism.	eLearning
EL7262	Criticism in Context	Receiving criticism is rarely a pleasant experience. Yet, it can provide considerable opportunity for personal growth. This Business Impact explores some possible strategies for processing feedback in a useful manner.	eLearning
EL7263	Giving Appropriate Feedback	Effective feedback requires consideration and forethought. This challenge focuses on methods for giving appropriate feedback.	eLearning
EL7264	Giving Feedback to Coworkers	Giving effective feedback requires skill and tact. This Challenge Series exercise focuses on the formal process of offering guidance to coworkers	eLearning

EL7265	Anger Management Essentials: Understanding Anger	This course explores the different ways that people express anger and the common causes of anger in the workplace. It also describes how you can use anger positively in the workplace, and the resulting benefits when you do.	eLearning
EL7266	Anger Management Essentials: Managing and Controlling Anger	In this course, you'll learn how to handle your anger in a healthier, more balanced way. You'll also find out how to engage with angry people appropriately and effectively.	eLearning
EL7267	Preparing for Effective Business Meetings	This course will show you how to clarify a meeting's purpose and objectives, and how to determine whether a given meeting is truly necessary or whether a similar result could be achieved through a different type of communication.	eLearning
EL7268	Managing Effective Business Meetings	This course will lead you through that process, presenting best practices that will help you realize success as you fulfill your responsibilities as a meeting leader.	eLearning
EL7269	Dealing with Common Meeting Problems	This course shows you how to measure the effectiveness of your meetings, and how to intervene appropriately during meetings to get back on track when specific problems arise.	eLearning
EL7270	When Too Many Meetings Are Just Too Much	While meetings are a necessary part of business, their frequency often becomes excessive. When Too Many Meetings Are Just Too Much details the importance of ensuring that meetings are an effective use of the attendees' time	eLearning
EL7271	Making Meetings Work	Too often meetings are not a productive use of time. This Business Impact examines how to run meetings that are useful and efficient.	eLearning
EL7272	Managing Meetings for Productivity and Effectiveness	Effective meetings require careful planning and management. Managing Meetings for Productivity and Effectiveness focuses on scheduling and preparing productive meetings.	eLearning

EL7273	Basic Presentation Skills: Planning a Presentation	Even the most seasoned public speakers can experience nerves before a major presentation. The successful ones, however, have learned how to make those nerves work for them. Positive concern about the impact of a presentation can spur presenters to raise	eLearning
EL7274	Basic Presentation Skills: Creating a Presentation	This course describes how to make these key parts of a presentation - the introduction, support content, and conclusion - memorable and effective.	eLearning
EL7275	Basic Presentation Skills: Delivering a Presentation	This course describes how to make your delivery successful and memorable. It covers techniques for managing stage fright - the biggest problem most speakers have.	eLearning
EL7276	The Impact of Situation and Style When Communicating with Diplomacy and Tact	In this course, you'll see how conversations with different people in different situations can impact how you deliver your message, in terms of respect and sensitivity.	eLearning
EL7277	Strategies for Communicating with Tact and Diplomacy	Communicating with diplomacy and tact requires strategy, awareness, and skills. Its aim is to establish trust and rapport in relationships while delivering messages effectively. However, it's often pushed aside by good intentions cloaked by gut reaction	eLearning
EL7278	Delivering a Difficult Message with Diplomacy and Tact	This course explores the skills needed to help you effectively plan and deliver your difficult message. It helps you learn how to develop and frame your message by examining issues such as careful preparation, wording, and delivery.	eLearning
EL7279	Basic Business Math: Using Whole Numbers and Decimals	This course builds on the basic math skills that you learned in your school years, showing you how to apply those skills to some common business situations.	eLearning
EL7280	Basic Business Math: Percentages and Ratios	This course builds on the basic math skills that you learned in your school years, showing you how to apply those skills to some common business situations.	eLearning

EL7281	Basic Business Math: Averages and Equations	This course builds on the basic math that you learned in your school years, showing you how to apply those skills to some common business situations.	eLearning
EL7282	Basic Business Math: Charts and Graphs	This course builds on the basic math skills that you learned during your school years, showing you how to apply those skills to some common business situations.	eLearning
EL7283	Optimizing Your Work/Life Balance: Analyzing Your Life Balance	This course highlights techniques you can use to analyze your current level of balance between work and life responsibilities. It covers ways to assess your current work/life balance and overcome internal and external obstacles to achieving balance.	eLearning
EL7284	Optimizing Your Work/Life Balance: Maintaining Your Life Balance	This course will focus on techniques for maintaining work/life balance. It includes recognizing the behaviors of passiveness, aggressiveness, and assertiveness and how those affect a person's ability to find balance in life.	eLearning
EL7285	Optimizing Your Work/Life Balance: Taking Control of Your Stress	Taking Control of Your Stress	eLearning
EL7286	Balancing Your Responsibilities Simulation	This simulation is based on the SkillSoft series "Optimizing Your Work/Life Balance" and contains links to following courses: Optimizing Your Work/Life Balance: Analyzing Your Life Balance Optimizing Your Work/Life Balance: Maintaining Your Life Balance	eLearning
EL7287	Employee Exhaustion: Managing a Well-balanced Workload	The possibility of employee burnout can threaten productivity. Employee Exhaustion: Managing a Well-Balanced Workload examines strategies for balancing workloads.	eLearning
EL7288	Managing Workplace Stress	Workplace stress will remain a reality of modern business for the foreseeable future, but there are strategies to consider when evaluating how best to anticipate and manage work-related pressures.	eLearning

EL7289	Creating Work/Life Balance	For professionals, keeping up with the competing demands of office and home takes more than good time-management skills. This Challenge Series exercise explores the ways that work/life balance can be created to minimize stress and maximize productivity.	eLearning
EL7290	Diversity on the Job: The Importance of Diversity and the Changing Workplace	This course also discusses the barriers and challenges that must be overcome in order to create a diversified working environment. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.	eLearning
EL7291	Diversity on the Job: Diversity and You	This course identifies strategies to help you become aware of your attitudes toward diversity; increase your acceptance of diverse cultures, people, and ideas; and become an advocate for diversity within the workplace.	eLearning
EL7292	Developing Workplace Diversity Awareness Simulation	This simulation is based on the SkillSoft series "Diversity on the Job" and contains links to the following courses: Diversity on the Job: The Importance of Diversity and the Changing Workplace Diversity on the Job: Diversity and You	eLearning
EL7293	Understanding Workplace Diversity	Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. This course explores additional elements that are crucial aspects of the diversity mixture in today's business world	eLearning
EL7294	Time Management: Analyzing Your Use of Time	Do you have too much time on your hands? With all of the pressures of modern life, so few people today do. In order to preserve your time, you have to know how to manage it. And the first step in learning how to manage time well is to understand how you	eLearning

EL7295	Time Management: Planning and Prioritizing Your Time	This course focuses on ways to prioritize your workload. It discusses how to prepare a useful to-do list and prioritize the items on it. The course also outlines how to sequence and queue tasks to help improve your time management.	eLearning
EL7296	Time Management: Avoiding Time Stealers	Time is a precious, non-renewable resource & how effectively you use it will determine success in both your career and personal life. The greatest squanders of this valuable commodity are time stealers & that multitude of annoyances, trivial tasks, and	eLearning
EL7297	Coping with Information Overload	Advancements in technology have given us instant access to boundless information, but the gains in efficiency and productivity have come at a cost. This course explores the causes of information overload and explores some practical ways to cope with it.	eLearning
EL7298	Prioritizing Personal and Professional Responsibilities	In today's business world, employees face significant performance pressures. This Business Impact focuses on the challenges business professionals face when balancing the demands of home and office in today's global economy.	eLearning
EL7299	Planning for Interruptions Helps with Procrastination	Wasting time at work is a common problem. Planning for Interruptions Helps With Procrastination examines strategies employees can use to minimize their procrastination.	eLearning
EL7300	Setting and Managing Priorities	Prioritizing is an essential skill for any manager. Setting and Managing Priorities considers methods for selecting and setting goals.	eLearning
EL7301	Coping with Conflicting Priorities	Too little time, too many tasks, and everything needs your immediate attention. Sound familiar? Coping with Conflicting Priorities exercise explores the tools and skills needed to manage your time and cope with conflicting priorities.	eLearning
EL7302	Setting Goals	Setting Goals	eLearning

EL7303	The Value of Peer Relationships	This course examines the benefits of positive peer relationships. It also explores how individuals can cultivate peer relationships that can make an organization more collaborative and competitive.	eLearning
EL7304	Developing Strategic Peer Relationships in Your Organization	Cultivating relationships with your work peers can lead to success for you as an individual and for your organization as a whole. Developing a supportive peer network can provide you with access to a wide variety of expertise and institutional knowledge	eLearning
EL7305	Forming Peer Relationships and Alliances at Work	This course explores how to leverage social and communication skills in building peer relationships. And it demonstrates how to build peer support networks and how to collaborate with peers toward a common goal.	eLearning
EL7306	Preparing for an Internal Interview	This course explores three essential steps in preparing for an internal interview: improving your inside knowledge; assessing your skills, accomplishments, and values; and preparing strong answers to the questions you'll face in the interview.	eLearning
EL7307	Making a Positive Impression in an Internal Interview	Throughout this course you'll be shown how you can leverage your experience and internal knowledge to make a positive impression during your interview.	eLearning
EL7308	Using Conflict to an Organization's Advantage	Using Conflict to an Organization's Advantage explores how to manage conflict proactively, and turn it to a team's advantage in a project.	eLearning
EL7309	Mediating Project Team Conflict	Project team conflict can be extremely disruptive to productivity. Mediating Project Team Conflict explores the conflict resolution strategy of mediation.	eLearning
EL7310	Facilitating Work-related Conflict Discussions	Project team conflict isn't always interpersonal in nature. Sometimes, it's work-related. Facilitating Work-related Conflict Discussions explores work-related conflict.	eLearning

EL7311	Being an Effective Team Member	This course covers strategies and techniques to help you become an effective and valued member of your team.	eLearning
EL7312	Establishing Team Goals and Responsibilities	This course outlines initial steps that should be performed when building a team, including establishing the team goal and assigning roles to individual team members in a way that ensures the team will collectively meet its goal.	eLearning
EL7313	Elements of a Cohesive Team	This course introduces techniques for building a cohesive team and highlights how poor communication, a trust-deficient atmosphere, and a lack of cooperation among team members leads to failure of the team achieving its goals.	eLearning
EL7314	Effective Team Communication	In this course, you'll learn the importance of fostering a team environment that encourages open and supportive communication. You will learn to recognize common verbal barriers that affect team productivity and learn strategies reduce those barriers.	eLearning
EL7315	Using Feedback to Improve Team Performance	In this course, you'll learn how to deliver feedback to other members of your team using a direct, honest, and assertive style that strives to eliminate uncertainty.	eLearning
EL7316	Power and Politics in Matrixed Teams	There are many gains to be made by adopting a matrix organizational structure, but the approach itself does not guarantee success. Managers must recognize that authority, power, and internal politics have a significant impact on any team structure.	eLearning
EL7317	Leading Teams: Launching a Successful Team	This course outlines the benefits of business teams and the importance of taking proactive measures to ensure a smooth transition during the initial phase of team formation.	eLearning
EL7318	Leading Teams: Establishing Goals, Roles, and Guidelines	Estab Goals/Roles/Guidelines	eLearning

EL7319	Leading Teams: Developing the Team and its Culture	This course outlines the role of the team leader on a high-performance team and highlights the importance of taking steps to develop the team culture early on during team formation.	eLearning
EL7320	Leading Teams: Building Trust and Commitment	The course also provides leaders with strategies that help increase team member commitment, such as being supportive, making members feel secure, providing interesting work, and acknowledging contributions and achievements.	eLearning
EL7321	Leading Teams: Fostering Effective Communication and Collaboration	This course outlines the importance and benefits of promoting team communication and collaboration. It covers techniques for encouraging effective communication by employing a favorable communication style and ensuring the team profits from team meetings	eLearning
EL7322	Leading Teams: Motivating and Optimizing Performance	Leading Teams: Motivating and Optimizing Performance As teams mature, they're able to perform more independently. Accordingly, team leaders must shift their role to one of maintaining motivation and optimizing team member performance. This ensures that	eLearning
EL7323	Leading Teams: Dealing with Conflict	This course offers an understanding the causes conflicts in a team and the important role of healthy communication in handling conflicts. It presents many best practice approaches to resolving conflicts and illustrate the tenets of principled negotiation	eLearning
EL7324	Leading Teams: Managing Virtual Teams	This course offers leaders a framework for leading virtual teams. Outlining the competencies that members of virtual teams should possess and offers guidelines for specific virtual team activities, such as teleconferencing and decision making.	eLearning
EL7325	Building Trust Incrementally	Trust in a manager is not a given. Building Trust Incrementally focuses on a new manager's challenge of winning the trust of her team.	eLearning

EL7326	Inspiring Your Team	Inspiring your Team explores the challenges leaders face when trying to find unique, appropriate, and effective methods to motivate team members to attain and surpass goals.	eLearning
EL7327	Support Your Leader	Individuals who seek out ways to better support their leaders often find that personal success is a natural end result. This Business Impact explores some of the ways that team members can assist their leaders in a supporting role.	eLearning
EL7328	Developing Self-sufficient Teams	Team structure and functionality can often dictate efficiency and success. Developing Self-Sufficient Teams explores cross-functional, self-managed, and virtual team structures.	eLearning
EL7329	Choosing the Right Team Culture	Every company has its own unique corporate culture, and work groups have their own cultural norms, too. This Challenge highlights 3 of the more common organizational culture types and explores which are most suitable under prescribed personal conditions.	eLearning
EL7330	Managing Communications in a Virtual Team	Managing Communications in a Virtual Team The manager of a virtual team must master excellent communication and understand the importance of virtual presence technologies.	eLearning
EL7331	Building and Leading Teams	Leading a team requires facilitating effective interaction between team members. This Challenge examines the importance of maintaining team participation and commitment in order to overcome obstacles collectively.	eLearning
EL7332	Meeting Team Performance Challenges	Contributing in a Team Environment A team is a group of employees with complementary skills, united by a shared goal and vision.	eLearning
EL7333	Lean and Six Sigma	Six Sigma is a data-driven improvement philosophy that views all activities within an organization as processes whose inputs can be controlled to effect significant improvements in process outputs. Six Sigma uses a rigorous	eLearning

EL7334	Six Sigma Projects and the Black Belt Role	Six Sigma deployments demand major investments of time, effort, and money on behalf of an organization. Organizations need to exercise due diligence to determine if Six Sigma is the appropriate approach to employ, or if a l	eLearning
EL7335	Six Sigma Leadership and Change Management	The enterprise leaders in an organization play the most critical role in Six Sigma success. These leaders affect the deployment of Six Sigma in terms of providing resources, removing roadblocks, managing change, and communi	eLearning
EL7336	Critical Requirements and Benchmarking for Six Sigma	The success of Six Sigma deployment in an organization largely depends on the success of individual Six Sigma projects. Organizational stakeholders, including customers, suppliers, and employees, have a strong influence on	eLearning
EL7337	Business Performance and Financial Measures in Six Sigma	Six Sigma improvement begins with assessing the current performance of an organization's processes and products, and comparing it with the desired performance. An important part of this assessment is choosing a set of measu	eLearning
EL7338	Forming Project Teams for Six Sigma	Forming an effective Six Sigma team for driving improvement projects throughout an organization is essential to Six Sigma success. Six Sigma teams are vital to improving an organization's existing quality to enhance bottom-	eLearning
EL7339	Motivation and Communication in Six Sigma Teams	Six Sigma teams must possess specific qualities to succeed throughout the development stages of their life cycles. Leaders who know how to facilitate teams will greatly enhance their chances for project success, which in tu	eLearning
EL7340	Managing Six Sigma Team Performance	Manage Six Sigma Team Performa	eLearning

EL7341	Using Voice of the Customer in Six Sigma	Customers are at the heart of all Six Sigma initiatives, and this focus on customers is what makes Six Sigma an outstanding organizational performance improvement program. The voice of the customer (VOC) is a Six Sigma stra	eLearning
EL7342	Developing Project Charters and Tracking Six Sigma Projects	A project charter is the most important document used to initiate and manage a Six Sigma project, and it is treated as an informal contract between an organization and the Six Sigma team. The project charter articulates the	eLearning
EL7343	Process Characteristics for Six Sigma	To improve the processes behind an organization's products and services, a Six Sigma Black Belt must measure them. But first, they must identify those processes. Among the many Six Sigma tools, several are designed specific	eLearning
EL7344	Data Collection and Measurement in Six Sigma	An organization's success depends upon how it delivers on its processes. Before Black Belts can begin to improve an organization's processes, they must measure those processes with the appropriate data. The crucial steps of	eLearning
EL7345	Six Sigma Measurement Systems	Six Sigma measurement systems are vital to improving an organization's processes. Measurement systems encompass the conditions, devices, and the human element of measurement, which together must produce correct measurements	eLearning
EL7346	Basic Statistics and Graphical Methods for Six Sigma	Organizations must ensure that their processes and products are extremely consistent, as variations can lead to rejected orders, lower revenues, and eventually, financial disaster. Basic statistics can provide Black Belts w	eLearning
EL7347	Probability for Six Sigma	Organizations need to make inferences about a population from sample data, and understanding how to calculate the probability that an event will occur is crucial to making those inferences. In a Six Sigma context, it is oft	eLearning

EL7348	Process Capability for Six Sigma	In any improvement initiative, organizations must determine whether their existing processes meet the targets and specifications demanded by the business, or by the customer. Measuring and analyzing the capability and perfo	eLearning
EL7349	Correlation and Regression Analysis in Six Sigma	As a Six Sigma team moves into the Analyze stage of the DMAIC process, it looks more closely at the variables and variable interrelationships identified during the Measure stage. As part of the analysis, a scatter diagram o	eLearning
EL7350	Multivariate Analysis and Attribute Data Analysis in Six Sigma	In the Analyze phase of the DMAIC methodology, a Six Sigma team begins to analyze the root causes of the problems that it identified in the earlier stages. This analysis may require churning out huge volumes of data of diff	eLearning
EL7351	Hypothesis Testing Concepts and Tests for Means in Six Sigma	In the Analyze phase of the DMAIC methodology, Six Sigma teams analyze the underlying causes of issues that need to be addressed for the successful completion of their improvement projects. To that end, teams conduct a numb	eLearning
EL7352	Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma	As a Six Sigma team moves into the Analyze phase of a project, team members begin analyzing the information and data collected in the earlier phases. During the Analyze phase, Six Sigma teams identify possible sources of va	eLearning
EL7353	Nonparametric Tests in Six Sigma Analysis	Hypothesis testing is a process of assuming an initial claim about the population characteristics and then statistically testing this claim using sample data. Testing hypotheses is a very important activity in Six Sigma pro	eLearning
EL7354	Nonstatistical Analysis Methods in Six Sigma	Getting to the source of why something has gone wrong in a system or process is critical to identifying the changes necessary for resolving the problem. During the Analyze phase of a Six Sigma project, a Black Belt practiti	eLearning

EL7355	Designing and Planning Experiments in Six Sigma	Six Sigma teams concluding the Analyze phase with a well-understood problem strive in the Improve phase to generate a well-designed solution. Design of experiments (DOE) is a controlled approach to experimentation that enab	eLearning
EL7356	Conducting Experiments and Analyzing Results in Six Sigma	Six Sigma teams design and conduct experiments to investigate the relationships between input variables and response variables. By controlling and changing the input variables and observing the effects on the response varia	eLearning
EL7357	Improvement Methods and Implementation Issues in Six Sigma	Six Sigma offers many techniques and strategies to improve an organization's processes. As a Six Sigma team moves into the Improve phase, they begin to generate a list of solutions to address the causes of problems in the p	eLearning
EL7358	Statistical Process Control (SPC) in Six Sigma	Ensuring a process is in control is critical to any Six Sigma project, but how do you determine with certainty if a process is on track or requires improvement? Where do you find the 'proof' or solid facts that a process is	eLearning
EL7359	Nonstatistical Control Tools and Maintaining Controls in Six Sigma	In the final stages of the Six Sigma DMAIC methodology, once process improvement opportunities are identified and implemented, teams need to control the improved processes in order to sustain improvement gains. Process cont	eLearning
EL7360	Sustaining Improvements and Gains from Six Sigma Projects	As a Six Sigma project winds down, there are a number of activities that, if utilized, can determine whether the implemented process improvement will continue to meet intended results, thus contributing to the overall and o	eLearning
EL7361	Common Design for Six Sigma Methodologies, Design for X, and Robust Design	Design for Six Sigma (DFSS) is the methodology associated with the design of a process, product, or service, which results in Six Sigma output that satisfies both the external customer and internal business requirements. DF	eLearning

EL7362	Special Design Tools in Design for Six Sigma	Six Sigma offers many techniques and strategies to improve an organization's processes. This course covers the strategic and tactical special design tools that can be utilized as a Six Sigma team designs products, processes	eLearning
EL7363	Introduction to Lean for Service and Manufacturing Organizations	Lean has its origin in the Japanese manufacturing industry in the 1980s as a waste reduction and improvement methodology. However, as it turned out, methods and principles of lean thinking spread to logistics, and from ther	eLearning
EL7364	Using Lean for Perfection and Quality	Lean methodology comprises a powerful set of tools designed to optimize perfection and quality in a manufacturing or service organization. 5S is a tool for organizing and creating a productive work environment. Hoshin Kanri	eLearning
EL7365	Lean Tools and Techniques for Flow and Pull	The Lean approach is to eliminate waste from an organization's production and fulfillment processes and to maximize every opportunity to improve efficiencies and customer satisfaction. By applying Lean tools and techniques,	eLearning
EL7366	Reducing Waste and Streamlining Value Flow Using Lean	Eliminating waste is one of the most effective ways to increase the profitability of any organization. Processes either add value or waste to the production of a product or service. The seven wastes originated in Japan, whe	eLearning
EL7367	Value Stream Mapping in Lean Business	Processes are a part of every business. It is important to graphically depict these processes so areas of waste can be identified and eliminated, creating a more efficient, profitable, and lean organization. This course wil	eLearning
EL7368	Applying Lean in Service and Manufacturing Organizations	Experts say that becoming a Lean enterprise is largely culture-related. An organization's culture dictates how people work, their attitudes toward work and change, their relationships with each other and management, and the	eLearning

EL7369	Customer-driven Process Improvement: Basic Framework	Letting customer needs drive your process improvement efforts can increase the chances that your product or service will be favored by customers, the most important stakeholders in your business. Customer satisfaction is cr	eLearning
EL7370	Customer-driven Process Improvement: Identifying Customer Needs	Rapid change and intense competition mean that organizations have to establish and maintain a clear, consistent understanding of their customers' requirements, and then meet those requirements on an ongoing basis. Informati	eLearning
EL7371	Customer-driven Process Improvement: From Customer Needs to Process Requirements	Analyzing and understanding voice of the customer data is an important first step in managing customer-driven process improvement. This data reveals important information about customers' needs, perceptions, and attitudes.	eLearning
EL7372	Customer-Driven Process Improvement: Mapping and Measuring Processes	Mapping and measuring your current processes, especially those that are most critical to customers, are important steps in improving them. Mapping a process helps you visualize it - enhancing your understanding of the varia	eLearning
EL7373	Customer-driven Process Improvement: Analyzing Process Problems	One of the stages in customer-driven process improvement is identifying problem areas in current processes. It's vital to find out why something has gone wrong in a process, especially if it affects the organization's abili	eLearning
EL7374	Customer-Driven Process Improvement: Identifying Improvement Ideas and Solutions	After investigating current processes, it's time to find improvement solutions. You need to ask what actions or ideas will help address the root cause of any problems uncovered. Which of these ideas make up workable potenti	eLearning
EL7375	Customer-driven Process Improvement: Implementing and Maintaining Improvements	The final stage in customer-driven process improvement is implementing the changes that will enable a process to deliver what customers need. After determining customer requirements, measuring and analyzing current processe	eLearning

EL7376	Fundamentals of Purchasing and Vendor Management	Purchasing and vendor management are important organizational functions. An organization's purchases account for a large share of its total costs. The changing nature of today's business environment and the move toward dece	eLearning
EL7377	Purchasing: Finding Sources of Supply	Your organization's purchases probably account for the largest share of its total costs. Having a clear understanding of your product and service requirements and conveying those requirements to the right suppliers may resu	eLearning
EL7378	Selecting Suppliers and Administering Contracts	One of the most important steps in the purchasing process is to select the supplier that best meets your organization's purchase needs. To help with this part of the process, organizations develop supplier evaluation criter	eLearning
EL7379	Evaluating Supplier Performance and Managing Supplier Relationships	Evaluating the performance of your suppliers and maintaining mutually fulfilling relationships with them are essential activities in supplier relationship management. There are many types of supplier-related problems that y	eLearning
EL7380	Introduction to Six Sigma for Champions	When launching General Electric's quality effort in 1995, Jack Welch, the then chairman and legendary champion for the cause of Six Sigma, strongly encouraged his chief employees to become "passionate lunatics" about Six Si	eLearning
EL7381	Six Sigma Process Improvement	In the world of business you cannot expect faulty processes to deliver outstanding organizational results. Six Sigma offers many ways to improve your organization's processes, based on your priorities and business requireme	eLearning
EL7382	Six Sigma Projects and Project Teams	"Managers are people who do things right, while leaders are people who do the right thing," says Warren Bennis, Ph.D. in his book "On Becoming a Leader." Champions are leaders. Selecting the right Six Sigma projects and the	eLearning

EL7383	Managing and Deploying Six Sigma	"The vision must be followed by the venture. It is not enough just to stare up the steps - we must step up the stairs." Vance Havner, author. However, venturing into Six Sigma is not easy. Deploying Six Sigma is where "the	eLearning
EL7384	Leadership	Leadership is fundamental in driving quality in an organization. A good leader's actions and words filter down to all organizational levels to create a quality culture. The concepts of organizational leadership are built on	eLearning
EL7385	Team Dynamics	Effective development of teams improves the organization's quality and productivity. Team development encompasses team establishment, assignment of roles and responsibilities, and performance evaluation. Dynamic team goals	eLearning
EL7386	Developing and Deploying Strategic Plans	Successful organizations are founded on effectively developing and deploying strategic plans. Organizations must identify their primary goals and objectives based on their mission and vision statements. Other success factor	eLearning
EL7387	Managerial Skills and Abilities	Quality management is an important factor in the success of today's organizations. Leading organizational thinkers have gone to the extent of saying that quality in an organization is determined by the quality of its manage	eLearning
EL7388	Communication Skills and Project Management	An essential element of management is the ability to effectively communicate with people. The capacity to successfully communicate in today's global economy is a pivotal element to the success of any organization. Managers	eLearning
EL7389	Quality Systems, Models, and Theories	The implementation of an effective quality system is a vital component of the success of any organization. Personnel at all levels in an organization must be aware of the quality mission, plan, and methodology it employs. A	eLearning

EL7390	Problem-Solving and Process Management Tools	Albert Einstein is reputed to have said, "The significant problems we face cannot be solved at the same level of thinking we were at when we created them." To solve quality and process-related problems, managers should cont	eLearning
EL7391	Measurement: Assessment and Metrics	Were you ever in a situation where you started a new project and weren't sure of its effectiveness? Is your new process trending toward success or failure? These are questions that should be on the mind of every manager. An	eLearning
EL7392	Customer-Focused Management	Sam Walton, founder of Wal-Mart, is reputed to have said, "There is only one boss, the customer. And he can fire everybody in the company, from the chairman on down simply by spending his money somewhere else." Effective q	eLearning
EL7393	Supply Chain Management	At what level are your suppliers performing? Are the relationships with your suppliers benefiting the organization? A quality-centered relationship with a supplier can play a vital role in the success of organizations, prov	eLearning
EL7394	Training and Development	The most valued resource of any organization is its people. In today's corporate landscape of technological advancement, employees must be trained to align with the strategic direction of the business. Managers of quality s	eLearning
EL7395	Six Sigma and Lean in the Organization	Six Sigma is a highly disciplined, data-driven improvement program that helps companies focus on eliminating defects in any process and delivering near-perfect products and services. Six Sigma has been globally accepted as	eLearning
EL7396	Design for Six Sigma in the Organization	Design for Six Sigma (DFSS) is often called the future of Six Sigma, as it is emerging as a strategy that better serves the current innovation initiatives of many industries. DFSS uses a "pay me now or pay me later" approac	eLearning

EL7397	Processes and Customer Analysis in Six Sigma Projects	A process is a means of creating and delivering products and services needed by customers. According to Takashi Osada, Japanese author and quality pioneer, "if the process is right, the results will take care of themselves.	eLearning
EL7398	Basics of Sigma Projects/Teams	"Effective leadership is putting first things first. Effective management is discipline, carrying it out," says famous motivator and author, Stephen R. Covey. Six Sigma needs both effective leadership and management to deli	eLearning
EL7399	Tools for Planning and Managing Six Sigma Project Opportunities	In many situations your results are only as good as the tools you use. Knowing which tools to use, and how to apply them effectively, is the key to any endeavor's success. This assertion holds true for process and quality i	eLearning
EL7400	Using Six Sigma Analysis Tools and Metrics for Project Decisions	Six Sigma is a business improvement methodology that begins by comparing the current state of a company's products and processes to their desired levels. The goal of the Define phase in the Six Sigma DMAIC methodology is to	eLearning
EL7401	Modeling and Analyzing Processes in Six Sigma	"If you can't describe what you are doing as a process, you don't know what you are doing," says W. Edwards Deming, a well-known American quality advocate, statistician, and educator. During the Measure stage of the Six Sig	eLearning
EL7402	Statistics and Probability in Six Sigma	Six Sigma bases its analysis and findings on the facts and figures at hand. Statistical studies and probability are the key tools that Six Sigma teams use to measure and analyze issues that are identified in the early stage	eLearning
EL7403	Data Classification and Collection in Six Sigma	"Measure what is measurable, and make measurable what is not so" said Galileo Galilei, the famous Italian physicist, mathematician, astronomer, and philosopher. Measuring the key characteristics in your current processes is	eLearning

EL7404	Summarizing and Presenting Data in Six Sigma	Six Sigma teams use measures of central tendency and dispersion to reveal key facts about process data and the existing processes. They summarize data and put forth the relationships between various data components for fur	eLearning
EL7405	Probability Distributions and Measurement Systems Analysis in Six Sigma	Probability distributions are an essential part of descriptive statistics that Six Sigma teams can use to assist in fitting collected data into various types of distributions. Probability distributions help to ascertain spe	eLearning
EL7406	Measuring Process Capability and Performance in Six Sigma	Businesses exist to meet the needs of the customers they serve. As such, you must listen to the voice of your customers and build processes that deliver products and services to them. It is also necessary to review processe	eLearning
EL7407	Exploratory Data Analysis in Six Sigma	In the Analyze stage of the Six Sigma DMAIC process, you closely examine the output variable (known as y) and its possible causes or input variables (known as x's) collected in the Measure stage to get a deeper understandin	eLearning
EL7408	Introduction to Hypothesis Testing and Testing for Means in Six Sigma	The Analyze phase in Six Sigma closely examines the many process inputs identified in the Measure phase to determine if they are related to outputs, and if a relationship does exist, if it is statistically significant. An i	eLearning
EL7409	Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	The hypothesis test is one of the most important tools used in the Analyze stage of the Six Sigma DMAIC methodology. A hypothesis test helps to determine whether or not an observed relationship or difference truly exists be	eLearning
EL7410	Design of Experiments and Validation of Solutions in Six Sigma	"We are, I think, in the right road of improvement, for we are making experiments," said Benjamin Franklin. In the Improve stage of the DMAIC process, Six Sigma teams design and conduct experiments to study the nature of re	eLearning

EL7411	Statistical Process Control and Control Plans in Six Sigma	In the final stages of the Six Sigma DMAIC methodology, once process improvement opportunities are identified and implemented, you need to make sure that the improved processes are controlled to sustain the process improvem	eLearning
EL7412	Using Basic Control Charts in Six Sigma	In a Six Sigma DMAIC project, once you've measured your current processes, analyzed the gaps and causes of problems, and improved processes to the desired level, you need to monitor and control them over an extended period	eLearning
EL7413	Attracting New Investors - Keeping Presentations Focused	Given the fierce competition for investor capital, it's imperative that companies position themself	eLearning
EL7414	Are You Listening to Your Customers?	Customer satisfaction is an important part of any business. Are You Listening to your Customers? discusses formal and informal techniques that help you to capture customer requirements.	eLearning
EL7415	Quick Wins in Six Sigma Implementation	This Business Impact explores how best to select initiatives that are most beneficial to both the project team and the organization as a whole.	eLearning
EL7416	Six Sigma Versus TQM	Six Sigma offers a number of advantages over TQM. This impact examines the benefits of Six Sigma as contrasted with TQM.	eLearning
EL7417	Lean Inbound Transportation	Shipping and storage of raw materials can carry exorbitant costs. This impact explores how businesses can reduce such costs.	eLearning
EL7418	Promoting Six Sigma in the Workplace	Organizational change is rarely an easy undertaking. And when a company incorporates a complex system like Six Sigma, the challenge can be especially difficult. Employee anxiety and resistance are common. So to anticipate a	eLearning
EL7419	A Critical-to-quality Tree - What's That?	The Six Sigma critical-to-quality tree translates customer needs to business goals. This impact explores how.	eLearning

EL7420	Basic Measurement Concepts in Six Sigma	Decreasing defects is the core function of Six Sigma. But to accomplish this, defects must be quantified. This Business Impact explores the basic measurement concepts that help assure statistical information is properly tra	eLearning
EL7421	Kaizen Events	Kaizen Events are highly focused, short-term projects for dealing with specific business issues. This Business Impact examines how all types of companies can benefit from them.	eLearning
EL7422	TestPrep Six Sigma Green Belt (SSGB)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only tes	eLearning
EL7423	IT Strategy Essentials: Business and IT Strategy Alignment	How well are IT and business strategies aligned in your organization? In companies where IT and business collaborate successfully, IT is often used to exploit innovation to drive constant improvement in business operations.	eLearning
EL7424	IT Strategy Essentials: Creating an IT Strategy Plan	Once you've identified the value IT brings to your organization and determined the level of alignment between the IT Department and business strategies, it's time to create an IT strategy plan. The plan provides a roadmap o	eLearning
EL7425	IT Strategy Essentials: Implementing an IT Strategy	After your IT strategy plan is complete, you can start implementing it. But first you need to get buy-in from various stakeholders so that the work that's required to carry out the IT strategic initiatives can move forward	eLearning
EL7426	Principles of Accounting and Finance for Non-financial Professionals	Finance and accounting are at the heart of every business. These functions deal with recording, summarizing, and analyzing financial information across all departments for decision making, directing, and controlling their r	eLearning

EL7427	Cash Flow Management Essentials for Non-financial Professionals	Cash flow management involves monitoring, analyzing, and adjusting your business's cash flows to maintain a steady flow of cash available for your activities when needed. Sustaining working capital while managing the flow o	eLearning
EL7428	The Time Value of Money and Investment Decisions for Non-financial Professionals	The notion of Time Value of Money is at the foundation of many financial decisions and activities in an organization. Regardless of your functional or departmental role, you may be required to choose between investment opti	eLearning
EL7429	The Essentials of Budgeting for Non-financial Professionals	Professionals and functional managers in every department deal with budgets one way or another for providing targets and direction in their day-to-day decision making and control activities. The budget is a formal expressio	eLearning
EL7430	Financial Statements for Non-financial Professionals	Financial statements, including the Income Statement, the Cash Flow Statement, and the Balance Sheet, work as a dashboard of the financial performance of an organization. Knowing how these financial statements are created,	eLearning
EL7431	Analyzing Financial Statements for Non-financial Professionals	Financial statements of an organization often conceal more than they reveal. Being able to analyze them and extract meaningful information is an essential skill that financial as well as non-financial professionals should h	eLearning
EL7432	Preparing a Business Case	Why put time and effort into preparing, writing, and presenting a business case for new projects? Why not just talk to the manager and get his approval for the project? The answers to these questions lie in the fact that or	eLearning
EL7433	Writing a Business Case	Which would you rather do: prepare a business case for your latest project or go to the dentist? Given the choice, many of us would tend to choose the latter. Whether you want to invest in product development or reinvent yo	eLearning

EL7434	Presenting Your Case	Have you ever attended a presentation that failed because the presenter was ill prepared or ineffective in his approach? A successful presenter must possess the proper skills to plan and deliver an effective business case p	eLearning
EL7435	Developing Character for Decisiveness	What does it mean to be decisive? Decision makers come in all shapes and forms and work at all levels of an organization. It's not only CEOs and managers who must be effective decision makers. All employees should have the	eLearning
EL7436	Overcoming the Barriers to Decisiveness	Knowing how to make a decision doesn't always lead to having a strong decisive nature. Indecisiveness is often due to personal barriers that individuals use to protect themselves from failure. Fortunately, recognizing barri	eLearning
EL7437	IT Project Management Essentials: Introduction to IT Project Management	The successful delivery of information technology (IT) projects requires managers to adapt project management processes and tools to account for the specific characteristics of the IT environment. By applying these processe	eLearning
EL7438	IT Project Management Essentials: Initiating and Planning IT Projects	If you want your IT project to complete successfully, you need to get it off to a good start. During the early stages of a project the initiating and planning phases a project manager should clarify objectives and requireme	eLearning
EL7439	IT Project Management Essentials: Executing IT Projects	The execution phase in an IT project is when the work gets going and the plan is transformed into action and results. From the start of this phase, it's important for the project manager to establish regular communications	eLearning
EL7440	IT Project Management Essentials: Monitoring and Controlling IT Projects	The aim of project monitoring and control is to compare actual progress and performance against the project plan. An IT project manager must analyze any variances from the plan and identify what actions may need to be taken	eLearning

EL7441	IT Project Management Essentials: Managing Risks in an IT Project	IT project managers deal with risks every day, including potential cost overruns, schedule delays, design constraints, hardware defects, and software bugs. Without a plan or process in place to address the possibility of un	eLearning
EL7442	IT Project Management Essentials: Testing Deliverables and Closing IT Projects	Because it's a significant point in an IT project, the closing phase has its own set of processes and activities. When a project manager carries out those activities and processes, he or she can demonstrate that the project	eLearning
EL7443	Overview of Project Management (PRINCE2®: 2009-aligned)	Project-based operations have become a key factor in today's business world. The importance of choosing a well planned and proven method for managing projects is a challenge for organizations across the board. If you think	eLearning
EL7444	Project Organization, Planning and Risk (PRINCE2®: 2009-aligned)	An effective project management methodology requires a foundation of core themes that allow Project Managers, Project Boards and project team members to organize and control the project management process. These themes are	eLearning
EL7445	Project Quality, Change and Progress (PRINCE2®: 2009-aligned)	This course introduces three of the themes of a PRINCE2: 2009-aligned project: Quality, Change and Progress. PRINCE2 is recognized as an international standard for process-based project management. It is the standard method	eLearning
EL7446	Starting Up, Initiating and Directing a Project (PRINCE2®: 2009-aligned)	Every good system is based on a framework or architecture that governs its progression ζ from start-up through pulling together all the sub-systems that work together to achieve a desired result. The PRINCE2 project managem	eLearning
EL7447	Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	In a project management system, processes are the foundation upon which every other aspect of the system stands. Processes provide a controlling structure for establishing what to do and when to do it. The bulk of the proje	eLearning

EL7448	Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	By definition, not all projects are the same. One of the defining characteristics of a project is that it is unique. Each project has a different team, a different customer, and a different location. And typically each prod	eLearning
EL7449	TestPrep PRINCE2: Foundation	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only tes	eLearning
EL7450	TestPrep Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL7451	TestPrep Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL7452	Managing Software Project Outsourcing: Preparing to Manage an Outsourced Project	Outsourcing is a powerful business strategy that can bring many benefits. These include lower costs, an ability to focus on core business competencies, improved quality, and superior skills and capabilities. IT outsourcing	eLearning
EL7453	Managing Software Project Outsourcing: Developing a Vendor Contract	To successfully outsource a software project, you need to pick a vendor who knows what to do, how to do it, how well to do it, and how quickly to do it. Vendor selection can be a complex process that involves defining detai	eLearning
EL7454	Managing Software Project Outsourcing: Working with the Outsourced Team	Once a contract is signed with an outsourcing vendor, you must carefully manage the relationship with that vendor. Getting off to a positive start with the outsourced team goes a long way toward achieving success. In this c	eLearning

EL7455	Managing Software Project Outsourcing: Dealing with Risks	Every outsourcing initiative has its risks. These can include the discovery of a strategic mismatch with the vendor, security breaches or loss of intellectual property, and the failure of the outsourced team to implement th	eLearning
EL7456	Introduction to Business Analysis and Essential Competencies	Often, and usually with the best intentions, organizations hastily overhaul processes or implement new systems in an effort to quickly fix or address a problem, only to discover that it wasn't the right solution after all t	eLearning
EL7457	Introduction to Business Analysis Planning	In business analysis, there is no prescribed route to take. Each project, task, or process initiative is different, and every environment you work in is different. Therefore, it's essential you map out your business analysi	eLearning
EL7458	Planning Business Analysis Communication and Monitoring	Most business analyst professionals recognize the importance of identifying and performing business analysis activities in order to successfully deliver requirements and meet project goals. But what about planning and manag	eLearning
EL7459	Business Analysis Requirements Elicitation	The first step in creating any solution is to review stakeholder needs and analyze what tools are available to address those needs. Without understanding stakeholder requirements, you may find a solution to the wrong proble	eLearning
EL7460	Business Analysis Requirements Management and Communication	Projects rarely go according to plan, and any deviations need to be strictly controlled. Requirements management does this through vigilant tracking techniques, and through consistent and planned communications with stakeho	eLearning
EL7461	Business Analysis: Enterprise Analysis	Solutions to business problems are implemented every day, in every size and type of company and industry. But way before solutions are implemented, a business need must be identified, a plausible solution must be defined, a	eLearning

EL7462	Business Analysis: Introduction to Requirements Analysis	When you have a set of dependent tasks to complete, it's not feasible to just randomly pick and choose which tasks to perform and in which order. The same is true for requirements in business analysis. Requirements must be	eLearning
EL7463	Business Analysis: Verify and Validate Requirements	If you want to build a boat, you need to know what is required. You need to check and make sure you have what you require in order to do the job properly. Instructions on how to build an airplane won't help you build your b	eLearning
EL7464	Business Analysis: Solution Assessment and Validation	A business analyst doesn't just come up with a viable solution to address a business need. A business analyst is also responsible for studying the viability of the proposed solution within the organization, identifying what	eLearning
EL7465	Project Stakeholder Management (PMBOK® Guide Fifth Edition)	This course highlights the importance of project stakeholder management to project performance.	eLearning
EL7466	Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	This course covers managing and controlling stakeholder engagement in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 5th Edition.	eLearning
EL7467	A Manager's Guide to Diversity, Inclusion, and Accommodation	A Manager's Guide to Diversity, Inclusion and AccommodationLeading and managing employees in an increasingly diverse workplace can be both rewarding and challenging. What are the expectations of employees? What legislation appli	eLearning
EL7471	Tools for Tracking Project Performance in Project 2013	An essential part of managing a project is keeping project work on track and aligned with budget, resource, and time allocations. Microsoft Project provides tools for tracking project progress, identifying any potential issues, and making adjustments as	eLearning

EL7472	Resource Management in Project 2013	Microsoft Project 2013 makes it simple and easy to manage your project resources. This course covers how to enter resource information for your project, including human resources, equipment, and materials needed to complete the work.	eLearning
EL7473	Communicate and Finalize Project Information Using Project 2013	This course covers reporting tools available in Microsoft Project '13, including filters, custom views, and Save as features that allow you to share project files in multiple formats, such as Microsoft Excel, and to multiple locations, such as SharePoint	eLearning
EL7474	Task-based Scheduling in Project 2013	This course covers setting up project schedule information, defining the project start date, entering project properties, and displaying the project summary task. It covers creating your project task structure, adding, modifying, and deleting tasks.	eLearning
EL7475	Setting up a Project in Project 2013	This course introduces the various ways of setting up a project plan using existing templates, previous project plans, or starting from scratch. It also covers creating project calendar, irregular hours and days, custom fields, and general options.	eLearning
EL7477	Customer Service Fundamentals: Building Rapport in Customer Relationships	Good customer service and strong customer relationships begin with building rapport. Building rapport requires knowing your customer, understanding their situation, and providing an empathetic ear for them to voice their co	eLearning
EL7478	Customer Service in the Field	How do you make a good impression when providing customer service in the field? When you meet customers on their turf, your initial meeting forms the basis for their overall impression of you, your abilities, and your compa	eLearning
EL7479	Customer Service over the Phone	Can you hear a smile over the phone? When you're providing customer service over the phone, without the benefits of face-to-face interaction with your customer, it can be challenging to establish the right relationship fo	eLearning

EL7480	Internal Customer Service	Do you know who your customers are? In a customer-focused company, everyone knows they are responsible for excellent external customer service, but who meets the needs of internal customers? Whether you realize it or not, w	eLearning
EL7481	Customer Service Confrontation and Conflict	How do you handle angry and confrontational customers? One of the most challenging, and potentially uncomfortable responsibilities of a customer service person is dealing with angry customers. By following a few simple tech	eLearning
EL7482	Shaping the Direction of Customer Service in Your Organization	There are several defining moments or moments of truth that can make or break every service transaction. To successfully navigate these moments of truth, it's important for service organizations to and specifically customer	eLearning
EL7483	The Angry Caller: What's Your Plan?	Dealing with angry callers is something every customer service representative and salesperson will face at one time or another. This Business Impact explores a four-step approach for making encounters with irate customers a	eLearning
EL7484	Identifying and Managing Customer Expectations	Understanding your customers' expectations and behaviors is essential to implementing a successful customer-focused service approach. But how do you get to the core of what your customers truly value? This course explores w	eLearning
EL7485	Creating and Sustaining a Customer-focused Organization	To create a customer-focused organization, you need an in-depth understanding of what types of customer-focused tools and solutions are available. And you must know the level of customer focus that you're seeking to achieve	eLearning
EL7486	Customer-focused Interaction	Having positive interactions with your customers is one of the most effective ways to ensure you're providing excellent customer service. However, customers' expectations have evolved over time, and so too have customer ser	eLearning

EL7487	Listening to Your Customers	The key to effective communication is practicing good listening skills. This Business Impact explores the concept of active listening and the crucial difference between hearing and understanding.	eLearning
EL7488	Developing Your Customer Focus	Customers have the power – the power of choice. So how can you make it an easy decision for them to choose you and your company? This Challenge Series exercise explores how to know, meet, and anticipate what your customers are looking for.	eLearning
EL7489	Negotiation Essentials: What Is Negotiation?	Negotiation Essentials: What Is Negotiation? Everyone has to negotiate at some point in his or her life. Strong negotiations skills can be survival skills, both in and out of the workplace. But being able to negotiate successful	eLearning
EL7490	Negotiation Essentials: Planning for Negotiation	Negotiation Essentials: Planning for Negotiation It's true that negotiating can sometimes seem a daunting task. But if you're properly prepared, you'll likely reach an outcome that benefits both you and the other party without to	eLearning
EL7491	Negotiation Essentials: Communicating	Negotiation Essentials: Communicating If you want to achieve a successful outcome in a negotiation, you need to communicate well. And this means not only being clear in how you deliver your message but also ensuring the other par	eLearning
EL7492	Negotiation Essentials: Persuading	Successful negotiators have the ability to persuade others that their interests are important. But they don't achieve this by ignoring the interests of the other party. Instead, they frame and adapt their interests to reflect the	eLearning
EL7493	Negotiation Essentials: Avoiding Pitfalls in Negotiations	Negotiation Essentials: Avoiding Pitfalls in Negotiations Negotiations can be tough. But keeping your wits through pressure and problems can lead to breakthroughs and success. Negotiations commonly fail because poor approaches an	eLearning

EL7494	Conducting a Successful Negotiation Simulation	<p>Negotiation Essentials</p> <p>As the newly appointed hospital administrator of Overton General, you have a great deal to cope with in your first few months on the job. And one of the most pressing tasks is conducting negotiations with</p>	eLearning
EL7495	Effective Body Language in Negotiations	<p>Effective Body Language in Negotiations</p> <p>Body language often conveys far more than the spoken word, communicating the speaker's underlying intent. This Business Impact focuses on the crucial role that non-verbal cues serve during</p>	eLearning
EL7496	Vendor Negotiations: Choosing the Best Approach	<p>Negotiation is a complex process that requires thorough preparation, clear communication, and keen perception. And the most successful negotiators are those who strive to achieve win-win results. This Challenge Series exercise ex</p>	eLearning
EL7497	Location Does Matter	<p>Negotiation: Does Location Matter?</p> <p>Determining the best place for holding negotiations is more difficult than it might first appear. This challenge examines the factors to consider when selecting such a location.</p>	eLearning
EL7498	Essential Mentoring Techniques: Mentoring Fundamentals	<p>Essential Mentoring Techniques: Mentoring Fundamentals</p> <p>Mentoring can benefit everyone. Mentor relationships, whether formal or informal, are a key to enabling success in both our personal and professional lives. Facilitated ment</p>	eLearning
EL7499	Essential Mentoring Techniques: Designing and Initiating Mentoring Programs	<p>Essential Mentoring Techniques: Designing and Initiating Mentoring Programs</p> <p>Mentoring programs are as varied as the organizations that implement them. Options include one-to-one, group, executive, and e-mentoring approaches. Thes</p>	eLearning

EL7500	Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships	Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships Like all relationships, mentoring comes with its share of obstacles. Effectively building and maintaining a mentoring relationship is important for	eLearning
EL7501	Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program	Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program Is your mentoring program valuable? Does it contribute to the achievement of business goals? A mentoring program's survival depends on how successfully i	eLearning
EL7502	Business Management and Strategy: The HR Function and Business Environment	This course examines many of the elements of an organization's corporate strategy, the role of the HR function in the strategic planning process, and the key elements in corporate governance.	WBT
EL7503	Business Management and Strategy: HR and the Strategic Planning Process	Strategic planning provides an understanding of where the organization currently stands and what direction it hopes to take in the future.	WBT
EL7504	Business Management and Strategy: HR Functions and Roles	This course examines many of the key functions and roles HR professionals play in an organization.	WBT
EL7505	What's Your Gross Profit Margin Really Saying?	A company's gross profit margin provides useful information about its financial health. This impact	eLearning
EL7506	Recognizing The Value of Intangible Assets	We operate in an information economy, but current accounting methods are still grounded in the trans	eLearning
EL7507	Recession: How it Affects Business	Recession changes the playing field for business. This Business Impact examines its key factors that	eLearning
EL7508	Assessing Nonrecurring Items in Income Statements	Understanding the nuances of income statements is critical for business analysts and investors. And	eLearning
EL7509	Deconstructing the Balance Sheet	Balance sheets provide an overview of a business's financial standing. This impact explores the prim	eLearning

EL7510	The Time Value of Money: Possible Pitfalls	The time value of money is a fundamental financial principal. It can be used to assess the worth of	eLearning
EL7511	Aligning Recruitment to Job Requirements	Recruiting effectively means aligning recruitment practice to job requirements. Here we discuss why	eLearning
EL7512	Fringe Benefits: Maintaining a Competitive Hiring Advantage	This Business Impact explores the changing landscape of employee remuneration and the role that frin	eLearning
EL7513	Communicating Properly during Layoffs	Corporate mergers, financial downturns, and outsourcing make for difficult transitions for any compa	eLearning
EL7514	Reframing Negative Situations	People often react to perceived negative situations based on their perceptions and past experiences.	eLearning
EL7515	Influencing Key Decision Makers	Even the best business proposals need the support of stakeholders. This Business Impact takes a look	eLearning
EL7516	Executing Innovation	Each innovation lifecycle is unique, but there are certain elements that successful innovations have	eLearning
EL7517	Turning Problems Around with Reverse Brainstorming	This Business Impact explores the technique of reverse brainstorming - a process that helps teams to	eLearning
EL7518	Preventing High Turnover Rates: How to Keep The Best	While some turnover is unavoidable, companies must take proactive steps minimize its effect. This Bu	eLearning
EL7519	Managing Expatriates' Career Development	Managing expatriates presents many significant and often unforeseen challenges. This Business Impact	eLearning
EL7520	Performance Dashboard or Scorecard?	Performance dashboards and scorecards are powerful managerial tools. This impact explains the differ	eLearning
EL7521	Listening to Improve Conversation	Getting the most out of conversations at work is an acquired skill. This Business Impact explores wh	eLearning
EL7522	The Dangers of Multitasking	Multitasking: We all do it. It's an accepted and often expected practice in our hectic personal and professional lives. But is it a vice or a virtue? This Business Impact explores some unexpected consequences of juggling multiple tasks simultaneously.	eLearning
EL7523	Perseverance: Flexibility in Action	To be successful at achieving your goals, you need to persevere.	eLearning

EL7524	Rebuilding Trust	Trust is one of the most important elements of a productive working environment but can easily be broken.	eLearning
EL7525	Do You Share Your Organization's Values?	When your values and beliefs align with the values of your organization, going to work each day can feel like a rewarding, enriching experience.	eLearning
EL7526	Handling Difficult Questions as a Presenter	Presentations are an open dialogue between the presenter and the audience. So what can you do when you're faced with a difficult question? This Impact series product examines strategies for dealing with challenging questions.	eLearning
EL7527	Coping with Aggressive Behavior in the Workplace	Hostile and aggressive behaviors are prevalent in many contexts – even the workplace. This Business Impact Series product explores the phenomenon of bullying in the workplace and strategies for responding assertively.	eLearning
EL7528	Beyond Change: Working with Agility	Organizational change and other roadblocks can be an unpleasant fact of life, but being nimble and graceful in everyday practice can make those roadblocks less daunting.	eLearning
EL7529	Peer Political Styles	Office politics invariably affects work relationships.	eLearning
EL7530	Making Yourself Approachable	The groundwork for mutual understanding is laid when you reach out to others and make yourself approachable. This Business Impact explores the benefits of approachability and how to attain them.	eLearning
EL7531	Writing for Business	Now, more than ever before, professionals use written communication, so mastering the skill of writing clearly is essential. This Business Impact explores the importance of keeping in mind the audience and purpose of any written communication.	eLearning
EL7532	Broadening Your Learning Horizons	Learning methods and tools are evolving. They are broadening to include new technologies and methods. This Impact Series product explores this evolution.	eLearning

EL7533	Playing the Devil's Advocate in Decision Making	Good decision making lies at the heart of success. This impact explores a strategy for ensuring that business decisions are sound.	eLearning
EL7534	Disciplines of Organizational Learning: Personal Mastery	The various models of organizational learning enable individuals or groups to systematically enhance abilities to produce a desired outcome. This Business Impact considers the benefits of one specific form of organizational learning: Personal Mastery.	eLearning
EL7535	Safe Small Talk	Small talk is a long-standing social convention with understood rules governing which topics are acceptable and which are not. This Business Impact explores the nature of small talk in the business setting.	eLearning
EL7536	Conquering Career Stagnation	Many employees experience career stagnation. This impact examines strategies to overcome it.	eLearning
EL7537	Communicating with a Cross-cultural Audience	Cultural differences affect how people communicate in business. This impact examines pitfalls to avoid when communicating with a cross-cultural audience.	eLearning
EL7538	Get it Together: Organizing Your Sales Approach	The challenges you face are many. Information overload, competing priorities, complex sales cycles all stand as significant obstacles.	eLearning
EL7539	Presentations That Get People Talking	Nothing can halt forward momentum in the sales cycle like a stale presentation.	eLearning
EL7540	Talking Value with Your Customers	You know that your solution is the best option for your client, but they might not know it – yet. This Business Impact Series product explores how to win a client over by capitalizing on shared values.	eLearning
EL7541	Dealing with Questions, Objections, and Resistance	If you want to set yourself apart from other sales professionals, there are some good techniques you can use to further your sales efforts when an objection arises.	eLearning
EL7542	Educating and Collaborating with Customers	Today's sales professionals need to challenge their customers' thinking, presenting new solutions, and highlighting issues customers may fail to notice.	eLearning

EL7543	Effective Cold Calling	Sometimes your only option for gaining access to a new contact is to make a cold call, but cold calling can be daunting and the results unpredictable.	eLearning
EL7544	Connecting Customers and Solutions	Preparing for your interactions with a strategic mindset is essential in connecting your customer to your solution. You must be able to communicate your vision using positioning, trust, and insight.	eLearning
EL7545	Dealing with Negotiation Challenges	It's a fact of business life that most deals aren't made from the initial proposal. Most of the time, negotiation is necessary to come to an agreement that works for the customer and the vendor alike.	eLearning
EL7546	Managing Implementation Problems	Regardless of how good your solution seems when you close your deal, sometimes implementation issues can't be avoided.	eLearning
EL7547	Building Momentum in Discovery Meetings	'Ask before you tell' – that's the prime directive of the discovery meeting. During this meeting, you aim to find out key information about the customer, establish your credibility, and build momentum.	eLearning
EL7548	Appealing to Prospects	Successful prospecting opens the door to the sales process. It involves taking that first step with a potential customer.	eLearning
EL7549	Getting Your Head around Pipeline Management	Staying on top of prospects in your pipeline helps you to keep business moving appropriately and alerts you to small issues before they turn into big problems.	eLearning
EL7550	Prompting Action through Focused Communication	Making a sale is as much about communicating your ideas as it is developing your strategy. This Business Impact explores tactics and tips for focusing your communication in a way that moves your prospect to action.	eLearning
EL7551	Regaining Your Customer's Trust	Careless words and actions can quickly undermine the trusting relationships that you work so hard to develop with your customers.	eLearning

EL7552	Connecting the Dots: Insightful Account Management	Insightful account management is an art that can bring added value to your sales relationships. This Business Impact product explores how insight can unveil opportunities and threats in your accounts.	eLearning
EL7553	Talking about the Competition	Gaining knowledge and insight about your competitors is essential in helping you differentiate your solution. But knowledge is not enough.	eLearning
EL7554	Responding to Bad News	How you prepare for and respond to bad news and lost sales can make the difference between a dead end and an even better sales opportunity. This Business Impact explores emotionally intelligent strategies for dealing with bad news and lost sales.	eLearning
EL7555	Communicating a High-impact Business Case	An effective business case provides a compelling picture of how your solution will drive a customer's business results.	eLearning
EL7556	Making the Cold Call	Don't listen to claims that cold calling is dead. It's alive and well, and remains an effective sales tactic. This Business Impact explores how to engage prospects during a cold call and, ultimately, get them to take action.	eLearning
EL7557	Overcoming Resistance to Coaching	Sales coaching is about enabling sales people to succeed and that means providing them with the guidance, feedback, and support they need to do their jobs well.	eLearning
EL7558	Selling to Key Players	Every company has its key players in the purchasing chain. However, position and title do not always indicate who has authorization to make purchasing decisions. Here we examine how to maximize sales opportunities by reaching the right audience.	eLearning
EL7559	Storming: Developing and Leading Your Sales Team	Though easily formed, teams do not readily emerge as a cohesive and functioning group.	eLearning
EL7560	Planning for Effective Selling	Selling with a seat-of-the-pants approach is a gamble. This Business Impact details an alternate approach.	eLearning

EL7561	Designing Products to Fit the Channel	Though a strong web presence is seen as vital in the success of most businesses, it is equally important that products be shaped to fit the medium and meet the needs of custom-conscious consumers.	eLearning
EL7562	Sales Support Roles for Better Customer Interaction	Completing "large deal" sales typically requires a team approach. This Business Impact examines the roles involved with such an approach.	eLearning
EL7563	Don't Only Go for the Big Fish	Many salespeople concentrate primarily on closing big deals. This Business Impact examines the value of keeping a mix of all size prospects in the sales pipeline.	eLearning
EL7564	Sales and Marketing: Two Sides of the Same Coin?	Despite having similar goals, sales and marketing are often at odds. This impact explores how to improve relationships between the two divisions.	eLearning
EL7565	Using Web Analytics to Increase Sales	Website activity can provide valuable sales data. This impact explores how web analytics can increase sales.	eLearning
EL7566	Trade Show Marketing - Planning Ahead	Trade shows are great opportunities for salespeople. This Business Impact examines the importance of preparing for shows ahead of time.	eLearning
EL7567	The Ethics of Gift Giving	For a sales organization, giving gifts to clients helps strengthen business relationships. But gift giving can create ethical dilemmas if not handled properly. This Business Impact explores the ethical considerations of gift giving.	eLearning
EL7568	The Etiquette of Cross-cultural Gift Giving	Despite the seeming familiarity of the global community we live in, there are still strong cultural identities that need to be recognized.	eLearning
EL7569	Building Profitable Customer Relationships	Building profitable relationships with customers requires effort and dedication. This impact explores techniques for creating positive customer experiences.	eLearning

EL7570	Using Persuasion Techniques to Boost Sales	Sales is a highly competitive field, and success relies on far more than the product or service being offered. This Business Impact focuses on five persuasion techniques that can put savvy salespeople on the leading edge.	eLearning
EL7571	Five Steps to Perfection: Implementing Lean	All types of organizations can use lean to become more efficient. This impact explores lean implementation in both manufacturing and non-manufacturing settings.	eLearning
EL7572	Value Stream Maps for Non-manufacturing Processes	Value Stream Maps are designed to yield efficiency improvements. This impact explores how they can be applied to a non-manufacturing process.	eLearning
EL7573	Uncovering the Root Problem	This Challenge exercise focuses on an individual's ability to assess facts and work through the first step in problem solving and decision making: defining the problem.	eLearning
EL7574	Ethics, Integrity, and Trust	Managers often face complex ethical dilemmas. This Challenge examines a situation that requires taking obligations, duties, and responsibilities into consideration.	eLearning
EL7575	Demonstrating Accountability in a Crisis Situation	In business, accountability can apply to the individual, the team, and the organization, and assigning responsibility under normal circumstances is a straightforward proposition.	eLearning
EL7576	Using Financial Analysis for Credit Decisions	Potential new customers often ask for credit lines as a condition to signing on the dotted line. This Challenge examines the financial analysis involved with making effective credit decisions in such situations.	eLearning
EL7577	Managing Diversity	Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.	eLearning
EL7578	Influence and Persuasion	Influencing and persuading others requires careful planning. This challenge explores focused methods of verbal influence and persuasion.	eLearning

EL7579	Evaluating Globalization Opportunities	Worldwide markets provide access to increasing numbers of consumers and offer potential for production efficiencies. This Challenge looks at the requirements for an effective globalization strategy.	eLearning
EL7580	Creating a Customer-focused Organization	This Challenge Series exercise considers the many ways that business organizations can serve their customers - internal and external.	eLearning
EL7581	Critical Thinking	Critical thinking is useful for examining an issue or problem logically. This Challenge Series product explores applying the critical thinking process.	eLearning
EL7582	Perseverance and Flexibility in Times of Crisis	Strong leaders need to demonstrate a careful balance of perseverance and flexibility. They must know when to press on despite obstacles and opposition. And they must also know when to alter course.	eLearning
EL7583	Managing Goals	Goal setting provides opportunity for both personal and professional development. This challenge focuses on creating effective goals for both managers and their employees.	eLearning
EL7584	Promoting Creative Thinking	Strategic creative thinking is a process, requiring encouragement and the freedom to take risks. This Challenge explores methods for promoting creative thinking in the workplace.	eLearning
EL7585	Developing Your Career	Career development requires foresight and proactive management. This Challenge explores methods of planning and executing an effective career development path.	eLearning
EL7586	Supporting Project Managers	Project management requires more than an attention to schedules and tasks; it requires the management of stakeholders as well. This Challenge explores methods for successfully supporting a project manager.	eLearning

EL7587	Dispute Resolution in International Contracts	Complex business arrangements require complex contracts. And signing agreements with international companies adds further complication.	eLearning
EL7588	Increasing Competitiveness through Collaboration	Most companies are constantly striving to boost their competitiveness. This challenge examines collaborative strategies that companies can use to increase competitive edge.	eLearning
EL7589	Surviving the Talent Crunch	Attracting new talent and reserving knowledge capital are crucial to the survival of any organization. This challenge explores avenues for getting ahead of a talent crunch.	eLearning
EL7590	Problem Solving: Process, Tools, and Techniques	In personal and professional settings alike, the interrelated tasks of problem solving and decision making are often encountered. This Challenge Series exercise focuses on the process, techniques, and competencies that help create winning solutions.	eLearning
EL7591	Persevering through Setbacks	Goals begin with good intentions and sincere commitment, but setbacks can quickly erode determination and stall progress.	eLearning
EL7592	The Fruits of Integrity: Building Trust at Work	How do you develop and maintain trust in the workplace? This Challenge Series exercise explores the ways that you can demonstrate integrity and build trust with those you work with.	eLearning
EL7593	Planning Your Career	You have the power to advance your career. So how can you do this? This challenge explores the ways you can be proactive in advancing your career and successful in achieving your career goals.	eLearning
EL7594	Written Communication	A strong writer has the power to inform, persuade, and inspire others using nothing but ideas and words.	eLearning
EL7595	Asserting Yourself in the Workplace	Asserting yourself at work means more than pursuing your personal agendas. Often, it serves to benefit your project teams and your organization at large.	eLearning

EL7596	Building Better Relationships through Understanding	Solid working relationships are built when people understand and appreciate each other. This Challenge Series exercise explores the skills and practices needed to foster understanding in the workplace.	eLearning
EL7597	Getting Ready to Present	Are great presenters born or made? If they're made, how? What do you do to become skilled at presenting?	eLearning
EL7598	Building Peer Relationships	It is up to you to build relationships with your peers. So how can you do this?	eLearning
EL7599	The Ethics Enigma	In the workplace, you never know when you'll be faced with an ethical dilemma. In a situation with no easy answers, how will you respond?	eLearning
EL7600	Getting Time under Control	You have a limited number of hours in your working day, so how can you manage your time effectively?	eLearning
EL7601	Targeting Personal Learning	Although personal learning in the workplace involves self-awareness, self-assessment, and self-development, you don't have to be the only one who benefits from it.	eLearning
EL7602	Exploring Self-development	You want to develop your capabilities, both personally and professionally, but how do you get started? And how do you know which skills and strengths to focus on?	eLearning
EL7603	Developing Organizational Agility	In today's workplace, it's often true that we can't accomplish complex projects on our own.	eLearning
EL7604	Creativity: Developing and Communicating Ideas	Creativity isn't reserved for authors, painters, and filmmakers.	eLearning
EL7605	Office Politics – What Will You Do?	Individual contributors in an organization who want to develop effective peer relationships throughout their organization, as well as within their own workgroups	eLearning
EL7606	Initiating Discovery Meetings	A great discovery meeting can help you gain valuable insight into your prospect's business and vision, and clarity about how your products and services can help them achieve their goals.	eLearning

EL7607	Getting Organized to Meet Your Sales Goals	What if you were asked right now to take on a new group of customers or to help train new salespeople?	eLearning
EL7608	The Proof Is in the Proposal	Your sales proposal is your foot in the door. It has to be clear. It has to address the client's need. And it has to stand out. So how should you approach it?	eLearning
EL7609	Communicating Your Company's Value	How successful are you at selling your company's value?	eLearning
EL7610	Turning Obstacles into Opportunities	Objections, resistance, and questions can seem to halt the momentum of a sales meeting, but these obstacles are, in fact, buying signals that provide opportunities for forwarding the conversation.	eLearning
EL7611	Using Customer Knowledge to Advance Sales	Successful sales professionals value knowledge and seek to use it in collaborative relationships with their customers.	eLearning
EL7612	Making Contact: Access Strategies	There is no magic wand that sales professionals can use to gain access to decision makers.	eLearning
EL7613	Turning Potential Customers into Allies	Sales professionals must be adept at generating interest and helping customers see potential. But whose responsibility is it to maintain interest?	eLearning
EL7614	Negotiating with Your Customer	What skills make you a successful negotiator? Is it eloquence, cunning? Being quick-witted and fast talking?	eLearning
EL7615	Preparing to Implement Solutions	When it's time to implement a solution you've sold, your customer will expect you to bring your ideas for action, communication, and contingency planning.	eLearning
EL7616	Prospecting Strategically	You can achieve peak prospecting performance by identifying strategic targets, understanding customer issues, and conveying a powerful value proposition.	eLearning
EL7617	Managing a Sales Pipeline	Properly managing a sales pipeline is a competency that sales professionals develop through practice, planning, and perseverance.	eLearning

EL7618	Demonstrating Business Acumen	Business acumen is an essential quality of the successful sales professional that transcends industry knowledge.	eLearning
EL7619	Selling with Trust	Trust may be a sales professional's most valuable asset. When present, it forms the bedrock of productive relationships. But when absent, it casts suspicion on every word spoken and action taken.	eLearning
EL7620	Succeeding in Account Management	Successful account managers pursue high-profit customers and work hard to retain them.	eLearning
EL7621	Using Competitive Selling Skills	To be ready to sell, you must be ready to compete. That means thinking about competitors – who they are, what they're offering, and how they win customers.	eLearning
EL7622	Responding to News of a Lost Sale	Sometimes your only option for gaining access to a new contact is to make a cold call, but cold calling can be daunting and the results unpredictable.	eLearning
EL7623	Aligning Your Business Case to Customer Priorities	Winning a sale often requires more than providing the superior product or service. Effective sales professionals know they must align their products and services with their customers' business needs.	eLearning
EL7624	Gaining Access through Cold Calls	Cold calling may seem like an outdated function to the modern sales professional, when networking and social media make it so easy to reach prospective clients.	eLearning
EL7625	Effective Sales Coaching	Coaching is typically associated with employees who need help with performance or who can benefit from motivation to continue to the top.	eLearning
EL7626	Crafting Sales Strategies	Successful sales initiatives often require rapid responses to opportunities. This challenge focuses on strategies for making rapid in-roads into available markets.	eLearning
EL7627	Performance Payout Plans	Compensation plans feature various pros and cons. This challenge focuses on selecting the best payout plan for compensating sales representatives.	eLearning

EL7628	Does Your Business Really Need Six Sigma?	Though a successful approach to error reduction and process improvement, Six Sigma can be difficult to implement and is not ideally suited to every business or task.	eLearning
EL7629	Identifying Candidates for Key Six Sigma Roles	Adopting Six Sigma into an organization is an intensive process. This challenge explores the importance of selecting the right people for key Six Sigma implementation roles.	eLearning
EL7630	Administrative Professionals: Common Administrative Support Tasks	This course describes common administrative support tasks. It covers the stages of the records management life cycle and details the different types of classification systems used for sorting records.	eLearning
EL7631	Administrative Professionals: Maximizing Your Relationship with Your Boss	This course explores ways to build a partnership with your boss. Specifically, it covers ways of establishing and maintaining the elements of a true partnership, and shows how you can benefit personally from it.	eLearning
EL7632	Administrative Professionals: Interacting with Others	This course addresses the skills administrative support professionals require to be able to interact effectively with others.	eLearning
EL7633	Administrative Professionals: Putting Your Best Foot Forward	This course introduces some best practices for making a good impression as an administrative professional. Specifically, you'll learn how to project a positive professional image by building credibility and maintaining authenticity.	eLearning
EL7634	Preparing a Business Case	Why put time and effort into preparing, writing, and presenting a business case for new projects? Why not just talk to the manager and get his approval for the project?	eLearning
EL7635	Writing a Business Case	Which would you rather do: prepare a business case for your latest project or go to the dentist? Given the choice, many of us would tend to choose the latter.	eLearning
EL7636	Presenting Your Case	Have you ever attended a presentation that failed because the presenter was ill prepared or ineffective in his approach?	eLearning

EL7637	Using E-mail and Instant Messaging Effectively	In today's fast-paced world, information is sent and received more rapidly than ever before. But how do you ensure that the messages you are sending are effective, acceptable, and will be taken seriously?	eLearning
EL7638	Final Exam: E-mail Essentials for Business	Generally taken near the end of a program, Final Exam: E-mail Essentials for Business enables the learner to test their knowledge in a testing environment.	eLearning
EL7639	Addressing and Redistributing E-mail	Out of all the e-mails you've received in the past work week, how many have left you scratching your head, wondering why you received it in the first place?	eLearning
EL7640	Managing Your E-mail	E-mail has had many positive effects on our lives, but it has also increased dramatically the volume of communication and the amount of information that the average office worker needs to process ever day.	eLearning
EL7641	Essential Skills for Professional Telephone Calls	Virtually every single company in the global economy uses the telephone for at least a part of their business. For many organizations, the telephone is the primary form of communication with customers, clients, and colleagues.	eLearning
EL7642	Business Writing: Know Your Readers and Your Purpose	To write effective and appropriate business messages, you need to know your readers. Are you addressing multiple readers or a single reader? How much knowledge do your readers have of your subject, and what issues concern them most?	eLearning
EL7643	Final Exam: Business Writing Basics	Generally taken near the end of a program, Final Exam: Business Writing Basics enables the learner to test their knowledge in a testing environment.	eLearning
EL7644	Business Writing: How to Write Clearly and Concisely	People who have no problem communicating clearly when they speak sometimes struggle to make themselves understood when they write. That's because the ability to write clearly and concisely is a skill that requires effort to master.	eLearning

EL7645	Business Writing: Editing and Proofreading	When it comes to business writing, most individuals don't really appreciate the importance of editing and proofreading a document before sending it.	eLearning
EL7646	Business Grammar: Parts of Speech	Do you know what the eight parts of speech are? Such a question probably brings back memories of dull grammar lessons in elementary school, where you first heard the term parts of speech.	eLearning
EL7647	Final Exam: Business Grammar Basics	Generally taken near the end of a program, Final Exam: Business Grammar Basics enables the learner to test their knowledge in a testing environment.	eLearning
EL7648	Business Grammar: Working with Words	Do you remember what prefixes and suffixes are? Do you know how to form plurals and possessives correctly in your business writing? Are you confident when it comes to spelling?	eLearning
EL7653	Interpersonal Communication: Communicating with Confidence	Are you reluctant to voice your opinions to your colleagues for fear they'll be judged negatively?	eLearning
EL7654	Final Exam: Interpersonal Communication	Generally taken near the end of a program, Final Exam: Interpersonal Communication enables the learner to test their knowledge in a testing environment.	eLearning
EL7655	Interpersonal Communication: Targeting Your Message	Author and communication expert Anthony Robbins once said, 'To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.'	eLearning
EL7656	Interpersonal Communication: Listening Essentials	Sir Winston Churchill said 'Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.	eLearning
EL7657	Interpersonal Communication: Communicating Assertively	Effective communication in the workplace can be a balancing act. If you're too passive, you may have trouble getting others to do what you want.	eLearning

EL7658	Interpersonal Communication: Being Approachable	Walking into a meeting surrounded by unknown faces, going to conferences, attending work events, starting a new job, and even going to social gatherings can be daunting, especially if you don't know anybody who will be there.	eLearning
EL7686	Culture and Its Effect on Communication	Effective communication is always a challenge, and when diverse cultures are introduced, good communication can become even more challenging.	eLearning
EL7687	Communicating Across Cultures	Communicating effectively across cultures can be very difficult.	eLearning
EL7688	Improving Communication in Cross-cultural Relationships	Cross-cultural communication has assumed even greater significance in the current global business context where people from diverse cultures share common business goals and working spaces on a day-to-day basis.	eLearning
EL7689	Getting Results without Direct Authority: Building Relationships and Credibility	How can you get results if you don't have authority? Cultivating relationships and establishing credibility are necessary, because they allow you to influence others.	eLearning
EL7690	Getting Results without Direct Authority: Persuasive Communication	Communicating persuasively is key when you want to get results in situations where you don't have direct authority. To communicate persuasively, it's important to think from the other person's perspective.	eLearning
EL7691	Getting Results without Direct Authority: Reciprocity	One way to get results without authority is to leverage the law of reciprocity. For example, you help someone with a difficult analysis and that person in turn helps you put together a presentation.	eLearning
EL7692	Getting Results without Direct Authority: Influencing Your Boss	The idea that you can influence your boss may seem at odds with a traditional view of the boss-employee relationship.	eLearning
EL7694	Final Exam: Listening Essentials	Generally taken near the end of a program, Final Exam: Listening Essentials enables the learner to test their knowledge in a testing environment.	eLearning

EL7701	Preparing to Communicate Effectively at the 'C' Level	Does your job require you to communicate mission-critical data with senior executives? Perhaps you have opportunities to influence executive decision-making, but don't know how best to deliver your message.	eLearning
EL7702	Techniques for Communicating Effectively with Senior Executives	Understanding how to communicate effectively with senior executives is a valuable skill for any professional. How else will you pitch your great idea to your CEO or report on key successes or failures?	eLearning
EL7712	Professional Networking Essentials: Finding Opportunities To Make Connections	In the modern connected business environment, knowing the essentials of professional networking is a major asset and key for success	eLearning
EL7713	Professional Networking Essentials: Developing Confidence	Why can some people walk into a room and start making new acquaintances almost immediately?	eLearning
EL7714	Principles of Accounting and Finance for Non-financial Professionals	Finance and accounting are at the heart of every business. These functions deal with recording, summarizing, and analyzing financial information across all departments for decision making, directing, and controlling their resources and activities.	eLearning
EL7715	Cash Flow Management Essentials for Non-financial Professionals	Cash flow management involves monitoring, analyzing, and adjusting your business's cash flows to maintain a steady flow of cash available for your activities when needed.	eLearning
EL7716	The Time Value of Money and Investment Decisions for Non-financial Professionals	The notion of Time Value of Money is at the foundation of many financial decisions and activities in an organization.	eLearning
EL7717	The Essentials of Budgeting for Non-financial Professionals	Professionals and functional managers in every department deal with budgets one way or another for providing targets and direction in their day-to-day decision making and control activities.	eLearning
EL7718	Financial Statements for Non-financial Professionals	Financial statements, including the Income Statement, the Cash Flow Statement, and the Balance Sheet, work as a dashboard of the financial performance of an organization.	eLearning

EL7719	Analyzing Financial Statements for Non-financial Professionals	Financial statements of an organization often conceal more than they reveal. Being able to analyze them and extract meaningful information is an essential skill that financial as well as non-financial professionals should have.	eLearning
EL7720	Basic Accounting Principles and Framework	Accounting and finance are the universal languages of business, and their functions form the core of most organizations.	eLearning
EL7721	Final Exam: Accounting Fundamentals	Generally taken near the end of a program, Final Exam: Accounting Fundamentals enables the learner to test their knowledge in a testing environment.	eLearning
EL7722	The Accounting Equation and Financial Statements	Business owners and managers, regardless of form and size of their organizations, put their best efforts in generating enough assets to pay for business's liabilities and build adequate stockholders' equity.	eLearning
EL7723	Customer Advocacy: Communicating to Build Trusting Customer Relationships	Customer advocacy is an approach to customer management that seeks to generate exceptional value for customers by focusing on their success.	eLearning
EL7724	Customer Advocacy: Enhancing the Customer Experience	Providing customers with a valuable experience each time they interact with your organization is a hallmark of effective customer advocacy. But many customer experiences are forgettable because nothing particularly important happens.	eLearning
EL7725	Customer Advocacy: Supporting Customer Advocacy	The success of customer advocacy efforts is directly related to an organization's ability to not only meet but also exceed customer expectations at every point of contact.	eLearning
EL7726	The Income Statement	Financial statements show the financial performance of an organization. They are comprised of the Income Statement, the Cash Flow Statement, and the Balance Sheet, and are used both internally and externally by a variety of users.	eLearning

EL7727	The Balance Sheet	The Balance Sheet is arguably the most important of all financial statements. It is a financial snapshot of a company's health at a specific point in time as measured in terms of assets, liabilities, and owners' or shareholders' equity.	eLearning
EL7728	The Cash Flow Statement	As the popular saying goes – revenue is vanity, margin is sanity, and cash is king. While it is very important for an organization to keep earning revenue and maintaining a good profit margin, a positive cash flow is equally important for its survival.	eLearning
EL7729	Accounting for Companies' Stock Transactions and Dividends	A publicly or privately held company, also known as a corporation, is an entity separate and distinct from its stockholders. When an investor puts money in a company in return for part ownership, the company issues stocks to the investor.	eLearning
EL7730	Organizational Budgeting Activities and the Master Budget	A budget is a financial blueprint for planning an organization's activities and controlling its performance over a designated period of time. It helps allocate an organization's resources as it pursues its financial goals.	eLearning
EL7731	Final Exam: Budgeting Essentials	Generally taken near the end of a program, Final Exam: Budgeting Essentials enables the learner to test their knowledge in a testing environment.	eLearning
EL7732	Planning and Preparing an Operating Budget	Preparing and planning budgets involves a number of organizational activities, ranging from determining the organization's budgetary goals to approving its budgets over a specific period of time.	eLearning
EL7733	Preparing Operating Budgets and the Cash Budget	Budgets translate an organization's strategic plans into actionable goals for respective departments. The cash budget and operating budgets, in particular, help departments plan the allocation and use of organization's financial resources.	eLearning

EL7734	Using Budgets for Management and Control	One of the most important uses of budgets is as a control tool. Once the budgets for various departments are planned and approved, they drive each department's activities to achieve its budgetary goals.	eLearning
EL7735	Introduction to Auditing	The audit function has become very important over the years. Various stakeholders are applying greater pressure on companies to increase transparency and strengthen corporate governance initiatives.	eLearning
EL7736	Final Exam: Auditing Essentials	Generally taken near the end of a program, Final Exam: Auditing Essentials enables the learner to test their knowledge in a testing environment.	eLearning
EL7737	Auditing for Internal Control and Risk Assessment	Strong corporate governance is a feature shared by some of the world's most highly reputable and successful companies.	eLearning
EL7738	Auditing the Revenue Cycle	Modern corporations often operate in a global context and are required to collect volumes of information to be used for future decisions or to be included as part of the organization's financial statements.	eLearning
EL7739	Auditing for Cash and Inventories	Managers, investors, and various other stakeholders use a company's detailed financial information to plan various budgets, investment profiles, and risk measures, among other things.	eLearning
EL7740	Capital Budgeting: The Capital Budgeting Process	Organizations everywhere must decide how to most efficiently spend their capital to continue operations, innovate, and grow.	eLearning
EL7741	Final Exam: Capital Budgeting Essentials	Generally taken near the end of a program, Final Exam: Capital Budgeting Essentials enables the learner to test their knowledge in a testing environment.	eLearning
EL7742	Capital Budgeting: Net Present Value and Internal Rate of Return	Organizations rely heavily on quantitative tools such as net present value (NPV) and internal rate of return (IRR) measures to assess which projects to undertake through the capital budgeting process.	eLearning

EL7743	Capital Budgeting: Discounted Payback Period and Profitability Index	When it comes to deciding which new projects to invest in, organizations rely on quantitative tools to objectively compare different proposals.	eLearning
EL7744	Capital Budgeting: Capital Allocation	No organization can claim to have an infinite amount of capital for funding projects. Capital rationing is a fact of organizational life that often requires decision makers to make difficult choices between promising investments.	eLearning
EL7745	Bank Branch Management: Mortgage and Auto Loans	Mortgages and auto loans make up the majority of the loans at retail banks. Mortgage loan components include the principal, interest rate, mortgage term, amortization period, and repayment schedule.	eLearning
EL7746	Bank Branch Management: Payment and Settlement Systems	Arguably, the most important system in retail and commercial banking is the payment and settlement system.	eLearning
EL7747	Bank Branch Management: Teller Roles and Credit Card Operations	Bank tellers are the face of retail and commercial banks. Even with the move to online and electronic banking, tellers represent the bank and their values.	eLearning
EL7748	Bank Branch Management: Dealing with Operational and Credit Risks	There are many risks facing banks: home owners defaulting on mortgages, interest changes impacting the value of a bank's loans, human error, and natural disasters, among many others.	eLearning
EL7749	Bank Branch Management: Internal Controls and Banking Technology	Internal controls and banking technology rely on each other to mitigate risks, and at the same time, drive innovation in banking technology and services.	eLearning
EL7750	Bank Branch Management: Branch Security and Fraud	Robbery is the first thing that comes to mind when bank branch security is mentioned. However, bank security involves much more than just robbery prevention.	eLearning
EL7751	Commodity and Energy Markets and Derivatives	The commodities and energy markets are generally considered to be some of the largest markets in existence.	eLearning
EL7752	Futures Fundamentals: Commodity, Equity, and Currency Futures	Futures contracts have long been used by the agriculture industry to eliminate the price risks associated with farming produce.	eLearning

EL7753	Interest Rate Futures and Forward Rate Agreements	Management of interest rates is an important aspect for any financial institution that lends or borrows funds, as well as for those that invest in fixed income instruments and any other company that uses debt to fund its operations.	eLearning
EL7754	Insurance Basics, Underwriting, and Actuarial Practices	The global insurance industry provides protection for corporations, groups, and individuals, ensuring that risk can be mitigated and losses, if any, can be recouped.	eLearning
EL7755	Life, Health, and General Insurance	Insurance is a form of risk management for individuals, families, and organizations, and even for insurers themselves through reinsurance.	eLearning
EL7756	Special Insurance Arrangements: Group Insurance, Reinsurance, and Annuities	Insurance companies contribute to the economic growth of countries, businesses, and individuals and help improve the economic climate.	eLearning
EL7757	Mutual Funds: Basic Concepts, Structure, and Types	Mutual funds are pools of money that investment experts professionally manage through investments in various securities such as stocks and bonds.	eLearning
EL7758	Mutual Funds: Portfolio Management and Accounting	Mutual funds have seen phenomenal growth over a number of decades, with no sign of it slowing down in the future.	eLearning
EL7759	Mutual Funds: Performance Evaluation and Regulations	Over the past few decades the mutual fund industry has seen extreme swings in performance, resulting in dramatic changes in the value of investors' portfolios.	eLearning
EL7760	Banking Supervision and Corporate Governance	With the rapid growth of the banking industry in the early 21st century, it became clear that increased banking supervision was required.	eLearning
EL7761	Internal Control and Audits in Banks	Internal controls and strong corporate governance lead to effective and efficient bank operations in which risks are properly managed and depositors' assets are safeguarded.	eLearning

EL7762	Special Banking Risks and their Management	As they emerged from the banking crisis that originated in 2007, banks around the world were fully aware of the importance of proper risk management techniques.	eLearning
EL7763	Anti-money Laundering and Global Initiatives	Money laundering is an illegal process of using legitimate means to conceal the true source of funds that are acquired through illegal activities, including drug trafficking and terrorism.	eLearning
EL7764	Anti-money Laundering and Regulatory Framework	There is a constant battle between criminal and terrorist groups and global authorities around the movement of illicitly gained funds.	eLearning
EL7765	Basel Regulations and Capital Adequacy Requirements	Banks are required to maintain an adequate capital level at all times to protect depositors and creditors, including other banks, from exposure to risk.	eLearning
EL7766	Capital Adequacy Planning Approaches	Banks and financial institutions are exposed to a number of credit, operational, and market risks.	eLearning
EL7767	Basel II and Basel III: An Overview	Developed by the Basel Committee on Banking Supervision, the latest Basel regulations “Basel II and Basel III” represent decades of comprehensive global banking reforms.	eLearning
EL7768	IRB Framework and Risk-rating System	When banks and other financial institutions offer loans, leases, and other credit related services, counterparty credit risk is arguably the most significant risk that they face.	eLearning
EL7769	IRB Approach for Corporate and Retail Exposures	One of the key goals of the Basel framework is to ensure that banks maintain a minimum level of capital at all times in order to cover their credit risk.	eLearning
EL7770	Quantification of IRB Systems	Basel II proposed a sophisticated approach for determining capital requirements for credit risk, known as the internal ratings-based approach (IRB).	eLearning
EL7771	Data Maintenance and Oversight for IRB Systems	Banks that adopt the IRB approach to determine regulatory capital rely on their internal systems for assessment of credit risk.	eLearning

EL7772	Basel Regulations and Operational Risk Management	Operational risk is a significant risk that banks and other financial institutions face.	eLearning
EL7773	Operational Risk and Advanced Measurement Approach	Basel regulations, specifically Basel II, establish principles and guidelines for banks to calculate their minimum capital requirements for credit, market, and operational risk.	eLearning
EL7774	Operational Risk Identification, Assessment, and Quantification	The Basel Committee identifies operational risk as the key risk that banks face on account of inadequate or failed internal processes, people or systems, or external events.	eLearning
EL7775	Operational Risk Management Framework, Process, and Applications	Basel regulations include established principles and guidelines for managing operational risks and holding adequate capital to cover potential losses from operational risk events.	eLearning
EL7776	Management and Supervision of Liquidity Risk	During the credit crisis of 2007, many of the problems were not a result of shortage of capital, but of enormous liquidity risk taken by banks.	eLearning
EL7777	Liquidity Risk Measurement, Monitoring, and Application of Standards	Liquidity of a bank describes its ability to meet out its debt obligations as and when they arise without incurring unacceptably large losses.	eLearning
EL7778	Derivative Contracts: Futures, Forwards, Swaps, and Options	A derivative contract, or derivative for short, is a bilateral contract that derives its value from an underlying security “ a stock, bond, or a commodity “ and is used for managing risks associated with these securities.	eLearning
EL7779	Measuring Credit Risk of Derivative Contracts	The size of the global derivatives market has by some estimates reached a notional value of a quadrillion dollars.	eLearning
EL7780	Mitigating Credit Risk	Over the past decade, credit risk has become a main focus for many financial institutions, most notably banks.	eLearning
EL7781	Credit Rating Systems and Capital Reserves	When dealing with other parties, banks and other financial institutions face a variety of risks. The most relevant of these is credit risk.	eLearning

EL7782	Credit Analysis and Loan Pricing and Regulations	The credit crisis of the early 21st century has been a stark reminder to financial organizations of the inherent risks involved in extending large amounts of credit.	eLearning
EL7783	Financial Analysis for Credit Risk Determination	Making credit decisions requires both quantitative and qualitative analysis. A diligent credit analysis coupled with strong credit policies will typically reduce a financial company's credit risk.	eLearning
EL7784	Nonfinancial Credit and Asset Analysis	Making credit decisions requires proficiency in both quantitative and qualitative analysis.	eLearning
EL7785	Problem Loans and Risk Analysis for Common Loans	Problem loans affect the bottom line profitability of banks. Therefore, it is vital to identify these loans and determine the reasons why they occur.	eLearning
EL7786	Risk Analysis for Specialized Loans	Asset-based loans, such as accounts receivable loans and inventory-based loans are ways for companies to free up cash flow that can be used for funding other working capital requirements.	eLearning
EL7787	Credit Derivatives and Credit Risk	Credit derivatives have gained increased attention over the past decade primarily due to the need for major financial institutions to transfer credit risk off their books.	eLearning
EL7788	Classical Credit Derivatives and Total Return Swaps	Credit derivatives have seen immense growth over the past decade. They are used by hedgers to protect against credit risk and by speculators to take on credit exposure in the hope of earning high returns.	eLearning
EL7789	Securitization and Asset-backed Securities	Securitization has become one of the leading tools used by banks and other financial institutions to manage their balance sheet by transferring assets off the balance sheet – typically loans.	eLearning
EL7790	Credit-linked and Repackaged Notes	The structured derivatives market gained traction in the early 2000's due to its ability to convert security features, primarily cash flows and maturity, to meet investors' specific needs.	eLearning
EL7791	Credit Default Swaps and Credit Spread Options	Credit Default Swaps have emerged as the most widely used credit derivatives in the financial markets.	eLearning

EL7792	Credit Derivatives Applications	The ongoing rapid growth of credit derivatives, which began in the late 1900s,	eLearning
EL7793	Credit Derivatives: Pricing and Operational Issues	Credit derivatives were introduced in the early 1990s and have been widely adopted as a means for transferring credit risk exposure from one market participant to another.	eLearning
EL7794	Credit Derivatives: Regulatory, Legal, and Taxation Issues	Credit derivatives are highly complex financial instruments used to transfer credit risk from one entity to another. These instruments are defined as contracts that are traded over-the-counter between private parties.	eLearning
EL7799	Recruiting Talent	One of the most significant challenges to the growth and survival of any business is finding and retaining qualified employees. It's not enough to offer an appealing or unique product or service to your customers.	eLearning
EL7800	Final Exam: Recruiting and Retention Strategies	Generally taken near the end of a program, Final Exam: Recruiting and Retention Strategies enables the learner to test their knowledge in a testing environment.	eLearning
EL7801	Retaining Your Talent Pool	Employee retention remains a critical issue that no corporation is immune to. For a company to remain successful and competitive, it must keep its biggest assets – its people – engaged and committed for the long term.	eLearning
EL7803	Final Exam: Essentials of Interviewing and Hiring	Generally taken near the end of a program, Final Exam: Essentials of Interviewing and Hiring enables the learner to test their knowledge in a testing environment.	eLearning
EL7808	HR as Business Partner: From Cost Center to Strategic Partner	Tactics or strategy “ which would you invest in? Which creates more value for the organization? Every organization strives to be more effective and efficient in reaching its goals and objectives.	eLearning
EL7809	Final Exam: The role of HR as a Business Partner	Generally taken near the end of a program, Final Exam: The role of HR as a Business Partner enables the learner to test their knowledge in a testing environment.	eLearning

EL7810	HR as Business Partner: Linking HR Functions with Organizational Goals	Fulfilling business and organizational goals is at the heart of transformational HR.	eLearning
EL7811	HR as Business Partner: Managing Talent for Organizational Success	An organization's talent is the key to its success, and HR is perfectly positioned to contribute to that success	eLearning
EL7812	HR as Business Partner: Using Metrics and Designing Strategic Initiatives	When HR aligns its initiatives with higher-level business strategy, your organization will be better positioned to achieve its goals.	eLearning
EL7814	Final Exam: Organizational Behavior	Generally taken near the end of a program, Final Exam: Organizational Behavior enables the learner to test their knowledge in a testing environment.	eLearning
EL7815	Fundamentals of Organizations – Groups	Groups are a key component in any organization, so knowing how they function best is vital when trying to understand organizational behavior.	eLearning
EL7816	Understanding Organizational Power and Politics	Because people sometimes have a negative opinion of politics and politicians, you might to think that politics should be kept out of business organizations.	eLearning
EL7820	Final Exam: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7823	Final Exam: Business Management and Strategy (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Business Management and Strategy (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7827	Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7829	Workforce Planning and Employment: Sourcing and Selecting Candidates	This course examines the sourcing and selection of employment candidates.	eLearning

EL7830	Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	This course examines many of the key elements of an organization's orientation, onboarding, and exit strategies.	eLearning
EL7832	Final Exam: Human Resource Development (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Human Resource Development (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7835	Compensation and Benefits: Regulations, Strategies, and Needs Assessment	This course examines compensation and benefits programs â€œ often referred to as total rewards programs â€œ and their importance and impact on organizational objectives.	eLearning
EL7836	Final Exam: Compensation and Benefits (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Compensation and Benefits (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7840	Final Exam: Employee and Labor Relations (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Employee and Labor Relations (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7844	Final Exam: Risk Management (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Risk Management (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7847	Final Exam: Strategic Human Resource Management (HRCI: SPHR-aligned)	Generally taken near the end of a program, Final Exam: Strategic Human Resource Management (HRCI: SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning
EL7849	Final Exam: Certified Business Analysis Professional (CBAP) - BABOK V2.0 aligned	Generally taken near the end of a program, Final Exam: Certified Business Analysis Professional (CBAP) - BABOK V2.	eLearning
EL7874	Agile Project Management Essentials	If you have followed a traditional project management approach and find yourself spending a lot of time fine tuning the design to accommodate changing requirements, you may want to consider a different approach.	eLearning

EL7875	Adopting an Agile Approach to Project Management	Would you like to adopt a more agile approach to project management in your company, only you think the change would be too disruptive? Perhaps you believe that Agile is all or nothing, but that's not true.	eLearning
EL7876	An Overview of Agile Methodologies	This course provides learners with an overview of some of the key methodologies that have contributed to the range of tools and practices available to agile practitioners.	eLearning
EL7877	Overview of the Scrum Development Process	Scrum is one of the most popular agile methodologies to date, with tools and techniques applicable to more than just software development projects.	eLearning
EL7878	Agile Planning: Project Initiating and Requirements Gathering	This course provides a look at the agile approach to planning and tasks that agile teams have adopted from methodologies such as Scrum and XP.	eLearning
EL7879	Agile Planning: Doing Estimates and Completing the Release Plan	Preparing estimates is not an area of project planning that many people really enjoy.	eLearning
EL7880	Planning and Monitoring Iterations on an Agile Project	This course focuses on the activities performed during the planning and execution of a project iteration, or sprint.	eLearning
EL7881	Leading an Agile Team	Having a good team and quality leadership is key for the success of any project, but in Agile development it is crucial.	eLearning
EL7882	Managing Stakeholder Engagement on an Agile Project	This course highlights the importance of stakeholder engagement, collaboration, and communication during agile planning and development projects.	eLearning
EL7883	Ensuring Delivery of Value and Quality in Agile Projects	This course covers agile techniques and practices that deal with achieving product value and quality, beginning with agile documentation practices and key points to understand about contract types that are most suitable to the agile environment.	eLearning
EL7884	Overview of Project Management (PRINCE2®: 2009-aligned)	Project-based operations have become a key factor in today's business world.	eLearning

EL7885	TestPrep PRINCE2®: Foundation	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL7886	Project Organization, Planning and Risk (PRINCE2: 2009-aligned)	An effective project management methodology requires a foundation of core themes that allow Project Managers, Project Boards and project team members to organize and control the project management process.	eLearning
EL7887	Project Quality, Change and Progress (PRINCE2: 2009-aligned)	This course introduces three of the themes of a PRINCE2: 2009-aligned project: Quality, Change and Progress.	eLearning
EL7888	Starting Up, Initiating and Directing a Project (PRINCE2: 2009-aligned)	Every good system is based on a framework or architecture that governs its progression “ from start-up through pulling together all the sub-systems that work together to achieve a desired result.	eLearning
EL7889	Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	In a project management system, processes are the foundation upon which every other aspect of the system stands.	eLearning
EL7890	Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	By definition, not all projects are the same.	eLearning
EL7891	The Telecommunications Industry Overview: Version 3	The Telecommunications Industry is to the modern world what the central nervous system is to the human body.	eLearning
EL7892	The Health Care Industry Overview: Version 3	The health care industry is one of the largest industries in the world, and it has a direct effect on the quality of life of people in each country.	eLearning
EL7893	The Insurance Industry Overview: Version 3	Comprised of a variety of stakeholders, the Insurance industry provides products and services that are designed to protect businesses and individuals from risks.	eLearning
EL7894	The Banking Industry Overview: Version 3	The banking industry is a vital component to individual, business, national, and global financial well-being.	eLearning
EL7895	The Oil and Gas Industry Overview: Version 3	The oil and gas industry is a key player in supplying the world's energy, transportation, petrochemical, and fertilizer needs.	eLearning

EL7896	The Retail Industry Overview: Version 3	The retail industry provides consumers with goods and services for their everyday needs.	eLearning
EL7897	The Manufacturing Industry Overview: Version 3	The manufacturing industry produces a broad range of products for its customers in a fast-paced, consumer-driven environment.	eLearning
EL7898	The Pharmaceutical Industry Overview: Version 4	The pharmaceutical industry provides an extensive range of medications to consumers throughout the world.	eLearning
EL7899	The Information Technology Industry Overview: Version 3	The information technology industry plays a unique role in helping companies conduct their businesses in the modern era.	eLearning
EL7900	The Federal Government Industry Overview: Version 3	The federal government industry is the world's largest service provider with primary responsibility to provide essential services to its citizens funded through its collection of taxes.	eLearning
EL7901	The Education Industry Overview: Version 1	The education industry provides its students with the knowledge and skills to adapt to a continually changing working world.	eLearning
EL7902	The Utilities Industry Overview: Version 1	The utilities industry is essential to modern living and the modern economy.	eLearning
EL7903	The Chemicals Industry Overview: Version 1	The chemicals industry is comprised of thousands of companies throughout the world that use basic raw materials to produce chemicals that have commercial value to consumers and other industries.	eLearning
EL7904	The Broadcasting & Entertainment Industry Overview: Version 1	The Broadcasting & Entertainment Industry is tasked with engaging its consumers with new and traditional forms of entertainment.	eLearning
EL7905	The Capital Markets Industry Overview: Version 1	The capital markets industry is an exciting, fast-paced, and volatile industry.	eLearning
EL7906	The Consumer Electronics Industry Overview: Version 1	The Consumer Electronics industry is made up of companies from around the world that manufacture electronic audio and video equipment for individual consumers and businesses.	eLearning
EL7907	The Aerospace & Defense Industry Overview: Version 1	The aerospace and defense sector is an international multi-billion dollar industry.	eLearning

EL7908	The Biotechnology Industry Overview: Version 1	Unlocking the potential of biotechnology entails turning scientific knowledge into products that can enhance, and even transform, the conditions of life.	eLearning
EL7909	The Automotive Industry Overview: Version 3	Historically, the automotive industry has been a driver of economic activity in many economies.	eLearning
EL7910	The Food and Beverage Industry Overview: Version 3	The Food and Beverage Industry encompasses the production, processing, distribution, and sale of food and beverages to consumers.	eLearning
EL7911	The Agriculture Industry Overview	The agriculture industry supplies a wide variety of food products and plant-derived renewable energy sources globally.	eLearning
EL7920	The Benefits and Challenges of Engaging Employees	Creating an engaged and motivated workforce can help make an organization more innovative, productive, and profitable.	eLearning
EL7921	Maintaining an Engaging Organization	An engaging organization depends on an engaged workforce – but different employees are motivated in different ways.	eLearning
EL7922	Creating and Maintaining a Positive Work Environment	Leaders play a vital role in establishing and maintaining a positive work environment.	eLearning
EL7923	Fundamentals of Organizational Learning	Organizational learning is often considered a luxury, and the tendency to focus on the 'here and now' can shift attention away from the need for continuous learning at all levels of the organization.	eLearning
EL7924	Establishing the Conditions for a Learning Culture	What does it mean to create a culture of learning? What conditions are required for such a culture to develop? For many organizations, developing a culture of learning requires a fundamental shift in thinking.	eLearning
EL7925	Developing Learning Practices	Today's organizational leaders know that cultivating a learning culture means more than providing training sessions.	eLearning
EL7926	Evaluating and Sustaining Organizational Learning	Creating a learning organization is important, but the real value comes in aligning learning with company goals and strategies.	eLearning

EL7930	Cross-functional Team Fundamentals	Cross-functional teams are groups of employees from different functional areas of an organization – such as Research, Marketing, and Human Resources – who are all focused on a single goal.	eLearning
EL7931	Key Strategies for Managing Cross-functional Teams	Managing cross-functional teams can be challenging because you have to unite individuals from different departments and different levels of the organization around a common goal.	eLearning
EL7932	Managing Internal Dynamics in a Cross-functional Team	One of the greatest benefits of cross-functional teams is the diversity of viewpoints, experience, and backgrounds among team members.	eLearning
EL7933	Setting and Managing Priorities within the Organization: Mission and Goals	Getting your priorities straight, no matter where you are in your organization, is about keeping a focus on your goals.	eLearning
EL7934	Setting and Managing Priorities within the Organization: Deciphering Priorities	As a manager, you need to be able to determine the difference between what has to be done and what has to be done first.	eLearning
EL7935	Setting and Managing Priorities within the Organization: Motivation	Harnessed properly, personal motivators can become the driving force for action on your department's priorities.	eLearning
EL7936	Setting and Managing Priorities within the Organization: Communication	As a manager, you're responsible for ensuring that your team is focused on priorities – the goals that further your organization.	eLearning
EL7937	The Voice of Leadership: Inspirational Leadership	In order to develop your leadership qualities, you need to accomplish certain tasks and activate your inner greatness.	eLearning
EL7938	The Voice of Leadership: Self-assessment and Motivation	It's exciting when you can see your leadership development progress.	eLearning
EL7939	The Voice of Leadership: Effective Leadership Communication Strategies	How effectively leaders accomplish the objectives of sharing vision and plans, delegating, coaching, and motivating people depends on how well they can adapt their leadership communication style to suit the situation.	eLearning

EL7940	The Voice of Leadership: The Power of Leadership Messaging	How you present yourself to others can determine the power of your message and how it reflects on you as a leader.	eLearning
EL7981	Strategies for Successful Employee Onboarding: An Introduction	What is employee onboarding and how does it differ from orientation? How can investment of time and money into such a program improve your organization?	eLearning
EL7982	Strategies for Successful Employee Onboarding: Getting Started	Rolling out an onboarding strategy can help your organization create more engaged new employees and help them embrace your company culture.	eLearning
EL7983	Strategies for Successful Employee Onboarding: Assessing Program Success	When you can see measurable results from your onboarding program, it provides you with the information you need to make continuous improvements.	eLearning
EL7992	Business Execution: Understanding the Fundamentals	Business managers are usually comfortable formulating strategy to enhance business outcomes.	eLearning
EL7993	Business Execution: Crafting a Business Strategy that Executes	Good planning gives your company a competitive advantage.	eLearning
EL7994	Business Execution: Linking Strategy to People and Operations	Creating exceptional strategy doesn't on its own guarantee it'll be executed successfully.	eLearning
EL7995	Business Execution: Monitoring and Evaluating Initiatives	Execution isn't over once strategies have been implemented.	eLearning
EL8000	CISA Domain: Protection of Information Assets - Part 1	One of the main reasons an organization will bring on a CISA is to protect the IS assets of that organization. Resources, both internal and external, need to be secured and access must be controlled at all times.	eLearning
EL8001	CISA Domain: Protection of Information Assets - Part 2	Securing the network infrastructure is one of the main reasons an IT department exists in an enterprise environment.	eLearning
EL8002	CISA Domain: IS Acquisition, Development and Implementation - Part 3	This course examines the auditor's role in auditing physical and software infrastructures and the maintenance of those infrastructures.	eLearning

EL8013	Certified Ethical Hacker (CEH) v8: Hacking and Penetration Testing	Hacking involves gaining unauthorized access to a computer system. Penetration testing is performed by ethical hackers using the same hacking techniques as an attacker would use, in order to uncover real and potential security vulnerabilities.	eLearning
EL8014	Certified Ethical Hacker (CEH) v8: Footprinting and Reconnaissance	Footprinting is a set of intelligence gathering techniques whereby an attacker attempts to gain information about a target network and computer devices. In this course, we discuss footprinting and reconnaissance, and the tools and techniques used.	eLearning
EL8015	Certified Ethical Hacker (CEH) v8: Network Scanning	Network scanning refers to a set of intelligence gathering procedures hackers perform to identify hosts, ports, and other vulnerabilities in a network. By finding such vulnerabilities, a hacker can create an accurate profile of the target organization.	eLearning
EL8016	Certified Ethical Hacker (CEH) v8: Enumeration and Cryptography	During the enumeration phase of an attack, the attacker creates active connections to an organization's network environment and performs directed queries to gain additional information.	eLearning
EL8017	Certified Ethical Hacker (CEH) v8: System Hacking	System hacking is a set of techniques aimed at gaining access to target systems, maintaining that access, and covering tracks to prevent anyone finding evidence of the access. In this course, we look at system hacking, and the tools and techniques used.	eLearning
EL8018	Certified Ethical Hacker (CEH) v8: Malware	Malware is malicious software, used by attackers in various ways including disruption, information gathering, and gaining access. In this course we look at how malware is created, the attack vectors, and what countermeasures are available.	eLearning
EL8019	Certified Ethical Hacker (CEH) v8: Sniffing	Sniffing is the act of capturing data as it is transferred over a network. The data can then be recorded and used for reconnaissance, or used in an attack.	eLearning
EL8020	Certified Ethical Hacker (CEH) v8: Social Engineering	Social Engineering is the art of manipulating people and getting them to disclose important information about themselves or their organization.	eLearning

EL8021	Certified Ethical Hacker (CEH) v8: Denial of Service and Session Hijacking	Denial-of-service attacks reduce, restrict or prevent legitimate use of a computer's resources. Session hijacking is an attack where an attacker takes over a valid computer session between two computers.	eLearning
EL8022	Certified Ethical Hacker (CEH) v8: Hacking Web Servers	When an organization's web servers are attacked, valuable information can be exposed. A web server attack may include data theft, or web site defacement, but can also pose threats to other servers or services.	eLearning
EL8023	Certified Ethical Hacker (CEH) v8: Hacking Web Applications	Web applications provide the interface between end users and web servers. In this course, we look at web application attacks, the associated tools and techniques used, and mitigation strategies.	eLearning
EL8024	Certified Ethical Hacker (CEH) v8: SQL Injection	SQL injection is a type of attack where code to manipulate a back-end database is entered into a web application. This code could be a means to harvest authentication information, escalate privileges, or simply cause a denial-of-service.	eLearning
EL8025	Certified Ethical Hacker (CEH) v8: Hacking Wireless Networks	Wireless networks pose unique security challenges and any wireless strategy must have security as a central requirement. In this course we look at hacking wireless networks, the associated tools and techniques used, and mitigation strategies.	eLearning
EL8026	Certified Ethical Hacker (CEH) v8: Hacking Mobile Platforms	Most organizations have to think about mobile device management as more and more people are using either their own device or a company supplied device to access the organization's data.	eLearning
EL8027	Certified Ethical Hacker (CEH) v8: Evading IDS, Firewalls, and Honeypots	IDS systems are network hosts designed to monitor for signs of suspicious activity that may indicate an attack. Firewalls are the front-line of network defence against attacks, allowing or disallowing traffic based on rules.	eLearning

EL8028	Certified Ethical Hacker (CEH) v8: Buffer Overflow	Buffer overflow attacks exploit vulnerabilities in an application due to mishandling of occurrences of data buffers being presented with more data than they were intended to hold.	eLearning
EL8029	CISM 2013: Information Security Governance (Part 1)	Information Security Governance is a major part of the job role of an Information Security Manager.	eLearning
EL8030	CISM 2013: Information Security Governance (Part 2)	Many companies realize that their information security is not in the state that it should be.	eLearning
EL8031	CISM 2013: Information Security Governance (Part 3)	In order for information security governance to succeed, there must be an action plan put into place to lay the groundwork for success.	eLearning
EL8032	CISM 2013: Information Risk Management and Compliance (Part 1)	Information risk management and compliance is a pivotal part of the role of an information security manager.	eLearning
EL8033	CISM 2013: Information Security Incident Management (Part 1)	Managing incidents, and the response that is put forward by an organization falls directly under the duties of a CISM. Organizations must have a plan in place, and must know the steps they will take to deal with incidents when they occur.	eLearning
EL8034	CISM 2013: Information Risk Management and Compliance (Part 2)	Analysis, mitigation, and monitoring play an extremely important role in information risk management and compliance.	eLearning
EL8035	CISM 2013: Information Security Incident Management (Part 2)	Preparing incident response and recovery plans is a very important part of a CISM's role.	eLearning
EL8036	CISM 2013: Information Security Program Development and Management (Part 1)	An information security program is the foundation of an information security manager's daily work.	eLearning
EL8037	CISM 2013: Information Security Program Development and Management (Part 2)	An information security framework represents the entire IS management structure. This course examines governance frameworks such as COBIT 5 and industry standards like ISO/IEC 27001:2013.	eLearning
EL8038	CISM 2013: Information Security Program Development and Management (Part 3)	Information security managers are responsible for all administrative activities related to the development and management of an information security program.	eLearning

EL8039	CISM 2013: Information Security Program Development and Management (Part 4)	Information security programs typically have numerous operational responsibilities and provide a variety of security services.	eLearning
EL8040	CISM 2013: Information Security Program Development and Management (Part 5)	Security programs require strong controls and countermeasures to ensure that security activities are carried out and measures exist to deal with issues that may arise while a security program is being implemented.	eLearning
EL8041	CISSP 2013 Domain: Access Control	This course focuses on the need for access control mechanisms to secure an organization's network and minimize its vulnerability to attacks or intrusion. It covers various access control models, techniques, mechanisms, and methodologies.	eLearning
EL8042	CISSP 2013 Domain: Telecommunications and Network Security	Access to a company's resources through unauthorized means is the number one goal of most attackers.	eLearning
EL8043	CISSP 2013 Domain: Information Security Governance and Risk Management	Information Security Governance and Risk Management is an all encompassing domain that the information security professional must constantly be aware of.	eLearning
EL8045	CISSP 2013 Domain: Cryptography	Cryptography has been used for thousands of years to secure messages, identities, vital information, and communications mechanisms.	eLearning
EL8047	CISSP 2013 Domain: Operations Security	In today's enterprise environment, security operations takes on many faces, but always comes back to making sure that all aspects of the operation of an enterprise environment are secured and functioning correctly.	eLearning
EL8048	CISSP 2013 Domain: Business Continuity and Disaster Recovery Planning	Business continuity is an essential part of any enterprise. When a disaster occurs, it is imperative that a company be prepared, and has policies and people in place to step in and restore normal business operations.	eLearning

EL8049	CISSP 2013 Domain: Legal, Regulations, Investigations, and Compliance	Computer crime is a major area of concern for everyone from the standard end user to the enterprise environment.	eLearning
EL8050	CISSP 2013 Domain: Physical (Environment) Security	Physical security is the foundation for all networking security mechanisms. Unless a network is physically secure from threats, all other types of security can be negated.	eLearning
EL8051	CISSP 2013 Domain: Software Development Security	Poorly written systems or applications can allow an attacker to exploit coding errors and thus interrupt the orderly processes of the system or application.	eLearning
EL8052	CISSP 2013 Domain: Security Architecture and Design	Computer administrators have a variety of mechanisms that can be used to secure modern enterprise environments.	eLearning
EL8065	Cisco CAPPs 8.0: Introduction to Voice-Mail	This course introduces the Cisco Unity Connection and Cisco Unity Express voice-messaging systems and compares the parameters and features of each.	eLearning
EL8066	Cisco CAPPs 8.0: Integrating Cisco Unity Connection with CUCM	Cisco Unity Connection system settings are the main parameters used to define its integration with a call-processing system	eLearning
EL8067	Cisco CAPPs 8.0: Configuring the CUC System and Dial Plan Components	This course explains Cisco Unity Connection system settings, which contain many configuration options. It discusses system distribution lists and authentication rules as well as roles and restriction tables.	eLearning
EL8068	Cisco CAPPs 8.0: Implementing Cisco Unity Connection	Within Cisco Unity Connection, call routing takes control of the call flow.	eLearning
EL8069	Cisco CAPPs 8.0: Implementing Cisco Unity Express in CUCM Express Environment	In the modern business environment, many organizations rely on voice-mail messaging and call handling features such as auto-attendant scripts to process customer calls.	eLearning
EL8070	Cisco CAPPs 8.0: Cisco Unity Express Users and Auto Attendant	In a Cisco Unity Express environment, voice-mail users are added to the Cisco Unity Express system and assigned at least one mailbox.	eLearning

EL8071	Cisco CAPPs 8.0: Troubleshooting Cisco Unity Express	This course describes how to troubleshoot issues within a Cisco Unity Express voice-mail solution. It focuses on an integrated Cisco Unity Express voice-mail system with Cisco Unified Communications Manager Express	eLearning
EL8072	Cisco CAPPs 8.0: Voice Profile for Internet Mail Implementation	In many organizations, the voice-mail deployment follows the distributed messaging model with multiple single-site messaging systems.	eLearning
EL8073	Cisco CAPPs 8.0: Understanding Cisco Unified Presence Implementation	This course introduces Cisco Unified Presence by presenting the different administration menus and providing an overview of the Cisco Unified Presence features.	eLearning
EL8074	Cisco CAPPs 8.0: Integrating Cisco Unified Presence and its Components	This course begins by describing the integration of Cisco Unified Communications Manager and Cisco Unified Presence.	eLearning
EL8075	Cisco IPS 7.0: Introduction to Intrusion Prevention and Detection Systems	In modern IT infrastructures, it is becoming increasingly important to protect company resources.	eLearning
EL8076	Cisco IPS 7.0: IPS Traffic Analysis, Countermeasures, and Deployment Architecture	Network intrusion prevention system (IPS) and intrusion detection system (IDS) sensors use various techniques to analyze network traffic in order to optimally detect suspicious and malicious traffic while maintaining the desired performance levels.	eLearning
EL8077	Cisco IPS 7.0: Performing the Cisco IPS Sensor Initial Setup	A Cisco Intrusion Prevention System (IPS) sensor can be configured to provide detection or prevention capability to help defend against network attacks.	eLearning
EL8078	Cisco IPS 7.0: Managing Cisco IPS Devices	Cisco IPS sensors require initial and periodic (operational) management in order to perform optimally.	eLearning
EL8079	Cisco IPS 7.0: Implementing Cisco Unity Express in CUCM Express Environment	After you have configured the sensing interfaces of a Cisco Intrusion Prevention System (IPS) sensor, you will need to attach them to the sensor analysis engine, and optionally tune basic, low-level analysis options that apply to inspected traffic.	eLearning

EL8080	Cisco IPS 7.0: Configuring Cisco IPS Signature Engines and Anomaly Detection	This course describes the engine architecture found in the Cisco Intrusion Prevention System (IPS) sensors. It introduces each engine category and briefly describes each engine.	eLearning
EL8081	Cisco IPS 7.0: Adapting Traffic Analysis and Response to the Environment	When you need to address a threat that is uniquely specific to your environment, or otherwise do not have an appropriate signature in the default signature set to address a particular threat,	eLearning
EL8082	Cisco IPS 7.0: False Positives, Negatives and Response Improvement	Network intrusion prevention technologies are much more effective when they are customized for the environment in which they operate, which increases the quality of produced alarms and responses.	eLearning
EL8083	Cisco IPS 7.0: Managing and Analyzing Events	Cisco IPS Manager Express (IME) is a powerful, integrated intrusion prevention system (IPS) management application	eLearning
EL8084	Cisco IPS 7.0: Virtualization, High-Availability, and High-Performance Solutions	Cisco Intrusion Prevention System (IPS) sensors allow you to use multiple virtual contexts (also called virtual sensors) that allow the use of different IPS policies on different sets of inline or promiscuous interfaces.	eLearning
EL8085	Cisco IPS 7.0: Configuring and Maintaining Cisco IPS Hardware	Cisco ASA Adaptive Security Appliance Advanced Inspection and Prevention (AIP) Security Services Module (SSM) and AIP Security Services Card 5 (SSC-5) modules,	eLearning
EL8086	Cisco SECURE 1.0: Protection Controls and Identity-based Network Services	The network infrastructure is one of the foundation elements of enterprise IT infrastructures and is a critical business asset of telecommunications service providers.	eLearning
EL8087	Cisco SECURE 1.0: Deploying Basic 802.1X Features	One of the tools Cisco provides that allows you to centrally manage access to network resources is Cisco Secure Access Control Server (ACS).	eLearning
EL8088	Cisco SECURE 1.0: Advanced Switched Data Plane Security Controls	Cisco IOS Software on Cisco Catalyst switches provides a host of data plane security controls that can mitigate the risks associated with Open Systems Interconnection (OSI) Layer 2 attacks inside a VLAN.	eLearning

EL8089	Cisco SECURE 1.0: Advanced Routed Data Plane Security Controls	In an Open Systems Interconnection (OSI) Layer 3 device, the data plane implements the packet forwarding functions and applies services to packets as they are forwarded through the device.	eLearning
EL8090	Cisco SECURE 1.0: Advanced Control Plane Security Controls	The control plane in an Open Systems Interconnection (OSI) Layer 3 device provides traffic routing functions by building the device routing and forwarding tables.	eLearning
EL8091	Cisco SECURE 1.0: Deploying Advanced Management Plane Security Controls	The management plane performs all the management functions for a device and coordinates functions between the control and the data planes.	eLearning
EL8092	Cisco SECURE 1.0: Deploying Network Address Translation	Cisco IOS Network Address Translation (NAT) and Port Address Translation (PAT) are mechanisms that you can use to conserve registered IP version 4 (IPv4) addresses in large networks,	eLearning
EL8093	Cisco SECURE 1.0: Deploying Basic Zone-Based Policy Firewalls	The Cisco IOS Zone-Based Policy Firewall represents the latest generation of Cisco IOS Software firewall functions.	eLearning
EL8094	Cisco SECURE 1.0: Deploying Advanced Zone-Based Policy Firewalls	Deploying access control based on Open Systems Interconnection (OSI) Layer 3 and 4 parameters establishes a minimal connectivity policy for network applications.	eLearning
EL8095	Cisco SECURE 1.0: Deploying Cisco IOS Software IPS	In modern IT infrastructures, it is becoming increasingly more important to protect company resources.	eLearning
EL8096	Cisco SECURE 1.0: Site-to-Site VPN Architectures and Technologies	An IP Security (IPSec) virtual private network (VPN) is a VPN that you deploy on a shared infrastructure using IPSec transmission protection technology.	eLearning
EL8097	Cisco SECURE 1.0: Deploying Scalable Authentication in Site-to-Site IPSec VPNs	You can configure IP Security (IPSec) virtual private networks (VPNs) with various types of authentication, which often limit its scalability with regard to performance and configuration manageability.	eLearning

EL8098	Cisco SECURE 1.0: Deploying DMVPNs	Dynamic Multipoint Virtual Private Networks (DMVPNs) are a Cisco IOS Software feature that simplifies the deployment of large hub-and-spoke, partially meshed, and fully meshed virtual private networks (VPNs).	eLearning
EL8099	Cisco +A575:A682SECURE 1.0: Deploying Tunnel-Based IPSec VPNs and GET VPNs	Building a highly available virtual private network (VPN) network involves protecting it against expected failures, and enabling the VPN network to heal itself in a reasonable amount of time.	eLearning
EL8100	Cisco SECURE 1.0: Remote Access VPNs	Remote access virtual private network (VPN) technologies allow mobile workers to access sensitive resources over untrusted networks by using modern transmission protection and access authorization technologies.	eLearning
EL8101	Cisco SECURE 1.0: Deploying Remote Access Solutions Using SSL VPN	A basic Cisco IOS Software Secure Sockets Layer (SSL) virtual private network (VPN) solution allows users flexible client-based or clientless access to sensitive resources over a remote access	eLearning
EL8102	Cisco CIPT1 8.0: Introduction to Cisco Unified Communications Manager	A Cisco Unified Communications deployment relies on Cisco Unified Communications Manager (CUCM) for its call-processing and call-routing functions.	eLearning
EL8103	Cisco CIPT1 8.0: Cisco Unified Communications Manager Administration	Cisco Unified Communications Manager (CUCM) configuration includes basic settings plus specific settings that depend on the features and services that are used and performing the system administration	eLearning
EL8104	Cisco CIPT1 8.0: Cisco Unified Communications Manager Single-Site On-Net Calling	An important task in implementing and supporting a Cisco Unified Communications deployment is managing the end-user devices, or endpoints.	eLearning
EL8105	Cisco CIPT1 8.0: Implementing PSTN gateways in Cisco Unified Communications Manager	To place external calls, Cisco Unified Communications Manager (Cisco Unified Communications Manager) deployments need a connection to the public switched telephone network (PSTN).	eLearning

EL8106	Cisco CIPT1 8.0: CUCM Call Routing Components and Calling Privileges	The dial plan is one of the key elements of an IP telephony system. It's at the core of the user experience because it defines the rules that govern how a user reaches any destination.	eLearning
EL8107	Cisco CIPT1 8.0: Digit-manipulation Tools and Calling Privileges	Users of a phone system often need to reach various destinations, such as extensions within the same site, different sites (sometimes with different dialing plans)	eLearning
EL8108	Cisco CIPT1 8.0: Implementing Call Coverage	Many businesses have sales or service support departments that work as groups to process inbound calls from customers.	eLearning
EL8109	Cisco CIPT1 8.0: Implementing Media Resources in Unified Communications Manager	Cisco Unified Communications Manager (CUCM) supports various types of media resources.	eLearning
EL8110	Cisco CIPT1 8.0: Feature and Application Implementation	Cisco Unified Communications Manager (CUCM) provides various features and services to support the current needs and demands of both single-site and multisite IP telephony environments.	eLearning
EL8111	Cisco CIPT1 8.0: Cisco Unified Mobility	The growing use of mobile devices allows users - whether on a retail floor, at an airport, or at a Wi-Fi hotspot in a local coffee shop - to enjoy the efficiencies and speed of Cisco Unified Communications.	eLearning
EL8112	Cisco CIPT2 8.0: Multisite Deployment Issues and Solutions Overview	In a multisite Cisco Unified Communications Manager (CUCM) deployment, special requirements exist that are not necessary in single-site deployments.	eLearning
EL8113	Cisco CIPT2 8.0: Multisite Deployment Implementation	Cisco Unified Communications Manager (CUCM) multisite deployments can use various connection options between sites.	eLearning
EL8114	Cisco CIPT2 8.0: Centralized Call-Processing Redundancy Implementation	The capability to use centralized call-processing devices that are located at remote sites depends on the availability of Cisco Unified Communications Manager (CUCM) at the main site.	eLearning
EL8115	Cisco CIPT2 8.0: Bandwidth Management and CAC Implementation	Individual sites of a multisite deployment are usually interconnected by an IP WAN in situations in which bandwidth is relatively costly and bandwidth consumption should be	eLearning

		minimized.	
EL8116	Cisco CIPT2 8.0: Features and Applications for Multisite Deployments	Users in multisite environments often roam between sites.	eLearning
EL8117	Cisco CIPT2 8.0: Call Control Discovery	With the increasing deployment of Cisco Unified Communications solutions, dial plans have become more complex to implement, especially in large enterprises that consist of numerous call control devices.	eLearning
EL8118	Cisco ICOMM 8.0: CUC Solutions	A Cisco Unified Communications (CUC) System provides flexibility, reduces total cost of ownership (TCO), and enhances productivity and capabilities that help overcome the communication challenges of traditional voice networks.	eLearning
EL8119	Cisco ICOMM 8.0: Administrator and End-User Interfaces	The Cisco Unified Communications system includes different Administrative interfaces to configure end devices, system settings, and more, as well as platform maintenance and tools for troubleshooting and system analysis.	eLearning
EL8120	Cisco ICOMM 8.0: Call Flows in CUC Systems	P telephony networks require seamless integration with the public switched telephone network (PSTN).	eLearning
EL8121	Cisco ICOMM 8.0: Endpoint and User Administration	In Cisco Unified Communications Manager and Cisco Unified Communications Manager Express, each device—such as an IP phone—is defined as a separate endpoint.	eLearning
EL8122	Cisco ICOMM 8.0: End User Telephony and Mobility Features	Cisco Unified Communications Manager and Cisco Unified Communications Manager Express support a wide range of telephony features for call coverage.	eLearning
EL8123	Cisco ICOMM 8.0: Configuring Mobility Features	As more people own multiple devices, ranging from office phones to home office phones and laptop computers to mobile phones,	eLearning

EL8124	Cisco ICOMM 8.0: Enablement of Cisco Unity Connection and Voice Mailbox Options	Cisco Unity Connection allows the addition of users in an efficient manner as well as proactive user mailbox maintenance. It also provides methods for enhancing the telephone user interface (TUI) experience for users.	eLearning
EL8125	Cisco ICOMM 8.0: Cisco Unified Presence	Cisco Unified Presence enhances the native presence features in Cisco Unified Communications Manager.	eLearning
EL8126	Cisco ICOMM 8.0: Cisco Unified Communications Solution Maintenance	In a VoIP environment, the administrator must understand how to successfully troubleshoot problems.	eLearning
EL8127	Cisco ICOMM 8.0: RTMT, Monitoring Voice Mail and the Disaster Recovery System	One of the important administrator functions is accessing different trace files, syslog messages, and counters that indicate the current system and appliance health using the Cisco Unified Real-Time Monitoring Tool (RTMT).	eLearning
EL8128	Cisco CVOICE 8.0: Introduction to Voice Gateways	Cisco voice gateway relays high quality voice and fax traffic across an IP network. This course describes the operational modes of a voice gateway and how it fits in the Cisco Unified Communications architecture.	eLearning
EL8129	Cisco CVOICE 8.0: Voice Port Implementation, Codecs, and DSPs	Connecting voice devices to a network infrastructure requires an in-depth understanding of the signaling and characteristics that are specific to each type of interface.	eLearning
EL8130	Cisco CVOICE 8.0: Transporting Voice over IP networks	H.323 gateways are among the most common Cisco IOS voice gateways within Cisco Unified Communications Manager environments.	eLearning
EL8131	Cisco CVOICE 8.0: SIP and MGCP Signaling Protocols	Session Initiation Protocol (SIP) is one of the most important voice signaling protocols within service provider VoIP networks and is supported by most IP telephony system vendors.	eLearning
EL8132	Cisco CVOICE 8.0: VoIP Call Legs	The inherent characteristics of a converged voice and data IP network create challenges for network engineers and administrators in delivering voice traffic.	eLearning

EL8133	Cisco CVOICE 8.0: Cisco Unified Communications Manager Express	Cisco Unified Communications Manager Express provides call processing for Cisco Unified IP phones for small-office or branch-office environments.	eLearning
EL8134	Cisco CVOICE 8.0: Cisco Unified Communications Manager Express Endpoints	This course describes how to configure the Skinny Client Control Protocol (SCCP) and Session Initiation Protocol (SIP) endpoints in the Cisco Unified Communications Manager Express.	eLearning
EL8135	Cisco CVOICE 8.0: Call Routing and Dial Plans	To integrate VoIP networks into existing voice networks, you must have the skills and knowledge to implement call routing and design an appropriate numbering plan.	eLearning
EL8136	Cisco CVOICE 8.0: Path Selection and Calling Privileges	Path selection is one of the most important aspects of a well-designed VoIP system. High availability is desirable so that there is usually more than one path for a call to take to its final destination.	eLearning
EL8137	Cisco CVOICE 8.0: Gatekeeper and Cisco Unified Border Element	Gatekeepers play a major part in medium and large H.323 VoIP network solutions. Gatekeepers allow for dial-plan scalability and reduce the need to manage global dial plans locally.	eLearning
EL8138	Cisco CVOICE 8.0: QoS Mechanisms	IP networks must provide a number of services to adequately support voice transmission using VoIP. These services include security, predictability, measurability, and some level of delivery guarantee.	eLearning
EL8139	Cisco CVOICE 8.0: Congestion, Rate Limiting, and AutoQoS	Queuing algorithms are one of the primary ways to manage congestion in a network. Network devices manage an overflow of arriving traffic by using a queuing algorithm to sort traffic and determine a method of prioritizing the traffic onto an output link.	eLearning
EL8140	Cisco ROUTE 1.0: Routing Services for Converged Networks	The convergence of voice, video, and data has not only changed the conceptual network models but has also affected the way that networks support services and applications.	eLearning

EL8141	Cisco ROUTE 1.0: EIGRP Implementation for the Enterprise	In routing environments, Enhanced Interior Gateway Routing Protocol (EIGRP) offers benefits and features over historical distance-vector routing protocols such as Routing Information Protocol version 1 (RIPv1).	eLearning
EL8142	Cisco ROUTE 1.0: EIGRP Authentication and Advanced Feature Implementation	Security is an important part of any network and should be extended to the routing protocol by implementing neighbor authentication.	eLearning
EL8143	Cisco ROUTE 1.0: The OSPF Routing Protocol	Open Shortest Path First (OSPF) is one of the most commonly used IP routing protocols in today's networks. It is an open standard that is used by both enterprise and service provider networks.	eLearning
EL8144	Cisco ROUTE 1.0: Implementing an OSPF-Based Solution	Configuring Open Shortest Path First (OSPF) in today's networks is an important skill to have as a network administrator.	eLearning
EL8145	Cisco ROUTE 1.0: Configuring and Verifying Route Redistribution	Routing updates compete with user data for bandwidth and router resources, yet routing updates are critical because they carry the information that routers need to make sound routing decisions.	eLearning
EL8146	Cisco ROUTE 1.0: Implementing Path Control	Policy-based routing allows administrators to route traffic along specific paths according to their needs and gives you greater flexibility in determining traffic patterns and best routes.	eLearning
EL8147	Cisco ROUTE 1.0: Connecting the Enterprise to ISPs	The Internet has become a vital resource in many organizations, and the Border Gateway Protocol (BGP) is an alternative to using default routes to control path selections.	eLearning
EL8148	Cisco ROUTE 1.0: Configuring and Verifying BGP operations	The use of BGP as a routing protocol within the enterprise network requires that an administrator understand how to properly configure BGP for scalable internetworking.	eLearning
EL8149	Cisco ROUTE 1.0 eLT: Implementing Path Control	In this module you will learn how to influence routing with policy based routing and IP SLA	eLearning
EL8150	Cisco ROUTE 1.0 eLT: IPv6 Addressing and Unicast	In this module you will gain an understanding of IPv6 address assignment and strategies used to successfully deploy IPv6 addresses in the WAN and LAN	eLearning

EL8151	Cisco ROUTE 1.0 eLT: Implement RIPng, OSPFv3, EIGRP and Redistribution in IPv6	In this module you will learn how to configure dynamic routing protocols for IPv6 routing.	eLearning
EL8152	Cisco ROUTE 1.0 eLT: IPv6 Transition Techniques	In this module you will learn about the various tunneling options for IPv6 over IPv4 and how to configure them.	eLearning
EL8153	Cisco ROUTE 1.0 eLT: NAT and PAT with IPv6	In this module you will learn how to configure NAT-PT for IPv6. Topics include: -IPv6 Static NAT-PT -IPv6 Dynamic NAT-PT (Part 1) -IPv6 Dynamic NAT-PT (Part 2)	eLearning
EL8154	Cisco ROUTE 1.0 eLT: Routing for Branch Offices and Mobile Workers	In this module you will learn how to configure routing services for integration with branch office solutions such as broadband connectivity and VPN access.	eLearning
EL8155	Cisco TSHOOT 1.0: Planning Maintenance for Complex Networks	Smooth network operation and high network availability have become crucial to organizations because they depend on their network infrastructure for most of their business processes.	eLearning
EL8156	Cisco TSHOOT 1.0: Planning Troubleshooting Processes for Networks	As enterprises become more and more dependent on their network infrastructure to support their business, the cost of network downtime has increased.	eLearning
EL8157	Cisco TSHOOT 1.0: Maintenance, Troubleshooting Tools, & Applications	Troubleshooting can be a time-consuming process. During outages, lost time comes at a price in terms of lost productivity or lost revenue.	eLearning
EL8158	Cisco TSHOOT 1.0: Troubleshooting VLANs, STP, and SVIs	Switched Ethernet has been the dominant LAN technology for more than a decade, and VLAN-based switched infrastructures are at the core of every campus network.	eLearning
EL8159	Cisco TSHOOT 1.0: Troubleshooting FHRPs and Performance Issues	An essential element in building highly available networks is the implementation of a First-Hop Redundancy Protocol (FHRP).	eLearning
EL8160	Cisco TSHOOT 1.0: Network Layer Connectivity, OSPF, and EIGRP	IP routing is the core technology deployed in all current enterprise networks and is used in all areas of the network.	eLearning

EL8161	Cisco TSHOOT 1.0: Route Redistribution, BGP, and Performance Issues	Ideally, a single routing protocol is used to exchange routing information in an enterprise network.	eLearning
EL8162	Cisco TSHOOT 1.0: Maintaining and Troubleshooting Network Security Solutions	Any network that is deployed needs to be secured. The level of security that you need and the features that will be deployed are dependent on the organization and its security policies.	eLearning
EL8163	Cisco TSHOOT 1.0 eLT: Troubleshooting Performance Problems on Switches	In this module you will look at switch performance troubleshooting tools.	eLearning
EL8164	Cisco TSHOOT 1.0 eLT: Troubleshooting Wireless Integration	In this module you will be troubleshooting wireless integration methods. You will then take this knowledge to work through some troubleshooting examples. Topics include: - Troubleshooting Wireless LAN Integration in the Campus	eLearning
EL8165	Cisco TSHOOT 1.0 eLT: Troubleshooting Voice over IP Integration	In this module you will be reviewing the readiness of the campus network for convergence of unified communications. You will review common issues in converged environments along with some of the tools we can use to troubleshoot.	eLearning
EL8166	Cisco TSHOOT 1.0 eLT: Troubleshooting Video Integration	In this module you will be troubleshooting video in the campus. You will be reviewing troubleshooting methods for video ready networks. You will then take this knowledge to work through some troubleshooting examples.	eLearning
EL8167	Cisco TSHOOT 1.0 eLT: Troubleshooting NAT and PAT	In this module you will be troubleshooting NAT and PAT. You will be reviewing the functions of Nat and PAT and you will be looking at the process of assessing problems with tools and techniques.	eLearning
EL8168	Cisco TSHOOT 1.0 eLT: Troubleshooting IPv6, OSPFv3, and RIPng	In this module you will be troubleshooting IPv6 along with the common issues encountered when using using RIPng and OSPFv3. You will then take this knowledge to work through some troubleshooting examples.	eLearning

EL8169	Cisco TSHOOT 1.0 eLT: Troubleshooting Network Applications Services	In this module you will be troubleshooting application performance issues. You will then take this knowledge to work through some troubleshooting examples. Topics include: - Troubleshooting Network Application Services	eLearning
EL8170	Cisco TSHOOT 1.0 eLT: Troubleshooting Branch Office and Remote Worker Problems	In this module you will be troubleshooting remote access connectivity with VPNs, Firewalls and application networking. You will be looking at the underlying requirements for remote branch office connectivity.	eLearning
EL8171	Cisco SWITCH 1.0: Analyzing Campus Network Designs	Over the last 50 years, businesses have achieved improving levels of productivity and competitive advantages through the use of communication and computing technology.	eLearning
EL8172	Cisco SWITCH 1.0: Implementing VLANs in Campus Networks	When a network architect hands off a design to you, you must be able to create an implementation plan based on your knowledge of VLANs.	eLearning
EL8173	Cisco SWITCH 1.0: Implementing Spanning-Tree	Multiple active paths between switches can cause loops in the network topology. This can cause duplication of frames being forwarded. To prevent loops while providing path redundancy, you can use Spanning Tree Protocol (STP).	eLearning
EL8174	Cisco SWITCH 1.0: Inter-VLAN Routing	When a network architect hands off a design to you, switches at the distribution layer, or in a collapsed core, will almost certainly have multiple VLANs connected to them.	eLearning
EL8175	Cisco SWITCH 1.0: Highly Available Networks	A network with high availability provides an alternate means of allowing constant access to all infrastructure paths and key servers. High availability is not only about adding redundant devices.	eLearning
EL8176	Cisco SWITCH 1.0: Configuring Layer 3 High Availability	Businesses and consumers that rely on intranet and Internet services for their mission-critical communications require and expect their networks and applications to be continuously available to them.	eLearning

EL8177	Cisco SWITCH 1.0: Minimizing Service Loss and Data Theft	In a switched network, a host of attacks can be launched at a switch and its ports.	eLearning
EL8178	Cisco SWITCH 1.0: Accommodating Voice and Video in Campus Networks	When you are migrating to a VoIP network, all network requirements, including power and capacity planning, must be examined so that voice is seamlessly integrated into the existing network.	eLearning
EL8179	Cisco SWITCH 1.0: Integrating Wireless LANs into a Campus Network	Wireless LAN (WLAN) is an access technology that has an increasing significance for network access in offices, factories, hotels, and airports, and at home.	eLearning
EL8180	Cisco IINS 2.0: Introducing Networking Security Fundamentals	The open nature of the Internet makes it increasingly important for growing businesses to pay attention to the security of their networks.	eLearning
EL8181	Cisco IINS 2.0: Security Policies and Strategies	It is important to know that the security policy that is developed in your organization influences all of the steps that are taken to secure network resources. The development of a comprehensive security policy is covered in this course.	eLearning
EL8182	Cisco IINS 2.0: Cisco Network Foundation Protection	An important element in the overall security posture of an organization is the security of the network infrastructure. The network infrastructure refers to the routers, switches, and other such equipment that keep a network running.	eLearning
EL8183	Cisco IINS 2.0: Securing the Management Plane and AAA Configuration	Authentication, authorization, and accounting (AAA) solutions are widely supported in Cisco IOS Software as an additional security service available for securing access to network devices and networks.	eLearning
EL8184	Cisco IINS 2.0: Securing the Data Plane on Cisco Switches	Like routers, both Layer 2 and Layer 3 switches have their own set of network security requirements.	eLearning
EL8185	Cisco IINS 2.0: Securing the Data Plane in IPv6 Environments	IP version 6 (IPv6) shares some of the same security concerns and considerations as IP version 4 (IPv4).	eLearning

EL8186	Cisco IINS 2.0: Threat Control, Mitigation, and Firewalls	Current trends in security threat vectors require a carefully planned threat control strategy.	eLearning
EL8187	Cisco IINS 2.0: Implementing Firewall Policies	Network security threats have the potential to significantly impede productivity, disrupt business and operations, and result in loss of information, which can lead to financial losses and noncompliance.	eLearning
EL8188	Cisco IINS 2.0: Implementing IPS	Intrusion detection system (IDS) and intrusion prevention system (IPS) solutions form an important part of a robust network defense solution.	eLearning
EL8189	Cisco IINS 2.0: VPN Technologies and Public Key Infrastructure	An IP Security (IPsec) VPN uses the Internet to connect branch offices, remote employees, and business partners to the resources of your company.	eLearning
EL8190	Cisco IINS 2.0: IPsec Fundamentals and VPNs	The IP Security (IPsec) VPN is an essential tool for providing a secure network for business communication, and this course addresses the different protocols and algorithms that IPsec uses and the different security services that IPsec provides.	eLearning
EL8191	Cisco DESGN 2.1: Network Design Methodology Overview	A network design must meet the increasingly complex requirements of the organization that it supports.	eLearning
EL8192	Cisco DESGN 2.1: Structuring and Modularizing the Network	The traditional approach to building a network has been to follow the hierarchical core- distribution-access layered model. To further enhance the design process, Cisco has created the Network Architectures for the Enterprise.	eLearning
EL8193	Cisco DESGN 2.1: Designing Basic Campus and Data Center Networks	The availability of multigigabit campus switches enables organizations to build high-performance, highly reliable networks.	eLearning
EL8194	Cisco DESGN 2.1: Identifying WAN Technology Considerations	The enterprise edge connects campus resources to remote enterprise locations using many of the WAN technologies existing today, as well as will use the new technologies that are constantly emerging.	eLearning

EL8195	Cisco DESGN 2.1: Designing the Enterprise WAN and Branch	Many WAN technologies exist today, and new technologies are constantly emerging.	eLearning
EL8196	Cisco DESGN 2.1: Designing IP Addressing	An effective and efficient IPv4 addressing scheme is a critical component of the overall enterprise network design and this course covers IP version 4 (IPv4) address considerations and recommended practices in the enterprise network.	eLearning
EL8197	Cisco DESGN 2.1: Selecting Routing Protocols	When sites are interconnected, there must be a way to get information to the correct site.	eLearning
EL8198	Cisco DESGN 2.1: Defining Network Security	Network security is an essential network service that spans the entire network.	eLearning
EL8199	Cisco DESGN 2.1: Security Solutions for the Network	The Cisco SAFE architecture provides the security design guidelines for building secure and reliable network infrastructures that are resilient to both well-known and new forms of attacks.	eLearning
EL8200	Cisco DESGN 2.1: Integrating Voice and Video Architectures	Many enterprises are integrating their voice and data networks into a single unified communications network. Packet telephony introduces a new set of terms and standards and each technology has a specific role to play in the network.	eLearning
EL8201	Cisco DESGN 2.1: Voice and Video Technology Requirements	To create a proper integrated network design, you need to know about the many considerations that affect voice traffic.	eLearning
EL8202	Cisco DESGN 2.1: Design Considerations for Basic Wireless Networking	In order to design wireless networks it is important to have an understanding of the Cisco Unified Wireless Network architecture and wireless design principles in order to have the necessary guidelines for successful wireless network design.	eLearning
EL8203	Cisco TVOICE 8.0: Troubleshooting Unified Communications Solutions Overview	Because of the complexity of a Cisco Unified Communications system, you must have a solid understanding of the various elements of the voice network and the broad areas that can malfunction to troubleshoot effectively in this environment.	eLearning

EL8204	Cisco TVOICE 8.0: Troubleshooting Device and Extension Mobility	The Cisco Unified Communications Manager Device Mobility feature dynamically changes important location settings - such as Calling Search Space (CSS), region, date and time group, and Cisco Unified Survivable Remote Site Telephony	eLearning
EL8205	Cisco TVOICE 8.0: Troubleshooting Call Setup Issues	When a call is setup in a Cisco Unified Communications system, configuration errors can cause problems in many areas.	eLearning
EL8206	Cisco TVOICE 8.0: Cisco Unified Communications Manager Troubleshooting	After you migrate your voice network to include Cisco Unified Communications Manager functionality, the entire structure of your voice network changes.	eLearning
EL8207	Cisco TVOICE 8.0: Troubleshooting Off-Net Calling Issues	A call that is placed off site must go through a gateway. This gateway could be a Cisco Media Gateway Control Protocol (MGCP), H.323, or Session Initiation Protocol (SIP) gateway.	eLearning
EL8208	Cisco TVOICE 8.0: Troubleshooting SAF and CCD Issues	Cisco Service Advertisement Framework (SAF) provides a framework that allows applications to discover the existence, IP address, port, and configuration of networked resources.	eLearning
EL8209	Cisco TVOICE 8.0: Troubleshooting Cisco Unified Mobility and CUCM Presence	The growing use of mobile devices allows users who are on the move – whether on a retail floor, at an airport, or at a Wi-Fi hotspot in a local coffee shop – to enjoy the efficiencies and speed of Cisco Unified Communications.	eLearning
EL8210	Cisco TVOICE 8.0: Troubleshooting MOH and MTP Issues	Today, Cisco Unified Communications system functionality requires the use of media resources such as transcoding and music on hold (MOH). These media resources can be either software- or hardware-based.	eLearning
EL8211	Cisco TVOICE 8.0: Troubleshooting Conference and Transcoder Issues	The conference bridge for Cisco Unified Communications Manager, a software or hardware application, allows both Ad Hoc and Meet-Me voice conferencing. Each conference bridge can host several simultaneous, multi-party conferences.	eLearning

EL8212	Cisco TVOICE 8.0: Troubleshooting RSVP Agents and Voice Quality Issues	Resource Reservation Protocol (RSVP) specifies a resource-reservation, transport-level protocol for reserving resources in IP networks. RSVP provides a method to achieve Call Admission Control (CAC) in addition to location-based CAC.	eLearning
EL8213	Cisco FIREWALL 2.0: Introduction to the Cisco ASA Adaptive Security Appliance	You can use several features of the Cisco ASA Adaptive Security Appliance products to defend networks, network-connected endpoints, and network infrastructure devices from various threats.	eLearning
EL8214	Cisco FIREWALL 2.0: Getting Started with Cisco ASA and Cisco ASDM	To get started with the Cisco ASA and to prepare the appliance for Cisco Adaptive Security Device Manager (ASDM), you should be familiar with the security appliance startup process.	eLearning
EL8215	Cisco FIREWALL 2.0: Configuring Cisco ASA Interfaces and Static Routing	The Cisco ASA requires a minimal configuration to enforce a basic security policy in a network. Because of interface security levels, the Adaptive Security Appliance allows only traffic from more secured networks to less secured networks by default.	eLearning
EL8216	Cisco FIREWALL 2.0: Configuring Cisco ASA Management Features	It is important to understand how to deploy basic management features on the Cisco ASA. These device management features include configuring: the device name, the system time, event and session logging, the device software, and the device licensing.	eLearning
EL8217	Cisco FIREWALL 2.0: Configuring Cisco ASA NAT Features	The Cisco ASA adaptive security appliance provides support for Network Address Translation (NAT) to solve addressing issues when your internal networks are interconnecting with external networks.	eLearning
EL8218	Cisco FIREWALL 2.0: Configuring Cisco ASA Basic Access Control Features	The Cisco ASA Adaptive Security Appliance provides the administrator with a rich set of access control methods that can tightly control access between networks.	eLearning
EL8219	Cisco FIREWALL 2.0: Configuring Routing Features and the Transparent Firewall	Some small deployments and most medium- to large-size deployments require the Cisco ASA Adaptive Security Appliance to forward traffic to hosts that are not on directly connected networks.	eLearning

EL8220	Cisco FIREWALL 2.0: The Modular Policy Framework and Traffic Inspection Policies	The Cisco ASA adaptive security appliance helps enforce security policies within your networks. Different types of traffic traversing the Cisco ASA adaptive security appliance should have different policies.	eLearning
EL8221	Cisco FIREWALL 2.0: ASA Advanced Application Inspections and User-Based Policies	Deploying access control that is based on parameters for Open Systems Interconnection (OSI) Layer 3 and 4 establishes a minimal connectivity policy for network applications.	eLearning
EL8222	Cisco FIREWALL 2.0: ASA Interface Redundancy and Active/Standby Availability	To support high availability on the Cisco ASA Adaptive Security Appliance, you can use several high-availability features on the appliance.	eLearning
EL8223	Cisco FIREWALL 2.0: ASA Security Contexts and Active/Active High Availability	When you implement different security policies for traffic from different customers or departments, you can use the virtualization features available on the Cisco ASA adaptive security appliance.	eLearning
EL8224	Cisco VPN 2.0: Evaluating the Cisco ASA VPN Architecture	The Cisco ASA Adaptive Security Appliance provides a rich set of VPN features that cover a wide range of common enterprise use cases to support mobile workers and remote offices.	eLearning
EL8225	Cisco VPN 2.0: Implementing Core Cisco ASA Policy Configurations and PKI Services	Configuring policies and network settings for many VPN users requires a scalable and flexible configuration mechanism.	eLearning
EL8226	Cisco VPN 2.0: Deploying Clientless SSL VPNs	Clientless Secure Sockets Layer (SSL) VPN solutions provide browser-based access to resources behind the Cisco ASA adaptive security appliance.	eLearning
EL8227	Cisco VPN 2.0: Policy Configurations and PKI Services	Most enterprises need scalable authentication schemes, in which the network devices offload the authentication process to back-end user databases such as Lightweight Directory Access Protocol (LDAP), TACACS+, or RADIUS.	eLearning
EL8228	Cisco VPN 2.0: Cisco AnyConnect Remote Access SSL Solutions	A basic Cisco AnyConnect full-tunnel Secure Sockets Layer (SSL) VPN provides users with flexible client-based access to sensitive resources over a remote access VPN gateway,	eLearning

EL8229	Cisco VPN 2.0: Deploying Advanced AAA in Cisco Full-Tunnel VPNs	When deploying VPNs, it is important to use strong authentication options.	eLearning
EL8230	Cisco VPN 2.0: Cisco ASA Adaptive Security Appliance Remote Access IPsec VPNs	The Cisco ASA adaptive security appliance supports remote access IP Security (IPsec) VPNs that you can manage using the Cisco Easy VPN solution.	eLearning
EL8231	Cisco VPN 2.0: Cisco ASA Site-to-Site IPsec VPN Solutions	The Cisco ASA adaptive security appliance supports site-to-site IP Security (IPsec) VPN deployments, which can be used to protect traffic between remote and central sites.	eLearning
EL8232	Cisco VPN 2.0: Implementing Cisco Secure Desktop and DAP for SSL VPNs	An important requirement of VPNs is to provide host security at the endpoint. This ensures hosts that connect to the trusted network and to provide high availability and high performance are secure.	eLearning
EL8233	Cisco VPN 2.0: Deploying High Availability Features in Cisco ASA VPNs	Two of the most challenging requirements of VPNs are high availability and high performance. High availability ensures continuous operation even if one or more VPN servers fail.	eLearning
EL8234	ICND1 2.0: Access Control Lists and Network Address Translation	Access control lists enable administrators to identify specific traffic which get special treatment.	eLearning
EL8235	ICND1 2.0: Operating Cisco IOS Software	Cisco IOS Software is a feature-rich network system software that provides network intelligence to meet all of today's networking demands. It is the industry-leading, and most widely deployed, network system software.	eLearning
EL8236	ICND1 2.0: Understanding IPv4 Addresses	There are various aspects to IP addressing, including calculations for constructing an IP address, classes of IP addresses designated for specific routing purposes, and public versus private IP addresses.	eLearning
EL8237	ICND1 2.0: Networking, Communications, and LANs	Understanding the benefits of computer networks and how they function is important in maximizing communication channels among end users.	eLearning

EL8238	ICND1 2.0: Switch Operations	Before you start a Cisco Catalyst switch, the physical installation must meet operational conditions. After the switch is turned on and startup is complete, the initial software settings can be configured.	eLearning
EL8239	ICND1 2.0: Ethernet Operations	Ethernet is the network access layer of TCP/IP. This course describes different Ethernet copper and fiber options. Ethernet media options are presented with a description of the most common connectors and cable types.	eLearning
EL8240	ICND1 2.0: Address Blocks and VLSM	Once you have the subnetting basics down and understand how to divide a network into two or more networks you are ready to determine the optimal subnet mask for a given scenario.	eLearning
EL8241	ICND1 2.0: The Transport Layer and Router Configuration	Data networks and the Internet provide seamless and reliable communication between people.	eLearning
EL8242	ICND1 2.0: Packet Delivery and Static Routing	Understanding the packet delivery process is a fundamental part of understanding networking devices. You must understand host-to-host communications to administer a network.	eLearning
EL8243	ICND1 2.0: Managing Network Device Security	When physical access has been enabled, you must secure access to the switch via the console port and the vty ports. You must also filter access to network devices from remote or internal locations.	eLearning
EL8244	ICND1 2.0: VLANs and DHCP	When you understand how a switch and router operate, how they communicate, and how to configure basic security, you can move on to understanding an expanded network.	eLearning
EL8245	ICND1 2.0: WANs and Dynamic Routing Protocols	As an enterprise grows beyond a single location, it becomes necessary to interconnect LANs in various locations to form a WAN. Several technologies are involved in the functioning of WANs.	eLearning
EL8246	ICND1 2.0: IPv6	The growth of the Internet and the adoption of networking over the past 20 years are pushing the IP version 4 (IPv4) to the limits of its addressing capacity and its ability for continued growth.	eLearning

EL8247	ICND2 2.0: VLANs and Spanning-Tree	This course starts with a review of VLAN and trunk technology.	eLearning
EL8248	ICND2 2.0: EtherChannel and Layer 3 Redundancy	In hierarchical network design, some links between access and distribution switches may be heavily utilized. The speed of these links can be increased, but only to a certain point.	eLearning
EL8249	ICND2 2.0: Troubleshooting Basic Connectivity	Diagnosing and resolving problems is an essential skill of network engineers. A particular problem can be diagnosed and sometimes even solved in many different ways.	eLearning
EL8250	ICND2 2.0: Implementing an EIGRP Based Solution	EIGRP is an advanced distance vector routing protocol that was developed by Cisco. EIGRP is suited for many different topologies and media.	eLearning
EL8251	ICND2 2.0: An Overview of OSPF	OSPF is a link-state routing protocol that is often used in networks due to scalability, fast convergence, and multivendor environment support.	eLearning
EL8252	ICND2 2.0: Establishing a WAN Connection Using Frame Relay	Frame Relay is a standardized WAN technology that is a well-proven, packet-switching, connection-oriented technology that is used to interconnect remote sites.	eLearning
EL8253	ICND2 2.0: Implementing a Scalable, Multiarea Network, OSPF Based Solution	OSPF routing protocol supports a two-tier hierarchical structure. By utilizing a two-tier or multiarea OSPF design, you can increase the network scalability and reduce the load and utilization on routers due to fewer SPF calculations.	eLearning
EL8254	ICND2 2.0: Wan Technology Overview and Serial Connections	As an enterprise grows beyond a single location, it needs to interconnect LANs in various locations using a WAN. There are several technologies that are involved in the functioning of WANs, including hardware devices and software functions.	eLearning
EL8255	ICND2 2.0: VPN Solutions and GRE Tunnels	Cisco VPN solutions provide an Internet-based WAN infrastructure for connecting branch offices, home offices, business partner sites, and remote telecommuters to all or portions of a company network.	eLearning

EL8256	ICND2 2.0: Network Device Management	Network staff is responsible for managing each device on the network according to best industry practices and for reducing device downtime. This course provides an overview of some of the tools for monitoring and troubleshooting Cisco devices.	eLearning
EL8257	EMC ISM v2: Data Center Environment	This course focuses on the definition of data and information, types of data, and evolution of storage architecture. It discusses the key components and describes the key characteristics of a data center.	eLearning
EL8258	EMC ISM v2: RAID and Intelligent Storage Systems	This course focuses on RAID and its use to improve performance and protection. It details various RAID implementations, techniques, and levels commonly used.	eLearning
EL8259	EMC ISM v2: FC SAN, IP SAN, and FCoE	This course explains Fibre Channel Storage Area Network (FC SAN) components, fibre channel interconnectivity options, and fibre channel architecture. It also covers virtualization in a SAN environment.	eLearning
EL8260	EMC ISM v2: NAS, Object-based Storage, and Unified Storage	This course focuses on benefits and components of three types of storage: Network-Attached Storage (NAS), object-based storage, and unified storage.	eLearning
EL8261	EMC ISM v2: Business Continuity, Backup, Replication, and Archiving	This course covers the importance of Business Continuity, the factors that can affect Information Availability, and the consequences of information unavailability.	eLearning
EL8262	EMC ISM v2: Remote Replication and Cloud Computing	This course covers synchronous and asynchronous remote replication modes. It also focuses on host-based, array-based, and network-based remote replication technologies.	eLearning
EL8263	EMC ISM v2: Securing the Storage Infrastructure	This course focuses on the recognized information security framework and storage security domains. This course also focuses on security implementation in SAN, NAS, and IP SAN, as well as security in virtualized and cloud environments.	eLearning

EL8264	EMC ISM v2: Managing the Storage Infrastructure	This course focuses on activities related to the monitoring and management of a storage infrastructure. It explains key storage infrastructure components that are monitored, as well as monitoring parameters.	eLearning
EL8265	Mentoring 642-902 Implementing Cisco IP Routing (ROUTE)	SkillSoft Mentors are available to help students with their studies for exam 642-902 Implementing Cisco IP Routing (ROUTE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8266	Mentoring 642-832 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	SkillSoft Mentors are available to help students with their studies for exam 642-832 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8267	Mentoring 642-813 Implementing Cisco IP Switched Networks (SWITCH)	SkillSoft Mentors are available to help students with their studies for exam 642-813 Implementing Cisco IP Switched Networks (SWITCH). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8268	Mentoring Certified Information Systems Security Professional (CISSP)	Skillsoft Mentors are available to help students with their studies for the Certified Information Systems Security Professional (CISSP) exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8269	Mentoring 640-461 Intro Cisco Voice and Unified Communications Admin (ICOMM)	SkillSoft Mentors are available to help students with their studies for exam 640-461 Intro Cisco Voice and Unified Communications Admin (ICOMM). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8270	Mentoring 642-437 Implementing CUC Voice over IP and QoS (CVOICE)	SkillSoft Mentors are available to help students with their studies for exam 642-437 Implementing CUC Voice over IP and QoS (CVOICE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning

EL8271	Mentoring 642-447 Implementing CUCM, Part 1 (CIPT1)	SkillSoft Mentors are available to help students with their studies for exam 642-447 Implementing CUCM, Part 1 (CIPT1). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8272	Mentoring 642-637 Securing Networks with Cisco Routers and Switches (SECURE)	SkillSoft Mentors are available to help students with their studies for exam 642-637 Securing Networks with Cisco Routers and Switches (SECURE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8273	Mentoring 642-457 Implementing CUCM, Part 2 (CIPT2)	SkillSoft Mentors are available to help students with their studies for exam 642-457 Implementing CUCM, Part 2 (CIPT2). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8274	Mentoring 642-627 Implementing Cisco Intrusion Prevention System (IPS)	SkillSoft Mentors are available to help students with their studies for exam 642-627 Implementing Cisco Intrusion Prevention System (IPS). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8275	Mentoring SY0-301 Security+	SkillSoft Mentors are available to help students with their studies for exam SY0-301 Security+. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8276	Mentoring 642-467 Integrating Cisco Unified Communications Applications (CAPPS)	SkillSoft Mentors are available to help students with their studies for exam 642-467 Integrating Cisco Unified Communications Applications (CAPPS). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8277	Mentoring 642-427 Troubleshooting Cisco Unified Communications (TVOICE)	SkillSoft Mentors are available to help students with their studies for exam 642-427 Troubleshooting Cisco Unified Communications (TVOICE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning

EL8278	Mentoring 640-864 Designing for Cisco Internetwork Solutions (DESGN)	SkillSoft Mentors are available to help students with their studies for exam 640-864 Designing for Cisco Internetwork Solutions (DESGN). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8279	Mentoring Certified Information Systems Auditor (CISA)	SkillSoft Mentors are available to help students with their studies for the Certified Information Systems Auditor (CISA) exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8280	Mentoring Systems Security Certified Practitioner (SSCP)	SkillSoft Mentors are available to help students with their studies for the Systems Security Certified Practitioner (SSCP) exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8281	Mentoring Certified Information Security Manager (CISM)	Skillsoft Mentors are available to help students with their studies for the Certified Information Security Manager (CISM) exam.	eLearning
EL8282	Mentoring 642-618 Deploying Cisco ASA Firewall Solutions (FIREWALL)	Skillsoft Mentors are available to help students with their studies for exam 642-618 Deploying Cisco ASA Firewall Solutions (FIREWALL). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8283	Mentoring 642-648 Deploying Cisco ASA VPN Solutions (VPN)	Skillsoft Mentors are available to help students with their studies for exam 642-648 Deploying Cisco ASA VPN Solutions (VPN). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8284	Mentoring 640-554 Implementing Cisco IOS Network Security (IINS)	Skillsoft Mentors are available to help students with their studies for exam 640-554 Implementing Cisco IOS Network Security (IINS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL8285	Mentoring E10-001 Information Storage and Management	Skillsoft Mentors are available to help students with their studies for exam E10-001 Information Storage and Management. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8286	Mentoring 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1)	Skillsoft Mentors are available to help students with their studies for exam 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8287	Mentoring 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2)	Skillsoft Mentors are available to help students with their studies for exam 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8288	Mentoring 200-120 Cisco Certified Network Associate (CCNA)	Skillsoft Mentors are available to help students with their studies for exam 200-120 Cisco Certified Network Associate (CCNA). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8289	Mentoring 312-50 Certified Ethical Hacker (CEH)	Skillsoft Mentors are available to help students with their studies for exam 312-50 Certified Ethical Hacker (CEH). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8290	Mentoring N10-005 Network+	SkillSoft Mentors are available to help students with their studies for exam N10-005 Network+. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8291	TestPrep 642-813 Implementing Cisco IP Switched Networks (SWITCH)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8292	TestPrep 642-902 Implementing Cisco IP Routing (ROUTE)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning

EL8293	TestPrep 642-832 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8294	TestPrep 640-461 Intro Cisco Voice and Unified Communications Admin (ICOMM v8.0)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8295	TestPrep Certified Information Systems Security Professional (CISSP)	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning
EL8296	TestPrep SY0-301 Security+	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8297	TestPrep 640-864 Designing for Cisco Internetwork Solutions (DESGN)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8298	TestPrep Certified Information Security Manager (CISM)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8299	TestPrep 640-554 Implementing Cisco IOS Network Security (IINS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8300	TestPrep E10-001 Information Storage and Management	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8301	TestPrep 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8302	TestPrep 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8303	TestPrep 200-120 Cisco Certified Network Associate (CCNA)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning

EL8304	TestPrep 312-50 Certified Ethical Hacker (CEH)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8305	TestPrep Systems Security Certified Practitioner (SSCP)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8306	TestPrep Certified Information Systems Auditor (CISA)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8307	TestPrep N10-005 Network+	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8308	Oracle Database 12c: Enterprise Manager Cloud Control and Creating CDB and PDB	Oracle Database 12c has introduced a number of new features to their management system to maintain the lead in the industry new trend-setting products. Two of these are the Enterprise Manager Cloud Control and Multitenant Container Databases.	eLearning
EL8309	Oracle Database 12c: Managing CDB and PDB, and Data Optimization	Oracle database contains the Oracle Multitenant feature, which enables Oracle database to contain a portable set of schemas, objects, and related structures that appear logically to an application as a separate database, called a Container Database.	eLearning
EL8310	Oracle Database 12c: Using Automatic Data Optimization, Storage, and Archiving	Oracle Database 12c offers multiple features to enable customers to implement an ILM strategy. These features include Heat Map and Automatic Data Optimization to create policies, as well as In-Database Archiving and Temporal Validity to archive data.	eLearning
EL8311	Oracle Database 12c: Managing Security	Oracle Database 12c has provided some new security features to better enable security within a database instance.	eLearning
EL8312	Oracle Database 12c: High Availability and Database Management	An important part of managing an Oracle Database instance is ensuring high availability and manageability.	eLearning
EL8313	Oracle Database 12c: Tuning SQL and Using ADDM	Oracle Database 12c provides many new features, like SQL Plan Directives, to make tuning and monitoring SQL easier.	eLearning

EL8314	Oracle Database 12c: Resource Manager, Online Operations, and ADR	Oracle Database 12c introduces several Resource Manager enhancements to handle resources within CDBs and PDBs.	eLearning
EL8315	Oracle Database 12c: Transporting Databases and Managing Data	Oracle Database 12c offers new and enhanced features providing better importing and exporting of databases and data. These features include support for CDB and PDBs and better handling of the data being moved.	eLearning
EL8316	Oracle Database 11g: Querying a Database with SQL	To identify the concepts and components of an Oracle Database 11g database, recognize how to retrieve information from it using SQL, and identify the steps for sorting, limiting, modifying, and formatting this information.	eLearning
EL8317	Oracle Database 11g: Conversion Functions, Conditional Expressions, Group Functions, and Joins	To recognize the steps for writing queries that convert data from one type to another, specify conditions, perform calculations on groups of rows or even tables, and return values from more than one table.	eLearning
EL8318	Oracle Database 11g: Manipulating Queries and Data	To identify the steps for manipulating queries to return the data you need, using subqueries and set operators, and also for manipulating the actual data using INSERT, UPDATE, DELETE and other data manipulation language (DML) statements.	eLearning
EL8319	Oracle Database 11g: Using DDL, Views, and Schema Objects	To recognize the steps for creating, defining, and dropping tables , manipulating how their data can be viewed, and using schema objects to generate integers, improve queries, and rename tables.	eLearning
EL8320	Oracle Database 11g: Controlling User Access and Managing Objects	To recognize the steps for controlling user access to objects and also for maintaining these objects by dropping columns and adding constraints and indexes.	eLearning
EL8321	Oracle Database 11g: Managing Data Dictionary Views and Large Data Sets	To recognize the steps for querying data dictionary views to view schema objects, and for performing operations on large amounts of data, such as inserting data into multiple tables and merging table rows.	eLearning

EL8322	Oracle Database 11g: Managing Time Zones and Datetime Functions	To identify the steps for managing data in different time zones in Oracle Database 11g, for managing time intervals, and for using datetime functions.	eLearning
EL8323	Oracle Database 11g: Subqueries and Regular Expressions	To recognize the steps for retrieving data using subqueries and using regular expressions to search for, match, and replace strings.	eLearning
EL8324	Cisco TSHOOT 1.0 eLT: Troubleshooting DHCP	In this module you will be Troubleshooting DHCP. You will see some of the common issues with DHCP to help guide you through the process of troubleshooting DHCP issues on routers.	WBT
EL8326	Getting Started with Safari	This course introduces you to Safari - Apple's innovative, fast, and full-featured web browser.	eLearning
EL8327	Up and Running with Safari 5.1	You can use Safari 5.	eLearning
EL8328	Sharing Content and Browsing the Web Privately and Securely using Safari	Using Safari's advanced privacy and security preferences, you can ensure that your personal information is safe from prying eyes and that your browsing experience is safe and private.	eLearning
EL8329	Microsoft Internet Explorer 9: Browsing and Managing Web Pages	Microsoft Internet Explorer 9 (IE9) is the latest version of Microsoft's web browser.	eLearning
EL8330	Microsoft Internet Explorer 9: Searching and Subscribing to Web Content	Microsoft Internet Explorer 9 (IE9) is the latest version of Microsoft's web browser.	eLearning
EL8331	Microsoft Internet Explorer 9: Customization and Security	Microsoft Internet Explorer 9 (IE9) is the latest version of Microsoft's web browser.	eLearning
EL8332	Managing Database Objects in Oracle Database 10g	To demonstrate how to create external tables and to use the data dictionary views in Oracle 10g	eLearning
EL8333	Manipulating Data in Oracle Database 10g	To demonstrate how to modify rows, control database transactions, and manage large data sets and multitable statements	eLearning
EL8334	Introduction to PL/SQL	To introduce PL/SQL and provide an introduction to identifiers and variables in PL/SQL	eLearning

EL8335	Using PL/SQL with an Oracle Server	To write lexical units in their correct format in a PL/SQL block, perform data conversion in PL/SQL, write PL/SQL anonymous blocks, and recognize the correct structure of a PL/SQL program block	eLearning
EL8336	Using Control Structures	To implement a suitable conditional control statement in PL/SQL, simple and searched CASE expressions, and a suitable loop construct	eLearning
EL8337	Using Composite Data Types	To identify the benefits associated with records and collections, declare and initialize nested tables and VARRAYs, and create and reference an INDEX BY table and table of records	eLearning
EL8338	Explicit Cursors and Exception Errors	To use the FOR UPDATE and WHERE CURRENT OF clauses to lock and modify rows, process data using records and cursors, and outline how each of the PL/SQL exception types are raised and handled	eLearning
EL8339	Creating Stored Procedures and Functions	To create and execute a stored function and call, and remove and view stored functions in PL/SQL	eLearning
EL8340	PL/SQL Packages	To create and work with Oracle 10g packages	eLearning
EL8341	Oracle-Supplied Packages and DBMS_SCHEDULER	To use Oracle-supplied packages	eLearning
EL8342	Managing Dependencies	To manage dependencies and recompile PL/SQL units	eLearning
EL8343	Manipulating Large Objects in PL/SQL	To use LOBs and the DBMS_LOB package	eLearning
EL8344	PL/SQL Triggers	To create and manage triggers	eLearning
EL8345	Dynamic SQL and Metadata	To write dynamic SQL and use the DBMS_METADATA package	eLearning
EL8346	Oracle Database 10g: New Installation and Configuration Features	To discuss the new installation and configuration features of Oracle 10g	eLearning

EL8347	Oracle Database 10g: New Data Loading Features	To discuss new data loading features in Oracle 10g	eLearning
EL8348	Oracle Database 10g: New Automatic Management and Management Infrastructure Features	To identify the new automatic management and management infrastructure features of Oracle 10g	eLearning
EL8349	Oracle Database 10g: New Resource, Scheduling, and Task-Management Features	To identify the new resource, scheduling, and task-management features of Oracle 10g	eLearning
EL8350	Oracle Database 10g: New Space Management Features	To identify the new space management features of Oracle 10g	eLearning
EL8351	Oracle Database 10g: New Storage Features	To identify the new storage features of Oracle Database 10g	eLearning
EL8352	Oracle Database 10g: New Tuning, Performance-monitoring, and Analysis Features	To use Oracle 10g's new tuning, performance-monitoring, and analysis features	eLearning
EL8353	Oracle Database 10g: New Backup and Recovery Features	To use Oracle 10g's new backup and recovery features	eLearning
EL8354	Oracle Database 10g: Using Flashback	To recognize Oracle 10g's Flashback technology and use Flashback features	eLearning
EL8355	Oracle Database 10g: New Features in Security and Software Maintenance	To use the new security and software upgrade features in Oracle 10g	eLearning
EL8356	Oracle Database 10g: New Features in VLDB Support	To use Oracle 10g's new VLDB support features	eLearning
EL8357	Oracle Database 10g: Miscellaneous New Features	To recognize how various new features are used in Oracle 10g	eLearning
EL8358	Oracle Database 10g: Installing Oracle Database 10g Release 2	To introduce the concepts of RDBMS and Oracle database administration, and explain how to install Oracle Database 10g software	eLearning

EL8359	Oracle Database 10g: Creating Databases Release 2	To provide an overview of Oracle database and instance architecture and demonstrate how to use the Database Configuration Assistant	eLearning
EL8360	Oracle Database 10g: Database Interfaces Release 2	To explain how to use SQL and SQL*Plus to access an Oracle 10g database and introduce other common database interfaces	eLearning
EL8361	Oracle Database 10g: Database Control and Storage Structures Release 2	To explain the fundamentals of Oracle database control and how to use tablespaces	eLearning
EL8362	Oracle Database 10g: Users and Security Release 2	To explain how to manage users, implement security, and audit database activity on an Oracle 10g database	eLearning
EL8363	Oracle Database 10g: Managing Schema Objects and Data Release 2	To demonstrate how to manage schema objects and data in an Oracle 10g database	eLearning
EL8364	Oracle Database 10g: The SQL*Loader and PL/SQL Release 2	To provide an overview of how to use the SQL*Loader and PL/SQL in an Oracle 10g database	eLearning
EL8365	Oracle Database 10g: Oracle Net Services and Shared Servers Release 2	To provide an overview of Oracle Net Services and Shared Server	eLearning
EL8366	Oracle Database 10g: Monitoring and Maintenance Release 2	To demonstrate how to control database performance and configure proactive database maintenance	eLearning
EL8367	Oracle Database 10g: Managing Undo Data and Lock Conflicts Release 2	To discuss how to manage undo data and manage lock conflicts in an Oracle database	eLearning
EL8368	Oracle Database 10g: Managing Backup and Recovery Release 2	To discuss how to manage backup and recovery in an Oracle 10g database	eLearning
EL8369	Database Systems and Relational Databases	A database is used by organizations to store their data, and allow their employees to access, update, and manage it.	eLearning

EL8370	Management of Relational Database Data	Database Management Systems, DBMSs, are used to control, maintain, and use a relational database where the data is stored. A relational database consists of the data records, files, and database objects.	eLearning
EL8371	Introduction to Designing a Relational Database	Database design is an important process for creating databases.	eLearning
EL8372	The Logical and Physical Database Design Methodologies	When designing a database – after the requirements are gathered from the organization and the conceptual ERD has been approved – the logical design, and then the physical design can be completed.	eLearning
EL8373	Microsoft SQL Server 2012: Creating Database Objects	SQL Server 2012 is a robust database system that provides a number of database objects used to store and view data.	eLearning
EL8374	Microsoft SQL Server 2012: Querying Basics and Modifying Data	SQL Server 2012 includes the SQL Server Management Studio which allows access to SQL Server databases and enables you to access database data.	eLearning
EL8375	Microsoft SQL Server 2012: Manipulate Data Using Operators and Functions	Microsoft SQL Server 2012 Transact-SQL offers advanced query techniques, such as built-in aggregate, analytic, scalar, and ranking functions, as well as common table expressions, or CTEs and derived tables to manipulate the result set for a query.	eLearning
EL8376	Microsoft SQL Server 2012: Creating Functions and Triggers	In SQL Server 2012 you can use Transact-SQL statements to access data in the databases.	eLearning
EL8377	Microsoft SQL Server 2012: Creating Programming Objects and Optimizing Queries	SQL Server 2012 allows programming objects to be created to group multiple statements together. These objects work with data in the databases. One type of programming object is the stored procedure.	eLearning
EL8378	Microsoft SQL Server 2012: Managing XML Data	XML has been integrated into SQL Server 2012 so that XML data can be stored within databases using the xml data type.	eLearning

EL8379	Microsoft SQL Server 2012: Installation and Upgrade	SQL Server 2012 is a comprehensive database platform, consisting of components and management tools such as SQL Server Management Studio, the SQL Server Database Engine, Integration Services, Analyzes Services, and Reporting Services.	eLearning
EL8380	Microsoft SQL Server 2012: Instance Configuration and Database Creation	SQL Server 2012's core component is its Database Engine instance, which provides storage, processing, and security for enterprise data through its controlled access and rapid transaction processing.	eLearning
EL8381	Microsoft SQL Server 2012: Managing Databases and Automating Tasks	Database maintenance is an ongoing task for SQL Server 2012 administrators.	eLearning
EL8382	Microsoft SQL Server 2012: Security Management	Microsoft SQL Server 2012 provides enhanced security features to ensure that each instance is secure.	eLearning
EL8383	Microsoft SQL Server 2012: Managing Database Data	SQL Server 2012 provides various features and utilities to manage data stored in the databases within a SQL Server instance. This includes support for storing large unstructured data, such as files and documents within or outside the database.	eLearning
EL8384	Microsoft SQL Server 2012: Managing Indexes, Full-Text Search and Partitions	SQL Server 2012 provides features to allow administrators to ensure that data is accessed efficiently, this includes the use of indexes, table and index partitions, and full-text search.	eLearning
EL8385	Microsoft SQL Server 2012: Backing Up and Restoring Databases	Enterprises use databases to store their most critical data. To protect and ensure the data's availability, database administrators need to establish a solid backup and restoration plan.	eLearning
EL8386	Microsoft SQL Server 2012: Database Monitoring and Performance Tuning	To keep SQL Server 2012 databases running as efficiently as possible, there are a variety of performance tuning and monitoring tools. The SQL Server Profiler enables you to use trace files and logs to analyze a database's performance.	eLearning
EL8387	Microsoft SQL Server 2012: Configuring High Availability	SQL Server 2012 provides several key features that improve the availability of servers and databases so that downtime for users is minimized.	eLearning

EL8388	Microsoft SQL Server 2012 – Developing Databases: Implementing Tables and Views	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning
EL8389	Microsoft SQL Server 2012 – Developing Databases: Implementing Indexes	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning
EL8390	Microsoft SQL Server 2012 – Developing Databases: Stored Procedures	An effective strategy that database developers often employ to interface between applications and SQL Server 2012 involves the creation of programs using the Transact-SQL language and saving them as stored procedures or functions as database objects.	eLearning
EL8391	Microsoft SQL Server 2012 – Developing Databases: CLR Integration	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning
EL8392	Microsoft SQL Server 2012 – Developing Databases: Working with Data	SQL Server 2012 provides advanced features to enable large data to be stored and accessed within the database itself.	eLearning
EL8393	Microsoft SQL Server 2012 – Developing Databases: Working with XML Data	The relational database, such as SQL Server 2012, has been around for decades going back to E.F. Codd and his designs. Since then, many applications have been built upon this concept. In 1999, the internet was gaining momentum.	eLearning
EL8394	Microsoft SQL Server 2012 – Developing Databases: Tuning and Optimizing Queries	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning
EL8395	Microsoft SQL Server 2012 – Developing Databases: Managing and Troubleshooting	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning
EL8396	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Design and Deployment	This course discusses what a data warehouse database is and how it is used to create reports and aggregate data, the types of schemas and tables that are created within it.	eLearning

EL8397	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Create Basic Packages	ETL, extract, transform, and load, is the main process in data warehousing solutions. It facilitates the transfer of the data from a source to a destination, which may also evolve transforming the data during the process.	eLearning
EL8398	Microsoft SQL Server 2012 – Implementing a Data Warehouse: ETL Solutions	To create complex ETL solutions you can use control flow and data flow.	eLearning
EL8399	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Enhancing Packages	SSIS in SQL Server 2012 allows for dynamic packages and to enable values within the package to be manually set depending on your requirements at execution time.	eLearning
EL8400	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Custom Components	SQL Server Integration Services (SSIS) is an extensible platform for creating data integration and workflow solutions.	eLearning
EL8401	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Installing SSIS	SQL Server Integration Services (SSIS) is a component of SQL Server 2012, that for used for data extraction, transformation, and loading (ETL). SSIS can be installed during the SQL Server 2012 installation or as a separate component later on.	eLearning
EL8402	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Troubleshooting	Overview/Description SQL Server Integrations Services and SQL Server Data Tools both offer tools and techniques to troubleshoot, optimize, and audit SSIS solutions.	eLearning
EL8403	Microsoft SQL Server 2012 – Implementing a Data Warehouse: DQS and MDS Solutions	For anyone that is creating a data warehouse data quality should be one of the top priorities. In order to trust the results of data analysis high quality data is essential.	eLearning
EL8404	Mentoring 1Z0-040 Oracle Database 10g: New Features for Administrators	SkillSoft Mentors are available 24 hours a day, 7 days a week to help students with their studies for exam 1Z0-040 Oracle Database 10g:	eLearning

EL8405	Mentoring 1Z0-042 Oracle Database 10g: Administration I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-042 Oracle Database 10g: Administration I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8406	Mentoring 1Z0-047 Oracle Database SQL Expert	SkillSoft Mentors are available to help students with their studies for exam 1Z0-047 Oracle Database SQL Expert. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8407	Mentoring 1Z0-051 Oracle Database 11g: SQL Fundamentals I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-051 Oracle Database 11g: SQL Fundamentals I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8408	Mentoring 1Z0-050 Oracle Database 11g: New Features for Administrators	SkillSoft Mentors are available to help students with their studies for exam 1Z0-050 Oracle Database 11g: New Features for Administrators. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8409	Mentoring 1Z0-052 Oracle Database 11g: Administration I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-052 Oracle Database 11g: Administration I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8410	Mentoring 1Z0-053 Oracle Database 11g: Administration II	SkillSoft Mentors are available to help students with their studies for exam 1Z0-053 Oracle Database 11g: Administration II. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8411	Mentoring 70-432 TS: Microsoft SQL Server 2008, Implementation and Maintenance	Skillsoft Mentors are available to help students with their studies for exam 70-432 TS: Microsoft SQL Server 2008, Implementation and Maintenance*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL8412	Mentoring 70-433 TS: Microsoft SQL Server 2008, Database Development	Skillsoft Mentors are available to help students with their studies for exam 70-433 TS: Microsoft SQL Server 2008, Database Development*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8413	Mentoring 70-462 Administering Microsoft SQL Server 2012 Databases	Skillsoft Mentors are available to help students with their studies for exam 70-462 Administering Microsoft SQL Server 2012 Databases. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8414	Mentoring 70-463 Implementing a Data Warehouse with Microsoft SQL Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-463 Implementing a Data Warehouse with Microsoft SQL Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8415	TestPrep 1Z0-051 Oracle Database 11g: SQL Fundamentals I	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8416	TestPrep 1Z0-050 Oracle Database 11g: New Features for Administrators	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8417	TestPrep 1Z0-047 Oracle Database SQL Expert	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8418	TestPrep 1Z0-042 Oracle Database 10g: Administration I Release 2	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8419	TestPrep 1Z0-040 Oracle Database 10g: New Features for Administrators	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8420	TestPrep 1Z0-052 Oracle Database 11g: Administration I	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning

EL8421	TestPrep 70-432 TS: Microsoft SQL Server 2008, Implementation and Maintenance	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning
EL8422	TestPrep 70-433 TS: Microsoft SQL Server 2008, Database Development	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning
EL8423	TestPrep 1Z0-053 Oracle Database 11g: Administration II	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8424	TestPrep 70-462 Administering Microsoft SQL Server 2012 Databases	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8425	TestPrep 70-461 Querying Microsoft SQL Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8426	TestPrep 70-463 Implementing a Data Warehouse with Microsoft SQL Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8427	Overview of SAP Solutions	SAP provides software systems to automate and integrate business operations across a wide range of activities from the front office to the back office, the field, and the factory floor.	eLearning
EL8428	Financial Accounting with SAP	The SAP Financial modules are at core of any integrated SAP System. All module transactions with a monetary impact flow through to the Finance module, usually in real time and automatically through the SAP configuration.	eLearning
EL8429	SAP Logistics Modules	The SAP Logistics modules help enable automation of supply chain operations related to logistics. Logistics refers to all the tasks a business performs in order to get a product or service to its desired location or state.	eLearning
EL8430	SAP ERP Architecture	The SAP ERP architecture has evolved and been refined over a number of decades.	eLearning

EL8431	SAP Administration	SAP administration tasks are essential to ensuring optimum performance and security in an SAP system.	eLearning
EL8432	SAP Project Planning and Implementation	SAP provides tools to help businesses quickly and efficiently implement SAP through the Accelerated SAP (ASAP) Roadmap, and to configure SAP to fit the requirements of your business.	eLearning
EL8433	SAP NetWeaver Platform	AP NetWeaver is an integration and application platform that aligns and integrates people, information, and business processes spread across different technological platforms.	eLearning
EL8434	SAP Enterprise Resource Planning (ERP)	The SAP Enterprise Resource Planning (ERP) module is SAP's core product for managing the fundamental accounting information common to every-day business practice.	eLearning
EL8435	SAP Customer Relationship Management (CRM)	The SAP CRM module provides an organization with the tools to obtain, retain, and grow profitable customer relationships.	eLearning
EL8436	SAP Product Lifecycle Management	SAP Product Lifecycle Management (PLM) provides a comprehensive solution for managing all product-related information required in support of processes including planning, innovation, design, quality management, and engineering.	eLearning
EL8437	SAP Supply Chain Management	SAP Supply Chain Management (SCM) is comprised of a collection of applications under the SAP system that enable advanced planning.	eLearning
EL8438	SAP Supplier Relationship Management	Supplier relationship management (SRM) involves collaboration with suppliers that are crucial to the success of an enterprise. The goal of SRM is to maximize the value of the collaborative relationships with suppliers.	eLearning
EL8439	SAP Business One - Introduction for End Users	SAP Business One is a comprehensive set of integrated business management applications.	eLearning
EL8440	SAP BusinessObjects: Overview	One of the most valuable assets an enterprise can possess is data - information acquired and stored in the process of carrying out everyday business activities.	eLearning

EL8441	SAP BusinessObjects: Crystal Reports	Business data comes from a variety of sources and is stored in various formats. The volume and variety of business data presents immense potential for understanding and responding to customer requirements and business process optimization.	eLearning
EL8442	SAP BusinessObjects: Web Intelligence	Data may be an enterprise's most valuable proprietary asset. Each enterprise possesses unique data that, when used strategically, provides a competitive advantage.	eLearning
EL8443	SAP BusinessObjects: Dashboards and Analytics	The typical enterprise generates hundreds of management reports on a weekly basis. As companies grow and continue to add new channels, benchmarking and weekly reporting are key to helping top management keep a finger on the pulse of the business.	eLearning
EL8444	SAP BusinessObjects: InfoView	SAP BusinessObjects provides various tools for enterprise reporting purposes.	eLearning
EL8445	SAP BusinessObjects: Business Intelligence	Businesses generate a large amount of data in the everyday operation. This data is extremely valuable and may be used by employees at every level of an organization.	eLearning
EL8446	Navigating SAP R/3 Release 4.6	To enable the student to log on to SAP R/3 Release 4.6, manipulate the user interface, navigate the system, and create and configure a favorites list	eLearning
EL8447	Using SAP R/3 Release 4.6	To enable the student to work with tasks and to describe some of the updated screens in Release 4.6	eLearning
EL8448	SAP R/3 Release 4.6 Fundamentals	To describe and demonstrate how SAP R/3 Release 4.6 application modules support business activities	eLearning
EL8449	ABAP Fundamentals	To recognize the basic features of ABAP, including the workbench and ABAP tools, and to learn how to create a domain, a data element, and a table.	eLearning
EL8450	ABAP Programming I	To create a basic and an interactive report program using ABAP and to recognize how to perform basic object-oriented tasks such as creating and instantiating a class	eLearning

EL8451	ABAP Programming II	To create a dialog program and format and print a SAP form	eLearning
EL8452	ITIL® 2011 Edition OSA: Introduction to Operational Support and Analysis	Within the context of ITIL®, service operation is sometimes referred to as the 'factory' of IT. It focuses on the daily activities and organizational infrastructure that are used to deliver services to the organization and the customer.	eLearning
EL8453	ITIL® 2011 Edition OSA: Introduction to Incident Management	No process in IT service delivery is foolproof; at some point in time an unplanned interruption will most likely occur ranging from a minor incident to the disastrous crashing of a critical system.	eLearning
EL8454	ITIL® 2011 Edition OSA: Introduction to Event Management	It's essential that you know the status of all components in your IT infrastructure at any given time.	eLearning
EL8455	ITIL® 2011 Edition OSA: Technology and Implementation Considerations	Implementing processes and technologies in any organization requires significant planning, analysis and management. Implementing Service Management process capabilities is no different.	eLearning
EL8456	ITIL® 2011 Edition OSA: Incident Management Interactions	The ability to resolve a problem efficiently is critical for both you and your customers. But what happens when you have dozens, hundreds, or even thousands of customers each contacting you with the same issue?	eLearning
EL8457	ITIL® 2011 Edition OSA: Introduction to Request Fulfillment	When you think of reasons for contacting the IT Department in your organization, it's most likely to resolve a problem.	eLearning
EL8458	ITIL® 2011 Edition OSA: Request Fulfillment Process Interfaces and Challenges	What would you think if you called your Internet provider to get a new password, and they told you it was going to be a week before they could resolve your request? Or even worse, imagine them not being able to do it at all because of poor planning.	eLearning
EL8459	ITIL® 2011 Edition OSA: Introduction to Problem Management	Problems will inevitably crop up at some point while managing your IT Service Life Cycle. Usually, they are first noticed when the incidents they cause are detected.	eLearning

EL8460	ITIL® 2011 Edition OSA: Problem Management Process Interfaces and Challenges	An efficient Problem Management process is vital in ensuring your organization is ready to handle and resolve problems successfully.	eLearning
EL8461	ITIL® 2011 Edition OSA: Introduction to Access Management	You probably wouldn't leave the keys to your car, house, or office lying around for anyone to grab and use as they please.	eLearning
EL8462	ITIL® 2011 Edition OSA: Introduction to the Service Desk	This course covers the importance and benefits of the Service Desk in an IT service delivery organization, as well as the objectives and responsibilities Service Desks strive to deliver.	eLearning
EL8463	ITIL® 2011 Edition OSA: Service Desk Metrics and Outsourcing	Service Desks are an integral part of any IT service-providing organization, and it's vital to accurately and consistently measure how your Service Desk is performing.	eLearning
EL8464	ITIL® 2011 Edition OSA: Introduction to Functions	When you hear the term 'manage', you might typically think in terms of people management – the staff and human resources of an organization that perform the work of the business.	eLearning
EL8465	ITIL® 2011 Edition OSA: Function Activities	Every IT service requires applications – software that provides functioning for systems, services, and processes.	eLearning
EL8472	TestPrep ITIL Foundation	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning
EL8473	Mentoring ITIL Foundation	Skillsoft Mentors are available to help students with their studies for the ITIL Foundation exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8474	Securing the Human	Securing the Human Information Security training provides TxDOT employees general security awareness training.	eLearning
EL8475	Managing UNIX Software and System Services	Managing UNIX Software and System Services	eLearning
EL8476	Mentoring 77-420 Excel 2013	Skillsoft Mentors are available to help students with their studies for exam 77-420 Excel 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL8477	Mentoring 77-422 PowerPoint 2013	Skillssoft Mentors are available to help students with their studies for exam 77-422 PowerPoint 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8478	Mentoring 77-423 Outlook 2013	Skillssoft Mentors are available to help students with their studies for exam 77-423 Outlook 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8479	Mentoring 77-427 Excel 2013 Expert Part One	Skillssoft Mentors are available to help students with their studies for exam 77-427 Excel 2013 Expert Part One. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8480	Mentoring 77-428 Excel 2013 Expert Part Two	Skillssoft Mentors are available to help students with their studies for exam 77-428 Excel 2013 Expert Part Two. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8481	Mentoring 77-881 Word 2010	SkillSoft Mentors are available to help students with their studies for exam 77-881 Word 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8482	Mentoring 77-882 Excel 2010	SkillSoft Mentors are available to help students with their studies for exam 77-882 Excel 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8483	Mentoring 77-883 PowerPoint 2010	SkillSoft Mentors are available to help students with their studies for exam 77-883 PowerPoint 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8484	Mentoring 77-884 Outlook 2010	SkillSoft Mentors are available to help students with their studies for exam 77-884 Outlook 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8485	Mentoring 77-885 Access 2010	SkillSoft Mentors are available to help students with their studies for exam 77-885 Access 2010.	eLearning

EL8486	Mentoring 77-888 Excel 2010 Expert	SkillSoft Mentors are available to help students with their studies for exam 77-888 Excel 2010 Expert.	eLearning
EL8487	Mentoring 98-361 Software Development Fundamentals	Skillsoft Mentors are available to help students with their studies for exam 98-361 Software Development Fundamentals.	eLearning
EL8488	Securing Personally Identifiable Information and PCI Compliance	PCI requirements	WBT
EL8488	Securing Personally Identifiable Information and PCI Compliance	PCI requirements	eLearning
EL8489	Mentoring CAS-002 CompTIA Advanced Security Practitioner	Skillsoft Mentors are available to help students with their studies for exam CAS-002 CompTIA Advanced Security Practitioner.	eLearning
EL8490	Mentoring CV0-001 CompTIA Cloud+	Skillsoft Mentors are available to help students with their studies for exam CV0-001 CompTIA Cloud+.	eLearning
EL8491	Mentoring Using Excel 2007	SkillSoft Mentors are available to help students with their studies for the Using Excel 2007 exam.	eLearning
EL8492	Mentoring LX0-103 CompTIA Linux+ Powered by LPI Exam 1	Skillsoft Mentors are available to help students with their studies for exam LX0-103 CompTIA Linux+ Powered by LPI Exam 1. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8493	Mentoring LX0-104 CompTIA Linux+ Powered by LPI Exam 2	Skillsoft Mentors are available to help students with their studies for exam LX0-104 CompTIA Linux+ Powered by LPI Exam 2. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8494	Mentoring N10-006 CompTIA Network+	Skillsoft Mentors are available to help students with their studies for exam N10-006 CompTIA Network+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8495	Mentoring Using Outlook 2007	SkillSoft Mentors are available to help students with their studies for the Using Outlook 2007 exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning

EL8496	Mentoring Using PowerPoint 2007	SkillSoft Mentors are available to help students with their studies for the Using PowerPoint 2007 exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8497	Mentoring SY0-401 CompTIA Security+	Skillssoft Mentors are available to help students with their studies for exam SY0-401 CompTIA Security+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL8498	Mentoring Using Word 2007	SkillSoft Mentors are available to help students with their studies for the Using Word 2007 exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL8499	Programmability and Administration in Access 2007	Microsoft Office Access 2007 makes it easy for you to share and manage data using the collaborative environment of a Microsoft Windows SharePoint site along with the many data management features available within Access 2007.	eLearning
EL8500	Database Administration in Access 2007	Microsoft Office Access 2007 makes it easy for you to share and manage data using the collaborative environment of a Microsoft Windows SharePoint site along with the many data management features available within Access 2007.	eLearning
EL8501	Importing and Exporting Data and Data Presentation in Access 2007	Microsoft Office Access 2007 offers several options for importing and exporting data, and also provides a variety of data presentation strategies.	eLearning
EL8502	Advanced Data Management in Access 2007	You can use Microsoft Access 2007 to manage your data efficiently using advanced techniques.	eLearning
EL8503	Creating and Customizing Visual Elements in Excel 2013	Excel has more than just charts to offer in the way of visual presentation.	eLearning
EL8504	Customizing Options and Views in Excel 2013	Excel 2013 allows you to customize options and views to create a personalized environment.	eLearning

EL8505	Manipulating Data in Excel 2013	Excel 2013 provides multiple features for organizing and managing data, including sorting and filtering tools that are essential to data analysis.	eLearning
EL8506	Data Search, Data Validation, and Macros in Excel 2013	Excel 2013 provides time-saving tools to manage data, validate data, and automate repetitive tasks.	eLearning
EL8507	Advanced Formatting in Excel 2007	Charts and pictures enable you to present data visually, demonstrating data more effectively than rows and columns of data.	eLearning
EL8508	Advanced Data Management in Excel 2007	Excel 2007 provides multiple features for organizing and managing data, so you can ensure data is entered correctly and that calculations and formulas are valid.	eLearning
EL8509	Advanced Customization in Excel 2007	Numerous features and tools in Excel 2007 enable you to customize the look and feel of spreadsheets and workbooks, and also the functionality and efficiency of the program itself.	eLearning
EL8510	Customizing Outlook 2007 and Using the Journal	Microsoft Outlook 2007 is highly customizable.	eLearning
EL8511	Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	Microsoft Outlook 2007 provides you with the tools you need to efficiently manage your e-mail messages.	eLearning
EL8512	Working with SharePoint, Calendars, and Forms in Outlook 2007	Microsoft Outlook 2007 enables you to collaborate with others by using a SharePoint site to share information such as contacts and calendars.	eLearning
EL8513	Formatting E-mail and Configuring Message Options in Outlook 2013	The default installation of Outlook 2013 allows you to easily send and receive messages among colleagues and friends.	eLearning
EL8514	Management and Customization in Outlook 2013	Outlook 2013 provides a range of search functions as well as functions to flag and categorize Outlook items.	eLearning
EL8515	Mail Automation, Cleanup, and Storage in Outlook 2013	Outlook 2013 contains a range of features to help manage the large volume of e-mail that many users receive on a daily basis.	eLearning

EL8516	Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	Outlook 2013 has a range of management features for calendars, contacts and tasks.	eLearning
EL8517	Creating Custom Slide Shows in PowerPoint 2007	With PowerPoint 2007, creating customized slide shows has never been easier.	eLearning
EL8518	Distributing Presentations in PowerPoint 2007	Microsoft Office PowerPoint 2007 provides numerous ways to produce and distribute dynamic, custom presentations.	eLearning
EL8519	Advanced Customization with MS Project 2007	With Microsoft Office Project 2007, project managers can define how project data is recorded, reported, and displayed, using customizable, built-in templates.	eLearning
EL8520	Project Data Management and Performance with MS Project 2007	Project managers often share Project 2007 data with other applications, such as Microsoft Excel and Microsoft Outlook.	eLearning
EL8521	Advanced Slide Shows Tools in PowerPoint 2013	PowerPoint 2013 provides you with all the tools necessary to create and present engaging and effective presentations.	eLearning
EL8522	Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013	Today people can share and send the development of PowerPoint presentations in new and exciting ways.	eLearning
EL8523	Advanced Formatting in Word 2007	Themes, Backgrounds and Borders can be used in Microsoft Office Word 2007 to create engaging and professional looking documents.	eLearning
EL8524	Advanced Document Navigation and Document Reviews in Word 2007	Microsoft Office Word 2007 has many features that enable you to create robust documents that can be easily navigated, reviewed, and recovered if issues are encountered.	eLearning
EL8525	Using Tables, Charts, and Graphics in Word 2007	By using the tabular and charting utilities of Microsoft Office Word 2007, you can format, sort, and analyze your data with ease.	eLearning
EL8526	Advanced Formatting in Word 2013	Word 2013 offers features that make it easier to format your documents to give them a professional, stylized appearance.	eLearning
EL8527	Customizing Document Layout in Word 2013	You can use the many layout options in Word 2013 to create flowing, easy-to-read documents with a balanced visual	eLearning

		appearance.	
EL8528	Advanced Table Customization in Word 2013	Word 2013 offers a number of in-depth ways to edit and work with tables.	eLearning
EL8529	Inserting and Formatting Graphics in Word 2013	To add to a Word 2013 document's visual appeal, you can choose from a number of types of images and explanatory graphical lists.	eLearning
EL8530	Navigating and Reviewing Documents in Word 2013	Word 2013 offers a number of features that make it easier to navigate, search, and review your documents.	eLearning
EL8531	Reference Tools and Mail Merge in Word 2013	Word 2013 offers a variety of features that let you quickly add reference document elements often found in formal, published papers.	eLearning
EL8532	Adjusting Document Views and Customizing the Appearance of Word 2013	When working with documents in Word 2013, you can easily zoom in on your text and change views to get a better view of what you're working on.	eLearning
EL8533	Sharing and Collaboration in Word 2013	Word 2013 enables you to share and collaborate on documents in a variety of ways.	eLearning
EL8534	TestPrep 77-888 Excel 2010 Expert	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8535	TestPrep 77-885 Access 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8536	TestPrep 77-882 Excel 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8537	Getting Started with Access 2007	With Access 2007, Microsoft introduces some of the most significant changes to Access in years.	eLearning
EL8538	Basic Access 2007 Tables	Microsoft Office Access 2007 makes it easy for you to create and manipulate database tables.	eLearning

EL8539	Basic Access 2007 Forms	Microsoft Office Access 2007 offers several options for creating, customizing, and managing forms.	eLearning
EL8540	Queries and Reports in Access 2007	Queries and reports are used in Access 2007 to convert data into useful information and are an essential part of any database application.	eLearning
EL8541	Creating and Populating a Database in Access 2013	Access 2013 is the newest version of Microsoft's dynamic database management system and it offers features that allow you to create and modify a variety of database types through a convenient graphic user interface.	eLearning
EL8542	Modifying Tables in Access 2013	Microsoft Office Access 2013 makes it easy for you to modify database tables. It allows you to customize the table fields, and control and restrict data entry.	eLearning
EL8543	Creating and Modifying Queries in Access 2013	Microsoft Access 2013 includes a collection of query options to help make creating and modifying queries, easy.	eLearning
EL8544	Creating and Modifying Forms in Access 2013	Microsoft Office Access 2013 offers several options for creating and managing forms. You can link the forms to tables and queries by adding bound controls.	eLearning
EL8545	Creating and Modifying Reports in Access 2013	Microsoft Access 2013 reports are used to convert data into useful information and are an essential part of any database application.	eLearning
EL8546	Creating Workbooks, Worksheets, and Data in Excel 2013	Excel 2013 allows you to create worksheets and workbooks to manage and manipulate data easily.	eLearning
EL8547	Saving and Printing Data in Excel 2013	Excel 2013 makes it easy to save and print workbooks and worksheets.	eLearning
EL8548	Formatting Cells and Worksheets in Excel 2013	Excel 2013 provides a number of tools and features that allow you to visually enhance the appearance of worksheets and workbooks.	eLearning
EL8549	Formatting Data in Excel 2013	Excel 2013 provides a number of tools and features that allow you to visually enhance the appearance of data, automatically fill data, and create hyperlinks to various places.	eLearning

EL8550	Presenting Data using Conditional Formatting and Sparklines in Excel 2013	Excel 2013 provides tools that enable you to efficiently present your data and that can also make your data easier to understand.	eLearning
EL8552	Presenting Data in Tables and Charts in Excel 2013	Using the tables and charts features in Excel 2013, you can create attractive and well-organized representations of worksheet and workbook data.	eLearning
EL8553	Getting Started with Excel 2007	With the introduction of Office Excel 2007, Microsoft has made substantial changes to the user interface of its spreadsheet application.	eLearning
EL8554	Manipulating and Formatting Data and Worksheets in Excel 2007	Excel 2007 provides a number of improved tools and new features that allow you to visually enhance the appearance of sheets and workbooks.	eLearning
EL8555	Reviewing and Printing in Excel 2007	Excel 2007 simplifies the reviewing and printing processes by centralizing all related features within the various tabs of the Ribbon.	eLearning
EL8556	Excel 2007 Formulas and Functions	Excel 2007 provides numerous functions and formulas for performing simple and complex calculations on workbook data.	eLearning
EL8557	Excel 2007 Charts, Pictures, Themes, and Styles	Enhancements to charting, themes, and styles in Excel 2007 enable you to create attractive and well-organized representations of spreadsheet and workbook data. Charts, themes, styles, and pictures can all be easily inserted and customized	eLearning
EL8558	Getting Started with Outlook 2007	Microsoft Outlook 2007 is an application used to manage your communication needs.	eLearning
EL8559	Formatting and Managing E-mail in Outlook 2007	Microsoft Outlook 2007 allows you to quickly organize and format e-mail messages using easy management and time-saving tasks.	eLearning
EL8560	Using the Calendar in Outlook 2007	Microsoft Outlook 2007 provides an easy-to-manage calendar that allows for creation and management of appointments, meetings, and events in a single interface.	eLearning

EL8561	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	Microsoft Outlook 2007 allows for easy creation and management of all contacts.	eLearning
EL8562	Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	Microsoft Outlook 2007 is a versatile e-mail client application that offers numerous features for interacting and sharing information with others.	eLearning
EL8563	Working with E-mail in Outlook 2013	Outlook 2013 is the latest release of Microsoft's primary messaging client. Outlook provides all of the tools necessary for managing e-mail, scheduling tasks, and communication.	eLearning
EL8564	Managing E-mail in Outlook 2013	This course discusses working with attachments and adding signatures to your messages in Outlook 2013. Managing your e-mail by sorting, filter, printing and deleting messages is also covered.	eLearning
EL8565	Working with Contacts in Outlook 2013	By taking the time to create contacts in Outlook 2013, you can save yourself from having to type out full e-mail addresses every time you send a message, assign a task or send out meeting requests.	eLearning
EL8566	Scheduling with Appointments, Events, and Tasks in Outlook 2013	The Outlook 2013 Calendar allows you to create appointments and events, as well as schedule meetings.	eLearning
EL8567	Working with Meetings in Outlook 2013	The Outlook 2013 Calendar allows you to schedule meetings in addition to creating appointments and events. This course shows how to schedule meetings with other Outlook users.	eLearning
EL8568	Getting Started with PowerPoint 2007	Microsoft PowerPoint 2007 is a powerful authoring application that enables you to create high-impact, professional-looking presentations quickly and easily.	eLearning
EL8569	Adding Graphics to Presentations in PowerPoint 2007	Microsoft PowerPoint 2007 is a useful authoring application tool for creating dynamic slide show presentations.	eLearning

EL8570	Adding Multimedia and Animations to Presentations in PowerPoint 2007	Microsoft's PowerPoint 2007 is one of the world's most widely used applications for creating presentations. Powerful, high-impact slide shows come to life with the addition of multimedia to your presentations.	eLearning
EL8571	Creating and Designing a Project with Project 2007	In the corporate world, the project is a fundamental building block. Each project in which a company engages is unique, and fulfills an individual or corporate goal.	eLearning
EL8572	Specifying and Assigning Resources in Project 2007	In Microsoft Office Project 2007, people, equipment, and materials are collectively referred to as "resources."	eLearning
EL8573	Tracking and Reporting Progress with Project 2007	Project stakeholders have a vested interest in the project's progress so information needs to be tracked, recorded, and reported.	eLearning
EL8574	Creating Presentations in PowerPoint 2013	Microsoft PowerPoint 2013 allows you to create professional-looking slide-show presentations on PCs, tablets, and phones.	eLearning
EL8575	Enhancing PowerPoint 2013 Presentations	PowerPoint 2013 enables you to create visually appealing presentations. Adding simple enhancements through the use of, tables, WordArt, and SmartArt allows you to make your presentations more engaging and interesting.	eLearning
EL8576	Animations and Media in PowerPoint 2013	PowerPoint 2013 can help you make presentations more dynamic by adding audio and video clips to any slide. You can directly insert, edit, and play video in your presentation, as well as add audio clips to create attention-grabbing sound effects.	eLearning
EL8577	Finalizing a PowerPoint 2013 Presentation	Covers collaboration tools, merging versions, managing comments & changes, slide transitions, proofing, language & research tools. Preparation for the Microsoft Certification Exam 77-422: PPT 2013 for Microsoft Office Specialist: PPT 2013 certification.	eLearning
EL8578	Creating Visio 2007 Diagrams	Microsoft Visio 2007 is a powerful diagramming software that enables you to create different types of diagrams and work environments.	eLearning

EL8579	Enhancing and Customizing Diagrams in Visio 2007	Visio 2007 provides the tools to create diagrams by adding shapes and text to create complex networking and business diagrams.	eLearning
EL8580	Collaborating and Using Visio 2007 With Other Programs	Visio 2007 is a powerful collaboration tool that allows the user to to show content from other applications and also allows content in Visio to be linked to other types of files.	eLearning
EL8581	Getting Started with Word 2007	With Office Word 2007, Microsoft introduces some of the most significant changes to Word in years.	eLearning
EL8582	Working with Text and Paragraphs in Word 2007	Word 2007 makes it easy to apply formatting to documents by providing a live visual preview of various formatting options. This enables you to view the formatting change before actually committing to it.	eLearning
EL8583	Structuring, Editing, Saving, and Opening Documents in Word 2007	Word 2007 provides many options for structuring and editing documents which are complemented by a variety of editing tools. There are also options for saving documents which can be customized to suit your word processing needs.	eLearning
EL8584	Printing, Help, and Automated Formatting in Word 2007	Microsoft Office Word 2007 provides new features called Quick Styles and building blocks which make it easy to create great looking documents quickly.	eLearning
EL8585	Working with Documents in Word 2007	Microsoft Office Word 2007 has various design features that can be used to enhance your Word documents. These include Clip Art, SmartArt, WordArt, shapes, curves, lines, and diagrams to name a few.	eLearning
EL8586	Performing Basic Tasks in Word 2013	Microsoft Word 2013, the latest offering of Microsoft's popular word-processing software, offers a variety of features that enable you to create well organized, visually appealing, and professional documents.	eLearning
EL8587	Editing and Formatting in Word 2013	A wide variety of tools and features are available in Word 2013 to help you format the overall appearance of your document.	eLearning

EL8588	Structuring a Document in Word 2013	Within Word 2013, there are numerous options that allow you to customize how the contents of your documents appear. Items like page margins, paper sizes, and spacing are fully customizable.	eLearning
EL8589	Adding Lists and Objects in Word 2013	You can add a number of different objects to your Word 2013 documents to help increase readability and functionality, and also improve their appearance.	eLearning
EL8590	Using Tables in Word 2013	Tables are a great way of sorting and organizing data to make it easier to read and analyze.	eLearning
EL8591	TestPrep 77-884 Outlook 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8592	TestPrep 77-883 PowerPoint 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8593	TestPrep 70-178 Microsoft Project 2010, Managing Projects	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8594	TestPrep 77-881 Word 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8595	Office 365 Configuration	This course covers the basic tasks required to create and configure tenants and domains in Office 365.	eLearning
EL8596	TestPrep 70-346 Managing Office 365 Identities and Requirements	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8597	Office 365 Deployment	This course covers the basic tasks required to plan and complete an Office 365 deployment, add and configure required DNS records, administer rights management, and manage administrator roles in Office 365.	eLearning

EL8598	Managing Office 365 Cloud Identities, Synchronization, and Clients	This course covers the management of Office 365 cloud identities via the Administration Center and PowerShell, the use of DirSync with Office 365, and the planning and management of Office 365 clients.	eLearning
EL8599	Office 365 Federated Identities (Single Sign-On)	This course covers the implementation and management of federated identities in Office 365.	eLearning
EL8600	Monitoring and Troubleshooting Office 365 Usage	This course covers monitoring and troubleshooting Office 365 availability and usage.	eLearning
EL8601	Office 365 Services: Managing Clients and End-User Devices	Microsoft Office 365 provides users with a range of popular Microsoft Office applications and related services.	eLearning
EL8602	TestPrep 70-347 Enabling Office 365 Services	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8603	Office 365 Services: SharePoint Online Site Collections	In Microsoft Office 365, SharePoint Online provides users with a range of content management and collaboration services.	eLearning
EL8604	Office 365 Services: Planning for Exchange Online and Lync Online	In Microsoft Office 365, Exchange Online and Lync Online provide users with mail and messaging services. In this course, you'll learn how to plan and set up Exchange Online and Lync Online services to meet end users' specific needs.	eLearning
EL8605	Office 365 Services: Configuring Exchange Online and Lync Online	In Microsoft Office 365, Exchange Online and Lync Online provide users with mail and messaging services.	eLearning
EL8606	Analyzing Data in Excel 2007	Excel 2007 provides powerful data analysis tools that enable you to explore large amounts of data and to make educated business decisions based on that data.	eLearning
EL8607	Protecting and Sharing Excel 2007 Workbooks	In many organizations, teams and individuals require frequent and possibly simultaneous access to common spreadsheets and workbooks.	eLearning
EL8608	Exchanging Data with Excel 2007	In Excel 2007, there are a number of options for importing data and sharing data with other applications.	eLearning

EL8609	Attending a Microsoft Office 2007 Live Meeting	Microsoft Office Live Meeting 2007 is designed to deliver efficient web-based communication and collaboration.	eLearning
EL8610	Hosting a Microsoft Office 2007 Live Meeting	Microsoft Office Live Meeting 2007 is a conferencing software solution designed to allow for online meetings, training sessions and events.	eLearning
EL8611	Microsoft Office 2010: Getting Started with Lync	Lync 2010 offers a full unified communications platform ideal for use in a business environment.	eLearning
EL8612	Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration	Lync 2010 offers multiple methods of communicating with colleagues and allows you to integrate voice and video into your communications.	eLearning
EL8613	Microsoft Lync 2013	Microsoft Lync 2013 is a combined messaging and collaboration tool from Microsoft that is part of the Microsoft Office suite.	eLearning
EL8614	Microsoft Office 2007: Collaborating with Groove and Communicator	Collaboration is at the heart of effective teamwork.	eLearning
EL8615	Microsoft Office 2007: Sharing Information with OneNote 2007	With team members working in diverse locations, a central repository in which to store information about customers, projects, and meetings is vital.	eLearning
EL8616	Data Security, Archiving, and Working Offline in Outlook 2007	You can use the enhanced security features included in Microsoft Outlook 2007 to protect your e-mail and computer from malicious attacks that can arrive in the form of incoming e-mail messages.	eLearning
EL8617	Instant, Text, and Unified Messaging in Outlook 2007	You can secure your e-mail in Microsoft Outlook 2007 using Information Rights Management (IRM), a feature that allows you to set access permissions for specific messages.	eLearning
EL8618	Business Contact Manager with Outlook 2007	Microsoft Outlook 2007 with Business Contact Manager helps to save time and improve sales and marketing to ensure excellent customer service by providing customer and contact management in one central location.	eLearning

EL8619	Microsoft Office 2010: Managing Information with OneNote	Microsoft OneNote 2010 is a digital notebook application that lets you manage information quickly and efficiently much like a paper notebook you would use to take meeting or class notes.	eLearning
EL8620	Microsoft Office 2010: Sharing Information with OneNote	OneNote 2010 allows you to share your notes, by e-mail, SharePoint, SkyDrive, or by blogging them.	eLearning
EL8621	The Microsoft OneNote 2013 Interface	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes, for personal and business purposes.	eLearning
EL8622	Getting Started with Microsoft OneNote 2013	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes, for personal and business purposes.	eLearning
EL8623	Working With and Sharing Content in Microsoft OneNote 2013	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes, for personal and business purposes.	eLearning
EL8624	OneNote 2013 Integration with Other Microsoft Applications	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes for personal and business purposes.	eLearning
EL8625	Introducing Microsoft Office Online for Personal Use	Microsoft Office Online, previously known as Office Web Apps, includes free online versions of Microsoft Office Word, PowerPoint, Excel, and OneNote, as well as the Outlook.	eLearning
EL8626	Using the Microsoft Office Online Applications	Microsoft Office Online, previously known as Office Web Apps, includes free online versions of Microsoft Office Word, PowerPoint, Excel, and OneNote, as well as the Outlook.	eLearning
EL8627	Introducing Microsoft Office 365 Applications	Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others.	eLearning
EL8628	Working with Documents in Microsoft Office 365	Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others.	eLearning

EL8629	Using Outlook Web Access 2007	Outlook Web Access (OWA) 2007 has many improvements over previous web-based mail products set forth by Microsoft.	eLearning
EL8630	Outlook Web Access 2007 Advanced Features	Outlook Web Access (OWA) 2007 offers an improved interface for accessing data, along with improvements to security that make common tasks such as accessing attachments more securely.	eLearning
EL8631	Creating Customized Publications with Publisher 2007	Microsoft Office Publisher 2007 helps you expand your creativity by enabling you to customize and share a wide range of personal and business publications to suit both home and office requirements.	eLearning
EL8632	Extending Publisher 2007 Beyond Publications	You can do more with Office Publisher 2007 than create basic desktop publications.	eLearning
EL8633	Sharing and Linking Data, and Adding Office Apps to Excel 2013	Excel 2013 provides tools to allow you to share workbooks, connect to external data, and add Office Apps.	eLearning
EL8634	Reviewing and Protecting Content in Excel 2013	Excel 2013 provides tools that allow you to manage multiple workbooks as well review and protect them while creating and sharing content.	eLearning
EL8635	Advanced Formats and Layouts in Excel 2013	Excel 2013 provides many advanced features to customize formats and layouts.	eLearning
EL8636	Advanced Formulas and Functions in Excel 2013	The Excel 2013 function library includes a number of functions in the Date and time, Logical, and Lookup and reference categories that enables you to quickly complete tasks and analyze data.	eLearning
EL8637	Using Financial Functions and What-If Analysis in Excel 2013	Excel 2013 provides powerful financial functions and data-analysis tools that enable you to explore data and to make educated business decisions based on that data.	eLearning
EL8638	Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013	One of the most powerful tools that Excel 2013 provides is the collection of PivotTables, PivotCharts, and PowerPivot. These tools allow you to dynamically reorganize and display your data.	eLearning

EL8639	Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	SharePoint 2013, the new release of Microsoft's popular file storage and collaboration platform, offers a number of new and enhanced features to increase efficiency and organization across users and locations.	eLearning
EL8640	My Site and Social Features in SharePoint 2013	In SharePoint 2013 social networking and collaboration have become even more of a focus.	eLearning
EL8641	Community Sites, Search, and Office Integration in SharePoint 2013	As a move towards an even more collaborative working environment, SharePoint 2013 now includes community sites.	eLearning
EL8642	Configuring Pages, Sites, and Content in SharePoint 2013	This course explores SharePoint tasks such as creating sites using templates, and creating, editing and deleting pages.	eLearning
EL8643	Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013	You can use SharePoint 2013 to manage a variety of environments including those that house item lists and libraries.	eLearning
EL8644	Managing Templates, Views, and Versioning in SharePoint 2013	SharePoint 2013 is highly configurable and you can tweak your settings to manage even the way in which the information is presented.	eLearning
EL8645	Managing Web Parts, Users, and Groups in SharePoint 2013	You can use the features of SharePoint 2013 to manage a page's Web Parts and a site's apps so the end result is a highly configurable collection of sites.	eLearning
EL8646	Using and Configuring Search in SharePoint 2013	Having the ability to execute an effective online search has become an essential professional skill.	eLearning
EL8647	Workflows, Collaboration, and Analysis in SharePoint 2013	SharePoint makes it easy for end users to work with the file types they're familiar with by offering easy integration with other Office products.	eLearning
EL8648	Advanced Data Manipulation Features in Word 2007	Word 2007 enables you to create forms quickly and easily, so that they can be used by other users of Word 2007.	eLearning
EL8649	Advanced Document Features in Word 2007	Some of the advanced features of Microsoft Office Word 2007 offer ways in which you can automate and streamline the way you work.	eLearning

EL8650	Collaborative Features in Word 2007	Microsoft Office Word 2007 offers several options for securing and protecting Word documents as well as providing various collaborative features.	eLearning
EL8651	Windows 8: New Features and Common Tasks	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade, incorporating a completely new tablet-style user interface.	eLearning
EL8652	Files and Connectivity in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade which incorporates a default Windows 8 tablet style interface.	eLearning
EL8653	Personalizing Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade which incorporates a default Windows 8 tablet style interface.	eLearning
EL8654	Working with Apps in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version incorporates a default Windows 8 tablet-style interface and represents a significant upgrade from previous versions of Windows.	eLearning
EL8655	Internet Explorer 10, File Sharing, and Recovery in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade which incorporates a default Windows 8 tablet style interface.	eLearning
EL8656	Managing Hardware and Advanced Options in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning
EL8657	New Features and Common Tasks in Windows 8.1	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning
EL8658	Organizing Files and Searching for Items in Windows 8.1	Windows 8.1 File Explorer provides several options for organizing and navigating to your files.	eLearning

EL8659	Getting Online, Sharing, and Using SkyDrive in Windows 8.1	Microsoft Windows 8.1 makes it easy to get online by grouping all Internet connections and settings in one place	eLearning
EL8660	Personalizing Windows 8.1	You can personalize your Windows 8.1 computer to suit the way you want to use it.	eLearning
EL8661	Working with Apps in Windows 8.1	In Microsoft Windows 8.1, you can view the desktop and apps on the same screen.	eLearning
EL8662	Managing Hardware and Advanced Options in Windows 8.1	In Microsoft Windows 8.1, you can use Task Manager to view how your device resources are used, as well as close unresponsive apps.	eLearning
EL8663	Windows 8.1 Update 1: Navigating the UI	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning
EL8664	Windows 8.1 Update 1: Working with Files and Apps	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning
EL8665	Windows 8.1 Update 1: Windows Management and Customization Features	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning
EL8666	Microsoft Windows 8.1 - Supporting Windows 8.1: Installation and Applications	Windows 8.1 includes a number of new technologies relating to deployment including Windows To Go and the ability to natively boot from a virtual hard disk file.	eLearning
EL8667	Microsoft Windows 8.1 - Supporting Windows 8.1: Cloud Applications and Settings	Windows 8.1 provides a number of solutions to integrate with cloud services such as Office 365.	eLearning
EL8668	Microsoft Windows 8.1 - Supporting Windows 8.1: Networking and Remote Access	A primary Windows 8.1 administration task is managing network connectivity and networked machines when on and off network.	eLearning
EL8669	Microsoft Windows 8.1 - Supporting Windows 8.1: Data Storage and Security	Storage management has been completely overhauled in Windows 8.1, particularly with the addition of storage spaces, which you can use to simply create fault tolerant arrays which can be dynamically expanded and thinly provisioned.	eLearning

EL8670	Microsoft Windows 8.1 - Supporting Windows 8.1: Hardware and Mobile Devices	Windows 8.1 has wider support for mobile devices than ever.	eLearning
EL8671	Microsoft Windows 8.1 - Supporting Windows 8.1: Recovery and Endpoint Security	Windows 8.1 includes new technologies to protect end systems.	eLearning
EL8672	Microsoft Windows 8.1 - Supporting Windows 8.1: Intune and Public Cloud Services	Bring your own device, or BYOD, culture presents certain challenges for IT Administrators.	eLearning
EL8673	Microsoft Windows 8.1 - Supporting Windows 8.1: Using MDOP	Managing and maintaining client machines within an enterprise can be challenging given the variety of operating systems and devices available to end users	eLearning
EL8674	Microsoft Windows 8.1 - Configuring: Installing and Upgrading to Windows 8.1	Windows 8.1 is the latest update to Microsoft's desktop operating system. Windows 8.1 carries over, and improves upon, the new user interface introduced Windows 8.	eLearning
EL8675	Microsoft Windows 8.1 - Configuring: Hardware and Applications	Windows 8.1 is the latest update to Microsoft's desktop operating system. Windows 8.1 carries over, and improves upon, the new user interface from Windows 8.	eLearning
EL8676	Microsoft Windows 8.1 - Configuring: Network Configuration	Windows 8.1 is the latest update to Microsoft's desktop operating system. Windows 8.1 carries over, and improves upon, the new user interface from Windows 8.	eLearning
EL8677	Microsoft Windows 8.1 - Configuring: Remote Management and Security	Windows Server 8.1 includes a variety of features to help maintain security and to provide reliable tools for remote administration.	eLearning
EL8678	Microsoft Windows 8.1 - Configuring: Resource Access	The latest update to Microsoft's desktop operating system, Windows 8.1 carries over, and improves on, the new user interface from Windows 8.	eLearning

EL8679	Microsoft Windows 8.1 - Configuring: Remote Access and Mobile Devices	The latest update to Microsoft's desktop operating system, Windows 8.1 carries over, and improves on, the new user interface from Windows 8.	eLearning
EL8680	Microsoft Windows 8.1 - Configuring: Windows Clients	Windows Server 8.1 includes a variety of features to help configure updates, manage local storage, and monitor system performance.	eLearning
EL8681	Microsoft Windows 8.1 - Configuring: File and System Recovery	The latest update to Microsoft's desktop operating system, Windows 8.1 carries over, and improves on, the new user interface from Windows 8.	eLearning
EL8682	Microsoft PowerShell and Exchange Server: Getting Started	The Exchange Management Shell PowerShell environment is installed with Exchange Server and is viewed as a primary method of configuration and management.	eLearning
EL8683	Microsoft PowerShell and Exchange Server: Managing Mailboxes	PowerShell can be used for all day-to-day mailbox management tasks in Exchange Server. This course looks at many facets of mailbox management, from reporting to archiving, setting quotas and effecting mailbox repairs.	eLearning
EL8684	Microsoft PowerShell and Exchange Server: Distribution Groups and Databases	A large part of day-to-day Exchange Server management involves the creation and management of distribution groups.	eLearning
EL8685	Microsoft PowerShell and SharePoint: Getting Started	PowerShell can be used for all day-to-day management tasks in SharePoint. This course covers backup and recovery of SharePoint, working with PowerShell command line, configuring sites and services, and site administration.	eLearning
EL8686	Microsoft PowerShell and SharePoint: Managing Sites	Day-to-day SharePoint management entails a lot of site management and server remediation.	eLearning
EL8687	Microsoft PowerShell and SQL Server: Introduction	The PowerShell environment is installed with SQL Server and is viewed as a primary method of configuration and management.	eLearning

EL8688	Microsoft PowerShell and SQL Server: Database Management	PowerShell can be used to manage the full range of SQL Server management tasks, and through scripting can assist with automation of frequent tasks.	eLearning
EL8689	Microsoft PowerShell for Windows: Getting Started with PowerShell	Windows PowerShell is a powerful task automation and configuration management framework, as well as being an administrator-friendly entry point to the .NET Framework.	eLearning
EL8690	Microsoft PowerShell for Windows: Aliases, Providers, and Objects	Every time you work in PowerShell in any one of its guises as a host application or ISE, you are working in the context of a provider.	eLearning
EL8691	Microsoft PowerShell for Windows: Remoting and Modules	The ability to remotely run commands on a group of remote system is one of the key advantages of Windows PowerShell.	eLearning
EL8692	First Encounters with Windows 10	Windows 10 integrates the modern Windows 8 app interface and the classic Windows Start Menu into one keyboard, mouse, and touch-friendly interface.	eLearning
EL8693	Oracle Database 12c - Backup and Recovery: Configuring for Recoverability	Oracle Database 12c offers different features to enable a full recovery of the database in case of a failure. Depending on the Oracle system that is running, different solutions can be used.	eLearning
EL8694	Oracle Database 12c - Backup and Recovery: Performing and Managing Backups	Oracle Database 12c allows backups to be performed and managed using Recovery Manager, RMAN.	eLearning
EL8695	Oracle Database 12c - Backup and Recovery: Failure and Recovery Concepts	Numerous issues, such as media failures, user errors, and application errors, can cause an Oracle 12c database to become partially or fully inoperable.	eLearning
EL8696	Oracle Database 12c - Backup and Recovery: Perform Recovery and Secure Backup	When a failure occurs within an Oracle 12c database, a restore or recovery operation needs to take place.	eLearning
EL8697	Oracle Database 12c - Backup and Recovery: Using Flashback Technologies	Oracle Database 12c provides the Flashback technologies to enable databases, tables, and transactions to be flashed back.	eLearning

EL8698	Oracle Database 12c - Backup and Recovery: Transporting Data and Performing PITR	Using Data Transport, a feature in Oracle Database 12c, tablespace can be transported to other databases on the same or different platforms.	eLearning
EL8699	Oracle Database 12c - Backup and Recovery: Duplicating Databases and Tuning RMAN	Oracle Database 12c allows for the duplication of a database.	eLearning
EL8700	Oracle Database 12c – Install and Upgrade: Database Architecture	To understand how an Oracle Database functions, it is important to gain a basic understanding of its major components.	eLearning
EL8701	TestPrep 1Z0-062 Oracle Database 12c: Installation and Administration	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8702	Oracle Database 12c – Install and Upgrade: Installation	The installation of the Oracle software, Oracle databases and ensuring the correct environment are in place are important tasks for a DBA to complete properly.	eLearning
EL8703	Oracle Database 12c – Install and Upgrade: Upgrading	As a DBA one of the tasks you performed is upgrading or migrating a database to the newest release when it is available.	eLearning
EL8704	TestPrep 1Z0-060 Upgrade to Oracle Database 12c	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8705	Oracle Database 12c - Administration: Database Architecture and Management Tools	To understand how an Oracle Database functions, it is important to gain a basic understanding of its major components.	eLearning
EL8706	Oracle Database 12c – Administration: Manage the Database Instance	After a database has been installed and configured it is important to ensure it runs properly.	eLearning
EL8707	Oracle Database 12c – Administration: The Network Environment and User Security	The Oracle network environment requires correct configuring to allow database connections from clients.	eLearning
EL8708	Oracle Database 12c – Administration: Storage structures and Undo Data	An Oracle database is divided into logical storage units called tablespaces.	eLearning

EL8709	Oracle Database 12c – Administration: Data Concurrency and Auditing	Oracle Database 12c is designed to prevent multiple users from changing the same data at the same time by implementing locks.	eLearning
EL8710	Oracle Database 12c – Administration: Backup, Recover, and Move Data	Preparing for and performing data recovery and completing database backups are the responsibilities of a DBA.	eLearning
EL8711	Oracle Database 12c – Administration: Maintenance and Performance Tuning	General database maintenance and performance monitoring are important Oracle DBA tasks. Proactive an	eLearning
EL8712	Oracle Database 12c – Administration: Resource Manager, Scheduler, and Support	By using the Database Resource Manager, you have more control over the allocation of machine resourc	eLearning
EL8714	Microsoft Excel for Mac 2011: Getting Started	Excel for Mac 2011 is the newest version of Microsoft's comprehensive spreadsheet tool for Macintosh	eLearning
EL8715	Microsoft Excel for Mac 2011: Applying Basic Data Formatting	Excel 2011 provides a number of tools and features that allow you to visually enhance the appearance	eLearning
EL8716	Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks	While it can often seem complicated and daunting, navigating the Excel 2011 interface isn't all that	eLearning
EL8717	Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets	Excel for Mac 2011 enables you to produce intuitive and attractive workbooks, and lets you rearrange	eLearning
EL8718	Microsoft Excel for Mac 2011: Using Basic Formulas	Formulas are the building blocks of data calculation in Excel for Mac 2011. Being able to use formul	eLearning
EL8719	Microsoft Excel for Mac 2011: Using Basic Functions	One of the great features of Excel for Mac 2011 is its ability to perform a wide variety of function	eLearning
EL8720	Microsoft Excel for Mac 2011: Inserting Basic Charts	Charts make data easier to understand by providing a clear diagrammatic representation of your infor	eLearning

EL8721	Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks	Excel for Mac 2011 makes it easy for you to save, print, and share workbooks and worksheets.	eLearning
EL8722	Microsoft Outlook for Mac 2011: Getting Started	Microsoft Outlook for Mac 2011 enables you to send and receive e-mails in an intuitive manner, using a streamlined interface.	eLearning
EL8723	Microsoft Outlook for Mac 2011: Managing Conversations and E-mail	Outlook for Mac 2011 is the productivity application within Office for Mac that provides e-mail, contact management, scheduling, task, and note-taking tools to help you stay organized.	eLearning
EL8724	Microsoft Outlook for Mac 2011: Mastering E-mail	Outlook for Mac 2011 offers a variety of features that allow you to deliver polished and professional correspondence that includes a variety of types of attachments,	eLearning
EL8725	Microsoft Outlook for Mac 2011: Scheduling with the Calendar	While Microsoft Outlook is known for being a robust e-mail application, it also includes a calendar system that can be used for efficient information management.	eLearning
EL8726	Microsoft Outlook for Mac 2011: Managing Contacts	Outlook for Mac 2011 includes a Contacts feature that houses easy-to-access personal information about people and businesses.	eLearning
EL8727	Moving Beyond E-mail to Maximize Microsoft Outlook's Potential	Anyone who uses Outlook for everyday e-mail, knows how robust the application is when it comes to sharing information and organizing appointments and contacts.	eLearning
EL8728	Microsoft PowerPoint for Mac 2011: Getting Started	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning
EL8729	Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning
EL8730	Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning

EL8731	Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning
EL8732	Microsoft Word for Mac 2011: Getting Started	Word for Mac 2011 is the newest version of Microsoft's word processing tool for the Mac platform.	eLearning
EL8733	Microsoft Word for Mac 2011: Formatting and Working with Text	Word for Mac 2011 makes it easy to apply layout and style to documents by providing a variety of formatting options.	eLearning
EL8734	Microsoft Word for Mac 2011: Structuring and Organizing Documents	Microsoft Word for Mac 2011 provides many intuitive options for structuring your documents quickly and easily.	eLearning
EL8735	Microsoft Word for Mac 2011: Moving Around a Document	Word for Mac 2011 offers a variety of intuitive navigation features that help you move around and find your way through documents, whether they're a few pages or hundreds of pages long!	eLearning
EL8736	Microsoft Word for Mac 2011: Adding and Formatting Images	In an effort to make our text clear and organized, we sometimes neglect the overall attractiveness of our documents.	eLearning
EL8737	Microsoft Word for Mac 2011: Creating and Formatting Tables	Word for Mac 2011 has a robust set of tools that allow you to create, style, and format tables in your documents.	eLearning
EL8738	Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking	Word for Mac 2011 offers a variety of features that enable you to finalize your documents, including various saving and printing options.	eLearning
EL8739	C++11: Programming Fundamentals	C++ is a general purpose, object-oriented programming language with the C language as its core	eLearning
EL8740	C++11: Programming Techniques	C++ includes a number of features for manipulating functions and types and it includes features such as concurrency for optimizing applications.	eLearning
EL8741	C++11: Programming with Boost	Boost includes a range of free, portable, and peer-reviewed C++ libraries and includes a number of libraries specific to C++11	eLearning
EL8742	C++11: Advanced Techniques and C++14 Preview	The next C++ standard is known as the C++14 standard.	eLearning

EL8743	Python Language Basics	This course covers elementary control and data structures in Python 3.x.	eLearning
EL8744	Applications of Python	This course covers XML manipulation in Python 3.x, file manipulation, and how to work with the file system.	eLearning
EL8745	Advanced Python	This course covers advanced Python 3.x concepts including exception handling, decorators, sequences, lambda functions, and generators.	eLearning
EL8746	Programming in C++: Working with Classes	Overview/DescriptionAs an object oriented programming language, one of the most powerful features of C++ is the ability to make custom objects and types.	eLearning
EL8747	Programming in C++: Arrays, Pointers, and STL	Arrays are a powerful construct in C++ enabling grouping, ordering and enumeration of objects.	eLearning
EL8748	Programming in C++: STL I/O and Headers, Templates, and Namespaces	C++ namespaces are an important concept when writing large-scale applications and distributing software.	eLearning
EL8749	Programming in C++: Structure and Data Types	C++ is a strongly typed language, and so a thorough understanding of data types is critical to be a good C++ programmer.	eLearning
EL8750	Programming in C++: Program Structure and Exceptions	Understanding the structure of C++ programs is critical for implementing C++ code effectively. Variables are another basic concept that is key to success.	eLearning
EL8751	Programming in C++: Tools and Techniques	There are many types of constants in C++, and mastering them is critical to producing readable and manageable code.	eLearning
EL8752	Introduction to R Programming	R is a programming language used to carry out statistical analysis on datasets. This course covers the basics to get started with programming in R.	eLearning
EL8753	Ruby on Rails - Fundamentals	This course introduces the features of Ruby on Rails including scaffolding and routing. It steps through the creation of a Ruby on Rails project and shows how to work with cookies and sessions, and how to implement testing and access statistics.	eLearning

EL8754	Ruby on Rails - Database Fundamentals	This course covers how to use ActiveRecord to work with data in a Ruby on Rails application. It covers creating a model, adding and editing records, manipulating data, working with scopes, using forms and creating queries.	eLearning
EL8755	Ruby on Rails for .NET Developers	This course covers how elements of the Ruby language for .NET developers. It also covers the features of Ruby on Rails and shows how to create a Ruby on Rails application.	eLearning
EL8756	Working with Databases in Ruby on Rails	This course covers how to work with databases in Ruby on Rails. It covers data models, referential integrity, record validation, and optimistic and pessimistic locking.	eLearning
EL8757	Databases in Ruby on Rails: Advanced Concepts	This course covers how to use advanced features to work with Ruby on Rails databases. It covers star schemas, lists and calendar tables, multi-valued dimensions as well as columnar databases.	eLearning
EL8758	Web APIs with Ruby on Rails	This course covers how to develop webAPIs using the Ruby on Rails framework. It covers how to set up an API, create API endpoints and render XML and JSON. It also covers versioning and authentication as well as documentation and testing.	eLearning
EL8759	Getting Started with Ruby	Ruby is an open source, all-purpose programming language that has become increasingly popular with the advent of its associated web development framework, Ruby on Rails.	eLearning
EL8760	Working with Ruby	There are a number of features in Ruby that can be used to enhance, extend, test, and distribute your applications.	eLearning
EL8761	Advanced Ruby Features	Ruby contains a number of features for advanced data management including advanced arrays, regular expressions, accessors, and virtual attributes.	eLearning
EL8762	SAP BusinessObjects: Overview	One of the most valuable assets an enterprise can possess is data - information acquired and stored in the process of carrying out everyday business activities.	eLearning

EL8781	Introduction to Algorithms and Data Structures	This course introduces the basics of algorithms and data structures with examples in C++. This course focuses on what the working programmer should know about algorithms and data structures without getting bogged down in mathematical formalism.	eLearning
EL8782	ANSI C Language Fundamentals	C is a general purpose language with standards specified by the American National Standards Institute (ANSI).	eLearning
EL8783	Iterations, Functions and Pointers in ANSI C	C is a general purpose language with standards specified by the American National Standards Institute (ANSI).	eLearning
EL8784	Data Structures and File Management in ANSI C	C is a general purpose language with standards specified by the American National Standards Institute (ANSI). This course covers data structures such as arrays, strings, structures, and unions. It also covers file management using C.	eLearning
EL8785	Optimizing and Debugging ANSI C Programs	C is a general purpose language with standards specified by the American National Standards Institute (ANSI).	eLearning
EL8786	Fundamentals of Apache Web Services	A Web service is a communication method between two devices over a network. Apache CXF is an open-source Web services framework	eLearning
EL8787	Apache Web Services Advanced	Apache CXF is an open source services framework. CXF helps develop services using front end programming APIs. These services use a variety of protocols such as SOAP, XML/HTTP and RESTful HTTP.	eLearning
EL8788	Web API Advanced	Web API is the application programming interface for both the web server (server side) and web browser (client side). There are a lot of different technologies and practices that fall into this category.	eLearning
EL8789	Architecture N-Tier/REST: Designing and Building Applications	N-Tier and REST are both architectures used for developing applications. By using the N-tier architecture, model developers can create applications that are flexible and reusable.	eLearning

EL8790	Introduction to Debugging	In software development, debugging is a necessary part of the development process. It's difficult for developers to admit that their code is buggy, but the best software developers recognize that there's no such thing as perfect code.	eLearning
EL8791	Visual Studio 2013 Debugging	Visual Studio 2013 is a powerful development environment, and a large part of that power comes from its debugging capabilities.	eLearning
EL8792	Debugging Tools	Debugging is a necessary part of the development process, but there are numerous tools available to the developer.	eLearning
EL8793	Software Debugging in Windows	Microsoft Windows is a powerful graphical user interface, and most software developers will develop Windows applications at some point.	eLearning
EL8794	Introduction to Eclipse	Eclipse is an open-source integrated development environment (IDE) that can be used to develop applications with a number of different programming languages including Java, C and C++, and PHP.	eLearning
EL8798	Advanced Entity Framework	This course explains and demonstrates how to integrate Entity Framework in a web project, how to improve and tune performance in various scenarios, how to configure Entity Framework, and how to work with other database types.	eLearning
EL8799	Getting Started with LINQ	LINQ is a set of features added to C# and VB to enable querying of collections, databases, and XML documents.	eLearning
EL8800	Microsoft Team Foundation Server 2013: Installation and Configuration	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning
EL8801	Microsoft Team Foundation Server 2013: Managing an Implementation	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning
EL8802	Microsoft Team Foundation Server 2013: Customization for Team Use	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning

EL8803	Microsoft Team Foundation Server 2013: Clients, Workspaces, and Version Control	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning
EL8804	NHibernate Essentials	NHibernate is an open-source object relational mapper for the Microsoft .	eLearning
EL8805	NHibernate Advanced Techniques	NHibernate is an open-source object relational mapper for the Microsoft .	eLearning
EL8806	Introduction to SOLID	There are a number of concepts and methodologies that encompass what is known as object-oriented design.	eLearning
EL8807	SOLID Fundamentals	There are a number of concepts and methodologies that encompass what is known as object-oriented design.	eLearning
EL8808	Beginning Object-Oriented Design	There are a number of concepts and methodologies that encompass what is known as object-oriented design.	eLearning
EL8809	Advanced Scrum: Developing the Product and Sprint Backlogs	Successful Scrum implementation begins with effective backlog development.	eLearning
EL8810	Advanced Scrum: Addressing Sprint Execution Challenges	Executing a Scrum sprint can pose unique challenges, but there are ways to mitigate your risk.	eLearning
EL8811	Introduction to Programming	Software Development Fundamentals covers a common set of methodologies used when creating programs with a variety of programming languages.	eLearning
EL8812	TestPrep 98-361 Software Development Fundamentals	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8813	Programming Basics	Software Development Fundamentals covers a common set of methodologies used when creating programs with a variety of programming languages.	eLearning
EL8814	Beginning Windows Applications	Software Development Fundamentals covers a common set of methodologies used when creating programs with a variety of programming languages.	eLearning

EL8815	Selenium Automated Web Testing Fundamentals	Selenium is a set of tools that can be used to automate browsers.	eLearning
EL8816	Advanced Features of Selenium Automated Web Testing	Selenium is a set of tools that can be used to automate browsers.	eLearning
EL8817	Selenium and Java	Selenium is a set of tools that can be used to automate web testing with Java.	eLearning
EL8818	Selenium and C#	Selenium is a set of tools that can be used to automate web testing with C#.	eLearning
EL8819	Selenium and Python	Selenium is a set of tools that can be used to automate web testing using a variety of languages including Python.	eLearning
EL8820	SOA Fundamentals	There are a number of concepts that encompass what is known as the Service-Oriented Architecture, or SOA.	eLearning
EL8821	Software Practices (SCRUM): SCRUM Roles	Scrum is Agile development methodology, and so follows the Agile Manifesto.	eLearning
EL8822	Software Practices (SCRUM): SCRUM Meetings	A large part of the Scrum process revolves around the Scrum meetings.	eLearning
EL8823	Creating Software Tests	Software testing is critical to the development of quality software applications.	eLearning
EL8824	Managing, Troubleshooting, and Automating Software Tests	Software testing is critical to the development of quality software applications.	eLearning
EL8825	Software Testing with Visual Studio: Create and Configure Test Plans	Software testing with Visual Studio streamlines the development and testing process and supports the needs of software developers and testers.	eLearning
EL8826	Software Testing with Visual Studio: Manage Test Cases	Software testing with Visual Studio streamlines the development and testing process and supports the needs of software developers and testers.	eLearning
EL8827	Software Testing with Visual Studio: Manage Test Execution Part 1	Effective software testing is integral to mitigating harm caused by software failures and providing	eLearning

EL8828	Software Testing with Visual Studio: Manage Test Execution Part 2	Software systems are increasingly ubiquitous in all aspects of our lives. Failures in these systems	eLearning
EL8829	Windows Embedded 8.1 Industry	Windows Embedded 8.1 Industry combines the innovation, familiarity, and power of Windows 8.1	eLearning
EL8830	WPF Fundamentals with XAML and C#	Microsoft's Windows Presentation Foundation (WPF) is a framework within .NET for building	eLearning
EL8831	The Waterfall Software Development Model	Waterfall is the traditional sequential software development model. Waterfall is the most widely	eLearning
EL8832	Getting Started with AngularJS	AngularJS is designed to simplify the task of building single page Model, View, Controller apps.	eLearning
EL8833	Working with Directives in AngularJS	Directives are notes to the AngularJS compiler that allow you to attach a behavior to a DOM object.	eLearning
EL8834	Services in AngularJS	Services are objects in AngularJS used to organize and share code in applications.	eLearning
EL8835	Testing in AngularJS	JavaScript testing is imperative due to the dynamically typed nature of the language.	eLearning
EL8836	AngularJS Controllers and Directives	Angular JS controllers are constructor functions that set the initial state and add behaviours to	eLearning
EL8837	Getting Started with Backbone.js	Backbone.js provides a rich API for working with collections, models, and views. In this course, you	eLearning
EL8838	Complex Application Development with Backbone.js	Node.js is a server-side JavaScript engine built on Google's V8 runtime	eLearning
EL8839	Bootstrap Introduction	Bootstrap is a framework developed to provide consistency, while still allowing for flexibility and customization	eLearning
EL8840	Bootstrap Elements	Bootstrap is a front-end framework developed to provide consistency for internal resources.	eLearning
EL8841	Clojure Fundamentals	Clojure - a dialect of Lisp - is a dynamic programming language that compiles to JVM bytecode	eLearning

EL8842	Data and State Management in Clojure	Interacting with and managing data is an important aspect of Clojure applications.	eLearning
EL8843	Optimizing Clojure Projects	Clojure includes a number of features that enable you to optimize your applications	eLearning
EL8844	Clojure Data-Driven and Web Application Fundamentals	There are a number of specific features and tools for building and deploying Clojure web applications	eLearning
EL8845	jQuery Mobile – App Basics, UI Controls and Navigation	jQuery Mobile is a touch-optimized web development framework that lets you build mobile web apps that can be used across a range of devices.	eLearning
EL8846	jQuery Mobile – Forms, Lists, Sets and Tables	jQuery Mobile includes a range of features to manage data input and presentation.	eLearning
EL8847	Optimizing jQuery Mobile Apps	You can optimize jQuery Mobile apps by editing styles and themes. In this course, you'll learn about styles and themes in jQuery Mobile. You'll also learn about the use of the jQuery Mobile API and Service Integration.	eLearning
EL8848	Integrating jQuery Mobile with PhoneGap	PhoneGap is a framework for creating mobile apps with standard web APIs. In this course, you'll explore the use of PhoneGap for building and deploying jQuery Mobile apps.	eLearning
EL8849	JavaScript Essentials: Getting Started	JavaScript is a multi-paradigm language, supporting imperative, functional, and object-oriented programming styles.	eLearning
EL8850	JavaScript Essentials: Language Features	JavaScript has rich language features for representing data and controlling the flow of programs.	eLearning
EL8851	JavaScript Essentials: JavaScript In Depth	JavaScript and XML are closely linked, and JavaScript includes support for XSLT style sheets and XPath.	eLearning
EL8852	JavaScript Essentials: Basic Browser Interaction	The primary method for running JavaScript on the client side is through the web browser. This course covers browser features, such as CSS, working with browser windows, getting information about users, and other browser manipulations.	eLearning

EL8856	JavaScript Essentials: Dynamic Content and HTML5	HTML5 is a big change to the way that HTML and JavaScript interact in the browser. HTML5 enables rich and high performing client interfaces with relatively trivial code.	eLearning
EL8857	JavaScript Essentials: Dynamic JavaScript Code	JavaScript enables dynamic web experiences through interaction with the browser and client OS.	eLearning
EL8858	JavaScript Essentials: Input and the Mouse	As a client side UI focused language, efficiently handling user input in JavaScript is very important.	eLearning
EL8859	JavaScript - Ember.js Fundamentals	Ember.js is a client-side, JavaScript-based and open-source application framework that uses the Model-View-Controller (MVC) architectural pattern.	eLearning
EL8860	Knockout Fundamentals	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Fundamental to Knockout is the use of observables.	eLearning
EL8861	Configuring Forms with Knockout	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Knockout has a range of bindings that apply to form fields .	eLearning
EL8862	Working with Knockout	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Knockout has a range of features to support dynamic development of UIs.	eLearning
EL8863	Advanced Knockout Techniques	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Knockout can be extended to suit your applications' requirements.	eLearning
EL8864	JsRender Fundamentals	JsRender is a JavaScript templating framework for rendering HTML dynamically. In this course, you'll explore how to get started with JsRender, how to work with If Else and For tags, how to compile templates, and how to use paths for rendering data.	eLearning
EL8865	Advanced JsRender Features	JsRender is a JavaScript templating framework for rendering HTML dynamically.	eLearning

EL8866	JavaScript SPA: Getting Started with SPA in Visual Studio 2013	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8867	JavaScript SPA: SPA Views and Routes	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8868	JavaScript SPA: Durandal Modules and Lifecycle events.	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8869	JavaScript SPA: Adding Views and Handling View Navigation in Durandal	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8870	JavaScript SPA: Connecting to and Managing Data	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8871	JavaScript SPA: Working with Rich Application Data	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8872	JavaScript SPA: Managing Application Data	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning

EL8873	JavaScript SPA: Working With Validation	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning
EL8874	Kendo UI: Installation and Overview	Kendo UI is an application framework and set of GUI widgets and interface elements for building HTML5 and JavaScript apps intended for web and mobile deployment.	eLearning
EL8875	Kendo UI: HTML Helpers for ASP.NET MVC	Kendo UI is an application framework and set of GUI widgets and interface elements for building HTML5 and JavaScript apps intended for web and mobile deployment. This course covers the use of HTML helpers in Kendo UI with ASP.NET and MVC.	eLearning
EL8876	Kendo UI: Mobile API	Kendo UI is an application framework and set of GUI widgets and interface elements for building HTML5 and JavaScript apps intended for web and mobile deployment. This course covers DataViz and mobile widgets.	eLearning
EL8877	jQuery: Basic Setup and Features	jQuery simplifies the process of using HTML for your websites. This course introduces you to the fundamentals of jQuery, including installing and implementing the environment, jQuery styles and themes, and using basic features like finding and filtering.	eLearning
EL8878	jQuery: Using Essential Features and Functions	jQuery has a wide variety of features and options to tailor your pages to your requirements.	eLearning
EL8879	jQuery: Advanced Features and Functions	jQuery provides endless opportunities to customize your page using unique functions and options.	eLearning
EL8880	JavaScript Sencha: Ext JS	Sencha Ext JS is a pure JavaScript application development framework for developing interactive applications for the web.	eLearning
EL8881	JavaScript Sencha: Sencha Touch	Sencha Touch is an HTML5 mobile web application development framework for cross platform development.	eLearning

EL8882	TypeScript Essentials: Getting Started	TypeScript can be developed in any one of a number of IDEs, but Visual Studio 2013 has been developed with a number of features explicitly targeted at TypeScript development.	eLearning
EL8883	TypeScript Essentials: Advanced TypeScript	TypeScript integrates with standard JavaScript Libraries and platform applications.	eLearning
EL8884	Underscore.js: Collection Functions and Function Functions	Underscore.js collection functions work on a range of inputs, such as arrays, objects or lists. Function functions are designed to take a function as a parameter.	eLearning
EL8885	Underscore.js: Array, Object, and Utility Functions	Underscore.js array functions take an array as input. Object functions work on objects, and utility functions provide utility, with or without input, or without being tied to a particular input type.	eLearning
EL8887	CompTIA CASP CAS-002: Cryptography and Enterprise Storage Concerns	Cryptography has been used for thousands of years to secure messages and hide information from those who would seek to steal it.	eLearning
EL8888	TestPrep CAS-002 CompTIA Advanced Security Practitioner	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8889	CompTIA CASP CAS-002: Advanced Network Design, Management, and Controls	Network design plays a significant role in the security of an organization, as do the management strategies and the control mechanisms that are put in place.	eLearning
EL8890	CompTIA CASP CAS-002: Security Controls for Hosts	Host security plays a tremendously important role in network security. Even if all your network links are secured, improperly secured hosts can leave your organization open to attack.	eLearning
EL8891	CompTIA CASP CAS-002: Application Vulnerabilities and Security Controls	Vulnerabilities within applications, either through improper coding or new attack vectors, can leave an organization open to attack.	eLearning
EL8892	CompTIA CASP CAS-002: Industry Influences, Risk Planning, Strategy, and Control	The strategic plan that an organization uses is often driven from industry standards and information classification procedures.	eLearning

EL8893	CompTIA CASP CAS-002: Privacy Policies & Procedures and Incident Recovery	Creating strong privacy polices and procedures will aid in securing organizational assets.	eLearning
EL8894	CompTIA CASP CAS-002: Research, Analysis and Assessment	Research and testing are the backbone of introducing new technologies and devices into your network.	eLearning
EL8895	CompTIA CASP CAS-002: Integration of Computing, Communications, and Disciplines	Ensuring that departments work in a collaborative fashion is extremely important and will actually increase network security when done properly.	eLearning
EL8896	CompTIA CASP CAS-002: Technical Integration of Enterprise Components	Tying all the security mechanisms in your organization together is extremely important, as it will bring the overall security into effect.	eLearning
EL8897	Microsoft Security Fundamentals: Security Layers	One of the building blocks of successful IT security practices is a fundamental understanding of security layers.	eLearning
EL8898	Microsoft Security Fundamentals: Operating System Security	One of the building blocks of successful IT security practices is a fundamental understanding of operating system security.	eLearning
EL8899	Microsoft Security Fundamentals: Network Security	One of the building blocks of successful IT security practices is a fundamental understanding of network security.	eLearning
EL8900	Microsoft Security Fundamentals: Security Software	One of the building blocks of successful IT security practices is a fundamental understanding of security software.	eLearning
EL8901	TestPrep Using Access 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8902	TestPrep Using Excel 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8903	TestPrep Using Outlook 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL8904	TestPrep Using PowerPoint 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8905	TestPrep Using Word 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8906	VMware vSphere 6 Install, Configure, Manage - Part 1: vSphere 6 Overview	Virtualization using VMware vSphere 6 provides a host of benefits to a server environment including high availability, improved resource utilization, scalability, and ultimately cost benefits.	eLearning
EL8907	VMware vSphere 6 Install, Configure, Manage - Part 1: vSphere Installation	VMware vSphere 6 ESXi is the hypervisor underlying the vSphere suite of products, which enables bare-metal installation of VMs directly on a hardware. vCenter Server is a centralized management platform that ties it all together.	eLearning
EL8908	VMware vSphere 6 Install, Configure, Manage - Part 1: Virtual Networks	One of the main advantages in configuring cloud computing and virtualization is the use of virtual networks. Virtual networks offer the flexibility of any topology and aren't constrained by cable bandwidth limitations.	eLearning
EL8909	VMware vSphere 6 Install, Configure, Manage - Part 1: Storage and VMs	Virtualized environments have unique requirements for storage and movement of data. The unit of virtualization is the VM, which essentially runs the instance of a computer on a software-defined hardware.	eLearning
EL8910	Advanced Windows Store Apps with C# in Visual Studio 2013: Data Management	Windows Store apps can be configured with UI features as well as programmatically to handle data. This course describes how to implement caching options, incorporate file pickers, and handle data access, files, and libraries programmatically.	eLearning
EL8911	TestPrep 70-485 Advanced Windows Store App Development Using C#	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL8912	Advanced Windows Store Apps with C# in Visual Studio 2013: The UI, Printing, WNS	Presentation and ease of use are crucial aspects for users of Windows Store apps. In this course, you will learn how to use animations and custom controls to enhance your apps.	eLearning
EL8913	Advanced Windows Store Apps with C# in Visual Studio 2013: Media and Devices	Many Windows Store apps are developed to capture and manage media files. In this course, you will learn how to use APIs to capture video, audio and photos, and how to configure Play To to stream media.	eLearning
EL8914	Advanced Windows Store Apps with C# in Visual Studio 2013: Security & Optimizing	Security is an important aspect of any app that handles sensitive data. In this course, you'll learn how to implement encryption functionality in your Windows Store apps.	eLearning
EL8915	Advanced Windows Store Apps with C# in Visual Studio 2013: Testing & Deployment	You will need to ensure that your app has been validated and is error-free before submitting it to the Windows Store.	eLearning
EL8916	Microsoft Advanced Windows Store Apps with HTML5: Enhancing Performance	This course demonstrates how to design for greater UI responsiveness in Windows Store apps with promises and web workers.	eLearning
EL8917	TestPrep 70-482 Advanced Windows Store App Development, HTML5 and JavaScript	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL8918	Microsoft Advanced Windows Store Apps with HTML5: Animations and Custom Controls	This course offers instruction on how to generate animations, transitions, and transformations in Windows Store apps.	eLearning
EL8919	Microsoft Advanced Windows Store App Development with HTML5: Media and Devices	This course offers instruction on how to capture media and work with sensors and devices in a Windows Store app.	eLearning
EL8920	Microsoft Advanced Windows Store App Development with HTML5: User Interaction	This course offers instruction on how to use the Print contract and Play To contract in a Windows Store app. It also demonstrates how to use WNS push notifications with Windows Store apps.	eLearning

EL8921	Microsoft Advanced Windows Store App Development with HTML5: Data and Security	This course offers instruction on how to implement data caching strategies and data management with Windows Store apps.	eLearning
EL8922	Microsoft Advanced Windows Store App Development with HTML5: Localize and Deploy	This course offers instruction on using globalization and localization features in Windows Store apps. It also provides instruction on error handling, testing and debugging, and monitoring of Windows Store apps.	eLearning
EL8923	Creating Styles with CSS3 and Styling Text	CSS3 has a range of styling options for text and list presentation. In this course, you will learn how to use rule sets to create styles, how to group and apply styles, and how to apply styles for effective content display.	eLearning
EL8924	Styling Page Elements using CSS3	CSS3 has a wide range of options for configuring web page elements. In this course, you will learn how to work with color, apply borders, and other styling features to elements.	eLearning
EL8925	Navigation Elements and Animations with CSS3	Effective navigation is a key element of good site design. CSS3 contains many features that allow you to configure and style navigation elements.	eLearning
EL8926	Forms, Positioning, and Layout with CSS3	Forms are key components for many web sites and CSS3 has a range of options for configuring form elements.	eLearning
EL8927	Advanced Options, Responsive Web Design, and Management with CSS3	CSS3 specifications include new and sophisticated options for layout and graphics.	eLearning
EL8928	Extending CSS3 with Sass and Less	Despite its increasing flexibility and functionality, CSS does not include functionality such as nesting, functions, and the use of variables.	eLearning
EL8929	Getting Started with ASP.NET MVC Web Applications in Visual Studio 2013	Development platforms like Visual Studio include a collection of ASP.NET MVC project templates that can be used to rapidly create and test web applications.	eLearning

EL8930	TestPrep 70-486 Developing ASP.NET MVC Web Applications	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8931	Designing the User Experience in ASP.NET MVC Web Applications	User experience is mainly influenced by the design of the application UI layout and behavior, thus sound design principles go a long way in developing quality apps.	eLearning
EL8932	Working with ASP.NET MVC 4 Models	Models are the basic building block of any MVC application, as they represent how the application can manage and interact with data.	eLearning
EL8933	ASP.NET MVC Databases and the Entity Framework	Databases and the Entity Framework add a great deal of value to any MVC application, as they allow the application to manage and interact with data.	eLearning
EL8934	Developing the User Experience in ASP.NET MVC	The ASP.NET Web API framework can be used in an MVC project to build RESTful APIs on top of the .NET framework, thus exposing HTTP data services and reasonably separating data service responsibilities from UI concerns.	eLearning
EL8935	Designing ASP.NET MVC Application Architecture	Proper application architecture design is key to ensuring that the web applications run in an efficient, secure manner when deployed.	eLearning
EL8936	Implementing ASP.NET Authentication and Authorization	Understanding and implementing proper user authorization and authentication techniques is key to producing secure, trustworthy web applications.	eLearning
EL8937	Debugging ASP.NET MVC Web Applications	Developers typically spend most of their development time in the debugging phase of a project, where they test the application for compile-time and runtime issues alike.	eLearning
EL8938	Configuring and Deploying an ASP.NET MVC Application	Developers have the option of configuring additional application settings before deploying a web application to the production environment.	eLearning

EL8939	Optimizing and Protecting Application Data	In order to develop efficient, robust web applications, we must understand how to implement key web optimization techniques as well as key ASP.NET security features.	eLearning
EL8940	Introduction to HTML5	This course covers the use of HTML5 for building web pages.	eLearning
EL8941	HTML5 Layout	HTML5 has many page layout and data presentation elements that can be used to display your data.	eLearning
EL8942	HTML5 Forms	HTML5 is the new standard for web development from the W3 Consortium.	eLearning
EL8943	HTML5 APIs and Media	HTML5, its APIs, and JavaScript provide a powerful tool to create robust, rich, dynamic web pages.	eLearning
EL8944	HTML5 and CSS3	HTML5 and CSS3 provide all the parts necessary to create a visually stunning web page.	eLearning
EL8945	HTML5 Layout with CSS3	HTML5 and CSS3 complement each other nicely; however, CSS3 has the ability to control the very layout of the HTML5 document.	eLearning
EL8946	HTML5 and Advanced CSS3	CSS3 provides a rich environment for manipulating images and text using animation and transforms.	eLearning
EL8947	HTML5 and JavaScript	HTML5 and JavaScript is the standard for creating highly interactive and responsive web pages.	eLearning
EL8948	HTML5 Graphics and Canvas	HTML5 and the canvas provide a significant improvement to graphic capabilities on the web.	eLearning
EL8950	Advanced Features of JavaScript, CSS3 and HTML5	HTML5, CSS3, and JavaScript provide a variety of advanced features for creating highly interactive and responsive web pages.	eLearning
EL8951	Programming in C#: Managing Program Flow	Microsoft Visual C# is a principal development language for the .NET framework.	eLearning
EL8952	TestPrep 70-483 Programming in C#	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8953	Programming in C#: Creating and Using Types	In addition to classes, there are a number of C# types including structs and enums.	eLearning

EL8954	Programming in C#: Debugging and Security Implementation	Debugging and securing your applications is crucial prior to deployment.	eLearning
EL8955	Programming in C#: Implementing Data Access	Data access and management is a critical aspect of most enterprise applications.	eLearning
EL8956	Responsive Web Design: Flexible Data and UIs, Devices, Process and Performance	With the rise of handheld devices and mobile browsing, web applications have needed to become responsive to the accessing device.	eLearning
EL8957	Getting Familiar With Windows 8.1 UI and Layout	Rich and immersive Windows Store apps can be creating using Windows 8.1, Visual Studio 2013, C# and XAML.	eLearning
EL8958	TestPrep 70-484 Essentials of Developing Windows Store Apps Using C#	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8959	Working With Data and Files	There are multiple concepts to consider concerning working with data in Windows Store Apps.	eLearning
EL8960	Navigation and Layout in Windows Store Apps	Windows 8.1 and Windows Runtime includes a multitude of controls that can be used to provide functionality when creating Store Apps.	eLearning
EL8961	Working With Charms and Contracts	Charms and Contracts provide a convenient way for developers to tightly integrate their apps into Windows 8.1.	eLearning
EL8962	Working With The App Bar, Semantic Zoom, User Input, and Process Lifetime Management	Pointer and gesture events, as well as app bar and user input are useful tools when creating Windows Store Apps.	eLearning
EL8963	Authentication, Authorization, and App Deployment	Apps built for the Windows Store may require security features in the way of authentication and authorization.	eLearning
EL8964	Microsoft Windows Store App Essentials with HTML5: Overview	This course offers an introduction to designing and implementing Windows Store Apps using JavaScript and HTML5 on the Windows 8 platform.	eLearning

EL8965	Microsoft Windows Store App Essentials with HTML5: The UI and Layout Controls	This course covers user interface elements and layouts that are used to build Windows Store Apps using HTML5 and JavaScript from within Microsoft Visual Studio 2013.	eLearning
EL8966	TestPrep 70-481 Developing Windows Store Apps using HTML5 and JavaScript	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL8967	Microsoft Windows Store App Essentials with HTML5: PLM and Contracts	Planning and implementing a lifecycle management strategy is crucial to ensure proper performance across multiple devices of any Windows Store apps you develop.	eLearning
EL8968	Microsoft Windows Store App Essentials with HTML5: Navigation, Contacts, Tiles	This course covers working with the navigation framework for Windows Store apps using Visual Studio 2013 and HTML5.	eLearning
EL8969	Microsoft Windows Store App Essentials with HTML5: Input Devices and User Touch	This course offers instruction on how to program Windows Store apps for accommodating interaction with mouse using JavaScript and HTML5 in Microsoft Visual Studio 2013.	eLearning
EL8970	Microsoft Windows Store App Essentials with HTML5: Managing Data	When designing and developing Windows Store apps, you will need to select and implement the data access strategies and binding implementations that are appropriate for your app.	eLearning
EL8971	Microsoft Windows Store App Essentials with HTML5: Security	This course covers security in Windows Store apps.	eLearning
EL8972	Microsoft Windows Store App Essentials with HTML5: Deployment	This course offers instruction on how to configure an app's package manifest file, using the Microsoft Visual Studio 2013 Manifest Designer, to meet Windows Store certification requirements.	eLearning
EL8973	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Updates	The modern data center has very specific requirements for physical and virtual machine management, self-service, business continuity, automation, and monitoring and reporting.	eLearning
EL8974	TestPrep 70-414 Implementing an Advanced Server Infrastructure	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning

EL8975	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: VM hosts and guests	or organizations that have implemented virtualization and are looking towards private cloud and virtualized data center infrastructures, Microsoft System Center 2012 R2 Virtual Machine Manager is an important management tool.	eLearning
EL8976	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Storage and Networks	Virtual storage and virtual networking are two areas of Microsoft's Hyper-V virtualization solution that have seen lots of changes in recent times.	eLearning
EL8977	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: VM Administration	One of the key advantages of virtualized server infrastructure is the ability to move running VMs to shift loads from over-utilized hardware resources to under-utilized ones.	eLearning
EL8978	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Clustering and NLB	Failover clustering and Network Load Balancing (NLB) are features of Microsoft Windows Server 2012 R2, which provide different levels of fault tolerance, high availability, and scalability to the workloads in your data center.	eLearning
EL8979	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Business Continuity	Failover clustering and Network Load Balancing (NLB)...	eLearning
EL8980	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Monitoring	This course covers data center monitoring.	eLearning
EL8981	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Certificate Services	The public key infrastructure in Windows Server 2012 R2 is used to integrate PKI to secure and exchange information across not only an intranet, but also across extranets, the Internet, and from application to application.	eLearning
EL8982	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: AD RMS and AD FS	Active Directory Federation Services provides web-based authorization and authentication services for all users in your organization, both internal and external.	eLearning
EL8992	Microsoft System Center 2012 R2 – Configure and Deploy: VMM Overview	Cloud computing can provide highly available and scalable infrastructure solutions to most organizations.	eLearning

EL8993	Microsoft System Center 2012 R2 – Configure and Deploy: Extending & Maintaining	The private cloud will continually evolve based on the organization's requirements.	eLearning
EL8994	Microsoft System Center 2012 R2 – Configure and Deploy: Application Delivery	The Microsoft Web Deployment Tool is a tool for automating deployment of web applications to Windows Servers running Internet Information Services (IIS).	eLearning
EL8995	Microsoft System Center 2012 R2 – Configure and Deploy: Building Private Clouds	Virtual machines and services can be deployed efficiently in the private cloud.	eLearning
EL8996	Microsoft System Center 2012 R2 – Configure and Deploy: Monitoring	System Center 2012 R2 Operation Manager is the data center and cloud monitoring component of the System Center 2012 R2 suite.	eLearning
EL8997	Microsoft System Center 2012 R2 – Configure and Deploy: Service Management	IT service management is a core responsibility for the IT department. Changes, incidents, problems, and service releases need to be tracked and controlled in order to provide a robust and seamless IT service.	eLearning
EL8998	Microsoft System Center 2012 R2 – Configure and Deploy: DPM	Protecting the private cloud is vital in order for an organization to fulfill its objectives.	eLearning
EL8999	Microsoft System Center 2012 R2 – Configure and Deploy: Automation	To reduce the total cost of ownership for your private cloud, you should strive to automate and standardize administrative tasks. System Center 2012 R2 – Orchestrator provides the functionality to achieve this.	eLearning
EL9000	Thinking Like a CFO: Mind-set and Financial Priorities	Effective management of your departmental operations in terms of productivity, efficiency, and quality is important, but it's no longer enough to ensure success.	eLearning
EL9001	Thinking Like a CFO: Making Financial Decisions	Thinking like a CFO gives you a better understanding of your organization's strategic plans, its operational priorities, and the impact of those priorities on your department.	eLearning

EL9002	Thinking Like a CFO: Preparing and Presenting a Business Case	Applying CFO thinking in your business decisions and departmental activities helps you align them to your organization's goals.	eLearning
EL9003	Thinking Like a CFO: Managing Risk	Thinking like a CFO means you're not just concerned about productivity and efficiency, but also about your organization's long-term financial health and sustainability.	eLearning
EL9017	Planning for Performance	Do you know if your team's goals are consistently being met? Or if the individuals in your team are performing at their peak?	eLearning
EL9018	Monitoring and Improving Performance	Performance management is all about results. But how do you measure those results? What do you do with the data that you collect? And what do you do if you discover that some employees are underperforming?	eLearning
EL9019	Reviewing and Rewarding Performance	Managers often dread employee performance appraisals. However, these appraisals can be a positive experience for both manager and employee if you know the right way to handle them.	eLearning
EL9020	Marketing Essentials: Introduction to Marketing	How do you know what consumers really want? How do you know which consumers to go after and how to get them interested in your products and services? You need to develop an effective marketing strategy.	eLearning
EL9021	Marketing Essentials: Planning and People	The four Ps of the traditional marketing mix (Product, Price, Place, and Promotion) are important strategic cornerstones of any marketing activity.	eLearning
EL9022	Marketing Essentials: Product and Price	How do you know what kind of products and services you should be marketing? How do you develop successful products and services? How do you promote and sell them?	eLearning
EL9023	Marketing Essentials: Place	Getting your products and services into your customers' hands is not a simple task; a multitude of factors must be considered. How do you select the most effective distribution channels?	eLearning

EL9024	Marketing Essentials: Promotion	How do you get customers interested in your products and services? What kinds of sales and advertising strategies will you use? How will public relations support your promotional strategies, if at all?	eLearning
EL9025	Marketing Essentials: Marketing and Ethics	What role does ethics play in marketing? What is corporate responsibility and how is it linked to marketing?	eLearning
EL9026	Competitive Marketing Strategies: Conducting an Internal Analysis	When developing competitive marketing strategies, one of the most important steps is carrying out effective research and analysis.	eLearning
EL9027	Competitive Marketing Strategies: Analyzing Competitors	To formulate successful competitive marketing strategies for your organization, you need to understand your competitors. Who are your key rivals and what drives their marketing decisions?	eLearning
EL9028	Competitive Marketing Strategies: Selecting and Implementing Strategies	Competitive marketing strategies can help your organization gain market share, minimize the impact of competitors, and increase revenues.	eLearning
EL9029	Building Lasting Customer-brand Relationships	The focus of brand management today is on building lasting relationships between a brand and its customers.	eLearning
EL9030	Developing a Brand Internally	Many brands fail to deliver what they promise because of a lack of internal focus and engagement in the brand development process.	eLearning
EL9031	Global Brand Management	Extending a brand globally is an intricate process that requires thorough research and preparation, organizational commitment, and a strong understanding of the risks and rewards associated with taking a brand global.	eLearning
EL9032	Brand Management for Social Media and Wireless Technologies	The brand tenets of the past “ notably control and predictability “ are no longer valid.	eLearning
EL9033	Mentoring Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.	Skillsoft Mentors are available to help students with their studies for the Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.	eLearning

EL9034	Mentoring Six Sigma Green Belt (SSGB)	Skillsoft Mentors are available to help students with their studies for the Six Sigma Green Belt (SSGB) exam.	eLearning
EL9036	Mentoring Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned	Skillsoft Mentors are available to help students with their studies for the Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9037	Mentoring PRINCE2: Practitioner	Skillsoft Mentors are available to help students with their studies for the PRINCE2: Practitioner exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9038	Mentoring SK0-004 CompTIA Server+	Skillsoft Mentors are available to help students with their studies for exam SK0-004 CompTIA Server+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9049	Final Exam: Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment enables the learner to test their knowledge in a testing environment.	eLearning
EL9053	Final Exam: Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures enables the learner to test their knowledge in a testing environment.	eLearning
EL9056	Final Exam: Six Sigma Black Belt (2007 BOK): Team Management	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Team Management enables the learner to test their knowledge in a testing environment.	eLearning
EL9060	Final Exam: Six Sigma Black Belt (2007 BOK): Define	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Define enabl	eLearning
EL9063	Final Exam: Six Sigma Black Belt (2007 BOK): Measure	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Measure enab	eLearning

EL9070	Final Exam: Six Sigma Black Belt (2007 BOK): Analyze	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Analyze	eLearning
EL9077	Final Exam: Six Sigma Black Belt (2007 BOK): Improve	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK):	eLearning
EL9081	Final Exam: Six Sigma Black Belt (2007 BOK): Control	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK):	eLearning
EL9085	Final Exam: Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Design for	eLearning
EL9093	Operations Management and the Organization	Operations management plays a vital role in producing and delivering goods and services to customers.	eLearning
EL9094	Operations Management: Product and Service Management	Product and service management is the process of designing, creating, and maintaining a product or service through all stages of its lifecycle.	eLearning
EL9095	Operations and Supply Chain Management	The supply chain is a network of operations running across an organization, which are needed to design, make, deliver, and service products or services for customers.	eLearning
EL9096	Operations Management: Inventory Management	Inventories include an organization's raw materials, work in process, supplies used in operations, and finished goods.	eLearning
EL9097	Operations Management: Forecasting and Capacity Planning	Customer demand for products and services changes constantly.	eLearning
EL9098	Operations Management: Operations Scheduling	Operations scheduling involves the distribution and use of an organization's resources " in other words, its human resources, equipment, and facilities " to produce the goods and services needed to meet forecasted customer demand.	eLearning
EL9099	Operations Management: Management of Quality	Quality means different things to different people, organizations, and industries.	eLearning

EL9100	Operations Management: Facilities Planning and Management	Managing facilities plays an important role in integrating employees, work processes, and work locations with an organization's production system.	eLearning
EL9112	Six Sigma and Organizational Goals	Six Sigma is a data-driven improvement program that focuses on process, product, and service quality and aims to reduce defects, variation, and costs.	eLearning
EL9113	Lean Principles and Six Sigma Projects	Lean is a continuous improvement initiative that streamlines processes and improves overall performance by reducing waste and cycle time.	eLearning
EL9114	Design for Six Sigma and FMEA	Design for Six Sigma (DFSS) is an innovative approach for the design or redesign of a process, product, or service from the ground up.	eLearning
EL9115	Six Sigma Project Identification	Six Sigma deployments demand major investments of time, effort, and money on behalf of an organization.	eLearning
EL9116	Voice of the Customer in Six Sigma	A high quality process that follows Six Sigma standards will create and deliver goods and services that meet and exceed customer requirements and expectations,	eLearning
EL9117	Basics of Six Sigma Project Management	Effective management of a Six Sigma project is critical to delivering expected organizational results. It requires a disciplined approach to managing schedules, costs, and deliverables.	eLearning
EL9118	Six Sigma Management and Planning Tools	In the early stages of a Six Sigma project, a set of management and planning tools are used to analyze and understand the quality and improvement issues at hand.	eLearning
EL9119	Performance Metrics for Six Sigma	In the Define phase of Six Sigma DMAIC, teams identify improvement projects that have the maximum potential for return on time, money, and resource investments.	eLearning
EL9120	Six Sigma Project Team Dynamics and Performance	Six Sigma needs both effective leadership and management to deliver its promised results to an organization.	eLearning

EL9121	Process Documentation and Analysis in Six Sigma	During the Define stage of a Six Sigma project, the Six Sigma team identifies process areas that require analysis and improvement. During the Measure stage, the team maps the processes and procedures that were identified.	eLearning
EL9122	Basic Probability and Statistical Distributions in Six Sigma	To make accurate inferences about populations from sample data, you need to be able to determine the probability that an event or a combination of events will occur.	eLearning
EL9123	Data Classification, Sampling, and Collection in Six Sigma	Before a Six Sigma team can begin to improve an organization's processes, it must measure key performance indicators. In doing so, the team identifies, collects, and analyzes data related to the processes.	eLearning
EL9124	Statistics and Graphical Presentation in Six Sigma	Basic graphs and tables can be used to summarize and assess performance-related data in a meaningful way.	eLearning
EL9125	Measurement System Analysis in Six Sigma	The adequacy and accuracy of measurement systems is vital to the success of any data collection and analysis, and therefore critical to the overall success of any Six Sigma initiatives in an organization.	eLearning
EL9126	Process and Performance Capability Measurement in Six Sigma	Organizations should regularly evaluate existing processes to make sure they meet targets and specifications set by their customer and business requirements.	eLearning
EL9127	Multi-vari Studies, Correlation, and Linear Regression in Six Sigma	In the Analyze stage of the Six Sigma DMAIC process, project teams carefully analyze process output and input variables.	eLearning
EL9128	Introduction to Hypothesis Testing and Tests for Means in Six Sigma	During the Analyze phase of a Six Sigma improvement project, the team conducts a number of statistical analyses to determine the nature of variables and their interrelationships in the process under study	eLearning
EL9130	Design of Experiments in Six Sigma	In the Improve stage of Six Sigma DMAIC, Six Sigma teams design and conduct experiments to investigate the relationships between input variables and response variables.	eLearning

EL9131	Root Cause Analysis and Waste Elimination in Six Sigma	Getting to the source of why something has gone wrong in a system or process is critical to identifying the changes necessary for resolving the problem.	eLearning
EL9132	Cycle Time Reduction and Kaizen in Six Sigma	During the Improve stage of a project, the Six Sigma team uses tools to address the causes of problems in the process	eLearning
EL9133	Statistical Process Control and Control Plans in Six Sigma	Ensuring a process is in control and it's behaving in the manner it was intended to is critical to any Six Sigma improvement initiative.	eLearning
EL9137	Working for Your Inner Boss: Personal Accountability	Most employees in business organizations must answer to someone else.	eLearning
EL9138	Managing from Within: Self-empowerment	Have you ever thought that you could be the best boss you've ever had?	eLearning
EL9139	Goals and Setting Goals	Most achievements, great or small, begin with an important first step: setting a goal.	eLearning
EL9140	Creating a Positive Attitude	Oftentimes your success or failure depends not only on the situation you are in,	eLearning
EL9141	Pursuing Successful Lifelong Learning	Today's successful individual understands that the business world is constantly changing the way peo	eLearning
EL9147	Telecommuting Basics: Maximizing Productivity as a Remote Employee	Telecommuting is a widely adopted work arrangement. Globalization, work-life balance, and even green	eLearning
EL9148	Telecommuting Basics: Communication Strategies for the Remote Employee	With the trend toward telecommuting on the rise in many sectors, employees are faced with the	eLearning
EL9149	Generating Creative and Innovative Ideas: Enhancing Your Creativity	What makes a person creative? Do you consider yourself creative? Certain personal characteristics	eLearning
EL9150	Generating Creative and Innovative Ideas: Maximizing Team Creativity	Is creativity within everyone's grasp? Does creativity come naturally within a team, or is this a	eLearning

EL9151	Generating Creative and Innovative Ideas: Verifying and Building on Ideas	Generating creative ideas can be a very exciting and stimulating process. This is particularly true	eLearning
EL9152	Managing Your Career: Creating a Plan	Getting and keeping your career on track takes careful planning. Those who wait for opportunities to	eLearning
EL9153	Managing Your Career: Getting on the Right Track	Is your career on automatic pilot? When was the last time you took a look around to see if the	eLearning
EL9154	Managing Your Career: Professional Networking Essentials	Do you have a strong professional network of people who can help you move forward professionally?	eLearning
EL9155	Managing Your Career: You and Your Boss	Your boss can be the lifeline to your future. Typically, no one has more influence over your	eLearning
EL9156	Managing Your Career: Leveraging the Performance Appraisal	The performance appraisal process just may be the most valuable tool you have to advance your career.	eLearning
EL9160	Problem Solving: The Fundamentals	'The problem,' says author and psychiatrist Theodore Rubin, 'is not that there are problems.	eLearning
EL9161	Problem Solving: Determining and Building Your Strengths	Achieving your problem-solving goals typically involves applying problem-solving skills and tools	eLearning
EL9162	Problem Solving: Digging Deeper	Norman Vincent Peale, who stressed the need for analyzing a problem at a granular level, once said,	eLearning
EL9163	Decision Making: The Fundamentals	To emphasize the need of a formal decision-making process, C. Wright Mills, an American sociologist	eLearning
EL9164	Decision Making: Tools and Techniques	Napoleon Bonaparte once said, 'Nothing is more difficult, and therefore more precious, than to be ab	eLearning
EL9165	Decision Making: Making Tough Decisions	Making decisions in your personal and professional life is not always easy, especially when you're	eLearning
EL9169	Critical Thinking Essentials: What Is Critical Thinking?	Critical thinking is something everyone does, to some degree or another, in their professional	eLearning

EL9170	Critical Thinking Essentials: Applying Critical Thinking Skills	Your thinking can have a significant effect on the quality of your life – it determines how well	eLearning
EL9173	Personal Productivity Improvement: Managing Your Workspace	Business professionals know how difficult it can be to juggle multiple tasks, and often deal with an	eLearning
EL9174	Personal Productivity: Self-organization and Overcoming Procrastination	How is organization related to procrastination? In fact, the two often go hand in hand. A lack of	eLearning
EL9175	Personal Productivity Improvement: Managing Tasks and Maximizing Productivity	Do highly productive people have some innate skill that others do not?	eLearning
EL9179	Introduction to Workplace Ethics	Ethics don't just apply to senior executives. While upper management does have a responsibility to	eLearning
EL9180	Developing a Code of Ethical Conduct	Become a better employee by understanding that honoring shared values and beliefs will gain you a	eLearning
EL9181	Ethical Decision-making in the Workplace	How do you go about making the best ethical decision possible? Sometimes there are gray areas	eLearning
EL9182	American Work Culture and Values	Most American workplaces appear similar in some ways, particularly from the perspective of people	eLearning
EL9183	Key Aspects of the American Work Environment	Relocating abroad to the United States can be a rewarding and exciting experience. However, going in	eLearning
EL9184	Communicating Successfully in the American Workplace	When you start working in an American workplace, you may be surprised by some of the differences in	eLearning
EL9185	Succeeding in the American Workplace	Efficiency, achievement, and action are important workplace values in the United States.	eLearning
EL9188	Campus to Corporate: Meeting New Expectations	Campus life is now behind you, and you are taking the first steps along your career path. The better	eLearning
EL9189	Campus to Corporate: Developing a Professional Image	Projecting a professional image is vital to career success. Knowing how to dress is part of it, but	eLearning

EL9190	Public Speaking Strategies: Preparing Effective Speeches	The phrase natural born speaker is misleading. While some people are more outgoing and	eLearning
EL9191	Public Speaking Strategies: Confident Public Speaking	Effective speech delivery is crucial to public speaking, as it allows you to showcase your work and	eLearning
EL9195	Developing Your Reputation of Professionalism with Business Etiquette	Your reputation often precedes you in any work environment. It can define your creditability, impact	eLearning
EL9196	Professionalism, Business Etiquette, and Personal Accountability	Taking responsibility for meeting your objectives, including deadlines and work targets, is an	eLearning
EL9197	Communicating with Professionalism and Etiquette	Organizations rely on proper communications to build strong relationships among employees and develop	eLearning
EL9198	Using Business Etiquette to Build Professional Relationships	Business etiquette is a fundamental element for building positive professional relationships.	eLearning
EL9204	Writing under Pressure: Preparing for Success	Certain professions are inextricably tied to writing under pressure, such as the newspaper journalist or the magazine columnist.	eLearning
EL9205	Writing under Pressure: The Writing Process	When a writing project is time sensitive, it becomes all the more valuable to have a reliable, systematic writing process.	eLearning
EL9208	PRINCE2® Practitioner Exam Information	This course provides an overview of the PRINCE2® Practitioner certification exam including the expected learning levels for individuals preparing for the exam, and the question formats to expect on the exam.	eLearning
EL9214	The Role of Ethics in Project Management	Do the right thing but make sure you do it on time, under budget, and within scope, all the while maintaining your professional integrity in a constantly evolving global business environment.	eLearning
EL9215	Core PMI® Values and Ethical Standards	As a project manager, you will inevitably be called upon to address ethical dilemmas.	eLearning

EL9216	Introduction to Program Management	The relationship between program and project management can be thought of in terms of climbing a ladder.	eLearning
EL9217	Program Life Cycle and Benefits Management	Regardless of the industry, programs and program management help organizations effectively implement corporate strategies.	eLearning
EL9254	Project Stakeholder Management (PMBOK® Guide Fifth Edition)	A project can be worthless if the right people aren't involved from the beginning.	eLearning
EL9255	Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	Stakeholders are critical to your project's success.	eLearning
EL9256	Introduction to Sales	Sales is arguably the most important function in any business, yet it's one of the most difficult areas to master and manage successfully.	eLearning
EL9257	Strategic Sales Planning	Who are your target customers? What value propositions are you offering them and why? How do you plan effectively in order to maximize revenues and develop strong customer relationships?	eLearning
EL9258	Preparing for Successful Sales	Selling can be a demanding, even daunting task. How do you develop a persuasive sales pitch? What makes for an effective sales presentation? What do you do when customers raise objections during a sales pitch? How do you close a sale?	eLearning
EL9259	Developing Strong Customer Relationships	Developing strong customer relationships is essential for sustained sales success. Understanding your customers' needs and what they value is arguably the most important aspect of successfully developing and nurturing these relationships.	eLearning
EL9260	Working within the Sales Culture of Your Organization	How is your sales team organized? Do you know the goals, principles, and culture that drive your sales efforts? To succeed in sales, you must understand the importance of your sales culture and how it influences your overall sales effectiveness.	eLearning

EL9261	Developing a Customer-focused Sales Approach	Many organizations base their sales approaches on their own products and services, the duration and scope of their sales cycle, and other internal considerations that do not effectively meet the needs of their customers.	eLearning
EL9262	Negotiation Skills for Sales Professionals: Preparing to Negotiate	Effective sales negotiation skills are essential for any successful sales professional. However, being able to maximize the value of your proposal for both you and your customer isn't an easy task.	eLearning
EL9263	Negotiation Skills for Sales Professionals: Value Exchange	Negotiating concessions and exchanging value are integral aspects of any sales negotiation process. But when is the best time to make concessions?	eLearning
EL9264	Negotiation Skills for Sales Professionals: Reaching Agreement	One of the most difficult tasks in sales negotiations is overcoming barriers to agreement and closing the deal. Being able to understand and anticipate certain barriers is an essential skill for every sales professional.	eLearning
EL9265	Solution Selling: Mastering the Essentials	Today's sales professionals are trained to be effective purveyors of products and services. However, standalone sales often represent missed opportunities because customers rarely think beyond their immediate need.	eLearning
EL9266	Solution Selling: Meeting an Active Need	One of the most difficult aspects of solution selling is managing active sales opportunities.	eLearning
EL9267	Solution Selling: Creating New Opportunities	For most sales professionals, prospecting for new customers and making those initial sales calls is a big part of their job. But that doesn't mean it's easy. Conducting prospecting calls is one of the most difficult skills to learn.	eLearning
EL9268	Essential Selling Skills: Mastering Cold Calling	Cold calling is a fundamental part of sales. However, it's also one of the most difficult skills to master. How do you get past the gatekeepers and ensure you reach the right people? What should you say when you do? How can you counter objections?	eLearning

EL9269	Essential Selling Skills: Qualifying Sales Prospects	Qualifying sales prospects or leads is an essential step in the sales cycle. Before you begin extolling the virtues of your product or solution, you need to ensure that it's something the prospect needs and is in a position to buy.	eLearning
EL9270	Essential Selling Skills: Closing the Sale	One of the most difficult steps in any sales effort is securing the sale. When is the best time to ask for the order? What if the prospect doesn't seem interested or challenges the merits of your proposal?	eLearning
EL9271	Introduction to Green Business and Sustainability	While the concepts of green business and sustainable enterprise are not new, they are becoming increasingly vital in today's business climate.	eLearning
EL9272	Final Exam: Leading and Implementing Sustainable Green Business Strategies	Generally taken near the end of a program, Final Exam: Leading and Implementing Sustainable Green Business Strategies enables the learner to test their knowledge in a testing environment.	eLearning
EL9273	Green Business: Planning Sustainability Strategies	Environmental sustainability holds a different meaning for every organization and every individual, and although it's implemented in a multitude of ways across industries, there is little disagreement about the urgency and importance that surrounds it.	eLearning
EL9274	Green Business: Implementing Sustainability Strategies	A plan for implementing a sustainability strategy stands a much greater chance of success if the essential players in an organization back it.	eLearning
EL9275	The Fundamentals of Globalization: The Global Context	Globalization has been defined in many ways, but a common theme is the freer movement of people, goods, services, and ideas around the world.	eLearning
EL9276	Final Exam: The Fundamentals of Globalization	Generally taken near the end of a program, Final Exam: The Fundamentals of Globalization enables the learner to test their knowledge in a testing environment.	eLearning
EL9277	Fundamentals of Globalization: Analyzing the Global Environment	A global organization needs to be sensitive to the environmental factors that shape national and global markets.	eLearning

EL9278	The Fundamentals of Globalization: Strategies for Globalization	Global strategies can range from adapting your standard products or services for local needs to obtaining cost advantages by producing in low-cost bases and selling in the most lucrative markets.	eLearning
EL9279	Fundamentals of Globalization: Managing in a Global Environment	Global managers work in a complex, constantly changing environment. They have to consider different economic, political, legal, and cultural factors as they plan, make decisions, and lead others in different international contexts.	eLearning
EL9281	Final Exam: IT Strategy Essentials	Generally taken near the end of a program, Final Exam: IT Strategy Essentials enables the learner to test their knowledge in a testing environment.	eLearning
EL9285	Final Exam: Business Law Essentials	Generally taken near the end of a program, Final Exam: Business Law Essentials enables the learner to test their knowledge in a testing environment.	eLearning
EL9289	Final Exam: Developing Strategic Thinking Acumen	Generally taken near the end of a program, Final Exam: Developing Strategic Thinking Acumen enables the learner to test their knowledge in a testing environment.	eLearning
EL9291	Using Strategic Thinking Skills	To think strategically, you must engage in both creative and analytical thinking.	eLearning
EL9296	Business Planning Essentials: Preparing a Business Plan	Anyone who wants to gain support for an idea or initiative needs a well-prepared business plan.	eLearning
EL9297	Final Exam: Business Planning Essentials	Generally taken near the end of a program, Final Exam: Business Planning Essentials enables the learner to test their knowledge in a testing environment.	eLearning
EL9298	Business Planning Essentials: Performing Key Analyses	Business plans are created for many different reasons – to get funding for a project, to evaluate future growth, or to fulfill strategic initiatives. But many plans go out of date before they're even complete.	eLearning
EL9299	Business Planning Essentials: Preparing for Implementation	One of the most difficult aspects of business planning is moving from strategic thinking to action.	eLearning

EL9518	Microsoft Windows Server 2012 R2: Server Infrastructure - AD Design	Understanding the Active Directory forest structure; the mechanics of domain controllers, hosted services and strategic placement,	eLearning
EL9519	TestPrep 70-413 Designing and Implementing a Server Infrastructure	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL9520	Microsoft Windows Server 2012 R2: Server Infrastructure - AD DS	An Active Directory site is best defined as a group of Active Directory resources that are hosted on a fast, reliable, and very well-connected network.	eLearning
EL9521	Microsoft Windows Server 2012 R2: Server Infrastructure - OU and Group Policy	Planning and design of the Organization Unit structure within each forest domain is a primary task in support of a operationally optimized Active Directory infrastructure “	eLearning
EL9522	Microsoft Windows Server 2012 R2: Server Infrastructure – Server Deployment	The strategic design and implementation of an operating system (OS) solution deployment requires a comprehensive understanding of all of the available tools involved in the OS design, customization, encapsulation, distribution and deployment process.	eLearning
EL9523	Microsoft Windows Server 2012 R2: Server Infrastructure - DHCP Design	The Dynamic Host Configuration Protocol (DHCP) service and its interoperation with other key services is important in the planning, strategic design, and implementation and maintenance of key Active Directory infrastructural services.	eLearning
EL9524	Microsoft Windows Server 2012 R2: Server Infrastructure - DNS, File and Storage	The designing and planning of end-user and system supporting file and storage solutions is the first step in provisioning an optimized network service solution “	eLearning
EL9525	Microsoft Windows Server 2012 R2: Server Infrastructure - IPAM and VPN	The planning, strategic design, and implementation and maintenance of key Active Directory infrastructural services include network services such as an IP address management solution and a virtual private network.	eLearning
EL9526	Microsoft Windows Server 2012 R2: Server Infrastructure – DirectAccess	In this course the other main remote access solution technology In Windows Server 2012 R2 is reviewed; DirectAccess.	eLearning

EL9527	Microsoft Windows Server 2012 R2: Server Infrastructure - Network Protection	The Server 2012 Network Policy and Access Services (NPAS) server role is deployed to support network security, and optionally to examine and maintain the health of the client computer that request access to the network and its protected resources.	eLearning
EL9528	Microsoft Windows Server 2012 R2: Server Infrastructure - Implement NPS and WAP	You can protect private system resources by deploying the Network Policy Server as a client health policy checking and remediation service using Network Access Policy (NAP).	eLearning
EL9529	Installing and Configuring a Microsoft IIS Server Service	Microsoft IIS has been designed to allow for scalability, security, manageability, and above all reliability.	eLearning
EL9530	Microsoft System Center 2012 R2 – Monitor and Operate: Private Cloud Overview	In recent years IT operations have transitioned from standalone servers, to data centers, and now to private clouds.	eLearning
EL9531	TestPrep 70-246 Monitoring and Operating a Private Cloud, System Center 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL9532	Microsoft System Center 2012 R2 – Monitor and Operate: Deploying Cloud Services	Virtualization is one of the core technologies that distinguishes traditional IT provisioning from private cloud provisioning.	eLearning
EL9533	Microsoft System Center 2012 R2 – Monitor and Operate: Monitoring Cloud Services	One of the keys to achieving the cloud ideals of always-on and high-availability is proper monitoring.	eLearning
EL9534	Microsoft System Center 2012 R2 – Monitor and Operate: Service Management	A key distinction between the traditional data center and the cloud data center is the concept of self-service.	eLearning
EL9535	Microsoft System Center 2012 R2 – Monitor and Operate: Problem Management	Private clouds differentiate themselves from traditional IT by being more holistic to use and manage.	eLearning

EL9536	Microsoft System Center 2012 R2 – Monitor and Operate: Backup and Recovery	Provisioning is an area where clouds distinguish themselves from standard data center IT. Clouds are provisioned as a unit, and this holistic approach feeds into other areas of configuration and manageability.	eLearning
EL9537	Microsoft System Center 2012 R2 – Monitor and Operate: Compliance	Clouds cover multiple geographies and jurisdictions in a way that traditional IT does not. Therefore, it becomes critical to measure, manage and maintain compliance.	eLearning
EL9538	Microsoft System Center 2012 R2 – Monitor and Operate: SLAs Widgets & Dashboards	The structure of costing in the cloud data center is very different from traditional IT costing. Service levels are always important in the main costing approaches.	eLearning
EL9539	Ajax: Requesting Data and Retrieving Responses	Rather than a singular technology, Ajax, or Asynchronous JavaScript and XML, is a collection of technologies that enables web pages to make server requests without having to reload the page.	eLearning
EL9540	Implementing OpenStack	OpenStack is a collaboration between cloud technology experts and developers, resulting in a highly scalable open standard cloud operating system.	eLearning
EL9541	Configuring OpenStack	OpenStack uses core software components such as OpenStack Compute, OpenStack Image Service, and OpenStack Object Storage to provide an operating system and logical architecture for private and public clouds.	eLearning
EL9542	CompTIA Linux+ 2014 Powered By LPI: LX0-104 Scripting and Administrative Tasks	The ability to manipulate the shell is a very powerful tool for any administrator of a Linux system. In this course, you will learn how to use and	eLearning
EL9543	CompTIA Linux+ 2014 Powered By LPI: LX0-104 Security, Data, and Accessibility	Security, data management, and accessibility are huge fields; however, a system administrator should know enough to understand the roles and features available when configuring a Linux system.	eLearning

EL9544	CompTIA Server+ SK0-004: Security	Because so much work is done electronically, businesses and governments generate vast amounts of information, most of which needs to be safe.	eLearning
EL9545	CompTIA Server+ SK0-004: Networking and Disaster Recovery	Almost everywhere you go, from large businesses to people's homes, networks are in place to facilitate the movement of data between computers and other devices, such as printers or the Internet.	eLearning
EL9546	CompTIA Server+ SK0-004: Troubleshooting I	Troubleshooting skills are something that everyone, from the server or network administrator to the everyday user, should possess.	eLearning
EL9547	CompTIA Server+ SK0-004: Troubleshooting II	Troubleshooting skills are something that everyone from the server or network administrator to the everyday user should possess.	eLearning
EL9548	Application Skills in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 is a Customer Relationship Management application with an in-built platform designed to facilitate it being customized and extended to meet a broad range of requirements.	eLearning
EL9549	Marketing Automation in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 Marketing Module is a Customer Relationship Management application that enables you to automate the marketing process.	eLearning
EL9550	Customer Service Automation in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 is a Customer Relationship Management application that you can use to automate and improve your organization's customer service.	eLearning
EL9551	Web API Essentials	The application programming interface for both the web server and web browser is referred to as Web API.	eLearning
EL9552	Responsive Web Design: Flexible Grids, Images, and Media Queries	With the rise of hand-held devices and mobile browsing, web applications have needed to become responsive to the accessing device.	eLearning
EL9553	Getting Started with Mac OS X Lion for End Users	OS X Lion is version 10.7 of Apple Inc.'s OS X desktop and server operating system for Macintosh com	eLearning

EL9555	Using Mac OSX Lion to Interact with the World	OS X Lion is a powerful operating system which allows users to interact with the world using a varie	eLearning
EL9556	Under the Hood with Mac OS X Lion	OS X Lion provides many ways to configure the operating system, customize preferences, protect files	eLearning
EL9557	Adobe Acrobat Pro XI Fundamentals	Adobe Acrobat is the standard for cross-platform document creation. The application-independent PDF	eLearning
EL9558	Adobe Reader X	Adobe Reader X, or Reader for short, is a free downloadable tool required to read Portable Document	eLearning
EL9559	Adobe Air 3 for Flash CS5.5 Developers	Adobe AIR is an application deployment extension used to make applications traditionally destined fo	eLearning
EL9560	Adobe Captivate 7 Fundamentals	This course introduces learners to basic tasks in Adobe Captivate 7 like creating a project, applyin	eLearning
EL9561	Adobe Captivate 7 Editing Project Files	This course introduces learners to editing options in Adobe Captivate 7 such as editing software sim	eLearning
EL9562	Adobe ColdFusion 10 Fundamentals	Adobe ColdFusion is a web application platform designed to facilitate quick and easy creation of dat	eLearning
EL9563	Adobe Dreamweaver CC - Essentials	This course introduces learners to the fundamentals of Adobe Dreamweaver CC including the interface,	eLearning
EL9564	Setting up a Site and Adding Content in Dreamweaver CS5	Adobe Dreamweaver CS5 is a versatile web site development application, suitable for personal and ent	eLearning
EL9565	Adding Links and Images in Dreamweaver CS5	Using Adobe Dreamweaver CS5 in conjunction with other products, such as Adobe Photoshop CS5, you can create web sites that are media rich and visually appealing	eLearning
EL9566	Tables, Accessibility, and Standards in Dreamweaver CS5	When designing a web site, it's important that your content is engaging, but it's also crucial that it is structured in an intuitive and accessible manner	eLearning
EL9567	Reusing Content in Dreamweaver CS5	Adobe Dreamweaver CS5 provides web developers with a variety of tools that allow them to reuse existing content and assets when developing web sites.	eLearning

EL9568	Creating Interactive Web Pages in Dreamweaver CS5	Adding interactivity to web pages enhances the functionality and overall appeal of a site. Dreamweaver CS5 allows developers to increase web site interactivity by using forms and behaviors.	eLearning
EL9569	Cascading Style Sheets in Dreamweaver CS5	Cascading Style Sheets, commonly referred to as CSS, are a set of formatting conventions allowing you to standardize and enhance the appearance of a web site	eLearning
EL9570	Adobe Flash Professional CC - Introduction and Basic Tools	This course introduces learners to navigational features in Adobe Flash Professional CC, including the interface, workspaces, and the stage.	eLearning
EL9571	Adobe Flash Professional CC - Working with ActionScript	This course introduces learners to adding and formatting objects with ActionScript in Adobe Flash Professional CC, including how to draw, add color, and modify and animate objects.	eLearning
EL9572	Adobe Flash Professional CC - Additional Tools and Features	This course introduces learners to components of Adobe Flash Professional CC, including organization applications, working with layers, importing objects, creating text, embedding fonts, and publishing movies.	eLearning
EL9573	Adobe Illustrator CC Fundamentals	This course introduces learners to performing basic tasks in Adobe Illustrator CC such as creating new documents, working with files, navigating and configuring workspaces, grouping and arranging, erasing and cutting, and working with toolbars and tabs.	eLearning
EL9574	Adobe Illustrator CC Tools and Techniques	This course introduces learners to essential Adobe Illustrator CC tools like the paintbrush, pencil, magic wand, and pen.	eLearning
EL9575	Adobe Illustrator CC Modifying with Effects	This course introduces learners to modifying with effects in Adobe Illustrator CC.	eLearning
EL9576	Adobe Illustrator CC Advanced Tools and Effects	This course introduces learners to using some advanced tools and effects in Adobe Illustrator CC, including crystallizing and wrinkling, puckering, bloating, and scalloping; using artboards, the blob brush, line art, and symbols tools.	eLearning

EL9577	Adobe InDesign CC Essentials	This course introduces learners to basic tools and features to get started in Adobe InDesign CC, including the toolbars and tabs, navigating and configuring workspaces, and creating new documents.	eLearning
EL9578	Adobe InDesign CC Essential Tools	This course introduces learners to how to use common tools in Adobe InDesign CC, such as Selection, Transform, Pen, Pencil, Scissors, Eyedropper, and Measure tools.	eLearning
EL9579	Adobe InDesign CC Advanced Features	This course introduces learners to advanced Adobe InDesign CC features and options, including master pages, leading, kerning, setting margins and gutters, working with layers, creating and using templates, and creating and using libraries	eLearning
EL9580	Adobe InDesign CS5: Fundamentals	Adobe InDesign is a popular design application used for page layout and desktop publishing	eLearning
EL9581	Adobe CC Overview of New Features	This course introduces learners to the new features for the Design, Web, and Video tools in Adobe Creative Cloud	eLearning
EL9582	Adobe Photoshop CC Fundamentals	This course introduces learners to navigational features of Adobe Photoshop CC including the toolbars and tabs, workspaces, and rulers and guides	eLearning
EL9583	Adobe Photoshop CC Essential Elements	This course introduces learners to options for working with text, layers, and shapes in Adobe Photoshop CC.	eLearning
EL9584	Adobe Photoshop CC Color and Transforming	This course introduces learners to some of the color options and features available in Adobe Photoshop CC including gradients, duotones, color replacement, and the Mixer Brush tool.	eLearning
EL9585	Adobe Photoshop CC Tools and Features	This course introduces learners to some of the transformational features and effects available in Adobe Photoshop CC including cloning, History Brush tools, Lasso tools, the Magic Wand, Pen tool, refining, slicing, and photo restoration.	eLearning

EL9586	Adobe Photoshop CC Advanced Tools and Features	This course introduces learners to some of the advanced tools and effects available in Adobe Photoshop CC including advanced layer features, advanced paragraph text features, and advanced Magic Wand Tool techniques.	eLearning
EL9587	Photoshop CS5: Getting Started	Adobe Photoshop CS5 is one of the most popular digital imaging toolsets used by professional graphic designers, and photographers.	eLearning
EL9588	Photoshop CS5: Beyond the Basics	Adobe Photoshop CS5 enables you to manipulate digital photos and projects in a variety of ways: from subtly correcting photo flaws to creating dynamic original artwork.	eLearning
EL9589	Adobe Premiere Elements 12 Essentials	This course introduces learners to the Organizer Interface in Adobe Premiere Elements 12, including navigating, and adding files and applying calendar elements.	eLearning
EL9590	TestPrep 640-916 Introducing Cisco Data Center Technologies (DCICT)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL9591	TestPrep 640-911 Introducing Cisco Data Center Networking (DCICN)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL9592	Cisco ROUTE 2.0: Basic Network and Routing Concepts	Dynamic routing protocols play an important role in the enterprise networks of today. There are several different protocols available, with each having its advantages and limitations.	eLearning
EL9593	TestPrep 300-101 Implementing Cisco IP Routing (ROUTE)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL9594	Cisco ROUTE 2.0: Understanding the RIP and EIGRP Routing Protocols	RIP is an interior gateway protocol that is used in smaller networks. It is a distance-vector routing protocol that uses hop count as a routing metric.	eLearning

EL9595	Cisco ROUTE 2.0: EIGRP Topology Table and Optimizing EIGRP Behavior	Once EIGRP neighbor relationships are established, the exchange of routing information begins. EIGRP uses Update packets to exchange this information.	eLearning
EL9596	Cisco ROUTE 2.0: Configuring EIGRP for IPv6 and Named EIGRP	Originally created to route for IPv4, IPX, and AppleTalk, EIGRP was easily extended to advertise IPv6 routes.	eLearning
EL9597	Cisco ROUTE 2.0: Establishing OSPF Neighbor Relationships	OSPF is a link-state protocol based on the open standard. At a high level, OSPF operation consists of three main elements: neighbor discovery, link-state information exchange, and best-path calculation.	eLearning
EL9598	Cisco ROUTE 2.0: Link-State Database and Optimizing OSPF Behavior	OSPF as a link state protocol uses several different packets to exchange information about network topology between routers.	eLearning
EL9599	Cisco ROUTE 2.0: Configuring OSPFv3	Open OSPF is a widely used IGP in IPv4, IPv6, and dual-stack (IPv4/IPv6) environments. The OSPF upgrade to support IPv6 generated a number of significant changes to how the protocol behaves.	eLearning
EL9600	Cisco ROUTE 2.0: Configuring Routing Protocol Redistribution	Simple routing protocols work well for simple networks, but as networks grow and become more complex	eLearning
EL9601	Cisco ROUTE 2.0: Redistribution Using Distribute and Prefix Lists	Many IP routing challenges can be solved using route redistribution. Having a method to manipulate t	eLearning
EL9602	Cisco ROUTE 2.0: Path Control Implementation	Given that bandwidth of modern networks is continually increasing at a steady rate, packet switching	eLearning
EL9604	Cisco ROUTE 2.0: Implementing Basic BGP Operations	After successful configuration, BGP will be able to establish a neighbor relationship, set the next-	eLearning
EL9605	Cisco ROUTE 2.0: BGP Path Manipulation, Control, and BGP in the IPv6 Environment	BGP can be used to perform PBR. To manipulate the best paths that are chosen by BGP, you need to und	eLearning

EL9606	Cisco ROUTE 2.0: Routers and Routing Protocol Hardening	This course consists of two parts. The first part explains how to secure Cisco routers using recomme	eLearning
EL9607	Cisco ROUTE 2.0: Redistribution Using Route Maps and Tags	Many IP routing challenges can be solved using route redistribution. Having a method to manipulate t	eLearning
EL9608	Cisco ROUTE 2.0: Enterprise Internet Connectivity II	The use of BGP as a routing protocol requires that an administrator understand how to correctly conf	eLearning
EL9609	Cisco ROUTE 2.0: Optimizing and Tuning OSPF	OSPF is a link-state protocol based on the open standard. At a high level, OSPF operation consists o	eLearning
EL9610	Cisco ROUTE 2.0: Network Principles and Layer 2 Technologies	Understanding the purpose of some of the commonly used Layer1 and Layer 2 technologies, as well as n	eLearning
EL9611	Cisco ROUTE 2.0: Layer 3 Technologies	Many networking technologies work at layer 3 to help you deploy and manage scalable, efficient, inte	eLearning
EL9612	Cisco ROUTE 2.0: VPN Technologies	An IP Security (IPsec) VPN uses the Internet to connect branch offices, remote employees, and busine	eLearning
EL9613	Cisco ROUTE 2.0: Securing Access	The need for comprehensive remote access security policies is driven by mobility and consumer trends	eLearning
EL9614	Cisco ROUTE 2.0: Infrastructure Services	In order to operate and ensure availability of a network, it is critical to have visibility and awar	eLearning
EL9615	SENSS 1.0: Secure Design Principles	This course is intended to assist network architects and security practitioners with the appropriate placement of services into Network Security Zones.	eLearning
EL9616	TestPrep 300-206 Implementing Cisco Edge Network Security Solutions (SENSS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode	eLearning
EL9617	SENSS 1.0: Deploying Cisco IOS Control and Management Plane Security Controls	The control plane in an OSI Layer 3 device provides traffic-routing functions by building the device routing and forwarding tables, and often involves cooperation with nearby devices using dynamic routing protocols.	eLearning

EL9618	SENSS 1.0: Deploying Cisco Traffic Telemetry Methods	In order to operate and ensure availability of a network, it is critical to have visibility and awareness into what is occurring on the network at any given time.	eLearning
EL9619	SENSS 1.0: Deploying Cisco IOS Layer 2 and Layer 3 Data Plane Security Controls	Cisco IOS Software on Cisco switches provides data plane security controls that can mitigate the risks that are associated with OSI Layer 2 attacks inside a VLAN.	eLearning
EL9620	SENSS 1.0: NAT Deployment on Cisco IOS Software and Cisco ASA	Network address translation features allows you to establish connectivity between different networks, when IP addresses between the networks are not routable or are overlapping.	eLearning
EL9621	SENSS 1.0: Firewall Threat Controls and Basic Cisco ASA Policy Configuration	Firewall systems are the mainstream threat defense method based on network zoning and zone interface points filtering.	eLearning
EL9622	SENSS 1.0: Deploying Advanced Cisco ASA Access Policies	Advanced Cisco Adaptive Security Appliance access policies allow security administrators to apply different policies to different types of traffic	eLearning
EL9623	SENSS 1.0: Deploying Reputation and Identity-Based Cisco ASA Access Policies	The Cisco ASA 5500-X Series Next-Generation Firewalls use the Botnet Traffic Filter feature to detect and prevent botnet activity that is detected in transit traffic.	eLearning
EL9624	SENSS 1.0: Threat Controls Deployment on Cisco IOS Software	Cisco IOS Software Threat Control features provide security controls that can establish flexible network access control policies between security domains (zones), into which enterprise networks are often partitioned.	eLearning
EL9625	Cisco SISAS 1.0: Identity Services Overview and 802.1X	The most secure solution at the access edge is to leverage the intelligence of the network. Cisco offers a host of services designed to enable secure user and host access to enterprise networks	eLearning
EL9626	TestPrep 300-208 Implementing Cisco Secure Access Solutions (SISAS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL9627	Cisco SISAS 1.0: EAP and Logging into Cisco Identity Services Engine (ISE)	To protect against unauthorized access to controlled or confidential information, enterprise networks require an effective network access control embedded within the network infrastructure.	eLearning
EL9628	Cisco SISAS 1.0: Cisco ISE Technologies	The Cisco Identity Services Engine is a next-generation identity and access control policy platform that enables enterprises to enforce compliance, enhance infrastructure security, and streamline their service operations.	eLearning
EL9629	Cisco SISAS 1.0: Certificate-based Authentication and Authorization	Certificate-based client authentication is used in EAP-TLS environments. An advantage of using EAP-TLS is the openness of the standard, wide vendor support, and high security.	eLearning
EL9630	Cisco SISAS 1.0: Cisco TrustSec, MACsec, and WebAuth Access	The Cisco Identity Services Engine (ISE) has support for features that provide enhanced access control capabilities in the Cisco ISE solution such as	eLearning
EL9631	Cisco SISAS 1.0: Endpoint Access Control Enhancements and Troubleshooting	The Cisco Identity Services Engine offers a range of advanced endpoint access control features. You can use them to enforce compliance and enhance infrastructure security.	eLearning
EL9632	Cisco SITCS 1.0: Cisco ASA (CX) NGFW Services I	Cisco Adaptive Security Appliance Context Aware Next-Generation Firewalls, or ASA (CX) NGFW provide context-aware security functionality on the Cisco ASA adaptive security appliance platform.	eLearning
EL9633	TestPrep 300-207 Implementing Cisco Threat Control Solutions (SITCS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL9635	Cisco SITCS 1.0: Cisco Web Security Appliance	Determining how web traffic will be sent to the Cisco Web Security Appliance (WSA) is often perceive	eLearning
EL9636	Cisco SITCS 1.0: Configuring Cisco Web Security Appliance	Cisco Web Security Appliance (WSA) enables you to control user access based on the web server catego	eLearning
EL9637	Cisco SITCS 1.0: Cisco Cloud Web Security	Web security threats have become more sophisticated, targeted, and harder to avoid, yet the use of p	eLearning

EL9638	Cisco SITCS 1.0: Cisco Email Security Appliance	Cisco E-mail Security Appliance (ESA) protects the e-mail infrastructure and employees who use e-mail	eLearning
EL9640	Cisco SITCS 1.0: Cisco Intrusion Prevention Systems II	The Cisco SensorBase correlates real-time data from more than 1.5 million devices around the world	eLearning
EL9641	Cisco SITCS 1.0: Configuring Cisco Email Security	The Cisco ESA uses two different sets of mail policies for message content security allowing different	eLearning
EL9642	TestPrep 300-209 Implementing Cisco Secure Mobility Solutions (SIMOS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam	eLearning
EL9643	Cisco SWITCH 2.0: Basic Concepts and Network Design	Your company should have a scalable and flexible network, and you can achieve that goal by having a	eLearning
EL9644	TestPrep 300-115 Implementing Cisco IP Switched Networks (SWITCH)	To test your knowledge on the skills and competencies being measured by the vendor certification exam	eLearning
EL9646	Cisco SWITCH 2.0: Campus Network Architecture II	Configuring IPv4 IP addresses on every device in the network can be a burdensome task. DHCP greatly	eLearning
EL9647	Cisco SWITCH 2.0: Spanning Tree Implementation	A redundant topology can eliminate the possibility of a single point of failure causing a loss of function for the entire network;	eLearning
EL9648	Cisco SWITCH 2.0: Spanning Tree Tuning and MST Implementation	STP is a very mature protocol, benefiting from years of development and production deployment. However, STP makes assumptions about the quality of the network, and the protocol can fail.	eLearning
EL9649	Cisco SWITCH 2.0: Inter-VLAN Routing	To transport packets among VLANs, you need a Layer 3 device. This device can be either a router or a switch with Layer 3 capabilities.	eLearning
EL9650	Cisco SWITCH 2.0: High-Availability Networks	Continuous access to applications, data, and content demands a network wide resilience to increase IP network availability.	eLearning
EL9651	Cisco SWITCH 2.0: Layer 3 Redundancy with HSRP	FHRP is a networking protocol that is designed to protect the default gateway by allowing two or more routers or Layer 3 switches to provide a backup for that address.	eLearning

EL9653	Cisco SWITCH 2.0: Campus Network Security II	While much attention focuses on security attacks from outside the walls of an organization and at the upper OSI layers, campus access devices and Layer 2 communication are largely unconsidered in most security discussions.	eLearning
EL9654	Cisco SWITCH 2.0: STP Tuning and PVST and RSTP Implementation	Redundant topology can eliminate the possibility of a single point of failure causing a loss of function for the entire network While it has benefits, redundant topology also causes problems, such as loops.	eLearning
EL9655	Cisco SWITCH 2.0: Configuring Layer 3 Redundancy with VRRP and GLBP	FHRP is a category of protocols that includes HSRP, as well as VRRP and GLBP. All three protocols have versions that support first-hop redundancy not only in IPv4 environments, but also in IPv6 environments.	eLearning
EL9656	Apache Hadoop	Apache Hadoop is a set of algorithms for distributed storage and distributed processing of very large data sets on computer clusters built from commodity hardware.	eLearning
EL9657	MapReduce Essentials	MapReduce programming is a framework for processing parallelizable problems across huge datasets. This course will define MapReduce programming and explain the basics of programming in MapReduce and Hive.	eLearning
EL9658	The Big Data Technology Wave	A number of tools are available for working with Big Data. Many of the tools are open source and Linux distribution based.	eLearning
EL9659	Big Data Opportunities and Challenges	Big Data requires a holistic approach and a change to regular working practices. This course covers the way teams work in Big Data organizations, some projects and use cases for Big Data, and challenges and opportunities that Big Data presents.	eLearning
EL9660	MySQL: Database Concepts, Design, and Installation	MySQL is fast, reliable, easy to use, free to download and supports standard SQL. In this course, you'll be introduced to MySQL and learn how to initially configure My SQL using the MySQL Workbench.	eLearning

EL9661	MySQL: Querying Data Using the SELECT Statement	MySQL is fast, reliable, easy to use, free to download and supports standard SQL. In this course, you'll be introduced to MySQL and learn how to initially configure My SQL using the MySQL Workbench.	eLearning
EL9662	MySQL: Using the Data Manipulation and Definition Statements	It's essential as a database administrator to understand how to use data definition and data manipulation statements in order to manage and modify database objects.	eLearning
EL9663	MySQL: General Syntax, Advanced Queries, and Stored Programs	As a MySQL Database Developer, you need to understand the overall general syntax in order to obtain the correct information and provide information in the code, such as comments.	eLearning
EL9664	MySQL: Advanced Routines, Optimization, and DCL	Writing advanced routines can be a big part of being a database developer as well as optimizing the database to ensure queries are running efficiently for end users.	eLearning
EL9665	MySQL: Storage Engines, Advanced Indexing, and Maintenance	A well designed and high performance database depends on its storage engine and index structure.	eLearning
EL9666	MySQL: Administration, Transactions, Optimization, Scaling, Backup, and Recovery	As an organization grows, so will its database requirements.	eLearning
EL9667	MySQL: Performance Monitoring, Database Health and Integrity, and Security	The performance, integrity, and security of your MySQL servers is key to maintaining stable, consistent, and secure databases.	eLearning
EL9668	NoSQL Concepts and Background	NoSQL databases are increasingly used in real-time web applications and big data.	eLearning
EL9669	NoSQL Models and Applications	creasingly used in real-time web applications and with big data.	eLearning
EL9670	Programming with NoSQL	NoSQL databases are attractive to developers due to their simplicity of design and finer control over availability.	eLearning
EL9671	In Depth with NoSQL	NoSQL databases provide a mechanism for retrieval and storage of data other than RDBMS.	eLearning

EL9672	Introducing iOS 8 for iPad	The Apple iPad straddles the line between an entertainment device and a business organizer tool, and if used properly can revolutionize the way you organize and plan your personal and business life.	eLearning
EL9673	Introducing iOS 8 for iPhone	The Apple iPhone is an all-in-one communications and organizer device.	eLearning
EL9674	Introducing Mac OS X Yosemite	The integration of messaging systems is a big focus of Mac OS X Yosemite.	eLearning
EL9675	Working with Mac OS X Yosemite	Mac OS X Yosemite is made for productivity.	eLearning
EL9676	Networking Fundamentals: Configuring Wired and Wireless Networks and Firewalls	Networking provides a way for devices and users within a network to be able to communicate and share data.	eLearning
EL9677	Networking Fundamentals: Remote Connections, Shares, and Mac OSX Networking	The sharing of files and folders over wired and wireless networks is a big part of how users access information throughout different types of networks.	eLearning
EL9678	NFPA 70E Electrical Safety in the Workplace 2015 Edition	This course provides a comprehensive overview of the basic criteria for electrical safety-related work practices stipulated in the National Fire Protection Agency (NFPA) 70E Standard for Electrical Safety in the Workplace.	eLearning
EL9679	Microsoft Dynamics CRM 2013: Forms, Marketing, Contacts, and Processes	In Microsoft Dynamics CRM 2013, you can use marketing campaigns to introduce new products or services, or to simply create some buzz to get people talking about your products or services.	eLearning
EL9680	Microsoft Dynamics CRM 2013 - Customization and Configuration: Introduction	Microsoft Dynamics CRM 2013 integrates with SharePoint for enhanced collaboration and management facilities.	eLearning
EL9681	Microsoft Dynamics CRM 2013 - Customization and Configuration: Entities	Entities are a powerful feature of Dynamics CRM used to model business data.	eLearning

EL9682	Microsoft Dynamics CRM 2013 - Customization and Configuration: Relationships	At the heart of Dynamics CRM is relationships.	eLearning
EL9683	Sales Automation in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 is a Customer Relationship Management application that makes it possible to automate much of the sales process.	eLearning
EL9684	Microsoft SharePoint Server 2013 - Core Solutions: Information Architecture	SharePoint Server 2013 builds upon previous releases to provide new ways of sharing information, organizing projects, and discovering people and information.	eLearning
EL9685	TestPrep 70-331 Core Solutions of Microsoft SharePoint Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL9686	Microsoft SharePoint Server 2013 - Core Solutions: Logical and Physical Design	When rolling out SharePoint 2013, logical and physical design aspects must be carefully planned and documented.	eLearning
EL9687	Microsoft SharePoint Server 2013 - Core Solutions: Installation	SharePoint Server 2013 builds upon previous releases to provide new ways of sharing information, organizing projects, and discovering people and information.	eLearning
EL9688	Microsoft SharePoint Server 2013 - Core Solutions: Web and Service Applications	SharePoint Server 2013 builds upon previous releases to provide new ways of sharing information, organizing projects, and discovering people and information.	eLearning
EL9689	Microsoft SharePoint Server 2013 - Core Solutions: Authentication	SharePoint Server 2013 includes a variety of built-in security features to help secure sensitive and confidential information.	eLearning
EL9690	Microsoft SharePoint Server 2013 - Core Solutions: Security and Taxonomy	SharePoint Server 2013 includes a variety of built-in security features to help secure sensitive and confidential information.	eLearning
EL9691	Microsoft SharePoint Server 2013 - Core Solutions: User Profiles and Search	SharePoint Server 2013 social features enable organizations to quickly gain information on projects, team processes, and development schedules.	eLearning

EL9692	Microsoft SharePoint Server 2013 - Core Solutions: Maintenance and Monitoring	SharePoint Server 2013 includes a variety features used to help monitor and optimize a SharePoint Server 2013 environment.	eLearning
EL9693	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Upgrading	What's new in SharePoint 2013 installation? In this course, you'll learn about what's new, and what's changed, with a SharePoint Server 2013 installation and upgrade.	eLearning
EL9694	TestPrep 70-332 Advanced Solutions of Microsoft SharePoint Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning
EL9695	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Continuity	High availability inside SharePoint is all about ensuring that there's a certain amount of uptime. If you're maintaining a 99.999% uptime, you are looking at 5 minutes of downtime per year.	eLearning
EL9696	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Search Services	Social networking has become increasingly integrated and rolled out throughout network enterprises.	eLearning
EL9697	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Content Support	SharePoint 2013 has improvements as well as new features for implementing and supporting web	eLearning
EL9698	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Applications	SharePoint Server 2013 allows for the creation, configuration, and management of service applications that can be shared across farms or hosted web applications.	eLearning
EL9699	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Support Service	Designing Advanced Solutions in SharePoint 2013 involves being able to plan for Business Intelligence operations and integration. In this course, you will obtain an understanding of what is new when it comes to planning for Business Intelligence.	eLearning
EL9700	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Solutions	Understanding SharePoint solution architecture involves being able to plan, deploy, and maintain farm solutions as well as sandbox solutions.	eLearning

EL9701	Microsoft Exchange Server 2013 - Advanced Solutions: Availability	Exchange Server 2013 offers some new enhancements when it comes to high availability, storage, and site resiliency.	eLearning
EL9702	TestPrep 70-342 Advanced Solutions of Microsoft Exchange Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL9703	Microsoft Exchange Server 2013 - Advanced Solutions: Site-resilience Solutions	Exchange Server 2013 offers a variety of improvements and some new features for planning and implementing site resiliency solutions.	eLearning
EL9704	Microsoft Exchange Server 2013 - Advanced Solutions: Advanced Security	It is important to protect your Exchange Server 2013 messaging infrastructure devices and end-points against unauthorized access.	eLearning
EL9705	Microsoft Exchange Server 2013 - Advanced Solutions: Compliance and Discovery	There are many new features in Exchange 2013 when it comes to compliance, archiving, and discovery.	eLearning
EL9706	Microsoft Exchange Server 2013 - Advanced Solutions: Migration and Federation	Federation with AD FS and Exchange Server enables the sharing of Exchange information, such as calendars and availability information, between organizations.	eLearning
EL9707	Microsoft Exchange Server 2013 - Advanced Solutions: Troubleshooting	Exchange Server 2013 has a number of complex features which all interrelate, and so troubleshooting can be difficult when something goes wrong.	eLearning
EL9708	Microsoft Exchange Server 2013 - Advanced Solutions: Unified Messaging	Unified Messaging in Exchange Server is a highly desirable feature that enables integration between voice communication and e-mail for improved communication.	eLearning
EL9709	TestPrep 70-341 Core Solutions of Microsoft Exchange Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL9710	Microsoft Exchange Server 2013 - Core Solutions: Mailbox Server Management	Microsoft Exchange Server 2013 Mailbox servers are used to host mailbox databases and address books, as well as provide unified messaging services, and message transport and routing	eLearning

EL9711	Microsoft Exchange Server 2013 - Core Solutions: High Availability and DR	Microsoft Exchange Server 2013 offers a variety of features to help ensure systems can survive failure and prevent data loss.	eLearning
EL9712	Microsoft Exchange Server 2013 - Core Solutions: Monitoring and Troubleshooting	Microsoft Exchange Server 2013 offers a variety of features to help monitor and troubleshoot messaging systems.	eLearning
EL9714	Microsoft Lync Server 2013: Configuration and Maintenance	Microsoft Lync Server offers enterprise-level collaboration requirements. Lync Server 2013 offers many features to enhance collaboration and communication in your organization.	eLearning
EL9715	Microsoft SharePoint Server 2013 - Developing Core Solutions: Planning Sites	Planning and designing Microsoft SharePoint Server 2013 sites involves creating and managing content, provisioning sites, and managing site lifecycles.	eLearning
EL9716	Microsoft SharePoint Server 2013 - Developing Core Solutions: Implement Security	Implementing authorization and authentication is essential for Microsoft SharePoint Server 2013 deployments. This course covers the principles for user and application authentication and authorization.	eLearning
EL9717	Microsoft SharePoint Server 2013 - Developing Core Solutions: Managing Data	Microsoft SharePoint Server 2013 data must be managed and made accessible. This course demonstrates how to design solutions to store, access, and handle large amounts of data.	eLearning
EL9718	Microsoft SharePoint Server 2013 - Developing Core Solutions: Manage Solutions	Microsoft SharePoint Server 2013 objects, features, and solutions evolve and must be managed. This course demonstrates how to manage SharePoint object life cycles, determine a solution structure, and upgrade solutions and features.	eLearning
EL9719	Microsoft SharePoint Server 2013 - Developing Core Solutions: User Experience	Creating an engaging user experience is important for Microsoft SharePoint Server 2013 sites. This course demonstrates how to implement branding and navigation, and how to create custom user interface elements.	eLearning

EL9720	Microsoft SharePoint Server 2013 - Developing Core Solutions: Business Processes	Microsoft SharePoint Server 2013 can provide a platform on which to build business processes.	eLearning
EL9721	Microsoft SharePoint Server 2013 - Developing Core Solutions: Create Office Apps	Microsoft SharePoint Server 2013 can provide a platform on which to build applications to support business processes. This course demonstrates how plan, design, create, package, and deploy applications. It also explains how to manage app lifecycles.	eLearning
EL9722	Mentoring 1Z0-060 Upgrade to Oracle Database 12c	Skillsoft Mentors are available to help students with their studies for exam 1Z0-060 Upgrade to Oracle Database 12c.	eLearning
EL9743	Mentoring 70-414 Implementing an Advanced Server Infrastructure	Skillsoft Mentors are available to help students with their studies for exam 70-414 Implementing an Advanced Server Infrastructure.	eLearning
EL9744	Mentoring 70-464 Developing Microsoft SQL Server 2012 Databases	Skillsoft Mentors are available to help students with their studies for exam 70-464 Developing Microsoft SQL Server Databases.	eLearning
EL9745	Mentoring 70-482 Advanced Windows Store App Development, HTML5 and JavaScript	Skillsoft Mentors are available to help students with their studies for exam 70-482 Advanced Windows Store App Development, HTML5 and JavaScript.	eLearning
EL9746	Mentoring 70-483 Programming in C#	Skillsoft Mentors are available to help students with their studies for exam 70-483 Programming in C#.	eLearning
EL9747	Mentoring 70-484 Essentials of Developing Windows Store Apps Using C#	Skillsoft Mentors are available to help students with their studies for exam 70-484 Essentials of Developing Windows Store Apps Using C#.	eLearning
EL9751	Getting Started with Crystal Reports 2011	Business data comes from a variety of sources and is stored in various formats.	eLearning
EL9752	CompTIA Network+ N10-006: Network Architecture Part 1	Networks are the basic interconnections for all computers from home computer systems, to multinational businesses, to the Internet.	eLearning

EL9753	TestPrep N10-006 CompTIA Network+	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning
EL9754	CompTIA Network+ N10-006: Network Architecture Part 2	With all the things that need to function correctly and together in networks, there are an equal number of things that can go wrong.	eLearning
EL9755	CompTIA Network+ N10-006: Network Operations Part 1	Managing and monitoring are routine tasks performed on every network, regardless of its size.	eLearning
EL9756	CompTIA Network+ N10-006: Network Operations Part 2	Networks are the basic structure behind modern communication design.	eLearning
EL9757	CompTIA Network+ N10-006: Network Security	A network's security is only as strong as the security of its individual systems.	eLearning
EL9758	CompTIA Network+ N10-006: Troubleshooting Part 1	Troubleshooting skills are required by everyone who has responsibility for a network.	eLearning
EL9759	CompTIA Network+ N10-006: Troubleshooting Part 2	Troubleshooting by managing and resolving network issues is a routine task performed on every network, regardless of its size.	eLearning
EL9760	CompTIA Network+ N10-006: Industry Standards, Practices, and Network Theory	Networks provide a way to centrally manage devices and to apply much needed security.	eLearning
EL9786	Getting Started with Java Hibernate	Java Hibernate allows you to create, save, and update data objects in a supported database. You can update or read back these objects into a Java program.	eLearning
EL9787	Customized Mapping and Basic Querying in Java Hibernate	Java Hibernate enables you to map Java objects to database tables using annotations or XML files.	eLearning
EL9788	Advanced Querying in Java Hibernate	The Hibernate Query Language enables advanced querying of Hibernate data objects, including detailed searches across multiple tables, classes, joins, and selects.	eLearning
EL9789	JUnit Fundamentals	JUnit is a framework for writing and running unit tests for Java. This course covers how to get started with JUnit, key members of the API, and how to create a test case and use fixtures.	eLearning

EL9790	Working with JUnit Tests	There are a number of features in JUnit for enhancing and expanding tests.	eLearning
EL9791	Java Spring: Spring Application Basics	The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning
EL9792	Java Spring: Annotation Configuration and Java Configuration in Spring	The Spring Framework is an open source framework and an inversion of controller container for the Java platform. The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning
EL9793	Java Spring: Working with Data in Spring	The Spring Framework is an open source framework and inversion of controller container for the Java platform. The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning
EL9794	Java Spring: Aspect-Oriented Programming Using Spring AOP	The Spring Framework is an open source framework and inversion of controller container for the Java platform.	eLearning
EL9795	Java Spring: Adding Security Using the Spring Security Project	The Spring Framework is an open source framework and inversion of controller container for the Java platform. The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning
EL9796	Unix OS Fundamentals: An Introduction to Unix	Unix is one of the most widely used operating systems in the world. It has gained success in personal use markets, such as desktop PCs (with Unix-based operating systems like Linux and Mac OS X), and in smartphones with the Android operating system.	eLearning
EL9797	Unix OS Fundamentals: Managing Files and Directories	Unix has powerful file system features for working with files and directories.	eLearning

EL9798	Unix OS Fundamentals: Security	One of the things that makes Unix so popular is its sophisticated security features. System administrators can exert precise controls over Unix systems, both locally (workstation) and remotely (network and Internet).	eLearning
EL9799	Unix OS Fundamentals: Network Administration	A standout feature of Unix is its sophisticated network administration. Administrators can exert precise controls over Unix systems, both locally (workstation) and remotely (network and Internet).	eLearning
EL9800	Microsoft SQL Server 2014 - Designing Solutions: Planning Infrastructure	Planning SQL Server infrastructure includes planning from the hardware up all the way to individual table configurations.	eLearning
EL9801	Microsoft SQL Server 2014 - Designing Solutions: Windows Azure SQL Database	Microsoft Windows Azure is a cloud computing offering which includes cloud storage, VMs, and applications. Windows Azure SQL Database is the public cloud SQL service.	eLearning
EL9802	Microsoft SQL Server 2014 - Designing Solutions: High Availability	In addition to Windows Azure SQL Database, Windows Azure enables you to configure and manage a VM dedicated to running an instance of SQL Server.	eLearning
EL9803	Microsoft SQL Server 2014 - Designing Solutions: Clustering and AlwaysOn	SQL Server AlwaysOn Availability Groups are built on Windows Server Failover Clusters and AlwaysOn Failover Cluster Instances (FCI).	eLearning
EL9804	Microsoft SQL Server 2014 - Designing Solutions: Backup and Recovery	Backup and recovery planning are key to any organizations who implement SQL Server 2014. This course covers backup and recovery, how to create and maintain a disaster recovery plan, and configuration and management of SQL Server replication.	eLearning
EL9805	TestPrep 70-464 Developing Microsoft SQL Server Databases	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning

EL9806	Microsoft SQL Server 2014 - Developing Databases: New Features	Microsoft SQL Server 2014 builds from version 2012 to provide optimal performance for applications using In-Memory OLTP, which is a memory-optimized database engine integrated into the SQL Server engine.	eLearning
EL9807	Microsoft SQL Server Data Warehousing and Business Intelligence Overview	As capabilities and capacities of modern computers continue to proliferate, data warehousing, and business intelligence more broadly, have become fundamental to maintaining business competitiveness.	eLearning
EL9809	Mentoring 1Z0-062 Oracle Database 12c: Installation and Administration	Skillsoft Mentors are available to help students with their studies for exam 1Z0-062 Oracle Database 12c: Installation and Administration. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9810	Mentoring 300-101 Implementing Cisco IP Routing (ROUTE)	Skillsoft Mentors are available to help students with their studies for exam 300-101 Implementing Cisco IP Routing (ROUTE). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9811	Mentoring 300-115 Implementing Cisco IP Switched Networks (SWITCH)	Skillsoft Mentors are available to help students with their studies for exam 300-115 Implementing Cisco IP Switched Networks (SWITCH). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9812	Mentoring 300-135 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	Skillsoft Mentors are available to help students with their studies for exam 300-135 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9813	Mentoring 300-206 Implementing Cisco Edge Network Security Solutions (SENSS)	Skillsoft Mentors are available to help students with their studies for exam 300-206 Implementing Cisco Edge Network Security Solutions (SENSS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL9814	Mentoring 300-207 Implementing Cisco Threat Control Solutions (SITCS)	Skillsoft Mentors are available to help students with their studies for exam 300-207 Implementing Cisco Threat Control Solutions (SITCS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9815	Mentoring 300-208 Implementing Cisco Secure Access Solutions (SISAS)	Skillsoft Mentors are available to help students with their studies for exam 300-208 Implementing Cisco Secure Access Solutions (SISAS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9816	Mentoring 300-209 Implementing Cisco Secure Mobility Solutions (SIMOS)	Skillsoft Mentors are available to help students with their studies for exam 300-209 Implementing Cisco Secure Mobility Solutions (SIMOS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9817	Mentoring 640-911 Introducing Cisco Data Center Networking (DCICN)	Skillsoft Mentors are available to help students with their studies for exam 640-911 Introducing Cisco Data Center Networking (DCICN). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9818	Mentoring 640-916 Introducing Cisco Data Center Technologies (DCICT)	Skillsoft Mentors are available to help students with their studies for exam 640-916 Introducing Cisco Data Center Technologies (DCICT). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9819	Mentoring 70-178 Microsoft Project 2010, Managing Projects	SkillSoft Mentors are available to help students with their studies for exam 70-178 Microsoft Project 2010, Managing Projects. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
EL9820	Mentoring 70-246 Monitoring and Operating a Private Cloud, System Center 2012	Skillsoft Mentors are available to help students with their studies for exam 70-246 Monitoring and Operating a Private Cloud, System Center 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL9821	Mentoring 70-247 Configuring and Deploying a Private Cloud, System Center 2012	Skillsoft Mentors are available to help students with their studies for exam 70-247 Configuring and Deploying a Private Cloud, System Center 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9822	Mentoring 70-331 Core Solutions of Microsoft SharePoint Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-331 Core Solutions of Microsoft SharePoint Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9823	Mentoring 70-332 Advanced Solutions of Microsoft SharePoint Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-332 Advanced Solutions of Microsoft SharePoint Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9824	Mentoring 70-341 Core Solutions of Microsoft Exchange Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-341 Core Solutions of Microsoft Exchange Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9825	Mentoring 70-342 Advanced Solutions of Microsoft Exchange Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-342 Advanced Solutions of Microsoft Exchange Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9826	Mentoring 70-346 Managing Office 365 Identities and Requirements	Skillsoft Mentors are available to help students with their studies for exam 70-346 Managing Office 365 Identities and Requirements. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9827	Mentoring 70-347 Enabling Office 365 Services	Skillsoft Mentors are available to help students with their studies for exam 70-347 Enabling Office 365 Services. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning

EL9828	Mentoring 70-413 Designing and Implementing a Server Infrastructure	Skillsoft Mentors are available to help students with their studies for exam 70-413 Designing and Implementing a Server Infrastructure. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9829	Mentoring 70-485 Advanced Windows Store App Development Using C#	Skillsoft Mentors are available to help students with their studies for exam 70-485 Advanced Windows Store App Development Using C#. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9830	Mentoring 70-486 Developing ASP.NET MVC Web Applications	Skillsoft Mentors are available to help students with their studies for exam 70-486 Developing ASP.NET MVC Web Applications. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9831	Mentoring 70-487 Developing Microsoft Azure and Web Services	Skillsoft Mentors are available to help students with their studies for exam 70-487 Developing Microsoft Azure and Web Services. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9832	Mentoring 77-418 Word 2013	Skillsoft Mentors are available to help students with their studies for exam 77-418 Word 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9833	Mentoring 77-419 SharePoint 2013	Skillsoft Mentors are available to help students with their studies for exam 77-419 SharePoint 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning
EL9834	Mentoring PRINCE2: Foundation	SkillSoft Mentors are available to help students with their studies for the PRINCE2: Foundation exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning
ENV206	UST Facility Operator Course	Introduces the student to the safe operation of underground storage tank (UST) systems	eLearning

ENV405	Field ENV Emergency Compliance	Field Environmental Emergency Compliance highlights potential environmental emergencies encountered on a construction or maintenance project. The course provides the basic steps for properly handling and solving issues in each environmental discipline.	eLearning
ENV414	Environmental Mgt System	Course provides an overview of TxDOT's Environmental Management System (EMS) program for those involved in the road construction activities of planning, design and construction of earth disturbing activities.	eLearning
ENV415	HAZMAT Mgmt-Intro ISA Process	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This is the 1st module in the series & provides an overview of the Initial Site Assessment process.	eLearning
ENV416	HAZMAT Mgmt- Reg/Legal Issues	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This 2nd module provides an overview of the major federal & state laws driving the ISA process.	eLearning
ENV417	HAZMAT Mgmt-Define Site Assess	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This 3rd module provides an overview of ISA Components & introduces the ISA Standard of Uniformity (SOU).	eLearning
ENV418	HAZMAT Management	This module provides specific guidance on using the ISA Standards of Uniformity (SOU).	WBT
ENV419	HAZMAT Mgmt-Land Use Concerns	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 5th module covers the determination of existing & previous land use & the potential of hazardous materials at a site.	eLearning

ENV420	HAZMAT Mgmt-Using Reg Database	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 6th module covers fed & state hazmat regulatory databases & using them for detecting potential hazardous materials.	eLearning
ENV421	HAZMAT Mgmt-Conduct Field Surv	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 7th module covers site surveys and project site survey standard of uniformity.	eLearning
ENV422	HAZMAT Mgmt-Prepare NEPA Doc	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This is the 8th module in the series & covers the documentation that may be required for ISA & NEPA compliance.	eLearning
ENV423	HAZMAT Mgmt-Preparing Recommen	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This is the 8th module in the series & covers the Phase II ESA & continual environmental management.	eLearning
ENV425	NEPA -Determine Trans Needs	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This is the 1st module in the series & provides an overview of the NEPA process.	eLearning
ENV426	NEPA-Evaluate Trans Needs	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 2nd module is a high level overview of evaluating "Purpose and Need" for a TxDOT construction or maintenance project.	eLearning

ENV427	NEPA-Launching a Project	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 3rd module is a high level overview of studies, surveys & other requirements used in environmental investigations.	eLearning
ENV428	NEPA- Refining Alternatives	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 4th module is a high level overview of alternatives, public involvement & other info about the environmental process.	eLearning
ENV431	Indirect/Cumul Impact Analysis	This training module is designed to be an overview of the Indirect and Cumulative Impact (ICI) Analysis process. This is an introductory course to familiarize students about the process.	eLearning
ENV432	CGP Compliance/Enforcement	This course is an overview of the Texas Pollutant Discharge Elimination System (TPDES) permit including permit application and compliance requirements.	eLearning
ENV433	Storm Water ENV Req During CON	This course provides awareness on Storm Water Environmental Requirements during Construction & is in compliance with the requirements of the EPA Consent Agreement and Final Order (CAFO)	eLearning
ENV436	Triggers-Community Impacts	Covers those activities that trigger community impact rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning
ENV437	Triggers- Noise Assessment	Covers those issues or conditions that trigger noise rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning

ENV439	Triggers - Archeology	Covers issues or conditions that trigger archeology rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning
ENV440	Triggers-Haz Materials Impacts	Covers activities that trigger hazardous materials rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning
ENV442	Triggers - Biological Impacts	Covers activities that trigger biology rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning
ENV445	Predecessor -Archeology	Course defines the information required (predecessors) to start the archeology process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	eLearning
ENV446	Predecessor -Community Impacts	Course defines the information required (predecessors) to start the community impacts process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	eLearning
ENV447	Predecessor Training - Noise	Course defines the information required (predecessors) to start the noise assessment process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	eLearning
ENV457	404 Compliance During Construction	This course covers the requirements of Section 404 of the Clean Water Act specifically as they pertain to construction activities in a manner that is accessible and understandable to non-environmental personnel.	eLearning

ETH101	TxDOT Ethics Policy	This module on TxDOT's Ethics Policy was developed to increase department employees' awareness and how to properly report policy violations.	WBT
FIN100	Bond Funding for Const Project	This course provides the participants an overview of bonds and their basic components, terminology related to bond funded construction projects, various reports produced in the Financial Information Management System (FIMS) and other systems, and an anal	eLearning
MNT121	Access Reports for Maint Sups	This course focuses on the skills and knowledge needed to locate and access different PC based reports used by a TxDOT maintenance supervisor. Learners should complete this course 30 days prior to attending the MNT123 MSSC class.	eLearning
MNT400	Homeland Security Training	This course trains employees to identify and report suspicious activities or objects or possible terrorist incidents; to know the different roles in system security, types of terrorist weapons and why terrorists do what they do.	eLearning
MNT415	Revegetation During Construction	This environmental requirement training will provide an overview of the importance of re-vegetation to ensure compliance with the Clean Water Act, Section 102, and the Texas Pollution Discharge Elimination System (TPDES), Construction General Permit.	eLearning
NIM100	Incident Command System, Intro	This course introduces the principles of the Incident Command System (ICS). ICS is a standardized, on-scene emergency management construct that involves the combination of facilities, equipment, personnel, procedures, and communications, all operating w	eLearning
NIM200	ICS for Single Resources	This course is the second in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. This course is designed to enable	eLearning

		personnel	
NIM700	National Incident Mgmt System	The National Management Incident System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functions disciplines. The intent of NIMS is to: * Be applicable across a full spect	eLearning
NIM800	Intro to National Respons Plan	The National Response Plan (NRP), a cornerstone of the National Incident Management System (NIMS), outlines how this nation will respond to disasters. This course describes the National Response Plan and its contents. The purpose of this training is to	eLearning
PMD201	PMP Preparation: Project Integration Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT
PMD202	PMP Preparation: Project Cost Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT
PMD203	PMP Preparation: Project Communication Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT
PMD204	PMP Preparation: Project Procurement Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT
PMD205	PMP Preparation: Project Quality Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT
PMD206	PMP Preparation: Project Scope Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT

PMD207	PMP Preparation: Project Stakeholder Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT
PUR700	Payment Card Training	To provide all State of Texas Procurement Cardholders information to help them fulfill their responsibilities and comply with TxDOT policies and procedures.	eLearning
PUR800	Request & Approve G&S (PUR800)	TxDOT relies on goods & services to accomplish its mission & goals. Participants will learn how to request & approve necessary goods & services, according to state law & department policy.	eLearning
SFH398	Intro to Occupational Safety & Health	A prerequisite to SFH401 FOCUS on Safety IV; this course covers an intro to OSHA, electrical safety, struck by, caught in between & health hazards associated with the construction industry.	eLearning
SFH420	Hazard Communication (Comprehensive)	This course fulfills the Texas Hazard Communication Act requirements, patterned after the federal Occupational Safety & Health Administration (OSHA) Hazard Communication Standard. It includes regulation requirements & the safety data sheet.	eLearning
SFH421	HazCom/Environmental Refresher	This course is a refresher for SFH420 Hazard Communication (Comprehensive). It reinforces the principles and tools used to communicate the dangers of hazardous chemicals used in the workplace. Refresher training is required every 5 years.	eLearning
SFH521	Surveying Safety in the Right of Way (CBT)	To be taken in conjunction with TRF520 Work Zone Traffic Control, this course fulfills the safety orientation portion required of all persons working on survey crews in the Right of Way (ROW). This is the CBT equivalent of SFH520.	eLearning

SFH853	First Aid/CPR	This general information, non-certified course provides general First Aid & CPR principles for TxDOT employees. It is not a "hands on" course. Scenarios used simulate potential emergencies & responses prior to the arrival of EMT or First Responders.	eLearning
SFH902	Defensive Driving	This National Safety Council course covers the knowledge & techniques for preventing collisions & violations. It focuses on hazard recognition, collision avoidance techniques, common driving violations & changing driving habits.	eLearning
TRF804	The Grounding Electrode System	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation & material requirements for grounding electrode systems on TxDOT's illumination & traffic signal systems.	eLearning
TRF805	Trblshtng Problems Illum Sys	A part of TxDOT's continuing education program for Certified Persons. Troubleshooting Common Problems in Illumination Systems focuses on identifying & repairing common problems found on TxDOT's illumination systems.	eLearning
TRF806	Elec Cond Splic Opt Acce TxDOT	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation & material requirements for splicing electrical conductors used in TxDOT's illumination & traffic signal systems.	eLearning
TRF807	Instl Req for Temporary Wiring	A part of TxDOT's continuing education program for Certified Persons. Installation Requirements for Temporary Wiring focuses on the requirements for the temporary wiring of illumination & traffic signal systems.	eLearning
TRF808	TxDOT's Ground & Bonding Req	A part of TxDOT's continuing education program for Certified Persons. TxDOT's Grounding and Bonding Requirements focuses on the installation & material requirements for grounding & bonding on TxDOT's illumination & traffic signal systems.	eLearning

TRF809	Ground Box Installations	A part of TxDOT's continuing education program for Certified Persons. This course studies the various types of ground boxes & their installation requirements for TxDOT's illumination & traffic systems.	eLearning
TRF810	Contr Equip Testing Requiremnt	A part of TxDOT's continuing education program for Certified Persons. Contractor's Equipment Testing Requirements focuses on electrical testing requirements & the equipment needed when testing is done on TxDOT illumination & traffic signal systems.	eLearning
TRF811	Conduit Installation Requirmnt	A part of TxDOT's continuing education program for Certified Persons. Conduit Installation Requirements studies the installation & material requirements for installing conduit on TxDOT's illumination & traffic signal systems.	eLearning
TRF812	Common Mistakes on TxDOT Elect	A part of TxDOT's continuing education program for Certified Persons. Common Mistakes on TxDOT Electrical Installations analyzes the common mistakes made during installation of illumination & traffic signal systems.	eLearning
TRF813	Using the Material Producers	A part of TxDOT's continuing education program for Certified Persons. This course studies the material producer's list (MPL), material specifications & special provisions for electrical installations of illumination & traffic signal systems.	eLearning
TRF814	Conduct Install Illum/Signal	A part of TxDOT's continuing education program for Certified Persons. This course studies the conductor installation of illumination & traffic signal systems. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning
TRF815	Install Req for TRF Sig Contr	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of traffic signal controller cabinets. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning

TRF816	Underpass Illumination	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of underpass illumination. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning
TRF817	Install of Breakaway Pole Base	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements for breakaway illumination pole bases. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning
TRF818	Types of Svc Sup/Install Req	A part of TxDOT's continuing education program for Certified Persons. This course studies the service support types & installation requirements for electrical services. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning
TRF819	Concrete Barrier Illum Inst Re	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of concrete barrier illumination. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning
TRF820	High Mast Pole Install Req	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of high mast pole lighting. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning
TRF821	High Pole Mast Lighting Ring	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the high mast pole lighting ring with obstruction lighting. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning
TRF822	Ped Poles/Road Flash Beacons	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the ped poles & roadside flashing beacon. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning

TRF823	Illumin/Signal Pole Foundation	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the illumination & signal pole foundations. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning
TRF825	TxDOT Elect Service Type A & C	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's Type A and C electrical Services. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning
TRF826	TxDOT Elect Service Type D & T	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's Type D and T electrical services. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning
TRF827	Mntn High Mast Pol Winch/Brake	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's High Mast Pole Winch. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning

APPENDIX D

AASHTO'S TC3 COURSES

Course Code	Name	Description	Delivery Method	Class Hours
BRG100	Bridge Construction Inspection	This course covers an inspector's responsibilities & the aspects of inspecting bridges upon construction. Focus on: substructure, superstructure, reinforcing steel, slab joints, concrete placement on slabs, finishing concrete, overlays & repairs, & more.	ILT	24
BRG103	Underwater BRG Repair, Rehab, Countermeasures - NHI130091B	This course is designed to enable design engineers to select, design, & specify appropriate & durable repairs to below water bridge elements. As well as to train staff in effective construction inspection of below water repairs.	ILT	16
BRG104	Design & Fabrication of Curved & Skewed Steel Bridges (NHI 130095B)	This course applies Load and Resistance Factor Design (LRFD) theory to the design of skewed and curved steel bridges. It includes design decisions, girder design verifications & design detail items, fabrication & construction.	ILT	20
BRG104	Design & Fabrication of Curved & Skewed Steel Bridges (NHI 130095B)	This course applies Load and Resistance Factor Design (LRFD) theory to the design of skewed and curved steel bridges. It includes design decisions, girder design verifications & design detail items, fabrication & construction.	ILT	20
BRG105	Bridge Workshop - TxDOT	This is an interactive workshop that covers topics on bridge planning, design, construction, inspection, and maintenance which is directed towards TxDOT staff involved in these areas. TxDOT policy regarding these topics will also be discussed along with	ILT	8
BRG106	Fundamentals of LRFR and Applications of LRFR for Bridge Superstructures - NHI 130092B	Provides bridge engineers with the fundamental knowledge necessary to apply the most recent AASHTO LRFR Specifications to bridge ratings. Provide participants with in-depth training in evaluating reinforced and pre-stressed concrete and steel bridges.	ILT	32
BRG106	Fundamentals of LRFR and Applications of LRFR for Bridge Superstructures - NHI 130092B	Provides bridge engineers with the fundamental knowledge necessary to apply the most recent AASHTO LRFR Specifications to bridge ratings. Provide participants with in-depth training in evaluating reinforced and pre-stressed concrete and steel bridges.	ILT	32
BRG200	Bridge Inspection Refresher (NHI-130053)	This course refreshes fundamental visual inspection techniques, bridge functions, issues relative to the nations' bridge infrastructures, proper condition & appraisal rating practices & professional obligations of bridge inspectors.	ILT	24

COM003	CRIS-MicroStrategy Training	The Crash Records Information System (CRIS) is the statewide database for all motor vehicle traffic crashes in Texas. This course will train TxDOT staff that handle crash data analysis on the use of MicroStrategy (MSTR). MSTR is the reporting software co	eLearning	2
COM130	Understanding and Using Access	Explores designing a database, creating, viewing, editing, and relating tables; sorting and filtering data; creating queries based on single and multiple tables; designing and using custom data entry forms; and creating/printing reports and labels.	ILT	24
COM132	KAC Basic Administration	This hands-on course is designed to provide the trainee with the ability to install and administer scan settings for a Kofax Ascent Capture server. Students will learn how to build and customize document capture tools to provide essential functionality	ILT	32
COM133	Intro to TxDocs Online	This hands-on course is designed to provide the participant with an introduction to Altien?s ADM product (branded by TxDOT as TxDocs Online). Students will develop a greater understanding of the features, functions, and options available within the inte	ILT	16
COM201	Modeling Data at TxDOT	Modeling Data at TxDOT	ILT	8
CON105	Intro to Cst/Mnt Inspection	The course covers the duties & different facets of a construction inspector. It uses the current Standard Specifications Book, plan sheets, reviewing of testing methods of concrete, & responsibilities of an inspector for seal coating, striping, & more.	ILT	36
CON107	PMIS Concept for Administratrs	This course gives an overview of PMIS data, reports, and analyses for District Administrators, with special emphasis on what information is available and how it can be used. This course is offered by request. Please contact the Course Contact to sche	ILT	6
CON110	PMIS Visual Rater Cert Conc Pv	This course trains district and contract employees to conduct visual distress evaluations on concrete pavements for the Pavement Management Information System (PMIS).	ILT	24
CON111	PMIS Visual Rater Cert Flex Pv	This course trains district and contract employees to conduct visual distress evaluations on flexible pavements for the Pavement Management Information System (PMIS).	ILT	24
CON112	Skid Measurement Sys Op Cert	This course trains district and division employees to operate and maintain calibration of Skid Measurement Systems.	ILT	12

CON113	Auto Pave Measure Sys Op Cert	This course trains district and division employees to operate and maintain calibration of Automated Pavement Measurement System.	ILT	16
CON114	Falling Wt Deflecto Op Cert	This course trains district and division employees to operate and maintain calibration of Falling Weight Deflectometer.	ILT	24
CON116	Critical Path Scheduling-Const	This course teaches construction personnel and designers how to enter and track the progress of a project and the contract time of a construction project using the critical path method (CPM) of scheduling.	ILT	20
CON118	Construction Contract Admin	This course introduces and re-inforces the policies and guidelines used on construction projects and the recordkeeping process as outlines in the Construction Contract Administration Manual. This course replaces CON200 Construction and Maintenance Pro.	ILT	32
CON120	Fundamentals of Concrete 201	Provides further information on the material qualities of fresh and hardened concrete, ideal placement, consolidation, finishing and curing techniques, specification requirements, concrete production and delivery operations.	ILT	4
CON128	PMIS Basic Concepts	This course gives an overview of PMIS data, reports and analyses.	eLearning	2
CON129	Overview of Pavement Condition	Provides an overview of the Pavement Management Information System (PMIS) Condition Score & pavement Condition Goal.	eLearning	2
CON204	Using ACI 211 for TxDOT Proj	This course will provide instruction on concrete mix design techniques, focusing on ACI 211 Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete, as well as, site manager example entry. This course is intended to be t	ILT	4
CON205	Fundamentals of Concrete 101	Provides an introduction on the material qualities of fresh and hardened concrete, ideal placement, consolidation, finishing and curing techniques, specification requirements, and concrete production and delivery operations.	ILT	8
CON206	Concrete Paving	This course will provide introductory information on how to construct and inspect concrete pavement. It will discuss material characteristics, preparation and communication, and proper construction techniques. The course is intended to be taken in co	ILT	8

CON207	HUB Purchasing Requirements	This training is an instructor led course required for all TxDOT purchasers to review and discuss state HUB rule changes. The training will ensure that districts follow standard procedures regarding the TxDOT HUB Program. NOTE: This course is sponsor	ILT	3
CON209	Dispute Resolution	This course is being offered by the Construction Division and introduces fundamental techniques in resolving disputes. The problem solving concepts presented are guidelines intended to facilitate the successful resolution of project issues encountered	ILT	16
CON303	Bridge Deck Workshop	This workshop discusses issues relevant to bridge deck construction: grading of PCP deck panels, types and usage of bridge screeds, control of concrete placement operations, inspection tips, troubleshooting tips, review of previous problems on deck place	ILT	6
CON408	Asphalt Binder Testing	This training video course for Asphalt Binder testing using the Dynamic Shear Rheometer (DSR) and Rotational Viscometer (RTV) demonstrates the testing and calibration procedures in detail and describes solutions to common problems that may arise with the t	Video Tape	4
CON409	5 Wk Hwy Mat Engineering I	This course is the first part of two courses that provides applied knowledge in highway engineering materials and quality control. There are 5-modules which will be taught over a 5-week period with the first 3-week portion with a 1-week break between th	ILT	3
CON410	5 Wk Hwy Mat Engineering II	This course is the second part of two courses that provides applied knowledge in highway engineering materials and quality control. This course will provide instruction for the modules not covered during the first 3-week course. These modules include:	ILT	2
CON411	Inspect of Flexi Base & Embank	This course will introduce proper techniques for construction and inspection of embankments, flexible base and stabilized layers. Participants are required to successfully complete prerequisite CON814 Spec- Book	ILT	24
CON500	Site Mgr Inspector Field Rptg	The course provides an overview of the following areas: Contract Administration, Field Data Collection, Pipeline & Zip Contract and Materials Inquiry.	ILT	16

CON501	Site Mgr Contract Admin	This course provides a comprehensive hands-on computer-based training in the use of SiteManager contract administration functionality involving recording and documenting installed work items, DWRs, Diaries, contractor payments and testing of materials us	ILT	28
CON502	SiteManager for Area Engineers	This course provides a comprehensive hands-on computer-based training in the use of SiteManager construction management functionality as it relates to TxDOT Area Engineers involving the recording and documenting of construction activities, payments, and	ILT	16
CON503	SiteManager Materials Mgmt	This course provides comprehensive hands-on training in the use of SiteManager involving the recording and documenting of materials used and tests performed on materials used for a project.	ILT	24
CON702	Nuclear Gauge Trans Overview	This course is a function-specific review of the primary requirements for the transport & emergency safety procedures for nuclear gauges according to TxDOT's Radiation Safety Program & meets 49 CFR, Section 172.704 requirements.	eLearning	1
CON703	Basic Nuclear Safety	This course explains & discusses principles of basic radiation safety. This is the initial course required for those individuals who will be operating nuclear density gauges.	eLearning	4
CON806	Hot Mix Level 1B Re-Certification	This course will provide instruction on the proper construction, quality control, and inspection methods for thin, hot mix asphalt overlays.	ILT	0
CON814	Spec Book	This course is an in depth review of items 1 through 9 of the 2004 Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges.	eLearning	2
CON816	Construction Stage Gate Chklist	This course provides instruction on how to effectively use the Construction Stage Gate Checklist form, how to conduct joint inspections and document the results of inspections. FOR CONTRACTORS ONLY: to take this course go to http://www.dedtraining.co	eLearning	1
CON817	Completing SW Inspectn Cklist	This course provides awareness on Completing the Storm Water Inspection Checklist requirements during construction.	eLearning	1
CON818	Contract Administration Core Curriculum - NHI - 134077	Covers basic Federal-aid requirements & FHWA policy in the October 2014 CACC manual. Participants should complete one of NHI's intro courses to FA Highway Program & MUST watch FA Essentials video before enrolling: www.fhwa.dot.gov/federal-aidessentials/ .	ILT	0

CON818	Contract Administration Core Curriculum - NHI - 134077	Covers basic Federal-aid requirements & FHWA policy in the October 2014 CACC manual. Participants should complete one of NHI's intro courses to FA Highway Program & MUST watch FA Essentials video before enrolling: www.fhwa.dot.gov/federal-aidessentials/ .	ILT	16
CTR103	Intro Profsnl Srvc Contractng	Intro to Professional Services Contracting is 1 day training until participant can attend comprehensive 4 day course. Focus on selection & award process, negotiations, contract development & execution, project management & contract administration.	eLearning	8
CTR104	Best Value Contract at TxDOT	This course provides intensive training in all aspects of contracting with a best value procurement standards, including contracts for scientific, right of way acquisition, landscape architect, accounting, medical, private consulting, outside counsel, an	ILT	32
CTR105	TX Transportation Contracting	This class provides a general overview of contracting at TxDOT. It surveys the wide range of contracting types in common use at TxDOT and addresses the inherent risks with each type of contract. It also addresses contract planning, procurement, scopes	ILT	8
CTR106	Negotiating TxDOT Contracts	How to prepare for contract negotiations, negotiating techniques to use during contract negotiations, and ways to approach negotiation of particular contracting issues, including scopes of work, fee schedules, work schedules, competitive negotiations, di	ILT	8
CTR107	Intro to Intergovern Contracts	This course will guide TxDOT personnel through the intergovernmental contracting process and provide skills in the fundamentals of processing interagency contracts, advance funding agreements, agreements with other state and federal entities, and interlo	ILT	8
CTR108	Intro to Contr w/Priv Entities	This course will guide TxDOT personnel through the negotiated contract process and provide skills in the fundamentals of procesing contracts with private entities. This is the same course as the former DEV407, Private Sector Contracts, renumbered and r	ILT	8
CTR109	Interagency Contracts	This course will teach TxDOT personel how to analyze, prepare, and administer interagency contracts. This is the same course as the former DEV409, Advanced Interagency Contracts, renumbered and renamed to clarify its nature and relationship to other c	ILT	8

CTR110	Advance Funding Agreements	This course will teach TxDOT personnel how to analyze and prepare advanced funding agreements. This is the same course as the former DEV410, Advanced Funding Agreements, renumbered and renamed to clarify its nature and relationship to other contracting	ILT	8
CTR615	Consultant Management/Administ	Presentation of Project Management and Contract Administration roles and responsibilities from the selection and award process through contract close-out for engineering, surveying, and architectural contracts. The material would be developed in a module	ILT	32
CTR616	Consultant Error & Omission	Presentation of the Consultant Errors & Omission Correction and Collection Procedures with an emphasis on the steps involved to identify the error or omission, who is responsible for the additional costs to TxDOT, how to process change orders correctly,	ILT	16
DES102	Design Concepts from AASHTO	Describes key concepts and content contained in the American Association of State Highway & Transportation Officials' (AASHTO's) Policy on Geometric Design of Highways and Streets (the "Green Book"). Participants will complete an end-of-course exam.	ILT	32
DES106	Freeway Design and Operations	Addresses various aspects of freeway design and operations. Introduces changes to existing freeway systems which may be necessary to accommodate future traffic demands.	ILT	24
DES107	Interstate Access Course	This two day course provides practical information for applying the FHWA policy on requests for new or revised access to the Interstate system. Related topics include geometric design, traffic analysis, and the safety analysis.	ILT	16
DES108	Urban Street Design	Focuses on the design of major urban streets. Urban collector and residential streets is included; however, the focus is the appropriate range in standards based on functional design criteria.	ILT	24
DES109	Plans, Specifications and Estimates Package	Describes processes used to assemble and review project plans, specifications and estimates. Participants should be familiar with the basic operations of TxDOT's Design Construction Information System (DCIS).	ILT	28
DES110	Right-of-Way Considerations	Provides the steps involved in ROW acquisition and the impact of project design. Encourages increased coordination between designers and ROW personnel to identify potential project restraints.	ILT	24

DES111	Introduction to Roadway Design	Introduces roadway design engineers to the design concepts and principles necessary to develop roadway construction plans. Participants must bring a scientific calculator and straight edge.	ILT	32
DES114	TxDOT Highway Materials Engrng	This course is designed for experienced engineering personnel who require knowledge in a broad spectrum of highway materials. The course includes demonstrations of key test procedures at the Materials and Tests section laboratory of the Construction Divi	ILT	80
DES116	Introduction to Highway Project Development	Focuses on major activities listed in the "TxDOT Project Development Process Manual". Participants must bring current "TX Standard Specifications for Construction & Maintenance of Highways, Streets & Bridges" book, scientific calculator & straight edge.	ILT	28
DES119	Preliminary Design Process	Outlines the preliminary design process of a transportation improvement project. Includes the various tasks and sequences required to obtain schematic approval.	VTC/Instru	16
DES121	Building Roads the TxDOT Way	Provides a non-technical overview of building major highways in metropolitan areas. Introduces terminology and aspects of what designers, planners, environmental specialists, right-of-way agents, etc. consider when building roads the TxDOT way in Texas.	ILT	8
DES122	Design & Const. for Ped Acces	This course provides an update on accessible pedestrian facility design with a focus on compliance with the Americans With Disabilities Act (ADA) and the Texas Accessibility Standards (TAS). Previously known as "Designing for Pedestrian Access"	ILT	4
DES300	Primavera 6.2 for Project Mgrs	This course will is an introduction to P6 operation for Project Managers. Attendees are encouraged to view the training videos on the P6 Website (http://crossroads.org/pmo/introvideos.asp/) and are strongly encouraged to complete the following course	ILT	24
DES302	Primavera 6.2 Resource Mgrs	This course will instruct resource managers (defined as Supervisors or Lead Workers responsible for assigning resources to design project activities) on how to balance the workload across resources using Primavera P6.2 Attendees are strongly encouraged	ILT	8

DES435	Using AP&D Stage Gate ChkList	Using the AP&D Stage Gate Checklist course provides instruction on how to effectively use the Advance Planning and Development (AP&D) Stage Gate Checklist during the planning stages of the design process to identify and communicate environmental issues.	eLearning	1
DES501	Design Build Risk Transf & Mgt	Design build (DB) has a very different Risk Management and Risk Mitigation strategy than Design Build (DBB). Hence, a "paradigm shift" on the procurement contracts, contract management, and implementation of these projects is very different. To impleme	ILT	16
DES601	Basic Hydrology & Hydraulics	Provides an introduction to basic hydraulic principles and techniques. Content adapted from the TxDOT Hydraulic Design Manual, FHWA HDS-02-00X and other sources. Participants must bring a scientific calculator and Engineering Scale (English units).	ILT	24
DES601	Basic Hydrology & Hydraulics	Provides an introduction to basic hydraulic principles and techniques. Content adapted from the TxDOT Hydraulic Design Manual, FHWA HDS-02-00X and other sources. Participants must bring a scientific calculator and Engineering Scale (English units).	ILT	32
DES602	Urban Storm Drain Design	Provides concepts and procedures of hydraulics and hydrology pertinent to the design of urban storm drains. Participants must bring a scientific calculator and engineering scale (English units). Participants will complete an end-of-course exam.	ILT	20
DES604	Culvert Analysis and Design	Concentrates on rural & urban economic, operational & technical considerations necessary to develop proper culvert designs for roadway projects that conform with TxDOT design practices. Participants must bring a scientific calculator & engineering scale.	ILT	24
DES606	Watershed Modeling Using HEC-HMS	Provides training on the Hydrologic Engineering Center (HEC) Hydrologic Modeling System (HMS) software for watershed modeling. NOTE: This course can be waived upon receipt of required documentation.	ILT	24
DES607	Urban Drainage Design (NHI-135027)	Provides a detailed introduction to urban roadway drainage design. Design guidance for solving basic problems encountered in urban roadway drainage design is provided.	ILT	24

DES608	Culvert Design - NHI 135056	How to hydraulically size & design a highway culvert; topics include allowable headwater at the inlet, permissible outlet velocity, energy dissipation measures, aquatic organism passage, mechanisms of culvert failures, repair & rehabilitation options.	ILT	24
DES608	Culvert Design - NHI 135056	How to hydraulically size & design a highway culvert; topics include allowable headwater at the inlet, permissible outlet velocity, energy dissipation measures, aquatic organism passage, mechanisms of culvert failures, repair & rehabilitation options.	ILT	24
DES610	Roadside Safety Systems -Roadway Designer Training	This training addresses the need for guard fence systems, terminals, and crash cushions, performance capabilities, and the selection, design, and layout parameters.	ILT	1
DES701	MicroStation SS3 Upgrade (all users)	Users will learn to draft/edit dgn files using MicroStation tools including: trim, cut, fillet, copy, move, attaching references, turning levels on and off, and annotating with annotation scale.	Scheduled	4
DES702	MicroStation SS3 Upgrade (GEOPAK Users)	Users will learn about geographic coordinate systems, stencil pavement markings, traffic simulations, and point clouds. Topics covered include how to: create simple sheets, assign coordinate systems to the dgn, and import/export the dgn to Google Earth	ILT	4
DES703	GEOPAK Upgrade to SS3	Users will learn how to: import terrain models, use new civil tools to draft Vertical and Horizontal Alignments along with the Edge of Pavement, create and apply cross sections and superelevations, annotate cross sections and calculate simple earthwork	ILT	17
DES704	GEOPAK Advanced	Users will learn how to create: templates for complex projects, pavement slabs, stripes, curbs, and end conditions for templates. Also, users will learn how to work with templates while working in a 3D model and using civil cells	ILT	11
DES705	GEOPAK Survey	Users will learn how to work with Open Roads survey data. Topics include: general settings, data file parsing, importing and editing ASCII and RAW survey data, creating terrain models from field books, editing linear features, and adjusting survey data	ILT	8
DES706	Bentley Descartes	Users will learn about different types of Point Clouds, how to attach and classify Point Clouds, how to control a Point Cloud by manipulating it with clips and sections, and how to extract features from Point Clouds by following 3D clusters of points	ILT	3

DES707	Civil Rendering	Users will learn how to: visualize civil projects, set up views and environments, integrate realistic 3D content, stamp pavement markings into drawings, visualize designs, and more.	ILT	4
DES708	ProjectWise for Power Users	The user will learn about the ProjectWise platform and how it is implemented at TxDOT. The end user will learn about the ProjectWise explorer client and how it can be used to access the different ProjectWise Data Sources at TxDOT.	ILT	8
DES709	ProjectWise for End Users	The user will learn about the ProjectWise platform and how it is implemented at TxDOT. The end user will learn about the ProjectWise explorer client and how it can be used to access the different ProjectWise Data Sources at TxDOT.	ILT	8
DES720	GPS Basic Data Collect-GIS Map	Provides instruction in basic GPS concepts, field data collection (1-5 m& eter accuracy), post-processing techniques & exporting collected data to a GIS. The curriculum in this course is aimed specifically at GIS applications & covers PFO v. 5.4.	ILT	20
DES728	GEOPAK Corridor Modeling - 3D	Covers 3D design tools within the department's engineering applications, GEOPAK Corridor Modeling roadway design software & Microstation v. V8i/SS2. Design process supersedes the Proposed Cross Sections with Criteria portion in GEOPAK II training.	ILT	32
DES729	GEOPAK Survey	GEOPAK ensures consistency & accuracy of survey data from initial field collection to construction staking. Course reviews data collected in the field, edits survey data & creates design files in MicroStation v. V8i/SS2.	ILT	24
DES730	GEOPAK I	This course provides instruction in utilizing GEOPAK for roadway design and construction plan set creation. Course covers Microstation v. V8i/SS2 (Current training materials introduced May 2013).	ILT	32
DES731	GEOPAK II	Advanced instruction in utilizing GEOPAK roadway design software. Participants must bring GEOPAK I manual to class & be able to perform all aspects of GEOPAK covered in GEOPAK I training. Course covers Microstation v. V8i/SS2.	ILT	32
DES733	Survey Data Management Sys	This is a hands-on course designed to instruct students on collecting, editing and processing survey data collected in the field using a total station, digital level or automatic level with AASHTO SDMS and create a file for exporting to a CAD software.	ILT	36
DES734	AASHTO SDMS Training	This course features Dr. Ray Hintz, who will provide information on survey data collection and processing which TxDOT has adopted.	ILT	12

DES738	GEOPAK Drainage	This course will teach TxDOT designers how to design and analyze drainage systems using GEOPAK Drainage. Course covers Microstation v. V8i/SS2 (Current training materials introduced May 2013).	ILT	24
DES739	ArcGIS - Arcinfo	Intro to geographic information systems (GIS) technology & the use of ArcGIS Desktop v. 10 software for mapping & analyzing spatial data. Covers principles & techniques of general GIS technology & spatial data using the ArcView module of ArcGIS.	ILT	24
DES740	GPS/RTK Survey	Global Positioning System (GPS) surveying procedures for Real Time Kinematic surveys. Covers basic theory, prep of files, parameters for data collection, equipment setup, data analysis & exporting a final product. Uses Trimble Access v. 2013.42	ILT	20
DES802	HEC-RAS River Analysis System (NHI-135041A)	HEC-RAS is the successor to the USACE Hydraulic Engineering Circular HEC-2, Water Surface Profiles program (WSPRO). Participants are encouraged to enroll in the Web-based training, Basic Hydraulic Principles Review (NHI 135091) prior to this course.	ILT	32
DES803	Fracture Critical Inspect -NHI 130078	Course uses current practices, while addressing new technologies available to bridge inspectors. Features hands-on workshops for popular types of nondestructive evaluation (NDE) equipment & an inspection plan case study for a fracture critical bridge.	ILT	28
DES803	Fracture Critical Inspect -NHI 130078	Course uses current practices, while addressing new technologies available to bridge inspectors. Features hands-on workshops for popular types of nondestructive evaluation (NDE) equipment & an inspection plan case study for a fracture critical bridge.	ILT	28
DES804	Safety Inspection of In-Service Bridges (NHI-130055)	Based on FHWA 2012 BIRM. Must complete 1 of these before enrollment: Engr Concepts for Bridge Inspectors (NHI 130054), Intro to Safety Inspec of In-Service Bridges (NHI 130101); or Prereq Assessment for Safety Inspec of In-Service Bridges (NHI 130101A)	ILT	80
DES805	Stream Stab/Scour Hwy Brg-NHI 135046	This comprehensive training provides preventive techniques for identifying, analyzing, and calculating various hydraulic factors that impact bridge stability.	ILT	24

DES807	Strm/Scr Instability-Ctrmeasur (NHI135048)	Overview of countermeasures to highway related failures from effects of stream instability, scour, erosion & stream aggradation & degradation problems. Includes an intro to instrumentation for scour monitoring. Prereqs include NHI 135046, 135086 & 135087	ILT	20
DES808	Practical Highway Hydrology (NHI-135067)	Based on HDS #2 Highway Hydrology manual, participants learn to select & implement techniques for estimating peak flows & flood hydrographs in gaged & ungaged streams for watersheds of the size typically encountered in highway drainage design.	ILT	24
DES816	Des of Mhicyl Stbliz Walls-NHI 132042	This Design of Mechanically Stabilized Earth Walls & Reinforced Soil Slope course covers tools & cost effective practices in the design of MSEWs using load resistance factor design (LRFD) & construction of earth retention structures.	ILT	24
DES819	Advanced Concepts in ArcGIS De	Advanced techniques in geographic information systems (GIS) utilizing ArcGIS Desktop software for mapping and analyzing spatial data. Instruction expands on the principles and techniques covered in the Introduction to GIS - ArcView class.	ILT	24
DES820	Hydro Analysis/Model w/WMS (NHI135080)	Uses data derived from geographical info systems (GIS) to develop hydrologic estimates & model runoff from watersheds. Also uses digital terrain data for development of watershed parameters required by most commonly used hydrologic analysis programs.	ILT	24
DES906	Primavera P6 Intro View-Only	Basic overview of the Primavera P6 Client software. P6 is being used to track the project development process for all construction projects, from preliminary development through letting.	eLearning	4
DES907	Using PS&E Stage Gate Chklist	This course provides instruction on how to effectively use the Plan, Specification and Estimate (PS&E) Stage Gate Checklist during the PS&E process to identify, and address outstanding EPIC's.	eLearning	1
DES908	How to Create an EPIC Sheet	This course provides instruction on how to effectively cover the EPIC Sheet and use the EPIC Guidance document.	eLearning	1
DEV010	Healthy Eating Every Day	An 8-week course focusing on improved health and quality of life through balanced eating. Participants will be shown how to develop skills for improved eating habits, overcoming obstacles, and setting goals. This course will be delivered by WebEx.	VTC/Instru	8
DEV039	ELM Employee Self-Service	This course will familiarize you with the TxDOT project's key changes, benefits, training and support tools.	eLearning	2

DEV040	HCM Employee Self-Service-Pay	This course will cover an overview on Employee Self Service-Pay information process. You will learn to view your pay information such as paychecks and W-2s.	eLearning	2
DEV041	HCM Employee Self Svc-Personal	This course will provide an overview of the Employee Self Service process. You will learn how to view and update personal information such as address, phone number, marital status, and emergency contact information in Employee Self Service PeopleSoft.	eLearning	2
DEV042	HCM Employee ePerformance	This course will provide an overview of how to use the ePerformance functionality and perform electronic approvals for Mid-Year Checkpoint and Annual Performance Evaluation in PeopleSoft 9.2.	eLearning	2
DEV043	HCM Manager Self Service	This course will provide an overview of the employee exit process, the temporary assignment process, and other transactions that managers will be able to manage and enter themselves.	eLearning	4
DEV044	HCM Managing Recruitment	This course will cover the end-to-end recruitment and hiring process. You will understand the procedures regarding the recruitment and hiring process.	eLearning	2
DEV045	ELM Manager Self-Service	This course will cover how to manage, track, and report on learning completed in class or via web-based training by your direct reports.	eLearning	2
DEV046	HCM Managing ePerformance	This course will cover an overview on the Managing ePerformance process. You will learn to add goals, submit acknowledgment, and manage the preliminary ratings fro the Mid-Year Checkpoint and Annual Performance Evaluation in PeopleSoft 9.2.	eLearning	2
DEV047	HCM Employee Recruitment	This course will provide employees information on how to apply for TxDOT open positions, the steps in the recruitment process, and how to refer a colleague/friend for a position.	eLearning	2
DEV048	PeopleSoft Project Overview	This course will provide an overview of the project, the high level processes impacted, benefits of the project, and where to find additional information.	eLearning	1
DEV086	HCM Employee Time Reporting	This course will cover the time administration process for employees. Participants will understand how to log, view, update, and submit time. It will also cover how to view available leave hours.	eLearning	2

DEV087	HCM Manager Time Reporting	This course will cover the time administration process for Managers. In this course, you will understand how to view, make adjustments, and approve time records of your direct reports.	eLearning	2
DEV088	PeopleSoft Query Viewer	This course will provide an overview of how to use and view queries in PeopleSoft 9.2.	eLearning	1
DEV089	FSCM Approving/Denying Requisition	Approving and Denying Requisitions will provide users with an overview of how to approve or deny requisitions in eProcurement.	eLearning	1
DEV090	FSCM Creating Requisitions	This course will provide users with an overview of how Requestors can begin the requisitioning process in eProcurement.	eLearning	4
DEV095	FSCM Chart of Account Crosswalk	This course will provide end users a crosswalk between the current Chart of Account codes and the new Chart of Account codes to be used in PeopleSoft.	eLearning	2
DEV098	ESS Instructor-Led Training	Employee self-service instructor-led training will provide employees with a step-by-step guide for processes that employees will be able to conduct in the new PeopleSoft 9.2 system.	ILT	1
DEV100	TxDOT Telework Guidelines for Employee & Supervisors	Overview of information & guidelines for teleworking at TxDOT. Provides teleworkers & supervisors with guidelines & tools needed to successfully implement & sustain a telework program in their workplace. Note: Open to identified PILOT participants only.	ILT	0
DEV100	TxDOT Telework Guidelines for Employee & Supervisors	Overview of information & guidelines for teleworking at TxDOT. Provides teleworkers & supervisors with guidelines & tools needed to successfully implement & sustain a telework program in their workplace. Note: Open to identified PILOT participants only.	eLearning	0
DEV103	Success at Work	This day and a half course provides employees with the techniques and tools to be successful in effective communication, customer service, and problem solving. Participants should be ready to learn and have fun at the same time!	ILT	13
DEV104	ePerformance for Managers	Mandatory training for new supervisors and those helping with performance documentation. Covers knowledge and skills to complete employee performance evaluations within ERP.	VTC/Instru	4

DEV108	Job Posting through PeopleSoft	Provides hiring mgrs & designees with procedures & best practices for creating & posting a Job Opening in PeopleSoft. Includes entering job details, job postings, entering hiring team members and/or persons of interest & performing applicant screening.	VTC/Instru	4
DEV108	Job Posting through PeopleSoft	Provides hiring mgrs & designees with procedures & best practices for creating & posting a Job Opening in PeopleSoft. Includes entering job details, job postings, entering hiring team members and/or persons of interest & performing applicant screening.	WBT	1
DEV113	Myers-Briggs Type Indicator (MBTI)	This course will introduce the 16 personality types based on the work of Carl Jung, Katherine Cook Briggs, and Isabel Briggs Myers. The course will help you understand how people perceive the world and make decisions.	ILT	4
DEV115	Practical Supervision	Provides practical tools & techniques for supervising employees. Topics include multi-generational workforce, team building, Situational Supervisor Model, GROW coaching, Performance Management Rated Factors, leadership & motivation.	ILT	32
DEV116	7 Habits of Highly Eff People®	The 7 Habits of Highly Effective People® is a three day instructor-led course that helps employees improve interpersonal communication, take initiative, establish greater trust, strengthen relationships, increase influence, and balance key priorities.	ILT	24
DEV119	Training Basics for Trainers	This course explores the fundamental skills of a trainer. Participants will learn elements of class preparation, adult learning principles, learning styles, classroom management techniques, working with group activities, and training evaluation.	ILT	24
DEV120	Training Curriculum Design	This hands-on, activity-based Training Curriculum Design course includes the design of instructional materials. As a requirement for completion, participants will design a Participant Guide through the storyboard stage of curriculum development.	ILT	40
DEV121	Training Curriculum Development	Designed as an individual project-based course for curriculum developers who have completed DEV120, Training Curriculum Design, and want to improve their development skills.	ILT	12

DEV125	Five Choices to Extraordinary Productivity	This course measurably increases productivity of individuals, teams, and organizations. Participants make more selective, high-impact choices about where to invest their valuable time, attention, and energy.	ILT	8
DEV127	TxDOT-AASHTO Leadership Training	This course was designed to provide grounding in fundamentals as well as more sophisticated concepts and practices in the management of transportation department operations. This course emphasizes the challenges of administering complex organizations.	ILT	64
DEV128	Feedback Workshop	Providing effective feedback is a critical communications task in all interpersonal relationships. This workshop defines a model of "holistic feedback" and practices two simple formats for communicating feedback.	ILT	3
DEV199	NEO - Online Course	This course, an optional part of the New Employee Orientation (NEO), covers cubicle etiquette, important information and policies about protecting agency data, and how the Public Information Act impacts the work we do at TxDOT.	eLearning	3
DEV201	NEO Cultural Diversity - TxDOT	Cultural Diversity is designed to inform new employees how to recognize and address diversity issues and familiarize new employees with TxDOT policies dealing with diversity situations.	VideoTele	5
DEV202	NEO Sexual Harassment & Griev	Sexual Harassment is designed to inform new employees of EEO laws, directives, regulations and Affirmative Action Program incentives.	VideoTele	5
DEV204	NEO ADA - Non-Supervisors	ADA is designed to cover the Americans with Disabilities Act and TxDOT's reasonable accommodation policy and procedures.	VideoTele	6
DEV205	Equal Employment Opportunity (EEO) Training	This course covers laws prohibiting sexual harassment & retaliation; roles of the Equal Employment Opportunity Commission (EEOC); TxDOT's Conflict Resolution Process & policy regarding discrimination, intimidation & harassment.	eLearning	8
DEV215	Recruiting and Hiring- Executive	Provides hiring mgrs with procedures & best practices for screening, interviewing & hiring the best candidate. Should complete DEV044 ERP Managing Recruitment and Hiring prior to class.	ILT	0
DEV216	Leadership One	A 5 month course for a participant to determine their leadership strengths, apply these strengths in leading & implementation & strategies for building professional relationships. Course includes team building, project based learning & self-reflection.	ILT	96

DEV220	Progressive Discipline	This course provides supervisors with the knowledge and skills to effectively handle poor employee performance. Course includes: a technique for counseling employees, proper documentation strategies, and how to initiate a disciplinary action in ERP.	ILT	8
DEV220	Progressive Discipline	This course provides supervisors with the knowledge and skills to effectively handle poor employee performance. Course includes: a technique for counseling employees, proper documentation strategies, and how to initiate a disciplinary action in ERP.	ILT	8
DEV222	Commission/Admin Ethic/Compl	Commission and Administration Ethics and Compliance Training The commission has ordered an ethics and compliance training program to include, but not be limited to, ethics law, policies, and the department internal compliance program. It is customized	ILT	1
DEV225	New Employee Orientation	This instructor-led course provides new employees with the opportunity to explore TxDOT's basic organizational structure and culture, employee-centered programs and services, community connections, and other considerations for new employment.	VideoTele	8
DEV226	Championing Diversity	The Franklin Covey Championing Diversity© class helps participants learn how to increase understanding, deepen trust, communicate more productively, achieve higher levels of collaboration, and boost creativity and innovation together.	ILT	8
DEV228	Managing Millennials	Discover a framework that enables managers to diagnose individual millennial challenges and apply skills proven to make a difference with millennial employees.	ILT	4
DEV232	EEO and EEO Inquiry Training	Provides individuals with an explanation of the EEO process, including EEO definition, different types of EEO complaints, the formal EEO employee reporting structure by inquiry type, and reporting responsibility along with contact information.	ILT	1
DEV240	Recruiting and Hiring	Course provides hiring managers and designees with the policies, procedures and best practices associated with screening, interviewing and hiring the best candidate.	ILT	8
DEV240	Recruiting and Hiring	Course provides hiring managers and designees with the policies, procedures and best practices associated with screening, interviewing and hiring the best candidate.	ILT	12
DEV241	Lead Self	Develops a broad base of personal leadership skills self-analysis, problem solving, etc.).	ILT	12

DEV242	Lead Others	Builds team leadership skills for employees with either direct and indirect supervisory responsibilities.	ILT	12
DEV243	Lead Self-Coaching	Develops coaching skills to support assigned Lead Self participant. Includes a coaches role, coaches checklist and planning for coaches sessions. Provides guidance on setting expectations by both participant and coach.	ILT	20
DEV244	Lead Others-Coaching	Develops coaching skills to support assigned Lead Self participant. Includes a coaches role, coaches checklist and planning for coaches sessions. Provides guidance on setting expectations by both participant and coach.	ILT	20
DEV247	Extraordinary Leader Workshop	The Extraordinary Leader Workshop takes a strength based approach to leadership development, helping organizations develop leaders who produce and accelerate positive business outcomes.	ILT	8
DEV248	Situational Leadership	A one day course designed to provide attendees with practical techniques for successfully leading a group of employees. Incorporating Proactive Leadership, Situational Supervision, Types and Styles of Communication, Planning and Scheduling, and Ethics.	ILT	7
DEV260	NEO - Substance Abuse	Substance Abuse is designed to provide new employees with information regarding substance abuse in general, as well as the department's substance abuse policy and program.	ILT	0
DEV260	NEO - Substance Abuse	Substance Abuse is designed to provide new employees with information regarding substance abuse in general, as well as the department's substance abuse policy and program.	VideoTele	13
DEV261	Sub Abuse - Commercial Drivers	This course provides commercial drivers with essential information regarding the unique requirements for commercial drivers under the department's substance abuse policy.	Workbook	1
DEV262	Sub Abuse - Safety Sensitive	This course provides employees in safety sensitive positions with essential information regarding the unique requirements for safety sensitive employees under the department's substance abuse policy.	Workbook	1
DEV263	Sub Abuse - Crew Members	This course provides ferry vessel crewmembers with essential information regarding the unique requirements for crewmembers under the department's substance abuse policy.	Workbook	1
DEV265	Leadership to the Third Power (L3) - Rootin' Tootin' Boot Camp	A 3 day course modeled after the principles of the One Minute Manager by Ken Blanchard and Spencer Johnson concentrates on 3 major areas of supervision and management:	ILT	0

DEV266	Substance Abuse - SCOs	This course provides Substance Control Officers (SCOs) with an overview of the department's substance abuse program, and important information regarding recent changes to the department's substance abuse program, policy and procedures, with particular em	ILT	12
DEV267	Substance Abuse - Supervisors	Provides supervisors with an overview of the dept substance abuse program, information regarding recent changes to the dept substance abuse policy/procedures, with emphasis on reasonable cause testing requirements.	ILT	8
DEV280	Workplace Violence - VPMs	This course provides Violence Program Managers (VPMs) with important information about the department's program and policy on violence in the workplace and educates participants on their roles and responsibilities as VPMs.	ILT	8
DEV281	Workplace Violence-Supervisors	This course provides supervisors with important information about the department's violence in the workplace policy and educates participants on their roles and responsibilities in relation to this program.	ILT	8
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	ILT	0
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	VideoTele	13
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	WBT	1
DEV282	NEO Violence Prevention	This course explains the department's violence program. This includes discussion of the five (5) categories of violence, prohibited behaviors, administrative and disciplinary actions taken if the policy is violated, mandatory referral process, role of t	eLearning	0

DEV283	Violence Prevention- Employees	This course is for current employees who have been directly or indirectly involved in a violent situation. Employees need to recognize and report any sign of violence. This course will help the employee identify the signs of workplace violence and take t	ILT	1
DEV283	Violence Prevention- Employees	This course is for current employees who have been directly or indirectly involved in a violent situation. Employees need to recognize and report any sign of violence. This course will help the employee identify the signs of workplace violence and take t	eLearning	8
DEV284	Violence Prevention-HRD Employees	This course covers current HR employees that have been involved or indirectly involved in a violent incident. Employees need to understand and report any signs of violence.	ILT	1
DEV300	Enhancing Your Presentation Sk	This course provides many opportunities for participants to present a specified topic in a safe, fun, and interactive learning environment.	ILT	16
DEV311	FSCM Purch:Entering Receipts	This course will provide users with in-depth knowledge about the end-to-end process of receiving items, recording receipts, reviewing and managing receipts.	eLearning	2
DEV312	FSCM Inventory Basics	This course covers the basic concepts of Inventory Management and the key changes that will occur as part of the PeopleSoft solution implemented at TxDOT for the process.	eLearning	1
DEV314	FSCM Intro to Asset Management	This course will provide users an overview of the Asset Management module. It will explain the purpose and benefits of the Asset Management module and describe how it fits into the overall PeopleSoft solution.	eLearning	1
DEV315	FSCM Intro to PSoft Purchasing	This course will provide users an overview of the Purchasing Module. It will explain the purpose, benefits, and key terms associated with this module, and describe how it fits into the overall Enterprise Resource Planning (ERP) solution.	eLearning	1
DEV316	FSCM Requesting Supplier Update	This course describes the process to request a new Supplier and to request a modification to an existing Supplier record in PeopleSoft 9.2.	eLearning	1
DEV318	Available	Available	eLearning	2
DEV323	FSCM Financials Overview	This course will familiarize you with the new financial processes at TxDOT.	eLearning	1
DEV415	Introduction to Project Management	Serves as an introduction and overview of project management. Based on the Project Management Institute (PMI) and the book, The Fast Forward MBA in Project Management.	ILT	16

DEV417	Project Management - Risk Assessment	Presents the processes, tools and techniques needed to effectively manage risks on TxDOT projects. Based on the Project Management Institute (PMI) standards, as defined by the Guide to the Project Management Book of Knowledge (PMBOK).	ILT	32
DEV418	Project Management - Resource Management	Provides project management concepts related to the management of project resources. Based on the Project Management Institute (PMI) standard, as presented in the Guide to the Project Management Body of Knowledge (PMBOK) and TxDOT-specific applications.	ILT	32
DEV419	Project Management - Scheduling	Presents processes required to create and manage a project schedule. Based on the Project Management Institute (PMI) standards, as presented in the Guide to the Project Management Body of Knowledge (PMBOK) and TxDOT-specific information.	ILT	24
DEV425	Instructor Development Course	This course prepares instructors to teach from a set of training materials, create training materials or modify existing courses with learning outcomes, instructor manuals, visual aids, exercises, workshops, and assessments.	ILT	8
DEV425	Instructor Development Course	This course prepares instructors to teach from a set of training materials, create training materials or modify existing courses with learning outcomes, instructor manuals, visual aids, exercises, workshops, and assessments.	ILT	36
DEV427	Project Mgt - Risk Assessment	This course will provide an overview of project management risk assessment concepts. The Risk Management process will be reviewed, and the elements of risk will be discussed.	eLearning	24
DEV428	Project Mgt - Resouce Mgt	This course will provide an overview of project resource management concepts. The resource management process and activities will be reviewed, and the elements os a Resource Management Plan document will be discussed.	eLearning	2
DEV429	Project Mgt - Scheduling/Cost	This is an overview of project management scheduling, cost estimating concepts and the work breakdown structure.	eLearning	2
DEV430	Spreadsheet Engineering	Introduction to best practice in analytical model building using Excel.	ILT	6
DEV505	FIMS - Third Party Funding	This course provides training to employees who need to use FIMS to monitor project funding, especially as the funding relates to their parties such as cities, counties and other quasi-governmental agencies. NOTE: To receive credit for this training an	eLearning	3

DEV507	HR Online Disciplinary Action	This course will enable HR staff and managers to process a disciplinary action using HR Online.	VideoTele	3
DEV777	Learn & Mast Legisl Track Syst	Interactive training that defines the roles of employees participating in the legislative process on behalf of TxDOT. Also prepares users to receive assignments, analyze bills, prepare operational impact statements and fiscal impact statements.	eLearning	1
DEV801	EEO Compliance Training	This course fulfills a training requirement pursuant to Texas labor Code, Section 21.556. The following topics are covered during the course: Major Laws Prohibiting Employment Discrimination; Legal Relationship Between Texas Commission on Human Right	ILT	8
DEV975	Exceptional Customer Service	Exceptional Customer Service	ILT	4
EL1000	Cryogenic Safety	This course explains how to recognize different types of cryogenic materials in the workplace and identifies the potential dangers of storing and handling these materials incorrectly.	eLearning	1
EL1001	Decontamination (HAZWOPER)	The content in this course is designed to comply with the intent of the applicable regulatory requirements.	eLearning	0
EL1002	Electrical Safety	An awareness level course that discusses how to work safely with electricity. It focuses on specific electrical hazards found in the workplace and methods to minimize or eliminate those hazards.	eLearning	0
EL1003	Asbestos	Course will provide you with information about the serious health hazards associated with exposure to asbestos. Will also address where asbestos is commonly found, how it can potentially affect you, and what you need to do to protect yourself and others	eLearning	0
EL1004	Back Safety/Injury Prevention	This Back Safety and Injury Prevention course is designed to bring awareness into the work environment and help eliminate preventable back injuries. It will provide information regarding job-specific hazards, safe work practices, and ergonomics.	eLearning	0
EL1005	Behavior Based Safety Supervis	This Behavior-based Safety for Supervisors course is intended to provide supervisors with an overview of the concepts of behavior-based safety. This course is intended to provide supervisors with an overview of the concepts of behavior-based safety.	eLearning	0

EL1006	Benzene Awareness	This course presents an overview of benzene and its health risks, and provides information on the occupational requirements and methods to protect against exposure to benzene.	eLearning	1
EL1007	Bloodborne Pathogen Awareness	This course will provide you with a basic understanding of bloodborne pathogens, common modes of transmission, methods of prevention, and what to do if an exposure occurs.	eLearning	1
EL1008	Carcinogen Safety	The course provides instruction on the recognition of hazard, management, usage, and control of cancer-causing agents. Defines the terms associated with carcinogen safety. Recognizes the routes of entry of carcinogens into the body	eLearning	1
EL1009	Chemical Process Safety	The course is for employees who work at industrial process plants to recognize safety and health implications associated with their job. It is intended to help prevent or minimize the consequences of catastrophic release of toxic chemicals	eLearning	0
EL1010	Electrostatic Discharge Safety	The course provides a basic understanding of static electricity, and how to provide protection. The information in this course will focus on the identification, assessment, and control of static electricity for purposes of preventing fires/damage	eLearning	1
EL1011	Cold Stress	The Cold Stress course will discuss the effects of cold on the body, risk factors for cold-related ailments, and describe treatments. The training will describe several preventive measure techniques and work practices that you can use to protect yourself	eLearning	0
EL1012	Compressed Gas Safety	Many industrial and laboratory operations require the use of compressed gases for a variety of different operations. This Compressed Gas Safety course will establish the needed elements for an effective compressed gas safety program.	eLearning	0
EL1013	Computer Ergonomics	The course provides information to recognize and report musculoskeletal disorder (MSD) signs and risk factors. Lists the components of an Ergonomics Program & information for employees & employers in minimizing the risk of developing work related MSDs	eLearning	0
EL1014	Confined Spaces	This course covers information about confined spaces, hazardous atmospheres, necessary equipment, and permits. Provides information about the hazards & hazard control methods that will permit safe work in enclosed work areas or confined spaces	eLearning	1

EL1015	Emergency and Disaster Prepare	This course was designed and developed to provide instruction on emergency response, safety, reporting, and evacuation of company facilities and work areas in the event of a natural disaster, fire, bomb threat, or other emergency.	eLearning	0
EL1016	Emergency Response/Spill Contr	This Emergency Response and Spill Control (HAZWOPER) training describes how to respond to various emergency situations and describes control of situations both by the workers involved and by trained emergency personnel.	eLearning	1
EL1017	Emergency Response in the Work	The course provides information about planning for and responding to emergencies. Basic information that cover onsite emergencies such as; accidental release/ spill of a chemical, fires, explosions, bomb threats, threats to security, or personal injuries	eLearning	0
EL1018	Ergonomics in the Workplace	The course provides basic information to recognize and report musculoskeletal disorder (MSD) signs, and risk factors. The components of an ergonomics program are listed to assist both employees/employers in minimizing the risk of work-related MSDs	eLearning	0
EL1019	Fall Protection	This course is intended to provide employees who might be exposed to fall hazards with the ability to recognize such hazards and the ability to minimize them.	eLearning	0
EL1020	Fire and Explosion Hazards (H)	This training discusses actions to reduce the risk of fire and explosion due to chemical reactions, ignition of explosive or flammable chemicals, ignition of materials due to oxygen enrichment, and sudden releases of materials under pressure.	eLearning	1
EL1021	Fire Safety and Prevention	This course addresses how to prevent fires and recognize fire hazards. It will also discuss what actions to take in the event of a fire, including the proper use of portable fire extinguishers.	eLearning	0
EL1022	Forklift Safety Awareness	This training is designed to help you become a qualified forklift operator; one who has the skills & knowledge to operate a lift truck in a safe & proper manner. The content is designed to comply with the intent of applicable regulatory requirements.	eLearning	0
EL1023	Hand and Power Tool Safety	A variety of handheld tools are used in the workplace. This course will provide an understanding of the potential hazards associated with the use of hand tools and power tools, as well as the safety precautions required to prevent hazards from occurring	eLearning	0

EL1024	Hazard Communication (HAZWOPER	This training discusses programs and procedures dealing with chemical hazards as stated in OSHA Regulation 29 CFR 1910.1200, the Hazard Communication Standard. This training is geared toward employees who are actively involved in cleanup activities.	eLearning	0
EL1025	HazCom:Employee Right to Know	This course will acquaint you with the precautions that both you and your employer must take in order to safely use, handle, and dispose of hazardous chemicals in the workplace. The content complies with the intent of the regulatory requirements	eLearning	0
EL1026	Haz Material Handling/Storage	The course covers information about drum handling, compressed gas cylinders, flammable materials, slings, safe lifting techniques, and safe handling procedures. This is for familiarization necessary to prevent injury.	eLearning	1
EL1027	Haz Materials in the Workplace	The course discusses proper handling of chemicals in the workplace and actions taken to protect the workers, the public, and the environment. It also covers the roles and responsibilities of those responding to events involving hazardous materials	eLearning	1
EL1028	Heat/Cold Exposure Management	This Heat and Cold Exposure Management (HAZWOPER)training is intended for personnel who may be exposed to temperature extremes at hazardous waste sites. Heat-related illness is a major hazard, especially for workers wearing personal protective clothing	eLearning	1
EL1029	Heat Stress Recognize/Prevent	Each year more people in the United States die from extreme heat than from other natural events combined. This course discusses the effects of heat on the body and explains control measures and safe work practices.	eLearning	0
EL1030	Hexavalent Chromium	Hexavalent chromium, also known as chromium VI or hex chrom, is the toxic form of metal chromium. The course outlines the sources of hex chromium, the health effects of exposure, the permissible levels, and how OSHA regulates chromium in the workplace	eLearning	0
EL1031	Hot Work Permits	Hot work Permits can be defined as any operation such as brazing, cutting, welding, grinding, soldering, or torching that can cause sparks or flames. While necessary, the hazards associated can be minimized through an effective hot work permit program	eLearning	0

EL1032	Hydrogen Sulfide	This course is designed to provide an awareness of hazards associated with hydrogen sulfide gas, and methods to detect and minimize exposure. The content of the course is designed to comply with the intent of the applicable regulatory requirements	eLearning	0
EL1033	Job Hazard Analysis	The course is for supervisors and managers to enhance techniques in job hazard analysis. The information will improve the quality of work environments, reduce absenteeism, maintain a healthier workforce, and reduce injury/ illness rates.	eLearning	0
EL1034	Laboratory Safety	This overview course is designed for employees who work in an industrial, clinical, or academic laboratory setting. It will educate the laboratory employee to diverse safety and health concerns related to their job.	eLearning	1
EL1035	Ladder Safety	This course provides information about the safe use of portable and fixed ladders. The course provides information about the hazards involved with the use of ladders and control methods that will greatly reduce hazards.	eLearning	0
EL1036	Laser Safety Training	The course provides awareness of the fundamentals of Class IIIB (moderate) and IV (high-power) lasers or laser systems. The content in this course is designed to comply with the intent of the applicable regulatory requirements.	eLearning	1
EL1037	Lead Awareness	The Lead Awareness course covers information mandated by OSHA 29 CFR 1910.1025. It provides knowledge of the hazards of lead exposure and requirements to reduce or eliminate exposure. The content in this course is designed to comply with regulations	eLearning	1
EL1038	Lockout/Tagout	The course provides information about control of hazardous energy and work under the protection of a lockout/tagout permit. The intent of the course is to provide information on lockout/tagout practices and the significance of lockout/tagout devices.	eLearning	0
EL1039	Machine Guarding	The provides definitions, general requirements, different kinds of Machine Guarding Programs. A general discussion of various guarding methods, as well as defining terms associated with machine guarding	eLearning	0
EL1040	Safety Data Sheets	This course is designed to provide both workers and supervisors with a better understanding of how to interpret a safety data sheet (SDS), as well as address specific requirements associated with SDSs in the workplace.	eLearning	1

EL1041	Office Ergonomics	The course provides the information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, risk factors and components of an ergonomics program. The course applies to employees/employers in office and administrative type settings	eLearning	0
EL1042	Office Safety	The course is designed to cover hazards that may be encountered when working in administrative areas. The areas of concern are ergonomic stress, hazard communication, bloodborne pathogens, and electrical safety.	eLearning	1
EL1043	Portable Fire Extinguishers	This course is designed to protect employees and help prevent serious property loss from workplace fires. It identifies the various classes of fires, types of portable fire extinguishers, and actions to take in the event of a fire.	eLearning	0
EL1044	PPE/Respiratory Protection	Equipment and devices have been developed over the years to protect the human body against a variety of environmental and physical hazards. Today, many forms of personal protective equipment (PPE) are available to protect you from injuries and illnesses.	eLearning	1
EL1045	PPE: Eye and Face Protection	The course will acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your eyes and face. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present	eLearning	0
EL1046	PPE: Foot and Leg Protection	The course will acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your feet and legs. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present	eLearning	0
EL1047	PPE: Hand Protection	Personal protective equipment (PPE) protects you from workplace injuries/illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. It's important to select/maintain the proper equipment	eLearning	0
EL1048	PPE: Personal Protective Equip	The course covers types, selection, maintenance, and care of personal protective equipment (PPE) in the workplace. The types of (PPE) covered in the course include: hard hat, respiratory protection, hearing protection, and body protection	eLearning	1

EL1049	Hearing Conservation	The course will provide information to help you prevent noise-induced hearing loss. It will explain the purpose and components of a hearing conservation program including the proper fitting, use, and care of hearing protectors.	eLearning	0
EL1050	Radiation Safety	The course will familiarize you with the health implications associated with ionizing radiation, and measures used to protect you from exposure. There is a high health risk to workers if radiation sources are not properly controlled	eLearning	1
EL1051	Scaffolding and Ladder Safety	This course is designed to train employees to recognize the hazards associated with ladders, stairways, and the type of scaffold being used at the work site and to understand the procedures to control or minimize those hazards.	eLearning	0
EL1052	Slips, Trips, and Falls	Slips, trips & falls are the majority of industry accidents. They cause 15% of all accidental deaths. The course provide employees with the ability to recognize and prevent slip, trip, and fall hazards, and to address the key components of ladder safety	eLearning	0
EL1053	Sprains and Strains	The most common injuries are sprains and strains. Most workplace injuries are caused by manual tasks, such as lifting or carrying loads, working in fixed positions and vibrating tools	eLearning	1
EL1054	Classify/Label Chemicals	The Globally Harmonized System of Classification and Labeling of Chemicals, is a system to standardize classification & labeling of chemicals. The course introduces the GHS & explains how hazards are classified through the use of safety data sheets	eLearning	0
EL1055	Trenching/Excavation Safety	This Trenching and Excavation Safety course is designed to better inform the employee of the possible health and safety concerns unique to trenching and excavation. The content of the course is compies with the intent of applicable regulations	eLearning	0
EL1056	Tuberculosis:Prevent/Control	This Tuberculosis: Prevention and Control course will provide you with a basic understanding of tuberculosis, common modes of transmission, methods of prevention, and what to do if an exposure occurs.	eLearning	1
EL1057	Respiratory Protection	This course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. It also includes information on how to use respiratory protection for protection from hazardous airborne contaminants in the work environment.	eLearning	0

EL1058	Welding, Cutting, and Brazing	Welding, cutting, & brazing are hazardous activities that pose a unique risks to more than 500,000 workers in a wide variety of industries. This course will inform learners of potential health and safety concerns unique to welding, cutting, and brazing	eLearning	0
EL1059	AED Orientation	The Automated External Defibrillator (AED) Orientation will guide learners on how to set up, operate and maintain the Phillips Heart Start FRx Defibrillator.	eLearning	1
EL1060	Risk Management: Organizational Risk and Safety and Health Legislation	HR professionals are closely involved with various aspects of organizational risk management, especially risks that concern people.	WBT	1
EL1061	Risk Management: Workplace Safety, Security, and Privacy	Safeguarding employees' safety, health, workplace security, and privacy is essential for an organization's continuation and success, and is of particular concern to HR professionals.	WBT	1
EL1062	Environmental Management Systems (EMS)	Historically, companies have managed their own environmental challenges in response to external pressure from government agencies, environmental interest groups, and citizens focusing mainly on regulatory compliance.	eLearning	0
EL1063	Mold Awareness	Many businesses and organizations, including government-owned facilities, can experience mold at their facilities at some point in their business life.	eLearning	0
EL1064	Lead and Cadmium	Failure to understand the dangers of cadmium and lead, and the correct practices that should be followed when working with them, can leave you exposed to long-term health risks. Lead and cadmium have a number of industrial applications.	eLearning	0
EL1065	Chlorine Safety	Chlorine is one of the 90 elements essential to daily life, along with oxygen, hydrogen, and carbon. Chlorine is used in many processes, including electronics, water purification, synthetics, and medicines.	eLearning	0
EL1066	Lockout/Tagout for Authorized Persons	This course provides information about control of hazardous energy and work under the protection of a Lockout/Tagout permit.	eLearning	0
EL1067	Non-Ionizing Radiation Safety	This course is designed to familiarize learners with the health implications associated with non-ionizing radiation, specifically radio frequency (RF) radiation and measures to protect workers from exposure.	eLearning	0
EL1068	Pandemic Flu Awareness	In October 2005, the Centers for Disease Control (CDC) estimated that if pandemic flu was to hit the US, approximately 200,000 to 2 million people could possibly die.	eLearning	0

EL1069	Defensive Driving: Truck Safety	When people think of defensive driving, they think of "watching out for the other guy" or defending themselves from other drivers so they won't become involved in an accident.	eLearning	0
EL1070	Introduction to Industrial Hygiene	All employees should expect to work in as safe an environment as possible, whether they work in an office building, a factory, or a nuclear power plant.	eLearning	0
EL1071	Hazardous Waste Generator (RCRA)	This course provides basic information on hazardous waste determination and characterization.	eLearning	0
EL1072	Access to Employee Medical and Exposure Records	This course contains information regarding employee rights of access to medical and exposure records in order to promote the recognition of workplace hazards and subsequently reduce occupational disease.	eLearning	0
EL1073	Workplace Inspections	Employers have a responsibility to maintain safe working conditions for their employees and to comply with the government health and safety standards that are applicable to their establishments.	eLearning	0
EL1074	Signs and Tags	This course will present basic information about the different accident prevention signs and tags with regard to displaying levels of danger and precautions required.	eLearning	0
EL1075	Safe Work Practices	This course provides information about day-to-day safe work practices and working safely with equipment and hazardous materials.	eLearning	0
EL1076	IMDG 1: Introduction, General Provisions, and Classifications	Shipping dangerous goods presents safety issues that must be addressed. The International Maritime Dangerous Goods (IMDG) Code was developed to help ensure dangerous goods are transported safely by sea.	eLearning	0
EL1077	IMDG 2: Dangerous Goods List, Special Provisions and Exceptions	The International Maritime Dangerous Goods (IMDG) Code is the recognized code of practice for the safe carriage of dangerous goods by sea.	eLearning	0
EL1078	IMDG 3: Packaging, Marking, Labeling, Placarding, and Documentation	The International Maritime Dangerous Goods (IMDG) Code is the recognized code of practice for the safe carriage of dangerous goods by sea.	eLearning	0
EL1079	Global Safety Principles: Indoor Hoisting and Rigging	This course is designed to educate the worker on the significant safety issues to be considered while moving large, heavy loads associated with today's manufacturing and construction industries.	eLearning	0
EL1080	Accident Investigation and Reporting	This course will provide an overview of accident investigation and reporting procedures.	eLearning	0

EL1081	Workplace Safety Orientation	This course will provide an awareness level orientation of basic industrial safety fundamentals. It was designed to provide an overview of some of the basic concepts and techniques used in modern industry to protect workers.	eLearning	0
EL1082	PPE: Body Protection	This course will help acquaint you with the various types of personal protective equipment (PPE) specifically designed to protect your torso, arms, and legs.	eLearning	0
EL1083	PPE: Head Protection	This course will help acquaint you with the various types of PPE specifically designed to protect your head. It will assist you in selecting and maintaining the proper equipment based on the workplace hazards present.	eLearning	0
EL1084	First Aid: Automated External Defibrillator	The primary focus of this course is the proper use of the Automated External Defibrillator (AED).	eLearning	0
EL1085	First Aid: CPR	Emergencies requiring cardiopulmonary resuscitation (CPR) can and do occur without warning.	eLearning	0
EL1086	First Aid: Medical Emergencies	Medical emergencies can occur at any time but may be hidden because of injuries suffered in an accident, or an accident may trigger a medical emergency such as a heart attack, stroke, or seizure.	eLearning	0
EL1087	Flagging Safety	Traffic control is a critical aspect of worker and driver safety on road construction projects.	eLearning	0
EL1088	Safe Vehicle Backing	Backing a vehicle can be the most hazardous driving you do all day.	eLearning	0
EL1089	IMDG 4: Loading, Unloading, and Offering Dangerous Goods	As cargo makes its way to its destination, the cargo transport unit (CTU) it's packed in and the packages themselves are subjected to a variety of forces that can damage them.	eLearning	0
EL1090	OSHA 300 Recordkeeping	This course covers OSHA's revised recordkeeping requirements, the new recordkeeping forms, and offers a number of opportunities for you to practice classifying a case's recordability.	eLearning	0
EL1091	Construction Safety Orientation	This course is designed to inform new construction workers and site visitors in and around construction sites of the potential hazards and safe work practices associated with the construction industry.	eLearning	0
EL1094	Liquefied Petroleum Gas (LPG) Safety	This course will provide you with an understanding of the hazards, characteristics, handling, storage, and methods of detection associated with liquefied petroleum gas (LPG).	eLearning	0
EL1095	Regulatory Information	Essentially, all workplaces have safety and health standards that have been imposed by federal and state authorities.	eLearning	0

EL1096	Workplace Security Awareness	This course will provide an awareness-level orientation of basic workplace security fundamentals and appropriate actions for workers to take in the event of potential threat situations that may be encountered in the workplace.	eLearning	0
EL1097	IATA 1: Hazard Class Identification/Classification	This training course will introduce the requirements of the International Air Transport Association's Hazardous Materials Regulations, including definitions, an introduction to the hazard classes, and the List of Dangerous Goods.	eLearning	0
EL1098	IATA 2: Marking and Labeling	This training course will introduce the International Air Transport Association's marking and labeling requirements.	eLearning	0
EL1099	IATA 3: Packaging	This training course will introduce the packaging requirements of the International Air Transport Association's Dangerous Goods Regulations.	eLearning	0
EL1100	IATA 4: Documentation	This course will introduce the requirements of the International Air Transport Association's Hazardous Materials Regulations, including required documentation to transport dangerous goods (Shipper's Declaration for Dangerous Goods and Air Waybill).	eLearning	0
EL1101	IATA 5: Limitations and Shipment Review	This course explains that the Department of Transportation (DOT) governs all modes of transportation in the US, including air transportation.	eLearning	0
EL1102	Environmental Regulations Overview	This course provides an overview of major environmental laws and regulations and the specific standards that outline requirements to comply with them.	eLearning	0
EL1103	Spill Prevention and Control	This course provides information about hazardous materials, spill control, and confinement methods.	eLearning	0
EL1104	Spill Prevention, Control, and Countermeasure Plan	When petroleum products are accidentally spilled, they may damage the environment and pollute waterways. A spill of only one gallon of oil can contaminate a million gallons of water.	eLearning	0
EL1105	Storm Water Pollution Prevention	This course describes the nature and occurrence of storm water pollution, its environmental effects, and ways to address this important water quality problem.	eLearning	0
EL1106	Universal Waste Rule Training	This course provides an overview of the federal Universal Waste Rule. This rule provides generators with a more flexible approach for managing certain widely-generated, low-risk hazardous waste streams.	eLearning	0
EL1107	Used Oil Management	Failure to properly dispose of used oil is a serious, but little recognized, environmental problem. This half-hour course reviews the various regulatory requirements associated with used oil management primarily from a generator's perspective.	eLearning	0

EL1108	Heat and Cold Exposure Management (HAZWOPER)	This course is intended for personnel who may be exposed to temperature extremes at hazardous waste sites. Heat-related illness is a major hazard, especially for workers wearing personal protective clothing.	eLearning	0
EL1109	Regulatory Overview (HAZWOPER)	This course provides information about the history, purpose, and mission of key regulatory agencies including OSHA, EPA, and DOT.	eLearning	0
EL1110	Site Control (HAZWOPER)	This training describes measures designed to minimize your exposure to hazardous substances, and prevent the migration of contamination to 'clean' areas of the site.	eLearning	0
EL1111	Site Safety and Health Plan Procedures (HAZWOPER)	This training is designed to provide on-site and off-site employees with information on the company's site safety and health plan.	eLearning	0
EL1112	Toxicology (HAZWOPER)	This course focuses on the study of toxins, their safe limits, and their adverse effects on living organisms.	eLearning	0
EL1113	Personal Protective Equipment (HAZWOPER)	Equipment and devices have been developed over the years to protect the human body against a variety of environmental and physical hazards.	eLearning	0
EL1114	Defensive Driving Fundamentals	This course will provide advanced defensive driving techniques to reduce your chances of being involved in a motor vehicle accident.	eLearning	0
EL1115	Industrial Ergonomics	This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors.	eLearning	0
EL1116	First Aid: Basic	First aid is the immediate care for victims of injuries or sudden illness, before professional medical treatment is available. It not only involves the victim's physical condition and emotional state, but the entire emergency situation.	eLearning	0
EL1123	DOT 1: Hazardous Materials Table	This training course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations, including definitions, the nine hazard classes, and the HAZMAT Table.	eLearning	0
EL1124	DOT 2: Packaging, Labeling, Marking, and Placarding	This training course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations, including packaging, labeling, marking, and placarding.	eLearning	0
EL1125	DOT 3: Shipping Papers	This course will introduce the requirements of the Department of Transportation's Hazardous Materials Regulations.	eLearning	0

EL1126	DOT 4: Loading and Storage	This half-hour training course introduces the requirements of the Department of Transportation's Hazardous Materials Regulations, including the interpretation of the segregation table, general guidelines for shipping papers.	eLearning	0
EL1128	Combustible Dust	Combustible dust is a hidden and insidious menace. Created during the normal course of production, combustible dust lurks in corners and crevices, within equipment and vents, on floors and other surfaces, and in the very air in which we work	eLearning	0
EL1129	Hazards to Outdoor Workers	Not every job takes place in a comfortable climate-controlled office. For many people, working in the outdoors is a large part of their work.	eLearning	0
EL1130	Ammonia Safety	Ammonia is one of the world's most widely used basic chemicals. Anhydrous ammonia is utilized in a wide variety of commercial applications, from fertilizers to refrigerants to solvents	eLearning	0
EL1131	Radio Frequency Safety for Communications Workers	Working with an unseen hazard, like radio frequency energy, can cause you to underestimate the seriousness of the threat you face.	eLearning	16
EL1132	Injury and Illness Prevention Program (I2P2)	In the years since the introduction of the OSH Act, employers in the United States have seen a significant drop in the number of workplace injuries and deaths.	eLearning	0
EL1133	Chemical Process Safety Management	Safe working procedures are essential when dealing with highly hazardous chemicals and processes.	eLearning	0
EL1134	Accident Procedures Involving Large Vehicles	Even with years of experience, training, and attention to detail, accidents can happen. How you respond after an accident has occurred is essential to ensuring your safety as well as the safety of any other individuals involved in the incident.	eLearning	0
EL1135	DOT: Air Brakes	Commercial vehicles are used every day to transport both goods and people. An important safety feature on these vehicles, the air brake system is used to control speed.	eLearning	0
EL1136	Collision Avoidance	Each year, tens of thousands of people are injured or killed in vehicle collisions. That's why it's important that all drivers understand the challenges that face them on the nation's roads and highways.	eLearning	0
EL1137	Distracted Driving	Each year, thousands of people are injured or killed in motor vehicle accidents involving distracted drivers. People driving while talking on their cell phones or eating put all road users at risk.	eLearning	0

EL1138	Emergency Situations While Driving	Do you sometimes worry that you won't be able to handle emergencies that might happen while you're driving? Worrying isn't helpful; instead prepare for potential driving emergencies by learning how to respond appropriately and safely to them.	eLearning	0
EL1139	DOT: Hours of Service	The US Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) issued a revised Hours of Service order in 2012.	eLearning	0
EL1140	Urban Driving	Driving in urban areas presents a different set of hazards to drivers as compared to highway driving.	eLearning	0
EL1141	DOT: CSA Fundamentals	CSA, which stands for Compliance, Safety, Accountability, is a Federal Motor Carrier Safety Administration (FMCSA) initiative aimed at improving commercial motor vehicle (CMV) safety.	eLearning	0
EL1146	Scissor Lifts	Scissor lifts are powered, mobile devices that raise personnel vertically to allow them to safely reach a pre-determined working height.	eLearning	0
EL1147	Aerial Work Platforms	Aerial work platforms allow work personnel to reach elevated areas that are inaccessible by traditional means such as ladders or scaffolding.	eLearning	0
EL1148	Crane Signaling and Communications	When operating a crane, a signal person " or spotter " is used in situation when the point of crane operation is not in full view of the crane operator.	eLearning	0
EL1149	Mobile Crane Operator Safety	Cranes are often an essential part of a job and work site.	eLearning	0
EL1150	Trailer Coupling and Uncoupling	As a commercial vehicle operator, you are responsible for the safe operation of your tractor trailer.	eLearning	0
EL1151	Ergonomics and Injury Prevention for Commercial Vehicle Operators	This course is designed to prevent drivers from risks of injury they face when operating commercial vehicles, and when manually handling the loads they may be transporting.	eLearning	0
EL1152	Flatbed Cargo Securement	Safe loading and operation of a flatbed trailer depends on following rules and regulations related to safe loading of cargo, proper use of securement devices, and regular inspection of the load.	eLearning	0
EL1153	Hazardous Weather Driving for Commercial Vehicle Operators	This course is designed to help commercial vehicle operators deal with hazards they may encounter when driving in bad weather conditions and how they can address a road emergency situation.	eLearning	0
EL1154	DOT: Inspections	Maintaining safe working equipment and working conditions are essential when operating large trucks.	eLearning	0
EL1155	Negotiating Hazards for Commercial Vehicles	According to the FMCSA, collisions at intersections alone account for 45% of all reported crashes and 21% of fatalities.	eLearning	0

EL1156	Loading Dock Safety	Typically, loading docks are busy areas where equipment, such as forklifts, is used to move materials and freight onto or off of trailers.	eLearning	0
EL1157	Forklift Operation 1: Safety Inspection and Maintenance	Forklifts are used in many industries, and operating them safely is paramount to the safety of both forklift operators and their fellow employees.	eLearning	0
EL1158	Forklift Operation 3: Load Handling	Forklifts are an important tool used in many industries, but they present many hazards to their operators.	eLearning	0
EL1159	Forklift Operation 2: Stability and Capacity	Forklift operation is a specialized job that requires operators to receive specific training.	eLearning	0
EL1160	Forklift Operation 4: Traveling and Maneuvering	Safely traveling with and maneuvering a forklift, like most equipment, requires some special considerations.	eLearning	0
EL1161	Silica	Silica exposure is a threat for approximately two million US workers and is especially dangerous for more than 100,000 workers who make up the nation's stonecutters, foundry workers, sandblasters, and rock drillers.	eLearning	0
EL1162	Warehouse Safety	Modern industry relies heavily on warehouses as distribution hubs for material goods.	eLearning	0
EL1163	Rigging Equipment and Inspection	Securing, lifting, and moving materials can be a hazardous occupation.	eLearning	0
EL1164	Powered Industrial Truck Safety	This course is designed for personnel who work with or around power-propelled trucks (also called forklifts) that are used to carry, push, pull, lift, stack, or tier materials.	eLearning	0
EL1167	Lead Awareness in General Industry	This course covers information mandated by OSHA 29 CFR 1910.	eLearning	0
EL1168	Isocyanates	Isocyanates are valuable compounds that are widely used in industry in the production and application of rigid or flexible foam, surface coatings paints and solvents, insulation, adhesives, rubbers, and synthetic fibers.	eLearning	0
EL1170	Active Shooter	This course helps you prepare to respond to an active shooter situation.	eLearning	0
EL1171	Lead Awareness in Construction	This course covers information mandated by OSHA 29 CFR 1926.	eLearning	0
EL1172	NFPA 1600 Disaster/Emergency Management	Over the past decade, emergency management and business continuity planning have been recognized as necessary to continued operational success in both the public and private sectors.	eLearning	0

EL1173	NFPA 1600 Business Continuity Programs	Whether it is a natural disaster that sweeps through your city or a computer virus that destroys vital electronic information, businesses need to be able to recover their services and operations as soon as possible if such a disaster does occur.	eLearning	0
EL1174	DOT: Drug and Alcohol Awareness	Drug and alcohol abuse by employees is a common cause of workplace problems, such as accidents and ineffective work practices, in the US today.	eLearning	0
EL1175	DOT: Security for Shipment of Hazardous Materials	According to the US Department of Transportation (DOT), over 800,000 shipments of hazardous materials are transported in the United States every day.	eLearning	0
EL1430	Haz Materials Awareness Trng	Haz Materials Awareness Trng	eLearning	1
EL2000	Documenting Discipline	Disciplinary action in the workplace is a delicate matter. A serious conflict between manager and worker can give rise to a lengthy grievance procedure, or, at worst, legal action. Detailed disciplinary documents are the best defense when a manager's act	eLearning	2
EL2003	Bullying/Violence in Workplace	Bullying and Violence in the Workplace seeks to help employees understand the circumstances that can trigger violence in the workplace and to offer strategies for preventing the escalation of conflict. According to the Bureau of Labor Statistics, in the	eLearning	0
EL2005	Rightful Employment Terminatio	Rightful Employment Termination One of the most difficult things you will do as a manager is to terminate an employee. The employee who is being terminated, regardless of the reason for the termination, may feel angry, frustrated, or betrayed. He or s	eLearning	1
EL2006	EEO/Discrim Practice in Hiring	Equal Employment Opportunity and Discriminatory Practices in Hiring Think about the last time you conducted an employment interview. Did you pay attention to the types of questions you asked the applicants? If not, you may have requested information pro	eLearning	1
EL2007	Overview Legally Protect Leave	FMLA Leave and More: An Overview of Legally Protected Leave A sick child at home. An accident or injury. A death in the family. Notification to serve on the jury for an upcoming trial. Each of these events is part of life and can temporarily prevent an	eLearning	1

EL2008	Substance-free Workplace	Promoting a Substance-free Workplace Substance abuse is a pervasive problem in society, so it's no surprise that it carries over into the workplace. According to statistics compiled by the National Institute on Drug Abuse, nearly 75% of all adult illicit	eLearning	1
EL2010	Interviewing & Hiring Practice	This course, Interviewing and Hiring Practices, will present strategies for exercising sound judgment in the hiring and interviewing process. It will help managers and supervisors with hiring authority to recognize and avoid discrimination in the recruitment	eLearning	1
EL2012	Sexual Harassment Prevention for Employees	This course helps participants identify the types of sexual harassment and recognize behaviors that may be considered sexually harassing in the workplace.	eLearning	0
EL2013	Workplace Harassment: for Mgrs	Workplace Harassment for Managers. Typically, when people hear the term workplace harassment, they think of sexual harassment. But that is just one of the many forms workplace harassment may take. Unlawful harassment is any form of unwanted or unsolicited	eLearning	1
EL2014	HIPAA Privacy Essentials	This course presents an overview of HIPAA (the Health Insurance Portability and Accountability Act), outlining the main components and identifying who is covered by the Act. It examines the privacy provisions under HIPAA as they relate to protected health	eLearning	1
EL2016	HR Policy Manual Release	Familiarization of the new TxDOT HR Policy Manual effective 6/17/2013. New HR Policy Manual and FAQ's are provided. Employment acknowledgement is required.	eLearning	1
EL2017	Records Retention & Litigation Hold	The course teaches the TxDOT Records Retention and Litigation Holds policy, including employee actions upon receipt of a Litigation Hold Notice until receipt of a Litigation Hold Termination Notice from the Office of General Counsel (OGC).	eLearning	1
EL2018	Human Resources Core Knowledge: Skills, Concepts, and Tools	This course examines key skills required in human resource professionals, including the ability to lead and motivate others.	WBT	1
EL2019	Human Resources Core Knowledge: Functions and Activities	This course examines personnel and administrative functions such as organizational documentation requirements to ensure compliance with key regulations, how to gauge employee attitudes and opinions, and the job analysis process.	WBT	1
EL2020	Human Resource Development: Regulations and Organizational Development	This course examines Human Resource Development (HRD) and Organizational Development (OD) activities and initiatives.	WBT	1

EL2021	Human Resource Development: Employee Training	This course examines human resources development theories and activities, used to help increase individual and organizational effectiveness.	WBT	1
EL2022	Human Resource Development: Performance Appraisal and Talent Management	This course examines performance appraisals and talent management. One of the most important aspects of human resource development is retaining and extracting the most value out of high-potential employees.	WBT	1
EL2023	Compensation and Benefits: regulations, Strategies and Needs Assessment	This course examines compensation and benefits programs – often referred to as total rewards programs – and their importance and impact on organizational objectives.	WBT	1
EL2024	Compensation and Benefits: Managing Policies, Programs, and Activities	This course examines compensation policies, programs, and activities. Instruction is provided on job evaluations, pricing, and pay structures, as well as common organizational pay programs.	WBT	0
EL2025	Compensation and Benefits: Organizational Responsibilities	This course examines noncash compensation methods such as equity programs and noncash rewards. It also discusses common benefits programs such as health coverage and employee assistance programs (EAPs).	WBT	0
EL2026	Employee and Labor Relations: Employment Regulations and Organizational Programs	This course focuses on the federal laws and regulations that affect employee and labor relations. .	WBT	1
EL2027	Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	Positive and constructive relations between employers, employees, and unions are important for the success and growth of any organization.	WBT	1
EL2028	Employee and Labor Relations: Unions and Collective Bargaining	One of the key goals of a labor union is to gain official recognition so that it is entitled to conduct collective bargaining on behalf of its members in a particular bargaining unit.	WBT	1
EL2029	Strategic HR for SPHR Exam Candidates Part I	Organizational leadership, including HR leadership, is directly involved in developing, refining, and implementing an organization's strategic plan.	WBT	0
EL2030	Strategic HR for SPHR Exam Candidates Part II	Planning and implementation of programs dealing with global workforce and compensation, succession planning, training effectiveness evaluation, and ever-changing employee needs are of strategic importance to HR professionals.	WBT	0
EL2031	TxDOT Records Management: A Program Overview	This course will provide an introduction to and overview of the TxDOT Records Management Program, including roles and responsibilities within the program and available records management resources.	WBT	1

EL2032	Building and Using a File Plan	This course will provide an introduction to and overview of the use files plans at TxDOT, including how file plans can be created and used as a tool to support records management compliance.	eLearning	1
EL2033	Records Disposition: Timely Destruction or Preservation	This course will provide an overview of the standard procedures for managing and properly documenting the disposition of state records, through destruction or preservation.	eLearning	1
EL2034	The Records Retention Schedule	This course will provide an introduction to and overview of the TxDOT Records Retention Schedule, including how to read and use the descriptions and retention information contained in the schedule.	eLearning	0
EL2158	AGG (GETA) - Information for Management	This course deals with the General Equal Treatment Act - GETA (Das Allgemeine Gleichbehandlungsgesetz "AGG") and provides information for management.	eLearning	0
EL2159	Global Anti-bribery	No one can afford to be complacent about the potential for corruption when doing business.	eLearning	0
EL2160	EU Privacy and Information Security	The legal basis for privacy and data security in the EU is set out in Directive 95/46/EC, known as the Data Protection Directive, which was issued in October of 1995.	eLearning	0
EL2161	Global Antitrust	What is the scope of global antitrust and competition legislation? It might be different from what you think.	eLearning	0
EL2162	Global Privacy and Information Security	Given the global nature of commerce and the prevalence of the electronic exchange of information, data security has never been a more critical business issue.	eLearning	0
EL2163	PCI Compliance Essentials	The payment card industry (PCI) is booming with people using credit and debit cards with increasing frequency for all sorts of transactions, every day.	eLearning	0
EL2164	Bullying and Violence in the Workplace	This course seeks to help employees understand the circumstances that can trigger violence in the workplace and to offer strategies for preventing the escalation of conflict.	eLearning	0
EL2165	Anti-Money Laundering: An Overview	This course provides basic information on US money laundering law and international anti-money laundering efforts.	eLearning	0
EL2166	Global Insider Dealing	Illegal insider dealing can have serious costs for individuals and their organizations.	eLearning	0
EL2167	Global Conflicts of Interest	Many employees routinely face situations that can create a potential conflict of interest, where divided loyalties may affect their ability to make impartial decisions on behalf of their employer.	eLearning	0
EL2168	EU Antitrust	The European Union (EU) has established rules and policies to ensure competition enhances overall economic welfare.	eLearning	0

EL2169	The Internet, Social Media, and Electronic Communication	Regular use of the Internet and electronic communications is a way of life for most people, as technology makes it easier to communicate with coworkers, clients, family, and friends.	eLearning	0
EL2170	Union Awareness	Recent decisions by the National Labor Relations Board have increased the focus on labor unions and their role in the modern workplace.	eLearning	0
EL2171	The AODA: Customer Service and Accessibility Standard	The Accessibility for Ontarians with Disabilities Act 2005 (the AODA) is a comprehensive law designed to make Ontario completely accessible to persons with disabilities by the year 2025.	eLearning	0
EL2172	Business Ethics	The recent economic downturn has heightened the public's scrutiny of corporations and contributed to the perception that some firms have lost their commitment to operating with integrity.	eLearning	0
EL2173	Procurement Integrity	Integrity in the federal procurement and acquisition process is essential to ensuring fairness in the selection and awarding of contracts through competitive bids.	eLearning	0
EL2174	Government Contracting Essentials	This course will provide a resource for employees of organizations who do business with the federal government and who therefore need to know how various federal laws that govern the contracting process affect their operations.	eLearning	0
EL2175	Record Retention	Are you familiar with your company's record retention policy? Do you know what records you should keep, and for how long?	eLearning	0
EL2177	Title IX for Higher Education	Every educational institution wants to foster a welcoming, supportive environment for its students. Gender equity is at the heart of a progressive culture in higher education.	eLearning	0
EL2178	Supply Chain Transparency	Supply chain transparency is an essential component of responsible supply chain management. It tangibly demonstrates to consumers that the suppliers and sub-contractors that the company engages with promote favorable human rights practices.	eLearning	0
EL2179	US Export Controls	US firms that transact any level of business internationally must comply with federal laws regulating the export of commercial and defense-related items, information and technology.	eLearning	0
EL2180	FERPA for Higher Education	Ensuring the privacy of student educational records is an important priority for every educational institution.	eLearning	0
EL2181	Financial Integrity	Fraud schemes can be as diverse as the imaginations of those who concoct them, and as sophisticated as ever-evolving technology will allow.	eLearning	0

EL2182	Global Export Compliance	Firms and individuals in the United States transacting business internationally must comply with federal regulations governing the export of both commercial and defense-related items and services, including software, information, and technology.	eLearning	0
EL2183	The AODA: Integrated Accessibility Standards	Created to provide a high-level awareness of an organization's obligations under the AODA's Integrated Accessibility Standards,	eLearning	0
EL2184	Code of Conduct Awareness – Higher Education Edition	An educational institution's Code of Conduct is a key part of its ethical framework.	eLearning	0
EL2185	Campus Security Obligations Under Federal Law	The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act are federal laws that require all institutions of higher learning that participate	eLearning	0
EL2186	Student Rights Overview	This course provides post-secondary students with an overview of their rights under two key federal laws.	eLearning	0
EL2187	Title 31: Introduction	Casinos are famously vulnerable to financial crimes due to the inherent cash nature of their business.	eLearning	0
EL2188	Title 31: Identifying Suspicious Activity	Casino employees have to be aware of ways of combating the use of their casino for money laundering and other potentially illegal purposes.	eLearning	0
EL2189	Title 31: Filling Out CTFCs	The casino industry is a cash business that can be a target for those who want to launder money gained from illegal activities.	eLearning	0
EL2686	Microsoft Windows 8 – Managing and Maintaining: Installation and Applications	Windows 8 includes a number of new technologies relating to deployment including Windows To Go and the ability to natively boot from a virtual hard disk file. Windows 8 also includes new technologies for managing applications,	eLearning	0
EL2687	COMPLIANCE IMPACT: Antitrust – Rigging the Bid	Antitrust and competition laws have a broader scope than you might realize. They apply not only to c	eLearning	0
EL2688	COMPLIANCE IMPACT: Information Security – The Break-In	Given the global nature of commerce and the volume of electronic information routinely exchanged eve	eLearning	0
EL2689	COMPLIANCE IMPACT: Insider Dealing – The Tipping Point	Illegal insider dealing can have serious consequences for individuals and companies, so it's importa	eLearning	0
EL2690	COMPLIANCE IMPACT: Conflict of Interest – Just Helping a Friend	A conflict of interest is a problem of divided loyalties or conflicting obligations “ for instance	eLearning	0
EL2691	COMPLIANCE IMPACT: Reasonable Accommodation – The Ask	In an increasingly diverse workplace, managers must operate with sensitivity in handling accommodati	eLearning	0
EL2692	COMPLIANCE IMPACT: Using the Internet – Beware the Share	While the Internet has transformed how we share information, there are potential risks associated wi	eLearning	0

EL2694	COMPLIANCE IMPACT: PCI – Verifying the Transaction	The payment card industry (PCI) is booming with people using credit and debit cards with increasing	eLearning	0
EL2695	COMPLIANCE IMPACT: Workplace Violence – The Warning Signs	According to the Bureau of Labor Statistics, in the US, 17% of the 4,609 work-related deaths in 2011	eLearning	0
EL2696	COMPLIANCE IMPACT: Bribery – The Shipment	Bribery is any attempt or action to give, pay, or promise something of value with the intent to infl	eLearning	0
EL2697	COMPLIANCE IMPACT: Antitrust – Trade Association Meeting	At trade association meetings, competitors exchange important information and collaborate in a way t	eLearning	0
EL2698	COMPLIANCE IMPACT: Bribery – The High Commission Red Flag	Bribery violations can be a risk for any company, especially those that operate on a large global sc	eLearning	0
EL2699	COMPLIANCE IMPACT: Insider Dealing - The Memo	Employees who possess confidential information about their company are responsible for safeguarding	eLearning	0
EL2700	COMPLIANCE IMPACT: Social Media - Blogger Gone Bad	Using social media can be risky, especially when talking about your company or competitors. This Com	eLearning	0
EL2701	COMPLIANCE IMPACT: Harassment - It's No Joke	It's everyone's responsibility to keep harassment out of the workplace . Whether you're the victim o	eLearning	0
EL2702	COMPLIANCE IMPACT: Harassment - Handling the Complaint	As a manager, it's important to take seriously any harassment complaint you receive. But responding	eLearning	0
EL2703	COMPLIANCE IMPACT: Respectful Workplace – One Bad Apple	All employees deserve to be treated with respect and dignity. To offend, embarrass, or in any way mi	eLearning	0
EL2704	COMPLIANCE IMPACT: Reporting Misconduct – Trust Your Instincts	Misconduct and ethical violations can lead to extremely negative consequences for a company and its	eLearning	0
EL2705	COMPLIANCE IMPACT: Political Activities – Keep It Personal	Everyone has the right to participate in politics. But employees should not use their company's time	eLearning	0
EL2706	COMPLIANCE IMPACT: Respectful Workplace – The Bully	Bullying is a pattern of mistreatment that can inflict serious damage on victims. It can also be cos	eLearning	0
EL2708	COMPLIANCE IMPACT: Wage and Hour - Working Off the Clock	When hourly employees are off the clock, they shouldn't be asked to perform any work duties they are	eLearning	0
EL2709	Fostering a Business Execution Culture	Even the best-conceived business strategies can flounder when the philosophies of senior management	eLearning	0
EL2710	Sexual Harassment Prevention for Federal Employees	Sexual harassment can have disastrous effects on victims and organizations, including federal government agencies.	eLearning	0
EL2711	Accessibility and Section 508 Awareness	Section 508 was introduced to help ensure federal agencies provide equal access to technology for those with disabilities - both federal employees and the public.	eLearning	0
EL2713	Government Ethics	The role of the Office of Government Ethics (OGE) is to help promote ethical behavior and work practices within the executive branch,	eLearning	0

EL2714	Proper Use of Government Charge Cards	Charge cards provide US federal agencies with a solution for making relatively small purchases.	eLearning	0
EL2715	Federal HR Flexibilities	Federal agencies have a wide range of human resource (HR) capabilities that can be used to help manage workforce challenges.	eLearning	0
EL2717	Privacy Awareness	This course provides instruction on Personally Identifiable Information (PII), and explains its importance, authority, procedures, and reporting requirements.	eLearning	0
EL2718	Pre-retirement Planning for FERS	All federal employees should be aware that the federal government starts the retirement planning process immediately upon employing an individual in a permanent position.	eLearning	0
EL2719	Telework for Government Employees	This course provides telework guidelines for federal employees.	eLearning	0
EL2720	Sexual Harassment Prevention for Federal Managers	Federal managers and supervisors have an important role in building and maintaining a workplace where employees can thrive.	eLearning	0
EL2721	The Plain Writing Act	Confusing content, imprecise instructions, and unnecessarily complicated processes all cause problems for people who need to read and use government documents.	eLearning	0
EL2722	Reasonable Accommodation for the Federal Workplace	Leading and managing employees in an increasingly diverse workplace can be both rewarding and challenging. What do your employees expect? What legislation applies to accommodating their requests? What are the consequences of failing to comply?	eLearning	0
EL2723	USERRA: An Overview	This course provides federal agencies and their employees with an overview of obligations and rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA)	eLearning	0
EL2724	The No FEAR Act	The Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002, better known as the No FEAR Act, requires that federal agencies be accountable for violations of anti-discrimination and whistleblower protection laws.	eLearning	0
EL2725	EEO and Preventing Discrimination in the Federal Workplace	As a manager, it is essential to use recruitment strategies that attract the right candidates. But just as important is the avoidance of discrimination, both intentional and unintentional.	eLearning	0
EL2726	Workplace Harassment Prevention for Managers – Multi-State Edition	Harassment of any type can have a very negative impact on an organization's work environment.	eLearning	0
EL2727	Workplace Harassment Prevention for Employees	Harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability.	eLearning	0

EL2728	Harassment Prevention for Employees - Higher Education Edition	Harassment at work can have a corrosive effect on an educational institution's culture and can lead to low associate morale, reduced productivity, and even criminal liability.	eLearning	0
EL2729	Harassment Prevention for Managers - Higher Education Edition	Typically, when people hear the term 'workplace harassment' they think of sexual harassment.	eLearning	0
EL2730	Harassment Prevention for Employees - State and Local Government Edition	Harassment at work can have a corrosive effect on a public employer's culture and can lead to low employee morale, reduced productivity, and even criminal liability.	eLearning	0
EL2731	Harassment Prevention for Managers - State and Local Government Sector Edition	Typically, when people hear the term 'workplace harassment' they think of sexual harassment.	eLearning	0
EL2734	Preventing Harassment in the Global Workplace – Employee Edition	As an employee, it is important for you to act respectfully toward all your coworkers, whether they're located in the next office or on the other side of the globe.	eLearning	0
EL2735	Preventing Harassment in the Global Workplace – Manager Edition	As a manager, you play a vital role in supporting your company's efforts to create a workplace defined by respectful and professional interaction between employees.	eLearning	0
EL2736	Preventing Harassment and Violence in the Canadian Workplace	In recent years, high profile incidents of workplace harassment and violence have heightened employee and employer concerns about safety in the workplace.	eLearning	0
EL2737	Workplace Harassment Prevention for Employees, version 2.0	Harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability.	eLearning	0
EL2738	Workplace Harassment Prevention for Managers – Multi-State Edition, version 2.0	Harassment can have a very negative impact on an organization's work environment.	eLearning	0
EL2739	HIPAA – Privacy Rule for Business Associates	The confidentiality of personal health information is closely safeguarded by HIPAA's Privacy Rule.	eLearning	0
EL2740	HIPAA - Privacy Rule for Covered Entities	The information that a health care provider collects and uses to provide patient care is confidential and often sensitive.	eLearning	0
EL2741	HIPAA - Security Rule for Business Associates	This course provides employees of business associates (as defined by HIPAA) with an overview of the security obligations that apply to their organizations with respect to electronically stored and transmitted PHI.	eLearning	0
EL2742	HIPAA - Security Rule for Covered Entities	This course provides employees of covered entities with an overview of the security obligations that apply to their use of electronic protected health information (e-PHI).	eLearning	0
EL2744	Privacy and Information Security	Information about individuals is used by businesses to provide customers with a huge array of targeted goods and personalized services that consumers have come to expect.	eLearning	0

EL2745	Integrity in the Workplace	Whistleblowing and ethics in the workplace have been in the headlines over the past few years because high-profile employees have blown the whistle on large public companies, such as Enron and WorldCom.	eLearning	0
EL2746	Preventing Fraud and Abuse	Private investors and business entities lose millions of dollars every year to fraudulent schemes, such as embezzlement, false insurance claims, investment scams, and double billing.	eLearning	0
EL2747	Sarbanes-Oxley: What You Need to Know	Sparked by a wave of dramatic corporate and accounting scandals, the Sarbanes-Oxley Act was signed into law on July 30, 2002.	eLearning	0
EL2748	I-9 Compliance: Verifying Employment Eligibility of US and Non-US Citizens	Many people come to the United States in search of employment opportunities.	eLearning	0
EL2749	Foreign Corrupt Practices Act	US firms seeking to do business in foreign markets must be familiar with the Foreign Corrupt Practices Act (FCPA).	eLearning	0
EL2750	Intellectual Property Overview	Employees are often confronted with the responsibility of protecting a company's intellectual property rights, while still communicating the company's identity or ideas to internal and external customers.	eLearning	0
EL2751	Independent Contractors and Temporary Employees	Many companies are hiring contract or temporary employees to meet their changing staffing needs.	eLearning	0
EL2752	Insider Trading	Illegal insider trading is harmful to the marketplace and can seriously undermine investor confidence.	eLearning	0
EL2753	Wage and Hour for Employees	As an employee, it is important for you to be familiar with how wage and hour laws affect you.	eLearning	0
EL2754	Wage and Hour Awareness for Managers	As a manager of employees who earn an hourly wage, it is important for you to be familiar with the basic principles of wage and hour law.	eLearning	0
EL2755	Code of Conduct Awareness	A company's Code of Conduct is a key part of its ethical framework.	eLearning	0
EL2756	AGG (GETA) – Information for Employees	This course deals with the General Equal Treatment Act – GETA (Das Allgemeine Gleichbehandlungsgesetz – AGG) and provides information for employees.	eLearning	0
EL2757	US Antitrust	US Supreme Court Justice Thurgood Marshall referred to antitrust laws as the "Magna Carta of free enterprise.	eLearning	0
EL2758	The US Constitution	This course looks at how the US Constitution was established, as well as how the national government was formed and structured.	eLearning	0

EL3000	MS Window 7: 1st Look End User	The course looks at the new features of Windows 7 including changes to the taskbar, jump lists and quick preview; the new desktop features, new theme suites & gadgets; & the enhancements to Aero framework, such as Aero Shake and Aero Peek	eLearning	2
EL3001	Get Started with Outlook 2010	The course addresses the basic features/functionality of Outlook 2010, including the redesigned interface, creating e-mail messages, & view & reply to e-mails. Interface is updated.	eLearning	1
EL3002	Manage Convr/Org Outlook Email	Microsoft Outlook 2010 Managing Conversations and Organizing E-mail provides you with the tools you need to efficiently manage and organize your e-mail messages. Included in Outlook 2010 is a new Conversation view.	eLearning	1
EL3003	Managing Attachments, Graphics, Signatures and Autoreplies in Outlook 2010	Outlook 2010 Managing Attachments, Graphics, Signatures, & Autoreplies can create e-mail messages including visuals & graphics. Course discusses working with attachments & graphics, tables, symbols, & links. How to add signatures to e-mail & auto reply	eLearning	1
EL3004	Calendar in Outlook 2010	The Outlook 2010 Calendar allows creation of appointments and events, as well as schedule meetings. The Calendar is fully integrated with the other components of Microsoft Outlook 2010 allowing you to incorporate your contacts & email.	eLearning	1
EL3005	Managing Meetings and Customizing the Calendar in Outlook 2010	Managing meeting & customizing the calendar. These tasks are streamlined; easier to create & view additional calendars. The course teaches the options when replying to meeting requests. Create & view other calendars & create a calendar group	eLearning	1
EL3006	Outlook 2010 Social Connector and Messaging	Outlook 2010 Social Connector and Messaging is now easier to keep track of your friends and colleagues as well as communicate with them using a variety of methods. Outlook 2010 now includes the ability to track updates of your friends from within Outlook	eLearning	1
EL3007	Work with Contacts in Outlook 2010	This course covers the multiple ways that contacts can be created, as well as how to modify existing contacts, and import and export contacts between Microsoft Outlook 2010 and Google Gmail.	eLearning	1
EL3008	Using the Tasks, Notes, and Journal Features in Outlook 2010	This course covers the multiple ways that contacts can be created, as well as how to modify existing contacts, and import and export contacts between Microsoft Outlook 2010 and Google Gmail.	eLearning	1

EL3009	Formatting E-mail and Configuring Message Options in Outlook 2010	The course discusses sending e-mail in different formats & formatting options that can be applied & background of an e-mail. Check the message spelling & grammar, tracking outgoing messages, voting buttons, and setting importance and sensitivity options	eLearning	1
EL3010	Custom Outlook 2010 and Managing Accounts	Customizing Outlook 2010 and Managing Accounts has now adopted a Ribbon, similar to the other products in the Office suite. This course discusses how to modify the Ribbon to suit your preferences, as well as ways that views and panes can be customized	eLearning	1
EL3011	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	Managing E-mail with Rules, Automatic Replies, & Alerts in Outlook 2010 contains features manage the volume of e-mail received. This course discusses managing e-mail messages with rules & configuring automatic replies & Desktop Alerts for messages	eLearning	1
EL3012	File/Folders/Search/RSS Feeds	The course discusses the creation/management of folders,the creation of Search folders, a type of virtual folder to automatically organize messages. Covers how to use Instant Search feature, which allows instant find of e-mail messages.	eLearning	1
EL3013	Data Files, Archiving, and Send/Receive Groups in Outlook 2010	This course discusses PST and OST files and how they can help you while working with Outlook 2010. Archiving data also plays an important role in Outlook 2010, and this courses covers how to manage AutoArchive settings and how to manually archive items	eLearning	1
EL3014	Implementing Security with Outlook 2010	This course explains how to protect yourself from spam, junk mail, and phishing attacks as well as how to safely open suspicious messages and attachments.	eLearning	1
EL3015	Accessing Exchange Remotely and Using Forms in Outlook 2010	This course discusses how to access and sign on to Outlook Web App using a web browser and how to configure Outlook 2010 with Outlook Anywhere so that users can send and receive messages.	eLearning	1
EL3016	Adobe Captivate 4	This course focuses on the basics of Adobe Captivate 4, including recording demonstrations and creating interactive assessment settings. Topics focus on such areas as basic screen capture, creating assessment projects, and editing project slides.	eLearning	1
EL3017	Office 2010 New Core Features	This course explores key new features and enhancements in the Office 2010 suite of products. It also introduces product-specific new features and enhancements in the 2010 releases of Word, Excel, PowerPoint, and Access.	eLearning	1

EL3018	The New Office 2010 Interface, Word 2010, and Excel 2010	This course examines the new features and enhancements of Microsoft Office 2010, focusing on the perspective of Microsoft Office 2003 users who are migrating to Microsoft Office 2010	eLearning	1
EL3019	Outlook 2010 and Collaboration in Office 2010	This course explores the new features of Outlook 2010, including changes to the interface, the introduction of the Conversation view and QuickSteps, as well as Outlook Social Connector.	eLearning	1
EL3020	New Features for PowerPoint, Publisher, and Access in Office 2010	This course covers the new features of PowerPoint 2010, Publisher 2010, and Access 2010 including changes to the interface and key functional improvements and enhancements.	eLearning	1
EL3021	Getting Started with Word 2010	This course explores these topics and many other basics of using Word 2010, including opening the application, creating new documents, and an introduction to the many tools that will help you create and edit your documents.	eLearning	1
EL3022	Formatting and Working with Text in Word 2010	This course explains the Font formatting options, as well as the Mini toolbar and Live Preview features. In addition, the creation and formatting of bulleted, numbered, and multilevel lists are demonstrated.	eLearning	1
EL3023	Organizing and Arranging Text in Word 2010	This course explores formatting paragraphs in Word 2010, along with a variety of other useful formatting tools such as margins and indents.	eLearning	1
EL3024	Moving Around in Word 2010	This course explores basic navigation features such as scrollbars and keyboard keys, along with built-in tools such as the new Navigation Pane.	eLearning	1
EL3025	Structure Word 2010 Documents	The course explores how to add page numbers along with other structural components, such as page and sections breaks, headers, and footers.	eLearning	1
EL3026	Review Documents in Word 2010	This course demonstrates how to use headings to restructure the outline of a document using the Navigation Pane.	eLearning	1
EL3027	Saving, Sharing, and Printing in Word 2010	This course explores Word 2010's features for saving and printing your documents.	eLearning	1
EL3028	Customizing the Behavior and Appearance of Word 2010	This course introduces Quick Styles and templates, and also explores an editing feature – AutoCorrect – that automatically corrects common errors such as not capitalizing the first letter of a sentence, or accidental usage of the Caps Lock key.	eLearning	1
EL3029	Drawing and Inserting Graphics in Word 2010	This course demonstrates powerful drawing and graphic features of Word 2010 - features that can boost the appeal of virtually any document!	eLearning	1

EL3030	Get Started with Excel 2010	This course explores these topics and many other basics of Excel 2010, including opening the application, creating new spreadsheets, entering data and, AutoFill features.	eLearning	1
EL3031	Basic Data Format Excel 2010	This course also explains the various options for formatting numbers in Excel 2010.	eLearning	1
EL3032	Moving and Getting Around in Excel 2010	This course will show you how to move around the Excel interface using the various keys on the keyboard, such as the Home and End keys, and Ribbon commands.	eLearning	1
EL3033	Moving Data and Modifying Worksheets in Excel 2010	This course is designed to show you many of the ways that Excel 2010 allows you to manipulate data and the worksheets that contain them and describes features that let you do this quickly and efficiently.	eLearning	1
EL3034	Saving, Sending, and Printing Excel 2010 Workbooks	This course describes these Excel features and explains how to use them to increase your efficiency and productivity.	eLearning	1
EL3035	Using Conditional Formatting, Tables, and Sparklines in Excel 2010	Conditional formatting allows you to highlight trends and exceptions in cells or ranges of cells by presenting the identified data in a number of unique ways to make it stand out.	eLearning	1
EL3036	Reviewing and Protecting Content in Excel 2010	Tools for performing tasks are grouped on the Ribbon, include the Spelling, Research, Thesaurus tools; Translate tool; tools to insert, edit, review Comments in a worksheet; and tools for tracking changes and protecting workbooks	eLearning	1
EL3037	Using Basic Formulas in Excel 2010	This course introduces the concepts and terminology associated with formulas, and demonstrates how to create and edit them, copy and paste them, and how to check for errors that can arise	eLearning	1
EL3038	Using Basic Functions with Excel 2010	This course introduces you to the changes made to functions in Excel 2010, including improved function accuracy and consistency as well as the changes made to some function names that make them more intuitive	eLearning	1
EL3039	Inserting Basic Charts in Excel 2010	This course demonstrates how to effectively use and customize charts in Excel 2010	eLearning	1
EL3040	Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	This course focuses on these and other graphic elements that can be added to Excel 2010 spreadsheets. This course also introduces ways to change the themes and styles offered by Excel 2010	eLearning	1
EL3041	Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	This course shows you how to apply themes, including theme colors, fonts and effects, to create polished, professional-looking documents	eLearning	1
EL3042	Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	This course explores all of these topics, and discusses how to use each feature to improve the readability of your documents.	eLearning	1

EL3043	Forms, Fields, and Mail Merge in Word 2010	This course demonstrates how to add, modify, and update forms and fields, and also illustrates the various mail merge capabilities of Word 2010.	eLearning	1
EL3044	Managing, Inspecting, and Recovering Word 2010 Documents	This course demonstrates how to use Word 2010 document security, includes viewing document properties, presence information on author contact cards, locking document formatting, password protecting, Document Inspector, working with digital signatures	eLearning	1
EL3045	Managing, Inspecting, and Recovering Word 2010 Documents	Creating and Formatting Tables in Word 2010 Word 2010 has a robust set of tools that allow you to create, style, and format tables in your documents. This course explores the various methods of inserting tables in Word documents, including selecting a l	eLearning	1
EL3046	Manipulate Tables in Word 2010	This course explores these methods of altering a table's layout and also walks you through using data tools that allow you to easily sort your data, making critical information easier to locate	eLearning	1
EL3047	Embedding Charts and Tables into Word 2010	This course shows you that by following a few simple steps you can easily paste Excel data into Word 2010 and either embed the values directly in the Word document or link back to the original Excel workbook	eLearning	1
EL3048	Customizing Visual Elements in Excel 2010	This course describes many of these techniques and shows you how to implement them to their best effect.	eLearning	1
EL3049	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	This course explores some of the more advanced ways that you can enhance your workbooks and data using Excel 2010's powerful customization features	eLearning	1
EL3050	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	This course explores some of the more advanced ways that you can enhance your workbooks and data using Excel 2010's powerful customization features	eLearning	1
EL3051	Verifying Excel 2010 Data and Formulas	This course describes Excel 2010's auditing and formula correction features and shows you how to use data validation to avoid worksheet errors.	eLearning	1
EL3052	Automating Excel 2010 Tasks Using Macros	This course will introduce you to macros in Excel and show you how to leverage their power to make you work with Excel easier.	eLearning	1
EL3053	Analyzing Data with What-if Analysis in Excel 2010	Using Goal Seek and Solver enables you to retrieve required results from formulas by determining the data the formula requires.	eLearning	1

EL3054	PivotTables and PivotCharts in Excel 2010	This course will introduce you to PivotTables and show you the many benefits they provide.	eLearning	1
EL3055	PivotTable Filters, Calculations, and PowerPivot	For those people who require a more visual representation of data, Excel 2010 provides a new feature called a Slicer, which is basically a graphical representation of a PivotTable filter	eLearning	1
EL3056	Getting Started with PowerPoint 2010	This course provides an introduction to the components of the PowerPoint 2010 interface. It covers opening, saving a presentation, working with slides, formatting text, text boxes, using templates and themes to create presentations	eLearning	1
EL3057	Visually Enhancing PowerPoint 2010 Presentations	This course introduces the various themes and SmartArt features that allow you to add flair to your presentations by using colors and shapes to emphasize text and data	eLearning	1
EL3058	Adding Images to Presentations in PowerPoint 2010	This course will show you how to insert, format, and apply special effects to your images so that they provide the maximum impact for your presentation	eLearning	1
EL3059	Using Multimedia and Animations in PowerPoint 2010	Directly insert, edit, and play video in your presentation, as well as add audio clips to create attention-grabbing sound effects. PowerPoint 2010 also has new animation tools and slide transitions which make slide shows more fluid and interesting	eLearning	1
EL3060	Using Advanced Slide Show Tools in PowerPoint 2010	This course teaches the tools necessary to create and present engaging and effective presentations. As an advanced user, you can take advantage of features that allow you to customize your animations to create just the right effect	eLearning	1
EL3061	Collaborating and Sharing Presentations in PowerPoint 2010	This course explores these topics and many other collaboration features available in PowerPoint 2010. Also covered are proofing, language, and research tools, along with options for printing and protecting a presentation.	eLearning	1
EL3062	Sharing Excel 2010 Workbooks Online and on a Network	This course covers sharing Excel 2010 workbooks on a network with advanced sharing options, the limitations of shared workbooks, and the uses and limitations of IRM	eLearning	1
EL3063	Using Excel 2010 to Collaborate Online and with Other Office Applications	This course explores the Excel Web App, including Web App interface, limitations, how to access the full version of Excel 2010 from within it. Course covers exporting data from a SharePoint list to Excel, exporting data from Excel into a SharePoint list	eLearning	1
EL3064	Using Lookup, Reference, Math, and Text Functions in Excel 2010	This course covers lookup and reference functions such as LOOKUP, VLOOKUP, HLOOKUP, INDEX, ROW, and COLUMNS	eLearning	1

EL3065	Manipulating Formulas and Using Forms in Excel 2010	This course discusses statistical functions, including working with averages, determining the median, pinpointing rank, percentages, and sample populations. In addition, this course explores the available cube functions, such as CUBEMEMBER, CUBESET, and CUBEVALUE.	eLearning	1
EL3066	Using Excel 2010 Data Connections: Web Queries, XML, and Databases	This course explores the concept of data connections, including how to use existing connections to access data and how to create your own.	eLearning	1
EL3067	Internet Explorer 8: Basic Features	This course discusses the new and improved navigation features of Internet Explorer 8, including the Smart Address bar, caret browsing, and tab grouping.	eLearning	1
EL3068	Internet Explorer 8: Advanced Features	This course discusses how you can customize Internet Explorer 8 by installing add-ons and Accelerators.	eLearning	1
EL3069	Getting Started with Access 2010	This course explores the fundamentals of databases and the many tools that will help you create and modify databases in Access 2010.	eLearning	1
EL3070	Creating Basic Tables in Access 2010	The course discusses how basic tables are built, creating fields, defining data types, properties, and how to modify them. It also demonstrates the use of primary keys, masked input fields, and indexing, as well as creating validation rules for the data.	eLearning	1
EL3071	Data Manipulation and Simple Relationships in Access 2010	This course demonstrates how to perform basic data manipulation tasks, how to import and export data, and how to implement and edit table relationships.	eLearning	1
EL3072	Introduction to Forms in Access 2010	This course describes how to create forms in Access 2010 and also explores controls - the available types, how they are added to a form, how their properties are set, and how they are resized, moved, grouped, and positioned on a form.	eLearning	1
EL3073	Modifying Basic Forms in Access 2010	This course covers how to use these methods to customize and format forms in Access 2010 as well as how to create and modify navigation forms.	eLearning	1
EL3074	Introduction to Queries in Access 2010	This course demonstrates how to create and modify a query in order to achieve specific results. It covers creating basic select queries, using Expression Builder, calculated fields, and grouping options for displaying query results.	eLearning	1
EL3075	Introduction to Reports in Access 2010	This course demonstrates the use of the Report Wizard, Blank Report, Report Design, and Labels.	eLearning	1
EL3076	PivotTables and PivotCharts in Access 2010	This course demonstrates how to create and manipulate PivotTables and PivotCharts as an effective way to organize and display Access 2010 database data.	eLearning	1

EL3077	Advanced Importing and Exporting with Access 2010	This course explains and demonstrates the various methods of importing, exporting, and linking to external data sources in Access 2010.	eLearning	1
EL3078	Retrieving, Validating, and Attaching Data in Access 2010	This course explains and demonstrates advanced techniques for retrieving and validating data in Access 2010	eLearning	1
EL3079	Subforms, Subreports, and Conditional Formatting in Access 2010	This course will demonstrate how to use Access 2010 to create and use subforms and subreports	eLearning	1
EL3080	Joins, SQL, and Action Queries in Access 2010	This course describes the various types of join and parameter queries that can be used in Access 2010 and provides demonstrations on the use of action queries, including update, append, delete, and make table queries	eLearning	1
EL3081	Using Access 2010 with SharePoint and Access Services	This course details the primary features that allow for the seamless integration of Access and SharePoint so that data can be shared across corporate networks or the Internet	eLearning	1
EL3082	Access 2010 Macros and VBA	This course provides an introduction to programming in Access 2010 and explores when to use macros or VBA code to automate processes	eLearning	1
EL3083	Optimizing, Securing, and Sharing Access 2010 Databases	This course demonstrates how to assess a database's performance and improve its efficiency. Also covered are the ways that you can secure a database for users and the common methods employed to share a completed database application.	eLearning	1
EL3084	Getting Started with Windows 7	This course introduces the main features of Windows 7 and provides an overview of the desktop, including the taskbar and the Start menu	eLearning	1
EL3085	Setting up and Securing Windows 7	This course demonstrates how to use the Control Panel to install and manage programs and printers, and it shows the role User Account Control plays in security	eLearning	2
EL3086	Customizing Windows 7	This course introduces customization in Windows 7 and provides detailed instructions that enables you to customize the desktop, Start menu and taskbar.	eLearning	1
EL3087	Intro PM using Project 2010	The role of Project Manager is an important position in virtually any organization. The move from traditional project management to using project management software can help any project manager become more efficient and successful. This course provides	eLearning	1
EL3088	Introduction to Project 2010	Microsoft Project 2010 includes a variety of straightforward and easily accessible features to simplify the process of managing projects, all located and organized within the Project 2010 layout. This course provides an overview of the Project 2010 inter	eLearning	1

EL3089	Initialize a Project	<p>Initializing a Project with Project 2010</p> <p>Before your project can get going, you need to have tools in place that will allow you to control tasks and organize the resources you'll use to complete your project. This course covers the steps for setting up</p>	eLearning	1
EL3090	Defining Project Properties	<p>Defining Project Properties in Project 2010</p> <p>Your project file is probably the most important tool you will use to manage your project throughout its entire project lifecycle. In order to be effective though, it's important you understand how the file wo</p>	eLearning	1
EL3091	Building a Schedule	<p>Building a Schedule with Project 2010A project is made up of tasks, and the job of a project manager essentially boils down to one thing: making sure tasks are properly defined, organized, planned, and carried out. Good scheduling leads to timely compl</p>	eLearning	1
EL3092	Creating Resources in Project	<p>Creating Resources in Project 2010</p> <p>The people who do the work, the materials and equipment you require to perform the work, and the money you need to fund the work are all vital project resources. As a project manager, you should understand how to work</p>	eLearning	1
EL3093	Monitor Resource Assignments	<p>Managing Resource Assignments with Project 2010</p> <p>Good project management requires the ability to organize resources based on their availability, cost and consumption rates, and how many are required to complete each task. This course lays a foundation fo</p>	eLearning	1
EL3094	Monitor Schedule Performance	<p>Monitoring Schedule Performance with Project 2010</p> <p>Once project planning is complete, the actual project work begins. Your job as a project manager is to diligently track the progress of this work so that if schedule slippage occurs, you can make adjustm</p>	eLearning	1
EL3095	Communicate Proj Information	<p>Communicating Project Information with Project 2010</p> <p>It's been said that communication is the single most important factor in the success or failure of a project. And it's not only what you communicate, but how you format your communications to ensure th</p>	eLearning	1
EL3096	Advanced Customizing with Proj	<p>Advanced Customizing with Project 2010A well set up project file is essential to the success of a project. The advanced project file customizations available in Project 2010 can simplify many project management tasks, saving you time, and increasing th</p>	eLearning	1

EL3097	Tools to Manage Multiple Proj	Advanced Tools for Managing Multiple Projects with Project 2010 Most project managers in today's workplace are required to juggle many projects at the same time. The ability to efficiently monitor and adjust resources and task assignments is critical fo	eLearning	1
EL3098	Advanced Resource Management	Advanced Resource Management with Project 2010 An important ingredient in managing projects is the ability to easily identify potential resource issues and the impact they could have on the overall project schedule. This course covers advanced resource	eLearning	1
EL3099	Advanced Scheduling Management	Advanced Scheduling Management with Project 2010 Ongoing inspection and adjustment of the project plan is vital to address impacts to the project schedule and address scope and budget changes. This course covers how to easily identify warnings, solution	eLearning	1
EL3100	Reporting and Management Tools	Advanced Reporting and Management Tools in Project 2010 Project 2010 comes with many enhanced features and tools that help project managers report on project status and carry out project management tasks with ease and efficiency. This course covers seve	eLearning	1
EL3101	Get Started with Visio 2010	Getting Started with Visio 2010 Microsoft Visio 2010 is a powerful diagramming program that provides users with a diverse set of pre-drawn stencils, shapes, sample drawings and templates for illustrating complex ideas visually. In this course the variou	eLearning	1
EL3102	Working with Diagrams in Visio	Working with Diagrams in Visio 2010 Visio 2010 provides a wide range of formatting and design options for creating vibrant diagrams using pre-drawn shapes and themes. Whether it's an organizational chart, a floor plan or a network diagram Visio 2010 com	eLearning	1
EL3103	Collaborate/Eval/Print Visio	Collaboration, Evaluation and Printing in Visio 2010 Visio 2010 is a powerful collaboration tool that allows the user to review and share Visio diagrams, link content from other Microsoft applications, and save and send directly from inside Visio 2010.	eLearning	1
EL3104	New Messaging and Collaboration Features in Office 2010	This course explores the new features of Outlook 2010, including changes to the interface, the introduction of the People Pane and the Schedule Pane, and enhancements to Unified Messaging	eLearning	1

EL3105	Office 2010 Web Apps and New Features in Publisher and Mobile	This course introduces the new Web Apps for Word, PowerPoint, Excel, and OneNote	eLearning	1
EL3106	SharePoint 2010 New Features for End Users	This course explores the SharePoint Server 2010 interface, including the introduction of the Ribbon, already available in Office, as well as changes to team sites and common interface elements	eLearning	1
EL3107	Get Started SharePoint 2010	This course explores the SharePoint interface, how to navigate and search on a SharePoint site, and how to work with lists and document libraries	eLearning	1
EL3108	Using SharePoint 2010 with Office 2010	This course explores the ways in which Office 2010 and SharePoint are integrated with one another	eLearning	1
EL3109	Microsoft SharePoint 2010: New Features for Power Users	This course explores the enhanced SharePoint 2010 UI, the Getting Started area of home pages, and the changed Site Actions menu	eLearning	1
EL3110	Managing SharePoint 2010 Sites, Lists, and Libraries	The course examines the types of SharePoint sites, creating sites/subsites, changing site details, using the recycle bin.	eLearning	1
EL3111	Managing SharePoint 2010 Pages and Components	This course examines the creation and customization of publishing pages, web part pages, and pages	eLearning	1
EL3112	SharePoint 2010 Security and Business Intelligence	This course examines SharePoint securing, and describes managing SharePoint groups, changing the inheritance for a site, managing permission levels, and configuring item-level security	eLearning	1
EL3113	Information Security Awareness	not in excel	eLearning	1
EL3114	Ajax Basics	This course will introduce the history of Ajax and outline how it is commonly used to aid in the development of dynamic web sites	eLearning	2
EL3115	Ajax API Essentials	This course will explore the various technologies that are employed in Ajax applications	eLearning	2
EL3116	Ajax Applications and Server Communication	This course explores the technologies that are used to enable Ajax applications to interact with a server's external data	eLearning	2
EL3117	Java SE7 Fundamentals: Introduction to Java	This course describes key features of Java and object-oriented programming, Java technology and the development environment, working with IDEs, and the product life cycle	eLearning	1
EL3118	Java SE7 Fundamentals: Variables, Operators, and Objects	This course covers the uses of variables and defining the syntax for a variable	eLearning	1
EL3119	Java SE7 Fundamentals: Decision Constructs, Arrays, and Loops	This course covers creating relational and conditional operators, creating if and if/else constructs, chaining an if/else statement, and using a switch statement	eLearning	1

EL3120	Java SE7 Fundamentals: Overloading, Validation, and Object-Oriented Concepts	This course covers creating and invoking methods, static methods and variables, and method overloading	eLearning	1
EL3121	Java SE7 Fundamentals: Handling Errors and Deploying Applications	This course provides an overview of error handling, and covers propagation of exceptions, catching and throwing exceptions, and multiple exceptions and errors	eLearning	1
EL3122	Java SE7 New Features: Java Language and Technology Enhancements	This course introduces and describes these features and improvements	eLearning	1
EL3123	Java SE7 New Features: I/O, Network, and Desktop Enhancements	This course covers I/O enhancements, such as enhancements in file I/O APIs, the Path interface and the methods for manipulating a path, as well as the Files class and its methods for file operations	eLearning	1
EL3124	Introduction to Java EE 6	This course provides an introduction to Java EE 6 including the functions of the Java Persistence API, Enterprise JavaBeans, client side components and the connectivity features in Java EE 6	eLearning	1
EL3125	Java Programming with Java SE 6.0: Getting Started with Java	To introduce the main principles and elements of the Java language	eLearning	2
EL3126	Java Programming with Java SE 6.0: Operators and Flow Control in Java	To enable the learner to identify and work with Java operators, expressions, selection statements, and loop constructs	eLearning	2
EL3127	Java Programming with Java SE 6.0: Creating Classes in Java	To enable the learner to create and work with Java classes and objects	eLearning	3
EL3128	Java Programming with Java SE 6.0: Working with Classes in Java	To enable the learner to implement inheritance and polymorphism in Java and to work with Java's static and final modifiers	eLearning	2
EL3129	Java Programming with Java SE 6.0: Generics and Annotations	To explain what metadata is and how it can be used to provide annotation source to third-party tools and to outline generics in Java.	eLearning	3
EL3130	Java Programming with Java SE 6.0: Reference Types and Threading	To enable the learner to work with reference types and threads in Java	eLearning	2
EL3131	Java Programming with Java SE 6.0: Exception Handling and Assertions	To enable the learner to handle exceptions and use assertions in Java	eLearning	2
EL3132	Java Programming with Java SE 6.0: Java Utilities	To enable the learner to use the classes and methods of the java.lang, java.util, java.io, and java.nio packages	eLearning	3
EL3133	Java Programming with Java SE 6.0: Java I/O	To enable the learner to use Java's I/O facilities to read and write data, and format input or output	eLearning	1
EL3134	Java Programming with Java SE 6.0: Basic GUI Development in Java	To demonstrate how to build GUI applications using the Swing API	eLearning	2
EL3135	Java Programming with Java SE 6.0: Java Applets	To demonstrate how to build applets and place them on web pages	eLearning	1

EL3136	Java Programming with J2SE 5: Getting Started with Java	To introduce the main principles and elements of the Java language	eLearning	2
EL3137	Java Programming with J2SE 5: Operators and Flow Control in Java	To enable the learner to identify and work with Java operators, expressions, selection statements, and loop constructs	eLearning	2
EL3138	Java Programming with J2SE 5: Creating Classes in Java	To enable the learner to create and work with Java classes and objects	eLearning	3
EL3139	Java Programming with J2SE 5: Working with Classes in Java	To enable the learner to implement inheritance and polymorphism in Java and to work with Java's static and final modifiers	eLearning	2
EL3140	Java Programming with J2SE 5: Generics and Annotations	To explain what metadata is and how it can be used to provide annotation source to third-party tools and to outline J2SE 1.5 tool changes	eLearning	3
EL3141	Java Programming with J2SE 5: Reference Types and Threading	To enable the learner to work with reference types and threads in Java	eLearning	2
EL3142	Java Programming with J2SE 5: Exception Handling and Assertions	To enable the learner to handle exceptions and use assertions in Java	eLearning	2
EL3143	Java Programming with J2SE 5: Java Utilities	To enable the learner to use the classes and methods of the java.lang, java.util, java.io, and java.nio packages	eLearning	3
EL3144	Java Programming with J2SE 5: Java I/O	To enable the learner to use Java's I/O facilities to read and write data, and format input or output	eLearning	1
EL3145	Java Programming with J2SE 5: Basic GUI Development in Java	To demonstrate how to build GUI applications using the Swing API	eLearning	2
EL3146	Java Programming with J2SE 5: Java Applets	To demonstrate how to build applets and place them on web pages	eLearning	2
EL3147	Creating Windows Applications with C# 2010	This course introduces the learner to WPF and outlines the application types supported by it, basic application creation, basic configuration, and event handling using C# 2010	eLearning	2
EL3148	Creating User Interfaces for Windows Applications with C# 2010	This course covers the various control and layout options that comprise the User Interface	eLearning	3
EL3149	Windows Applications Content Creation and Management with C# 2010	This course is one of a series in the SkillSoft learning path that covers the objectives for the Technology Specialist (TS): Windows Applications Development with Microsoft .NET Framework 4 exam (70-511)	eLearning	2
EL3150	Windows Applications Databinding with C# 2010	This course details how to not only bind controls to data, but also how to convert, validate, and format data in a variety of ways	eLearning	2

EL3151	Customizing and Managing Multithreaded Applications with C# 2010	This course is one of a series in the SkillSoft learning path that covers the objectives for the Technology Specialist (TS): Windows Applications Development with Microsoft .NET Framework 4 exam (70-511)	eLearning	3
EL3152	Securing and Deploying WPF Applications with C# 2010	This course examines how applications are tested and secured as well as how they are deployed and managed after they are built	eLearning	2
EL3158	Microsoft .NET Framework 4: Web Applications with Visual Studio 2010 and Visual C# 2010	This course provides an overview of how to develop web applications with Visual C# 2010 and ASP.NET 4	eLearning	2
EL3159	Microsoft.NET Framework 4: Web Form Controls with C# 2010	This course details the steps for creating secure web sites through the creation, addition, and customization of ASP.NET server controls	eLearning	3
EL3160	Microsoft .NET Framework 4: Data Integration with C# 2010	This course identifies the steps for displaying and modifying data in an ASP.NET Web application, by accessing data using data-bound and data source controls, as well as ADO.NET	eLearning	3
EL3161	Microsoft .NET Framework 4: Client-Side Scripting and AJAX with C# 2010	This course provides an overview of what ASP.NET AJAX is and demonstrates how to utilize ASP.NET AJAX as well as client-side script in web applications using Visual Studio 2010	eLearning	2
EL3162	Microsoft .NET Framework 4: ASP.NET MVC 2 with C# 2010	This course covers the fundamentals of ASP.NET MVC, describes how to create applications based on this framework.	eLearning	1
EL3163	Microsoft .NET Framework 4: Configuring and Deploying Web Applications with C# 2010	This course will cover the ways you can configure web applications and the tools you can use to deploy them, highlighting the pros and cons of each.	eLearning	2
EL3164	Microsoft .NET Framework 4: Debugging, Tracing and Monitoring Web Applications with C# 2010	This course covers the various ways you can troubleshoot web applications using Visual Studio and discusses how to use ASP.NET 4 code to help to accomplish this	eLearning	2
EL3165	Microsoft .NET Framework 4: Web Application Optimization and Customization with C# 2010	This course explores the various ways you can employ these tools to develop and optimize web applications	eLearning	2
EL3166	Getting Started with ADO.NET 4 Connections and Commands Using C# 2010	This course identifies the various ways to manage ADO.NET connections and also details how to access data by using command objects and the DataReader object	eLearning	2
EL3167	Managing ADO.NET 4 Connections and Commands with C# 2010	This course examines managing connections using connection pools and configuration files, as well as stored procedures, and using generic data-access code to establish a connection	eLearning	3
EL3168	Getting Started with ADO.NET 4 DataSets Using C# 2010	This course examines the various aspects of DataSets and their role as one of the key components of the ADO.NET architecture	eLearning	2
EL3169	Viewing and Navigating Data with ADO.NET 4 DataSets Using C# 2010	This course explains how to accomplish this using ADO.NET DataSets and Visual C# 2010	eLearning	1

EL3170	Updating ADO.NET DataSets with C# 2010	This course examines how DataSets are used to update source data and also how to manage the integrity of the data being updated	eLearning	2
EL3171	Synchronizing Data and Managing ADO.NET 4 Applications with C# 2010	The course examines how to enable efficient, remote use of data using the Microsoft Sync Framework database synchronization API	eLearning	3
EL3172	Working with the ADO.NET Entity Framework 4 Using C# 2010	This course explores the various ways you can employ the ADO.NET Entity Framework to develop and optimize data applications.	eLearning	2
EL3173	Using LINQ and XML with ADO.NET 4 and C# 2010	This course explores the various ways you can use LINQ to develop and optimize data applications.	eLearning	1
EL3174	.NET Overview: Windows, Web, and the Cloud	This course will provide an overview of the features and architecture of the .NET Framework, and the technologies, languages, development tools, and hosting options it provides.	eLearning	3
EL3175	Perl Language Fundamentals	To perform basic programming operations using Perl variables, regular expressions, search-and-replace procedures, and file handling	eLearning	3
EL3176	Starting to Program with Perl	To use Perl to create basic and object-oriented data-driven applications and to interact with CGI scripts and MySQL databases	eLearning	3
EL3177	Introducing Agile Software Dev	In this course you will be introduced to the principles of agile software development, and you will be provided with an overview of some of the principle agile methodologies such as Extreme Programming(XP) and Scrum	eLearning	2
EL3178	Planning an Agile Software Development Project	In this course you will be introduced to the practices of agile project planning. You will become familiar with project planning tasks such as creating and estimating user stories, release and iteration planning, and agile modeling.	eLearning	2
EL3179	Managing Agile Software Development	In this course you will be introduced to the principles of agile project management during software development iterations	eLearning	1
EL3180	Agile Programming and Testing	In this course you will be introduced to agile team practices including pair-programming and co-ownership of code	eLearning	2
EL3181	General Coding Best Practices	To outline the best practices for writing high quality methods, expressions, variables, arrays, loops, and if statements, and to describe recommended practices for writing readable code	eLearning	3
EL3182	Maintaining Quality Code	To outline the primary techniques of refactoring, and to discuss the best practices for reviewing, testing, and debugging code	eLearning	2
EL3183	Object-oriented Coding Best Practices	To outline the best practices for defining and using classes, and determining how best to use inheritance or its alternatives	eLearning	2

EL3184	Programming Techniques and Strategies	To outline the high-level considerations for producing good code	eLearning	2
EL3189	Fundamentals of Software Test	This course introduces software testing methodology and principles. It explores why testing is necessary, the basic testing process, and the psychology behind testing.	eLearning	2
EL3190	Testing Throughout the Software Life Cycle	This course covers software testing throughout the software lifecycle	eLearning	2
EL3191	Static Techniques and Test Design in Software Testing	This course covers static techniques in software testing, and test design	eLearning	1
EL3192	Black-Box Software Testing Techniques	This course covers black-box software testing techniques	eLearning	1
EL3193	White-Box Software Testing Techniques	This course covers white-box software testing techniques	eLearning	1
EL3194	Software Test Management	This course covers management of software testing	eLearning	2
EL3195	Configuration Management, Risks, and Incidents in Software Testing	This course covers configuration management, risks and incidents in software testing	eLearning	1
EL3196	Tool Support in Software Testing	This course covers tool support in software testing	eLearning	1
EL3197	CompTIA A+ 220-801: BIOS and Motherboards	This course focuses on two fundamental hardware components of PCs, the BIOS and Motherboards	eLearning	2
EL3198	CompTIA A+ 220-801: Memory, Expansion Cards and Storage Devices	This course focuses on system-level computer components memory, expansion cards and storage devices	eLearning	2
EL3199	CompTIA A+ 220-801: CPUs, Connections, and Power Supplies	This course will also cover other important facets of computing such as connection speeds, wireless connections, and power supplies. This course prepares the learner for CompTIA A+ exam 220-801.	eLearning	2
EL3200	CompTIA A+ 220-801: Configurations, Displays, Connectors, & Peripherals	This course focuses on common custom system configurations, such as graphic, video and audio workstations and virtualization workstations, as well as common home-based configurations for gaming and home theaters	eLearning	2
EL3201	CompTIA A+ 220-801: Network Cabling, IP Addressing, Ports, and Protocols	This course examines the components and communication mechanisms such as cables, connectors, ports and protocols used to allow computers and networks to communicate with one another and share information	eLearning	2
EL3202	CompTIA A+ 220-801: Networking Technologies	This course examines wired and wireless technologies, encryption techniques, small office implementations and Internet connections	eLearning	2
EL3203	CompTIA A+ 220-801: Networking Devices and Tools	This course describes a variety of network devices as well as the networking tools used to implement and facilitate testing of the medium which connects them	eLearning	3

EL3204	CompTIA A+ 220-802: Introducing Microsoft Windows	This course focuses on the Microsoft Windows Operating System, including Windows versions (Windows 2000, XP, Vista, Windows 7) the differences between 32 and 64 bit versions, common Windows features such Windows Aero, Gadgets, User Account Control (UAC)	eLearning	1
EL3205	CompTIA A+ 220-802: Installing and Configuring Windows	This course focuses on installing and configuring the Microsoft Windows operating systems, covering the types of installations and configuration options available	eLearning	2
EL3206	CompTIA A+ 220-802: Optimizing Windows	This course focuses on optimizing the Microsoft Windows operating system using disk management tools and common Windows utilities like MSCONFIG, w task manager, data migration tools, and DXDIAG	eLearning	1
EL3207	CompTIA A+ 220-802: Managing Windows	This course focuses on working with Windows, including using common Control Panel features, and the basics of networking	eLearning	1
EL3208	A+ Prac: Main Op Sys Win 7 Upd	THIS COURSE IS AN IWAY COURSE. There are a variety of hardware and software resources a technician can use to troubleshoot Windows operating system issues. This course examines the commands, disk management tools, system utilities, and error messages co	eLearning	3
EL3209	CompTIA Server+ 2009: System Hardware	This course begins the look at server hardware architecture, starting with server system boards, chassis, memory, and the brain of the server – the CPU	eLearning	2
EL3210	CompTIA Server+ 2009: System Software	This course covers the different types of network operating systems, including Windows NOS and UNIX/Linux flavors	eLearning	2
EL3211	CompTIA Server+ 2009: Server Functions and Network Essentials	This course introduces the various server roles and discusses the possible benefits of using virtualization	eLearning	2
EL3212	CompTIA Server+ 2009: Storage	This course introduces the technologies involved in storing and protecting this data and the different types of storage media, such as optical media, and describes the increased reliance on hard disks for permanent, secure data storage	eLearning	1
EL3213	CompTIA Server+ 2009: IT Environment	This course covers the documentation, policies, and procedures that are the most necessary to server architecture	eLearning	1
EL3214	CompTIA Server+ 2009: Disaster Recovery	This course covers backup strategies and archiving data, so that there are copies available in the case of a major breakdown of your information infrastructure	eLearning	1
EL3215	CompTIA Server+ 2009: Troubleshooting	THIS COURSE IS AN IWAY COURSE. Troubleshooting skills are something that everyone, from the server or network administrator to the everyday user, should possess. Administrators, though, need to be able to thoroughly troubleshoot not only desktop computer	eLearning	2

EL3216	CompTIA Server+ 2009: Network and Storage Troubleshooting	This course covers many networking and storage issues that can crop up and describes the process for determining causes and implementing solutions	eLearning	2
EL3217	Getting Started with WSS	THIS COURSE IS AN IWAY COURSE. Recognize how to set up SharePoint site, a development computer and utilize the CAML language in WSS 3.0	eLearning	2
EL3218	Work with the WSS Object Model	THIS COURSE IS AN IWAY COURSE. Recognize how to utilize the WSS Object Model to programmatically create and customize features within a WSS site	eLearning	3
EL3219	Features and Solutions in WSS	THIS COURSE IS AN IWAY COURSE. Recognize how to create and deploy Feature and Solutions in WSS 3.0	eLearning	2
EL3220	Work with Lists and List Items	THIS COURSE IS AN IWAY COURSE. Recognize how to utilize lists, list items and libraries in WSS 3.0	eLearning	2
EL3221	Extend WSS with .NET Component	THIS COURSE IS AN IWAY COURSE. Recognize how to manage WSS security, create and deploy the alerts and timer service and work with event receivers.	eLearning	3
EL3222	Creating Web Parts for WSS	THIS COURSE IS AN IWAY COURSE. Recognize how to create, customize and deploy various Web Parts in WSS 3.0	eLearning	2
EL3223	Implement and Deploy Workflows	THIS COURSE IS AN IWAY COURSE. Recognize how to create, customize, implement and deploy Windows Workflows	eLearning	2
EL3224	Installing and Configuring Microsoft SharePoint 2010	This course provides an overview of SharePoint 2010 Server architecture and the basic requirements to set up a SharePoint 2010 Server within your organization	eLearning	2
EL3225	Core Configuration for SharePoint 2010	This course provides an introduction to Service Application for SharePoint 2010 and how to configure the service application and manage them as a SharePoint 2010 administrator	eLearning	1
EL3226	Upgrading to Microsoft SharePoint 2010	This course provides the information to plan and implement upgrades and content migrations to SharePoint 2010	eLearning	2
EL3227	Configuring and Administrating SharePoint 2010 Search	This course provides the essentials to configure and manage Search for SharePoint 2010.	eLearning	2
EL3228	Configuring Web Applications for SharePoint 2010	This course provides the essentials to configure and manage web applications for SharePoint 2010	eLearning	1
EL3229	SharePoint 2010 Authentication and Web Application Security Configuration	This course provides information on how to configure claims based authentication and advanced web application security for SharePoint 2010	eLearning	1
EL3230	Configuring SharePoint 2010 Site Collections	This course covers creating and managing site collections created in SharePoint. Also covered are the user security for SharePoint.	eLearning	2

EL3231	Managing SharePoint 2010 Features and Solutions	This course covers deploying and managing SharePoint solutions and features, managing sandbox solutions, and managing user solutions	eLearning	1
EL3232	SharePoint 2010 Operational Health	This course covers managing SharePoint server's operational health, including backup and restore methods, monitoring logs, and analyzing the health of the SharePoint farm	eLearning	2
EL3233	SharePoint 2010 Performance	This course covers the setup of SSRS, and performance configuration and monitoring	eLearning	1
EL3234	Designing a SharePoint 2010 Physical Architecture	This course provides an overview to planning SharePoint deployment, both logical and physical	eLearning	2
EL3235	SharePoint 2010 Logical Design and Sandbox Solutions	This course provides insight into planning a SharePoint taxonomy, and planning for sandboxed solutions.	eLearning	1
EL3236	SharePoint 2010 Deployment Topology and Availability	This course provides insight to planning SharePoint deployment topology and availability	eLearning	2
EL3237	Data Access and Storage in SharePoint 2010	This course provides insight into consuming external data sources, and Business Catalog services. This course also covers integration using SOAP, and introduces WCF and REST	eLearning	1
EL3238	Development Models and Methods in SharePoint 2010	This course provides insight into SharePoint sandboxing, workflows, and event receivers for development.	eLearning	1
EL3239	Presentation Layers and Components in SharePoint 2010	This course provides insight into SharePoint web parts, visual web parts, master pages, layouts and other key presentation layer components.	eLearning	2
EL3240	AJAX, the SharePoint Ribbon, and Content Type Development in SharePoint 2010	This course provides insight into the visual components of SharePoint which include Ajax and the new server ribbon	eLearning	1
EL3241	Getting Started with Lotus Notes 8 and Using Mail	This course explores the updated user interface of Notes, and introductory topics on Lotus Notes Applications and using the built-in help system	eLearning	2
EL3242	Scheduling Events and Managing Applications	This course discusses the calendar interface and how to book appointments and meetings with colleagues	eLearning	1
EL3243	SharePT Online:Mysite Training		eLearning	0
EL3244	Microsoft Windows 7: First Look for IT Professionals	This course looks at the SKUs of Windows 7 that will be available and discusses what is appropriate depending on environmental needs.	eLearning	1
EL3245	Installing, Upgrading, and Migrating to Windows 7	This course will show you how to install Windows 7 in a single and multiboot environment, along with showing the process involved in migrating or upgrading from previous Microsoft operating systems	eLearning	1

EL3246	Deploying Windows 7	This course examines the methods used to capture, prepare, and deploy system images along with configuring VHDs. This course maps to exam 70-680: TS: Windows 7 Configuring.	eLearning	1
EL3247	Configuring Hardware and Applications in Windows 7	This course will examine how to install, configure, and troubleshoot devices drivers	eLearning	1
EL3248	Configuring Network Connectivity in Windows 7	This course examines the protocols and settings used to accomplish this, along with the technologies and configurations that are used to protect and control computers that exist in these networked environments.	eLearning	2
EL3249	Configuring Access to Resources in Windows 7	This course examines authentication and authorization, User Account Control, file access and shared resource management, and HomeGroup and BranchCache configurations	eLearning	2
EL3250	Configuring Mobile Computing in Windows 7	This course examines BitLocker, offline file support, caching servers, DirectAccess, VPNs, and Network Access Protection. This course maps to exam 70-680: TS: Windows 7 Configuring	eLearning	1
EL3251	Monitoring, Backing Up, and Restoring Windows 7 Systems	This course examines how updates, performance settings, power and processor options, disks, and backup and recovery are configured, managed, and monitored in Windows 7	eLearning	2
EL3252	Plan for Windows 7 Deployment	This course discuss the deployment tools and methods, Windows 7 editions and requirements, and licensing. It also demonstrates how to analyze the current client computers for hardware and compatibility issues	eLearning	2
EL3253	Determining Application Compatibility for Windows 7	This course discusses ACT and how to use it to collect data, analyze issues, and test and mitigate them using development tools. It also discusses when to use shims for compatibility mitigation	eLearning	1
EL3254	Creating a Standard Image to Deploy Windows 7	This course demonstrates how to create a standard image using SIM, to then apply the image to the client machines using Windows PE and ImageX, and finally to service it using DISM	eLearning	1
EL3255	Deploying Windows 7 Using WDS and USMT	This course demonstrates how to deploy Windows 7 over the network using Windows Deployment Services	eLearning	2
EL3256	Deploying Windows 7 Using Lite-Touch Installation	This includes creating a reference computer to capture the installation image and then deploying the image using bootable media to the target clients	eLearning	1
EL3257	Deploying Windows 7 Using Zero-Touch Installation	The course demonstrates performing ZTI using MDT 2010, System Center Configuration Manager 2007 by creating different task sequences to deploy, capture an image a reference computer, deploying the captured image to target computers throughout the network	eLearning	1

EL3258	Designing Windows 7 Client Configuration	This course demonstrates how to configure Group Policy settings to apply standard configurations and security settings to computers and users throughout a domain.	eLearning	2
EL3259	Troubleshooting Windows 7 Client Configuration	This course demonstrates; troubleshoot, resolve issues with Group Policy settings by using the Group Policy Results Wizard; authentication. authorization, logon issues, permissions; networking issues for wired/wireless networks, VPNs; Internet Explorer	eLearning	2
EL3260	Designing Application and Update Deployments for Windows 7	This course demonstrates how to deploy and distribute applications to Windows 7 client machines in an Active Directory environment using Group Policy settings and System Center Configuration Manager	eLearning	2
EL3261	Identifying and Resolving Windows 7 Application Issues	This course outlines the most common Windows 7 features that can restrict software installation, which is sometimes intentional in enterprise environments as with the use of UAC and AppLocker	eLearning	1
EL3262	Management and Maintenance of Windows 7 Client Systems	This course provides a look at key tools provided in Windows 7 to monitor and resolve system issues and to help identify what has happened to affect performance or function	eLearning	2
EL3263	Troubleshooting Logon and Resource Access Issues in Windows 7	This course provides technicians with an understanding of the authentication and authorization process, and the various user account policies and settings that can restrict the logon event.	eLearning	2
EL3264	Resolving Windows 7 Network Connectivity Issues	This course also provides you with the necessary background on the proper setup of wireless and remote access connections and the key parameters to check if a client is experiencing problems establishing a VPN or DirectAccess connection	eLearning	2
EL3265	Troubleshooting IE8 and Encryption Issues in Windows 7	This course provides the desktop support technician with an overview of managing Internet Explorer 8, in particular, in relation to browser security features such as Enhanced Security Configuration, Security Zones, Trusted Sites, and Protected Mode	eLearning	2
EL3266	Protecting Windows 7 Against Malware and Vulnerabilities	This course provides the desktop support technician with guidelines for preventing the infection of client systems by malicious software, how to identify possible infections, and an overview of the tools available to resolve any infection	eLearning	1
EL3267	Exchange Server 2010 SP1: Planning for Exchange Server	This course discusses the new features of Exchange Server 2010 and the hardware required to support an installation	eLearning	1

EL3268	Exchange Server 2010 SP1: Installation and Configuration	This course demonstrates how to complete a typical installation. How to install additional Exchange Server roles. Also discussed are the requirements and process for transitioning from previous versions of Exchange Server to Exchange Server 2010	eLearning	1
EL3269	Exchange Server 2010 SP1: Administrative Tools	This course provides an overview of the management tools and how they are used to administer Exchange Server 2010 mailboxes.	eLearning	1
EL3270	Exchange Server 2010 SP1: Mailbox Server Administration	This course discusses how to create user mailboxes as well as resource mailboxes. Also covered is the creation and management of distribution groups and address lists.	eLearning	2
EL3271	Exchange Server 2010 SP1: Public Folders and Messaging Records Management	To ensure compliance with legal requirements or company policy, messaging records management (MRM) can be used	eLearning	2
EL3272	Exchange Server 2010 SP1: Message Transport	This course discusses the implementation of send and receive SMTP connectors on Hub Transport servers and Edge Transport servers	eLearning	1
EL3273	Exchange Server 2010 SP1: Transport Rules, Message Compliance and Security	As e-mail is now the most popular form of business communications, messages that contain sensitive information need to be protected. Information Rights Management (IRM) can provide protection for messages both online and offline	eLearning	2
EL3274	Exchange Server 2010 SP1: Client Access	Discussed in this course are technologies such as Outlook Web Access and Outlook Anywhere that provide access to e-mail through a web browser and Exchange ActiveSync that enables users to synchronize a mobile device with an Exchange server	eLearning	1
EL3275	Exchange Server 2010 SP1: High Availability	Exchange Server 2010 SP1 includes Database Availability Groups (DAG), which ensures e-mail will always be available to users; DAG replaces Cluster Continuous Replication (CCR) and Standby Continuous Replication (SCR)	eLearning	1
EL3276	Exchange Server 2010 SP1: Backup and Recovery	This course discusses how to plan and implement a disaster recovery strategy for an organization and recover Exchange Server 2010 SP1 data that may be compromised or lost.	eLearning	1
EL3277	Exchange Server 2010 SP1: Monitoring Mail Flow and Performance	This course discusses how to monitor, audit, and log the performance of Exchange Server 2010.	eLearning	1
EL3278	CompTIA Network+ 2012: Networking Concepts Part 1	This course introduces the basic concepts of networking, including network models, such as the OSI model and the TCP/IP model and the protocols and applications that function within these models	eLearning	2
EL3279	CompTIA Network+ 2012: Networking Concepts Part 2	This course describes the protocols used on most networks today and the troubleshooting methodology that is recommended when problems arise.	eLearning	1

EL3280	CompTIA Network+ 2012: Network Installation and Configuration Part 1	This course describes how to install and configure common network devices, such as routers and switches, and how to work with wireless technologies in order to create a functional wireless network	eLearning	2
EL3281	CompTIA Network+ 2012: Network Installation and Configuration Part 2	This course describes the different networking problems and issues that can arise, as well as how they can be addressed	eLearning	1
EL3282	Introducing Cloud Computing	This course is intended for customers looking for an overview of the cloud computing concept, the services provided and the benefits and concerns of implementing these types of services	eLearning	1
EL3283	Moving Business Services into the Cloud	This course presents cloud-enabled business models, an example of a cloud adoption lifecycle, the cloud computing reference model, concerns about cloud governance and security, and a look at cloud services providers	eLearning	2
EL3284	Cloud Computing Basics	This course provides IT professionals with a working definition of cloud computing, explores the technological precursors of today's cloud as well as the current technologies the cloud is dependant on	eLearning	1
EL3285	Cloud Technology Enablers	This course takes a closer look at the main enabling technologies and core components that allow clouds to function	eLearning	1
EL3286	Enterprise Data and Cloud Interaction	This course presents the importance of classifying your type of data, what type of security regulations or restrictions apply to it, and whether a cloud provider's offering aligns with those requirements	eLearning	1
EL3287	Migrating Infrastructure to the Cloud	This course explores the steps you should take in determining if your infrastructure has components that are suitable for a cloud solution	eLearning	1
EL3288	Identity, Presence, and Privacy	This course ensures you are familiar with identity and access management (IAM) and the common industry protocols used to extend identity to the cloud	eLearning	1
EL3289	Providing Cloud Security	This course explores some of the key risk areas when it comes to security and cloud computing.	eLearning	1
EL3290	Oracle Database 11g: Installation and Upgrade Enhancements	Recognize the enhancements to Oracle Database 11g's installation and upgrade processes, as well as its various post-upgrade steps, and recognize how to create a new database	eLearning	2
EL3291	Oracle Database 11g: Storage Enhancements	recognize ways in which storage has been enhanced in Oracle Database 11g using Automatic Storage Management's (ASM's) commands and extensions	eLearning	1

EL3292	Oracle Database 11g: Change Management Overview and SQL Plan Management	outline the uses of management tools in Oracle Database 11g, such as SQL Performance Analyzer, SQL tuning sets, and SQL plan baselines, and outline how you can use them to effectively manage change and execute SQL plans.	eLearning	2
EL3293	Oracle Database 11g: Database Replay and Automatic SQL Tuning	Explain the benefits and uses of Oracle Database 11g's crucial developer tools, Database Replay and Automatic SQL Tuning, when setting up and testing a database	eLearning	2
EL3294	Oracle Database 11g: Intelligent Infrastructure Enhancements	Identify how to to monitor performance, automate maintenance, calibrate and manage resources, and streamline job scheduling using Oracle Database 11g's intelligent infrastructure enhancements	eLearning	2
EL3295	Oracle Database 11g: Performance Enhancements	identify the scope and capabilities of Oracle Database 11g's performance-enhancing tools, such as those for memory management, performance analysis, and statistics gathering.	eLearning	1
EL3296	Oracle Database 11g: Partitioning and Storage-Related Enhancements	identify the benefits of Oracle Database 11g's partitioning and storage-related enhancements, and recognize how to use SQL Access Advisor to help you optimize your database in this regard.	eLearning	2
EL3297	Oracle Database 11g: Using RMAN Enhancements, Flashback and LogMiner	identify ways of using Oracle Database 11g's enhanced RMAN, Flashback and LogMiner tools to clone databases, create backups and catalogs, archive historical data, and roll back transactions.	eLearning	2
EL3298	Oracle Database 11g: Diagnostic Enhancements and Using the Data Recovery Advisor	recognize the steps for detecting, diagnosing, repairing critical errors, data failures in Oracle Database 11g, proactive, diagnostic tools, such as Automatic Diagnostic Repository, Support Workbench, SQL Repair Advisor, and the Data Recovery Advisor	eLearning	2
EL3299	Oracle Database 11g: New Security Features	identify the ways in which Oracle Database has enhanced security, including enhancements to Transparent Data Encryption and password security, and identify the steps for managing all aspects of security	eLearning	1
EL3300	Oracle Database 11g: SecureFiles and Miscellaneous New Features	Recognize the steps for enhancing the performance of large objects, caching query results, and performing other miscellaneous tasks in Oracle Database 11g.	eLearning	2
EL3301	Oracle Database 11g: Database Architecture and Installation	Identify the elements of the Oracle Database 11g architecture and recognize the tools and steps required to install the Oracle Database 11g software	eLearning	2

EL3302	Database Creation, Instance Management, and Connectivity	Identify the steps for creating a new Oracle Database 11g database and then configuring it and managing the instance, and also recognize the steps for configuring new Oracle Net Listeners and database connectivity.	eLearning	2
EL3303	Storage Structure/User Security	Oracle Database 11g: Storage Structures and User Security Identify the steps for maintaining storage structures & automating storage management in Oracle Database 11g, & for managing privileges, roles, & other security feateatures	eLearning	2
EL3304	Managing the Schema, Data, and Concurrency	Identify the steps for managing schema objects, such as tables, views, and indexes, and recognize ways to use SQL and PL/SQL commands to manipulate data and ensure data concurrency.	eLearning	2
EL3305	Oracle Database 11g: Managing Undo Data, Database Security, and Maintenance	Recognize the steps required to manage undo information, secure an Oracle Database 11g database, and maintain it by monitoring statistics, automated tasks and alert thresholds.	eLearning	2
EL3306	Oracle Database 11g: Performance Monitoring, Recovery Concepts and Backup	Identify the steps for ensuring an Oracle Database 11g database is available to users when needed, by monitoring its performance, anticipating & avoiding database failure, setting up instance recovery options, & creating backups.	eLearning	2
EL3307	Oracle Database 11g: Recovering, Moving, and Enhancing the Oracle Database	Recognize ways to make use of Oracle Database 11g's tools for moving and recovering data, reporting on problems, and installing updates to enhance a database.	eLearning	2
EL3308	Oracle Database 11g: Database Architecture and ASM	To recognize the structural elements in Oracle Database 11g's architecture, including and Automatic Storage Management (ASM), and recognize the steps for managing storage using disk groups.	eLearning	1
EL3309	Oracle Database 11g: Configuring for Recovery	To recognize the steps for configuring all aspects of backup and recovery functionality in Oracle Database 11g, using ARCHIVELOG mode, retention policies, a Flash Recovery Area, and an RMAN recovery catalog.	eLearning	1
EL3310	Oracle Database 11g: Configuring for Backups	To identify the steps for preparing a database for& then for performing various types of RMAN backups & monitoring them using reports & dynamic performance views, also for performing user-managed backups & recoveries.	eLearning	2
EL3311	Oracle Database 11g: Using RMAN for Recovery	To identify ways to use RMAN to ensure that data is not lost in Oracle Database 11g, by performing complete and incomplete recoveries as well as disaster recoveries, by cloning databases, & by restoring a tablespace to a particular time.	eLearning	1

EL3312	Oracle Database 11g: Supporting RMAN and Using Flashback Technology	To recognize the steps for making sure that you can recover data quickly by tuning RMAN to avoid bottlenecks, also for making sure that any changes to a database can be easily reversed, if necessary, using Oracle Database 11g's flashback features	eLearning	2
EL3313	Oracle Database 11g: Diagnosing the Database and Managing Memory	To identify steps for diagnosing & repairing database problems with help of Oracle Support Automatic Diagnostic Repository, Spt Workbench, & health checks, for enabling and configuring automatic memory management & automatic shared memory management.	eLearning	2
EL3314	Oracle Database 11g: Database Performance and Space Management	To identify the steps for making sure your Oracle Database 11g database is performing well and has adequate space, by monitoring statistics, tuning SQL, testing workloads, managing space, and transporting tablespaces.	eLearning	2
EL3315	Oracle Database 11g: Managing Resources and Task Automation	To identify ways to ensure that resources are being put to best use and database jobs are performed when they should be, using the Database Resource Manager and the Scheduler.	eLearning	2
EL3316	Oracle Database 11g: Globalization	To recognize the steps for utilizing Oracle Database 11g's globalization support features to ensure that information and data is displayed in a user's native language, and that territory and language-dependent conventions are adhered to.	eLearning	1
EL3317	Oracle Database 11g: Getting Started with SQL and PL/SQL New Features	To recognize the scope & capabilities of enhancements to SQL & PL/SQL, including tools such as SQL*Plus & SQL Developer, & use them to create reports & scripts, browse & manage database objects, find subpatterns, & track dependencies	eLearning	1
EL3318	Oracle Database 11g: Using Dynamic SQL and Implementing Performance Improvements	To recognize the steps for improving SQL and PL/SQL flexibility, usability, and performance, using dynamic SQL, language enhancements, and a variety of performance enhancements.	eLearning	1
EL3319	Oracle Database 11g: Using Trigger, Data Warehousing, and Pivoting Enhancements	To recognize the steps for improving performance, managing scalability, enhancing control and processing speed, and reducing network load using enhanced features such as compound triggers, SecureFile LOBs, and PIVOT operations.	eLearning	1
EL3320	Oracle Database 11g: Using the PL/SQL Debugger, Collections, and Data Warehousing	To recognize ways to utilize the PL/SQL Debugger to analyze your code, identify the uses and benefits of collections, and identify the steps for employing data warehousing enhancements to improve query execution times.	eLearning	1

EL3321	Oracle Database 11g: Using SQL to Query Your Database	To identify the concepts and components of an Oracle Database 11g database, recognize how to retrieve information from it using SQL, and identify the steps for sorting, limiting, modifying, and formatting this information.	eLearning	2
EL3322	Oracle Database 11g: Conversion Functions, Group Functions, and Joins	To recognize the steps for writing queries that convert data from one type to another, specify conditions, perform calculations on groups of rows or even tables, and return values from more than one table.	eLearning	2
EL3323	Oracle Database 11g: Subqueries, Set Operators, and Data Manipulation	To identify the steps for manipulating queries to return the data you need, using subqueries and set operators, and also for manipulating the actual data using INSERT, UPDATE, DELETE and other data manipulation language (DML) statements.	eLearning	2
EL3324	Oracle Database 11g: Using DDL, Views, Sequences, Indexes, and Synonyms	To recognize the steps for creating, defining, and dropping tables, manipulating how their data can be viewed, and using schema objects to generate integers, improve queries, and rename tables.	eLearning	1
EL3325	Oracle Database 11g: Controlling User Access and Managing Schema Objects Data Dict View/Lg Data Sets	To recognize the steps for controlling user access to objects and also for maintaining these objects by dropping columns and adding constraints and indexes.	eLearning	1
EL3326	Oracle Database 11g: Data Dictionary Views and Large Data Sets	To recognize the steps for querying data dictionary views to view schema objects, and for performing operations on large amounts of data, such as inserting data into multiple tables and merging table rows.	eLearning	1
EL3327	Oracle Database 11g: Managing Data in Different Time Zones	To identify the steps for managing data in different time zones in Oracle Database 11g, for managing time intervals, and for using datetime functions.	eLearning	1
EL3328	Oracle Database 11g: Using Subqueries and Regular Expressions	To recognize the steps for retrieving data using subqueries and using regular expressions to search for, match, and replace strings.	eLearning	1
EL3329	Oracle Database 11g: PL/SQL Variables, Attributes, and Executable Statements	To identify the steps for getting started with PL/SQL, recognizing the benefits of the available tools, creating basic statements, declaring variables, testing code, and adhering to scoping and nesting rules.	eLearning	2
EL3330	Oracle Database 11g: Using DML, DDL, Cursors, Control Structures, and Loops	To identify the steps for using PL/SQL to manipulate data, control transactions, determine the outcome of statements, and create loops and conditional control structures.	eLearning	1
EL3331	Oracle Database 11g: Using Data Types, INDEX BY Tables, and Cursors in PL/SQL	To recognize ways to create user-defined PL/SQL records and INDEX BY tables, and identify the steps for declaring and controlling explicit cursors and cursors with parameters.	eLearning	1

EL3332	Oracle Database 11g: Working with Exceptions, Subprograms, JDeveloper, and REF Cursors	To recognize ways to handle unanticipated errors in PL/SQL, write stored procedures and functions, deploy Java applications and Web services, and use cursor variables.	eLearning	2
EL3333	Oracle Database 11g: Subprograms, Packages, and Exception Handling in PL/SQL	To identify the steps for designing, debugging, invoking, and bundling PL/SQL subprograms, procedures and functions, and also for handling their exceptions.	eLearning	2
EL3334	Oracle Database 11g: Packages, Dynamic SQL, and Coding Considerations in PL/SQL	To recognize the steps for creating and using efficient PL/SQL packages, including Oracle-supplied packages, executing dynamic SQL, and improving the performance of code.	eLearning	2
EL3335	Oracle Database 11g: Using Triggers, the PL/SQL Compiler, and Managing Code	To identify the steps for creating, managing, and using database triggers, and for using the new PL/SQL compiler, its initialization parameters, and its compile time warnings.	eLearning	2
EL3336	Oracle Database 11g: Managing PL/SQL Code and Dependencies	To identify the steps for performing conditional compilation to selectively use PL/SQL code, wrapping code, and tracking dependencies.	eLearning	1
EL3337	Oracle Database 11g: Getting Started With PL/SQL	To identify the steps for getting started with PL/SQL, recognizing the benefits of the available tools, creating basic statements, declaring variables, testing code, and adhering to scoping and nesting rules.	eLearning	2
EL3338	Oracle Database 11g: Using DML, DDL, Cursors, Loops, and Control Structures	To identify the steps for using PL/SQL to manipulate data, control transactions, determine the outcome of statements, and create loops and conditional control structures.	eLearning	1
EL3339	Oracle Database 11g: Using Data Types, INDEX BY Tables, and Cursors	To recognize ways to create user-defined PL/SQL records and INDEX BY tables, and identify the steps for declaring and controlling explicit cursors and cursors with parameters.	eLearning	1
EL3340	Oracle Database 11g: Using Exceptions, Subprograms, JDeveloper, and REF Cursors	To recognize ways to handle unanticipated errors in PL/SQL, write stored procedures and functions, deploy Java applications and Web services, and use cursor variables.	eLearning	2
EL3341	Oracle Database 11g: Subprograms, Packages, and Exception Handling	To identify the steps for designing, debugging, invoking, and bundling PL/SQL subprograms, procedures and functions, and also for handling their exceptions.	eLearning	2
EL3342	Oracle Database 11g: Packages, Dynamic SQL, and Coding Considerations	To recognize the steps for creating and using efficient PL/SQL packages, including Oracle-supplied packages, executing dynamic SQL, and improving the performance of code.	eLearning	2
EL3343	Oracle Database 11g: Using Triggers and the PL/SQL Compiler	To identify the steps for creating, managing, and using database triggers, and for using the new PL/SQL compiler, its initialization parameters, and its compile time warnings.	eLearning	2
EL3344	Oracle Database 11g: PL/SQL Code and Dependency Management	To identify the steps for performing conditional compilation to selectively use PL/SQL code, wrapping code, and tracking dependencies.	eLearning	1

EL3353	Oracle Database 11g: Architecture, SQL Tuning, and Optimization	This course explores the major architectural components of the Oracle Database server, memory structures, background processes, and physical and logical storage structures.	eLearning	2
EL3354	Oracle Database 11g: Indexes, Access Paths, and Join Operations	This course explores the access paths used for tables, such as full table, rowid, and sample table scan.	eLearning	2
EL3355	Oracle Database 11g: Execution Plans and Star Transformations	This course explores gathering, displaying, and interpreting execution plans.	eLearning	2
EL3356	Oracle Database 11g: Optimizer Statistics, Hints, and Cursor Sharing	This course covers gathering optimizer and system statistics, setting statistic preferences, using dynamic sampling, and manipulating optimizer statistics.	eLearning	3
EL3357	Oracle Database 11g: Application Tracing and Automatic SQL Tuning	This course explores configuring the SQL Trace facility to collect session statistics, using the TRCSESS utility to consolidate SQL trace files, formatting trace files using the tkprof utility, and interpreting the output of the tkprof command.	eLearning	2
EL3358	Oracle Database 11g: Configuring OSB and Security	This course covers how OSB complements the Oracle backup and recovery options, as well as terminology, interface options, and backup management features.	eLearning	1
EL3359	Oracle Database 11g: Securing Domain and Data in Oracle Secure Backup	This course explores managing user access control for OSB, adding a user with preauthorized access, host authentication, backup security characteristics, encryption, and host encryption policies.	eLearning	1
EL3360	Oracle Database 11g: RMAN and Oracle Secure Backup	This course describes integrated disk & tape backup, how to register the administrative server in Enterprise Manager, checking RMAN backup & recovery settings, using time-managed & content-managed expiration policies.	eLearning	2
EL3361	Oracle Database 11g: Managing Backups and Infrastructure	This course demonstrates how to browse the catalog for file-system backup data, create catalog-based restore requests, and perform file-system restoration.	eLearning	1
EL3362	Oracle Database 11g: Tape Vaulting, Duplication, and Tuning	This course covers configuring and using tape vaulting and a tape vaulting environment, viewing tape rotation reports, and troubleshooting vaulting.	eLearning	1
EL3363	Oracle Database 11g: Installation of Clusterware and RAC	This course provides an introduction to Oracle Database 11g: Real Application Clusters (RAC) and demonstrates how to fulfill the pre-installation requirements for Oracle Clusterware as well as how to install and configure Clusterware.	eLearning	3
EL3364	Oracle Database 11g: RAC Database and Oracle Clusterware Administration	This course explains how to use Enterprise Manager cluster database pages to administer a RAC database and how to carry out various administration tasks on Oracle Clusterware.	eLearning	3

EL3365	Oracle Database 11g: RAC Performance Tuning	This course explains instance recovery in RAC, describes RAC wait events and latencies, and provides the most common RAC tips for tuning performance in a RAC environment.	eLearning	1
EL3366	Oracle Database 11g: Configure, Manage, and Use Services in RAC	This course provides an introduction to services and discusses how to configure, modify, and use services in a RAC environment.	eLearning	1
EL3367	Oracle Database 11g: Diagnosing Oracle Clusterware and Node Management	This course discusses the basics of debugging and the use of diagnostics in a RAC environment, including how to use Oracle Clusterware diagnostic files, the DIAG process, and the Cluster Verification Utility (CVU).	eLearning	1
EL3368	Oracle Database 11g: High Availability in RAC	This course explains how to configure connections for high availability using various types of workload distribution & load balancing, Fast Application Notification (FAN), Fast Connection Failover (FCF), & Transparent Application Failover (TAF).	eLearning	2
EL3369	Oracle Database 11g: Introduction to Database Security and Solutions	This course describes business security requirements and defines least privilege, authorization, and authentication.	eLearning	1
EL3370	Oracle Database 11g: Database Security	This course explores how to configure Oracle Database 11g in a secure manner by adhering to industry standard best security practices for operational database deployments.	eLearning	1
EL3371	Oracle Database 11g: Database Auditing	This course explores how to implement basic database auditing, privileged user auditing, DML and DDL auditing, and how to send audit records to the operating system files.	eLearning	1
EL3372	Oracle Database 11g: Basic User and Strong Authentication	This course covers creating and auditing database authenticated users and operating-system-authenticated users.	eLearning	1
EL3373	Oracle Database 11g: Enterprise User Security and Proxy Authentication	This course describes the basic components of Enterprise User Security.	eLearning	1
EL3374	Oracle Database 11g: Privileges, Roles, and Application Contexts	This course covers implementing roles, enterprise roles, and the securing of objects through procedures.	eLearning	1
EL3375	Oracle Database 11g: Virtual Private Database	This course describes VPD, how to implement VPD, group policies. Also explores how FGAC is used with VPD, as well as tools, policies, and policy types.	eLearning	1
EL3376	Label Security/Data Mask Pack	This course discusses the issues and challenges of encryption and describes key management solutions	eLearning	2
EL3377	Oracle Database 11g: Encryption Concepts	This course discusses the issues and challenges of encryption and describes key management solutions.	eLearning	1
EL3378	Oracle Database 11g: Transparent Data Encryption	This course demonstrates how to set up the database master encryption key and implement TDE.	eLearning	1
EL3379	Oracle Database 11g: Oracle Net Services and Listener Security	This course describes the items on the client, listener, and network security checklists.	eLearning	1

EL3380	Oracle Database 11g: Firewalls, Oracle Connection Manager, and SQL*Plus Security	This course describes how firewalls are used to restrict network access and the guidelines for positioning servers within firewalls.	eLearning	1
EL3381	Oracle Database 11g Release 2: Installation and Oracle Restart	This course demonstrates how to install the Oracle Grid Infrastructure, use ASMCA to create disk groups, and create and manage ASM volumes and the Cluster File System.	eLearning	2
EL3382	Oracle Database 11g Release 2: ASM, Storage and Partitioning Enhancements	This course identifies the enhancements in each of these areas: ASM fast mirror resync, manage ASM users, disk groups, ACLs, and Intelligent Data Placement, as well as table compression, SQL Access Advisor, and segment creation.	eLearning	2
EL3383	Oracle Database 11g Release 2: Oracle Partitioning and Security Features	This course covers the enhanced data warehouse and partition enhancements, which includes support for loading data stored in compressed files, new parameters for simplified parallelism implementation, and new partitioning methods.	eLearning	2
EL3384	Oracle Database 11g Release 2: Using Change Management Solutions	This course identifies each of these change management solutions and demonstrates how to use them to analyze SQL statements, test upgrades, and capture and analyze workloads.	eLearning	2
EL3385	Oracle Database 11g Release 2: Intelligent Infrastructure Enhancements	This course identifies how to automatically tune SQL statements using Automatic SQL Tuning, Automatic Workload Repository baselines to gather performance metrics, control maint tasks, determine I/O metrics using I/O Calibration tool, & Resource Manager.	eLearning	1
EL3386	Oracle Database 11g Release 2: Diagnosability Enhancements	This course discusses using Automatic Diagnostic Repository, creating and submitting Incident Packages to Oracle Support, running health checks and viewing the reports.	eLearning	1
EL3387	Oracle Database 11g Release 2: SQL Monitoring and Performance Enhancements	This course demonstrates how to monitor SQL commands in real-time using SQL Monitoring, Automatic Database Diagnostic Monitoring (ADDM), DB Smart Cache, gather & view partitioned tables, hash-based sampling, multicolumn, & expressions, & deferred stats.	eLearning	1
EL3388	Oracle Database 11g Release 2: Application Performance Enhancements	This course identifies the new online redefinition enhancements for tables, invisible indexes, adaptive cursor sharing, and using SQL Query Result, Client Query, and PL/SQL Function Caches.	eLearning	1
EL3389	Oracle Database 11g Release 2: Backup, Recover, Archive, and Repair Data	This course demonstrates how to backup and recover database, archive backups, using TSPITR, and manage the recovery catalogs.	eLearning	2
EL3390	Oracle Database 11g Release 2: Oracle Scheduler and Secure Backup	This course demonstrates how to use Oracle Schedule to create email notifications, create file watchers and create and manage remote database and multiple destination jobs.	eLearning	1

EL3391	Oracle Database 11g Release 2: Database Architecture and Installation	This course identifies the major architectural components of the Oracle Database 11g Release 2, explains memory structures, describes background processes, and explores the logical and physical storage structures.	eLearning	2
EL3392	Oracle Database 11g Release 2: Database Creation and Instance Management	This course describes the DBA tasks to plan a database installation and how to use the Database Configuration Assistant (DBCA) to install the Oracle Database 11g software.	eLearning	2
EL3393	Oracle Database 11g Release 2: The ASM Instance and Network Connectivity	This course describes the ASM instance and how it works, and demonstrates how to manage it with various utilities.	eLearning	2
EL3394	Oracle Database 11g Release 2: Storage Structures and User Security	This course describes the purpose and functions of tablespaces, and provides details on how to create and manage database user accounts.	eLearning	1
EL3395	Oracle Database 11g Release 2: Managing Concurrency, Undo, and Auditing	This course discusses the locking mechanism in Oracle and how to resolve lock conflicts and deadlocks. It also discusses how to manage undo data, and how to implement database auditing and maintain the audit trail.	eLearning	1
EL3396	Oracle Database 11g Release 2: Managing Database Maintenance and Performance	This course explores how to specify, review, and maintain audit information.	eLearning	1
EL3397	Oracle Database 11g Release 2: Backup and Recovery	This course explores to identify the types of failure that can occur in Oracle database & how to prepare a database for failure recovery using checkpoints, log files, & flash recovery area & ARCHIVELOG mode, & how to perform different types of backups.	eLearning	1
EL3398	Oracle Database 11g Release 2: Moving Data and Oracle Support	This course explores how to move data using Data Pump Wizards or the command line.	eLearning	1
EL3399	Oracle Database 11g Release 2: Database Architecture and Recovery Operations	This course reviews the major architectural components of the Oracle Database 11g architecture, such as memory structures, background processes, and the logical and physical storage structures.	eLearning	1
EL3400	Oracle Database 11g Release 2: The RMAN Catalog and Creating Backups	This course discusses how to create and manage the recovery catalog.	eLearning	2
EL3401	Oracle Database 11g Release 2: Performing Restore and Recovery Tasks	This course discusses the type of failures that can occur and how to recover from them.	eLearning	1
EL3402	Oracle Database 11g Release 2: Using, Monitoring and Tuning RMAN	This course explains how to use RMAN to perform recovery operations, such as recovering a database from an incremental backup, switching to image copies for fast recovery, restoring a database to a new host, and using a backup control file for recovery.	eLearning	1

EL3403	Oracle Database 11g Release 2: Database Diagnostics and Flashback Technologies	This course explains how to use the Data Recovery Advisor and how to set up Automatic Diagnostic Repository, how to use the Support Workbench, run health checks, as well as detect and repair database corruption within the Oracle Database 11g environment.	eLearning	2
EL3404	Oracle Database 11g Release 2: Managing Database Memory and Performance	This course explores the database's memory structures, focusing on how to configure SGA parameters and how to implement Automatic Memory Management and Automatic Shared Memory Management, and how to configure automatic PGA memory management.	eLearning	2
EL3405	Oracle Database 11g Release 2: Managing Database Resources and the Scheduler	This course explains how to configure the Database Resource Manager to access and create resource plans, create, configure, and administer consumer groups, as well as activate a resource plan and monitor the Resource Manager.	eLearning	1
EL3406	Oracle Database 11g Release 2: Managing Database Space and Duplication	This course explores how to use the Oracle database server for automatic space management, proactively monitor and manage tablespace space usage, and reclaim wasted space from tables and indexes by using the segment shrink functionality.	eLearning	2
EL3407	Oracle SOA Suite 11g: Introduction to SOA	This course outlines the challenges faced by enterprises in integrating applications, and how Service-Oriented Architecture can provide a solution.	eLearning	1
EL3408	Oracle SOA Suite 11g: SOA Governance and Service Design	In this course, the need for governance in a Service-Oriented Architecture environment is highlighted, and the different characteristics related to service management are covered.	eLearning	1
EL3409	Oracle SOA Suite 11g: SOA Composite Applications	In this course, the need of governance in a Service-Oriented Architecture environment is highlighted. It also introduces the various service artifacts and service classification in a Service-Oriented Architecture environment.	eLearning	1
EL3410	Oracle SOA Suite 11g: Mediator and BPEL Components	This course introduces you to the Mediator component and its routing functionality. You will also be introduced to process orchestration concepts and using the BPEL component.	eLearning	2
EL3411	Oracle SOA Suite 11g: Human Task and Business Rules Components	This course introduces the Human Workflow task component and its functionality. It also introduces you to Oracle Business Rules and its features.	eLearning	1
EL3412	Oracle SOA Suite 11g: SOA Security and Adoption Planning	This course provides an introduction to the topic of securing services and composite applications. It also describe the activities involved in SOA adoption planning.	eLearning	1
EL3413	SQL Server 2008 R2: Installation	This course identifies SQL Server 2008 R2 components and management tools, and outlines the requirements for installing SQL Server 2008 R2.	eLearning	1

EL3414	SQL Server 2008 R2: Instance and Database Configuration	This course addresses how to configure a SQL Server instance and how to create a new database using SQL Server Management Studio and SQL Server Configuration Manager.	eLearning	1
EL3415	SQL Server 2008 R2: Security Management	This course demonstrates how to create SQL Server logins, database users, and how to grant permissions, including server and database roles.	eLearning	2
EL3416	SQL Server 2008 R2: Database Management	This course demonstrates how to confirm the integrity of a database, manage database files, and how to create maintenance plans using a wizard or the designer.	eLearning	2
EL3417	SQL Server 2008 R2: Data Management	This course demonstrates how to manage table partitions, configure data compression, as well as create and manage indexes in a database.	eLearning	2
EL3418	SQL Server 2008 R2: Database Monitoring and Performance	This course demonstrates how to use SQL Server Profiler, the Database Engine Tuning Advisor, Resource Monitor, and the data collector to monitor and tune the performance of the database.	eLearning	2
EL3419	SQL Server 2008 R2: Backups, Restores, and Database Snapshots	This course is one of a series in the SkillSoft learning path that covers the objectives for Microsoft SQL Server 2008 exam number 70-432.	eLearning	1
EL3420	SQL Server 2008 R2: High Availability	Course addresses how to configure database mirroring, log shipping, replication, failover clusters to ensure that SQL Server 2008 R2 environments are available to users at all times by providing a high-availability & complete disaster-recovery solution.	eLearning	2
EL3421	SQL Server 2008 R2: Creating and Implementing Database Objects	This course is one of a series in the SkillSoft learning path that covers the objectives for the Microsoft exam: 70-433 TS: Microsoft SQL Server 2008, Database Development.	eLearning	2
EL3422	SQL Server 2008 R2: Creating and Altering Partitions	This course demonstrates how to create and manage such partitioned tables and indexes, and distributed partitioned views.	eLearning	1
EL3423	SQL Server 2008 R2: Running Queries and Manipulating Data	This course is one of a series in the SkillSoft learning path that covers the objectives for the Microsoft exam: 70-433 TS: Microsoft SQL Server 2008, Database Development.	eLearning	1
EL3424	SQL Server 2008 R2: Performing Advanced Query Techniques	This course demonstrates how to perform advanced query techniques to manipulate data.	eLearning	1
EL3425	SQL Server 2008 R2: Implementing Programming Objects	This course demonstrates how to create user-defined functions, DML and DDL triggers, and stored procedures, as well as how to use the control of flow language in transactions and handle any errors that might arise.	eLearning	2

EL3426	SQL Server 2008 R2: Querying and Managing XML Data	This course demonstrates how to use the xml data type, XML schema collations, and how to create XML indexes.	eLearning	2
EL3427	SQL Server 2008 R2: Messaging, Full-Text Search, Scripts, and Track Changes	This course demonstrates how to implement Server Broker, change tracking, full-text search, and Database Mail.	eLearning	2
EL3428	SQL Server 2008 R2: Gathering Performance Data	This course demonstrates how to view execution plans for transactions and how to use SQL Server Profiler to monitor the databases.	eLearning	1
EL3429	Implementing SQL Server 2008 Integration Services	This course gives an overview of the importance of business intelligence in today's competitive market and introduces the capabilities provided by SQL Server 2008 Integration Services, Reporting Services, and Analysis Services.	eLearning	1
EL3430	Configuring SQL Server 2008 Integration Services Packages	This course explores the various components that make up an SSIS package.	eLearning	2
EL3431	Deploying SQL Server 2008 Integration Services Packages	This course discusses the deployment and execution of SQL Server Integration Services (SSIS) packages.	eLearning	1
EL3432	Managing SSIS Packages in SQL Server 2008	This course discusses managing SQL Server Integration Services (SSIS) packages.	eLearning	1
EL3433	Implementing SQL Server 2008 Reporting Services Solutions	This course introduces the reporting services functionality, tools, installation, and enhancements provided by SQL Server 2008.	eLearning	3
EL3434	Deploying and Delivering SQL Server 2008 Reporting Services Reports	This course discusses features and tasks performed by administrators when working with SQL Server 2008 Reporting Services (SSRS) reports and content.	eLearning	2
EL3435	Maintaining SQL Server 2008 Reporting Services	This course outlines the tools used and tasks involved in managing and maintaining access to Reporting Services and corresponding data.	eLearning	1
EL3436	Implementing SQL Server 2008 Analysis Services Solutions	This course will introduce you to SQL Server 2008 Analysis Services and look at the benefits your business can gain from it.	eLearning	2
EL3437	Querying Cubes and Working with Data Mining in SSAS	This course will introduce the fundamentals of querying multi-dimensional data.	eLearning	2
EL3438	Managing SQL Server 2008 Analysis Services Solutions	This course looks at Analysis Services from a management perspective.	eLearning	2
EL3439	Oracle 11i E-Business Suite: Introduction	To identify the main features of 11i E-Business Suite, to perform key navigation tasks, to create a shared entity type, and to recognize the key business flows of 11i E-Business Suite	eLearning	2
EL3440	Oracle 11i E-Business Suite: Multi-Org	To identify characteristics and key features of Multi-Org and to identify the considerations to make when implementing Multi-Org	eLearning	1

EL3441	Oracle 11i E-Business Suite: Flexfields	To create value sets and to perform the tasks to define a structure for descriptive flexfields.	eLearning	2
EL3442	Oracle 11i E-Business Suite: System Administration	To identify and in some cases perform key system-administration tasks in 11i E-Business Suite.	eLearning	1
EL3443	Oracle 11i E-Business Suite: Workflow, Alerts, and Daily Business Intelligence	To identify the key features of the Oracle Workflow architecture, to create alerts in 11i E-Business Suite, to recognize the benefits and characteristics of Daily Business Intelligence (DBI) and, given a scenario, run a report in a DBI environment	eLearning	2
EL3444	Oracle 11i: Function Security and Data Security	To create users and responsibilities, assign responsibilities, create data groups, create functions and menus, and perform key data-security tasks.	eLearning	2
EL3445	Oracle 11i: Roles, Delegated Administration, Registration, and Auditing	To create roles, set up Delegated Administration, create registration processes for roles, run audit reports, monitor users, and enable the AuditTrail feature	eLearning	3
EL3446	Oracle 11i: Concurrent Elements	To submit and manage requests, create request groups and request sets, and identify the concepts and tools associated with concurrency and concurrency administration.	eLearning	3
EL3447	Oracle 11i: Profile Options, DBA Duties, and Printer Management	To set and view profile options, perform some Application-DBA tasks, define printers, and print with the pasta.cfg file.	eLearning	1
EL3448	Oracle 11i: Personalization of Forms and OA Framework Pages	To personalize forms and Oracle Applications (OA) framework pages.	eLearning	2
EL3449	Oracle 11i: Oracle Workflow	To identify the components of Oracle Workflow and to recognize the mandatory the optional steps for configuring Oracle Workflow.	eLearning	1
EL3450	Oracle 11i: System Monitoring and Troubleshooting in OAM	To monitor and manage some of the system components of Oracle E-Business Suite, run some troubleshooting wizards, and use the Support Cart feature in Oracle Applications Manager (OAM)	eLearning	2
EL3451	Oracle 11i: Project Management and Projects Integration	To recognize the Oracle Enterprise Project Management Solution products, the integration of Oracle Project with other Oracle e-business applications, and how to define an Oracle Applications set of books	eLearning	2
EL3452	Oracle 11i: Organization, Period, and Calendar Definitions in Oracle Projects	To recognize how Oracle Projects' multiple organization architecture, periods, and calendars are used for structuring and scheduling, and to implement them in an enterprise.	eLearning	2
EL3453	Oracle 11i: Resource and Role Management	To recognize the resources and roles in Oracle Projects, how they are used in project management, and to create and assign them.	eLearning	1

EL3454	Oracle 11i: Oracle Projects Security Model and Page Layouts	To use Oracle Projects to secure function and data access within Projects applications, and use page layouts to manipulate views of project information.	eLearning	2
EL3455	Oracle 11i: Oracle Projects and Task Definition I	To define project setup options and project types to manage project structuring, resources, and workflow.	eLearning	2
EL3456	Oracle 11i: Oracle Projects and Task Definition II	To recognize how projects are organized, and create and administer them.	eLearning	1
EL3457	Oracle 11i: User-Defined Attributes, Implementation Options, and Utilization	To use Oracle Project's user-defined attributes, group implementation options, and utilization reports to capture information, interface with other Oracle applications, and report actual and scheduled utilization and resources.	eLearning	2
EL3458	Oracle 11i: Organization Forecasting and Integration	To use organization forecasting for project planning and administration, and integrate Oracle Projects with Oracle Sales and Oracle Advanced Product Catalog to manage sales and product lifecycles	eLearning	2
EL3459	Oracle 11i: Using the Navigator, Forms, and Online Help	To define responsibilities and recognize Navigator functionality, enter and work with data using forms, and search for information with Oracle Applications online help.	eLearning	1
EL3460	Oracle 11i: Concurrent Processing, Requests, Profiles, and Forms	To execute application tasks simultaneously by running concurrent requests and request sets, customize the presentation of data, and manage personal user profiles, form attachments, and form flexfields	eLearning	2
EL3461	Introduction to HTML5 and CSS3	This course provides an overview of the changes to HTML5 and CSS3 from their previous versions.	eLearning	2
EL3462	Working with Forms, the Canvas, and Media in HTML5	This course provides detailed instruction on three new APIs in HTML5 – Canvas, Audio and Video – as well as on the new features of the Forms API.	eLearning	1
EL3463	Advanced HTML5	This course provides instruction on many of the new API's that have been introduced with HTML5 relating to web support, communication, and 3D graphics.	eLearning	1
EL3464	XML Language Basics	This course discusses the basics of creating documents in XML.	eLearning	1
EL3465	Manipulating XML with the XML DOM and Ajax	This course will explore how to use these techniques with XML to realize its data potential.	eLearning	1
EL3466	XML Transformation Using XSLT and XSL-FO	This course will examine how each is used to format and transform XML for user consumption, as well how to use both client-side and server-side methods to perform XSLT transformations.	eLearning	2

EL3467	Querying XML Data with XPath and XQuery	This course will cover how to use these languages to both navigate and query XML data. Specific topics covered include XPath basics, XPath functions, as well XQuery built-in and user-defined functions.	eLearning	1
EL3468	Web Services and XML	This course will examine the key role that XML plays in the creation and use of web services and its various elements. Specific topics include using SOAP, WSDL, REST, and security.	eLearning	1
EL3469	Web Development Fundamentals	This course will provide an overview of the concepts and skills necessary to design and publish a web site.	eLearning	2
EL3470	Internet Site Development	This course covers the key aspects of planning and designing sites for users, ensuring that sites have gone through site functionality testing, and also explores the use of active content and multimedia in site development.	eLearning	2
EL3471	Web 2.0 Fundamentals	This course provides an overview of what Web 2.0 is and the role that the Web 2.0 technologies play.	eLearning	2
EL3472	Introduction to Adobe Flash Professional CS5	This course demonstrates how to get started in Flash Professional CS5, providing a comprehensive introduction to the updated Flash environment.	eLearning	1
EL3473	Drawing and Working with Images in Flash CS5	This course introduces the learner to drawing in Flash.	eLearning	3
EL3474	Using Flash CS5 Libraries, Text, and Components	This course provides an introduction to creating text in Flash Professional CS5.	eLearning	3
EL3475	Animation in Flash CS5	This course introduces the learner to animating in Flash.	eLearning	2
EL3476	ActionScript and Multimedia in Flash CS5	This course provides an introduction to using ActionScript 3.0 in Flash CS5.	eLearning	2
EL3477	Creating Navigation and Publishing Movies in Flash CS5	The course explains how to fully test and preview your movie, as well as publish it and integrate it with HTML.	eLearning	1
EL3478	Introduction to Adobe Flash CS4 Professional	This course demonstrates how to get started in Flash Professional CS4, providing a comprehensive introduction to the updated Flash environment.	eLearning	2
EL3479	Drawing and Working with Images in Flash CS4	This course introduces the learner to drawing in Flash.	eLearning	2
EL3480	Using Flash CS4 Libraries, Text, and Components	This course provides an introduction to creating text in Flash CS4 Professional.	eLearning	3
EL3481	Animation in Flash CS4	This course introduces the learner to animating in Flash.	eLearning	2
EL3482	ActionScript and Multimedia in Flash CS4	This course provides an introduction to using ActionScript 3.0 in Flash CS4.	eLearning	2

EL3483	Workflow and Adobe Integration in Flash CS4	This course explains the various ways you can optimize workflow in Flash CS4.	eLearning	2
EL3484	Creating Navigation and Publishing Movies in Flash CS4	This course demonstrates how to create navigation within a Flash CS4 movie.	eLearning	1
EL3485	JavaScript Language Basics	This course will introduce the history of JavaScript and outline how it is commonly used to develop dynamic web sites.	eLearning	2
EL3486	JavaScript: Objects and Object-oriented Programming	This course is one of a series covering the fundamentals of the JavaScript language.	eLearning	2
EL3487	JavaScript: Functions and Regular Expressions	This course will explore how to use Function objects and useful predefined functions that are part of the JavaScript language.	eLearning	2
EL3488	JavaScript: Browser Scripting Fundamentals	This course explores and demonstrates how to use JavaScript to access and modify client-side features of the browser, and as a result to add a degree of interactivity to web sites.	eLearning	1
EL3489	JavaScript: Advanced Browser Scripting and DHTML	This course explores and demonstrates how to use JavaScript to incorporate error handling techniques into your programs as well as enhance the interactivity of the user experience using DHTML.	eLearning	2
EL3490	DHTML and Cascading Style Sheets	To outline how and when to use basic DHTML and to describe how to use Cascading Style Sheets for positioning and formatting in web pages.	eLearning	3
EL3491	Making Content Dynamic with DHTML	To describe how to make content dynamic using DHTML.	eLearning	3
EL3492	Structuring XML with Schemas	To structure XML using schemas	eLearning	1
EL3493	Advanced Schemas	To enhance schemas with user-defined datatypes and namespaces.	eLearning	2
EL3494	Transforming and Formatting XML	To use XSLT and XSL-FO syntax to transform XML documents.	eLearning	2
EL3495	Querying, Navigating, and Linking XML Data	To work with the XML standards used to query, navigate, and link XML data.	eLearning	1
EL3496	XML APIs	To use APIs to manage DOM and SAX models of XML data.	eLearning	1
EL3497	Extending XML	To use some W3C standards to extend XML.	eLearning	2
EL3498	Using your Desktop Computer and Mobile Devices Safely	This course examines the types of threats that desktop computers and mobile devices may face, and effective ways to secure them.	eLearning	1
EL3499	Introduction to Information Security	This course examines corporate security and how it affects end users, along with the best ways to secure your work environment, whether you work in an office, on the go, or at home.	eLearning	1
EL3500	Using E-mail, the Internet, and Social Media Safely in a Corporate Environment	This course examines the ethical use of E-mail, guidelines for using E-mail safely, and how to deal with issues as they arise.	eLearning	1

EL3501	ITIL® 2011 Edition Foundation: ITIL® and the Service Lifecycle	This course addresses using service management as a practice for IT companies.	eLearning	1
EL3502	ITIL® 2011 Edition Foundation: Service Strategy Fundamentals	This course examines how value is created through service assets, and how these service assets can perform better through service automation.	eLearning	2
EL3503	ITIL® 2011 Edition Foundation: Service Strategy Processes	This course details the processes that affect Service Strategy: Demand Management, Financial Management, and business relationship management.	eLearning	1
EL3504	ITIL® 2011 Edition Foundation: Service Design Fundamentals	This course will assist the learner in preparing for the ITIL® Foundation certification examination and is aligned with the ITIL® Foundation Syllabus.	eLearning	1
EL3505	ITIL® 2011 Edition Foundation: Service Design Processes	This course is intended to introduce learners to the Service Design processes.	eLearning	2
EL3506	ITIL® 2011 Edition Foundation: Service Transition Processes and Policies	This course examines ITIL® Service Transition processes and policies, including release and deployment management, knowledge management, asset transition, service, and validation, and change management.	eLearning	2
EL3507	ITIL® 2011 Edition Foundation: Introduction to Service Operation	This course is intended to help learners understand Service Operation within the Service Lifecycle.	eLearning	1
EL3508	ITIL® 2011 Edition Foundation: Service Operation Processes	This course examines the Service Operation processes within the ITIL® Service Lifecycle, including Incident Management and Problem Management, as well as Event, Request, and Access Management.	eLearning	2
EL3509	ITIL® 2011 Edition Foundation: Continual Service Improvement	This course is intended to help learners understand how CSI will improve the IT services they offer their customers.	eLearning	1
EL3510	ITIL® 2011 Edition Overview: Creating a Service Culture	This course provides an introduction to ITIL®, and covers the ITIL® fundamentals. Specifically, what ITIL® is, the history of ITIL®, the benefits of ITIL®, and the importance of aligning IT with business.	eLearning	2
EL3511	ITIL® 2011 Edition Overview: Introduction to the ITIL® Framework	This course provides an introduction to the ITIL® Framework. Specifically, this course introduces the ITIL® Service Life Cycle and the five stages within the life cycle.	eLearning	2
EL3512	ITIL® 2011 Edition Overview: Certification and Benefits	This course provides a detailed overview of the purpose, vision, and principles of the ITIL® certification scheme.	eLearning	2
EL3513	The Customer Service Representative (CSR)	This course helps to prepare learners to work in a customer support center or help desk environment.	eLearning	3
EL3514	Support Center Services and Work Environment	This course is intended to introduce the learner to the basic levels of service commitments, ethics, and attitude expected of customer service representatives.	eLearning	3

EL3515	Team and Customer Relationship	This course looks at the individual responsibilities of each team member, as well as the team as a whole.	eLearning	3
EL3516	Customer Interactions	This course is intended to show the proper procedures and processes needed to provide effective customer service: how to properly support a customer, how to overcome communication problems, and how to use active listening.	eLearning	3
EL3517	Communication Skills	This course explains how to adapt to the different communication types and identifies the common emotions that customers experience when contacting the support center.	eLearning	3
EL3518	Conflict, Stress, and Time Management	This course is intended to show the proper methods needed to resolve conflicts, manage time, and manage stress.	eLearning	3
EL3519	Customer Service Processes and Procedures	This course is intended to show the proper procedures and processes needed to provide effective customer service: how to properly support a customer, how to provide accurate documentation, and how to handle difficult customers.	eLearning	3
EL3520	Quality in a Support Center	This course examines the processes involved in incident management and how a support center can use them to best effect.	eLearning	3
EL3521	Support Center Tools, Technologies and Metrics	This course is intended to demonstrate the management and measurement tools a professional CSR is expected to use when dealing with individual customers and participating in the overall operation of the Support Center.	eLearning	3
EL3522	Dealing with Irrational Customers and Escalating Complaints	This course describes how to properly support an irrational customer, handle emotional and rambling customers, and how and when to escalate customer complaints.	eLearning	2
EL3523	Writing for Technical Professionals: Preparation and Planning	This course explores steps writers should take when embarking on a new writing project.	eLearning	1
EL3524	Writing for Technical Professionals: Effective Writing Techniques	This course explores basic writing techniques, page layout and design, and common writing mistakes to avoid.	eLearning	2
EL3525	Microsoft Visual Studio 2012: Introduction to HTML5 and CSS3	This course introduces the key new features of HTML5 and CSS3, and how to apply these features to create a simple HTML5 web application styled with CSS3.	eLearning	0
EL3526	Microsoft Visual Studio 2012: HTML5 and JavaScript	JavaScript is a powerful client-side programming language that can be used to implement interactivity, graphics and animation, and other useful features that make the modern Web application function in much the same way as desktop applications.	eLearning	0
EL3527	Microsoft Visual Studio 2012: Advanced HTML5 and JavaScript	This course covers concepts in JavaScript object-oriented programming and HTML5 form creation and validation. Instruction is provided for implementing	eLearning	0

EL3528	Microsoft Visual Studio 2012: HTML5 APIs and Local Storage	One of the many powerful features of HTML5 is the inclusion of native APIs – application programmer interfaces –	eLearning	0
EL3529	Microsoft Visual Studio 2012: HTML5, CSS3, and Adaptive UIs	This course covers advanced techniques in styling HTML5 text and block properties, using CSS3 selectors with jQuery, using custom fonts and flexible grid layouts, and implementing adaptive user interfaces.	eLearning	0
EL3530	Microsoft Visual Studio 2012: HTML5 Graphics and Animation	This course covers concepts in using the HTML5 Canvas and implementing SVG to create and/or modify graphics for an HTML5 application, in addition to concepts in applying CSS transitions and 2-D or 3-D transformations.	eLearning	0
EL3531	Microsoft Visual Studio 2012: Consuming and Transmitting Data with HTML5	Working with Web applications often requires the accessing, transmission and security of data. From server to client and back again, secure data transfer is one of the many powerful features of the Web	eLearning	0
EL3532	Microsoft Visual Studio 2012: Utilizing the HTML5 WebSocket API and Web Workers	This course covers the use of the HTML5 Web Socket API for implementing fast, lightweight web-based communications, as well as utilizing HTML5 Web Workers to implement efficient multithread processing in web-based applications.	eLearning	0
EL3533	Java SE7 Professional: Syntax and Class Design	Java technology applications are written in the Java Programming Language and compiled to Java bytecode. This course introduces the Java platforms, how to obtain a JDK, and commercial support options for Java SE	eLearning	0
EL3534	Java SE7 Professional: Generics, Errors, and I/O	Understanding interfaces and inheritance, collections, string processing, error handling, and I/O is vital to learning to program with Java SE 7.	eLearning	0
EL3535	Java SE7 Professional: File I/O, Concurrency, JDBC, and Localization	Understanding File I/O, concurrency, how to work with data via JDBC, and localization, are crucial to getting the most out of your Java applications.	eLearning	0
EL3536	C# 2005: System Types and Collections	To use types, classes, interfaces, iterators, and generics to create data-driven applications	eLearning	0
EL3537	C# 2005: Serialization and I/O	To serialize and deserialize objects for storage and manipulation, use I/O classes to manage data streams and files, and analyze how application performance can be enhanced using serialization and I/O	eLearning	0
EL3538	C# 2005: Customized Programming	To enable compatibility between COM and C# 2005, use reflection to call classes and data types, and customize a C# 2005 application for graphics, text, globalization, and e-mail	eLearning	0
EL3539	C# 2005: Security	To recognize the different types of security supported by C# 2005 and how they work, and to use them in application development	eLearning	0

EL3540	C# 2005: Threading, Service Processing, and Application Domains	To recognize how threading, service processing, and application domains facilitate background system operations, and to implement them in Visual Basic applications	eLearning	0
EL3541	C# 2005: Diagnostics and Management	To manage application configuration and the custom installation of components, event logs, system processes and information, and use debugging and tracing to measure application performance	eLearning	0
EL3542	Microsoft .NET Framework 4.0: Web Applications with Visual Studio 2010 and Visual Basic 2010	Visual Studio is an integrated development environment that includes a drag and drop interface designer and many other tools for building .NET applications.	eLearning	0
EL3543	Microsoft .NET Framework 4.0: Web Form Controls with VB 2010	The Visual Studio 2010 IDE provides developers with the ability to create and consume server controls in ASP.NET 4.0 web applications.	eLearning	0
EL3544	Microsoft .NET Framework 4.0: Data Integration with VB 2010	Visual Basic 2010 and ASP.NET 4.0 provide developers with the ability to integrate both data and services into an ASP.NET 4.0 Web application.	eLearning	0
EL3545	Microsoft .NET Framework 4.0: Client-Side Scripting and AJAX with VB 2010	Both Visual Studio 2010 and ASP.NET 4.0 provide integrated support for ASP.NET AJAX and client-side scripting.	eLearning	0
EL3546	Microsoft .NET Framework 4.0: ASP.NET MVC 2 with VB 2010	Visual Studio 2010 and ASP.NET MVC provides a framework for implementing the Model View Controller architecture in ASP.NET applications.	eLearning	0
EL3547	Microsoft .NET Framework 4.0: Configuring and Deploying Web Applications with VB 2010	Visual Studio 2008 and ASP.NET 4.0 provide various methods for configuring and deploying web applications.	eLearning	0
EL3548	Microsoft .NET Framework 4: Debugging, Tracing and Monitoring Web Applications with VB 2010	Visual Studio 2010 and ASP.NET 4.0 give developers the tools needed to effectively debug, trace, and monitor web applications to minimize errors.	eLearning	0
EL3549	Microsoft .NET Framework 4.0: Web Application Optimization and Customization with VB 2010	Visual Studio 2010 and ASP.NET 4.0 provide developers with the tools they need to create unique, flexible ASP.NET web sites that can use custom master pages, themes, and skins, as well as Web Part pages	eLearning	0
EL3550	Getting Started with WCF 4 Using C# 2010	This course introduces the .NET Windows Communication Foundation (WCF) technology and its architecture. It shows how to create a basic WCF service and how to host the service in a managed application,	eLearning	0
EL3551	WCF 4 Contracts, Behaviors, and Data Management Using C# 2010	This course shows how to create and optimize .NET Windows Communication Foundation (WCF) service contracts, data contracts, and message contracts according to the requirements of a WCF application.	eLearning	0

EL3552	Securing and Managing a WCF 4 Application with C# 2010	This course shows how to implement security features such as transport and message-level security, and authentication, authorization and impersonation in a .NET Windows Communication Foundation (WCF) application.	eLearning	0
EL3553	Discovery, Routing, and RESTful Services in WCF 4 Applications with C# 2010	This course shows how to implement discovery, routing, and RESTful services in .NET Windows Communication Foundation (WCF) 4 applications using Visual C#.	eLearning	0
EL3554	Getting Started with WCF 4 using VB 2010	This course introduces the .NET Windows Communication Foundation (WCF) technology and its architecture.	eLearning	0
EL3555	WCF 4 Contracts, Behaviors, and Data Management Using Visual Basic 2010	This course shows how to create and optimize .NET Windows Communication Foundation (WCF) service contracts, data contracts, and message contracts according to the requirements of a WCF application.	eLearning	0
EL3556	Securing and Managing a WCF 4 Application with Visual Basic 2010	This course shows how to implement security features such as transport and message-level security, and authentication, authorization and impersonation in a .NET Windows Communication Foundation (WCF) application.	eLearning	0
EL3557	Discovery, Routing, and RESTful Services in WCF 4 Applications with VB 2010	This course shows how to implement discovery, routing, and RESTful services in .NET Windows Communication Foundation (WCF) 4 applications using Visual Basic.	eLearning	0
EL3558	Getting Started with ADO.NET 4 Connections and Commands Using Visual Basic 2010	ADO.NET allows developers to create applications that are driven by data and services. This course identifies the various ways to manage ADO.NET connections and also details how to access data by using command objects and the DataReader object.	eLearning	0
EL3559	Managing ADO.NET 4 Connections and Commands with Visual Basic 2010	ADO.NET connections and commands are crucial components of building data-driven applications. This course examines managing connections using connection pools and configuration files, as well as stored procedures,	eLearning	0
EL3560	Getting Started with ADO.NET 4 DataSets using Visual Basic 2010	ADO.NET DataSet objects allow developers to utilize cached versions of data when working within disconnected data environments.	eLearning	0
EL3561	Updating ADO.NET DataSets with Visual Basic 2010	ADO.NET DataSets allow developers to easily update and manage data sources using Visual Basic 2010. This course examines how DataSets are used to update source data and also how to manage the integrity of the data being updated.	eLearning	0
EL3562	Viewing and Navigating Data with ADO.NET 4 DataSets using Visual Basic 2010	The ability to view and navigate data in an efficient fashion is vital to any robust data application. This course explains how to accomplish this using ADO.NET DataSets and Visual Basic 2010.	eLearning	0

EL3563	Synchronizing Data and Managing ADO.NET 4 Applications with Visual Basic 2010	Microsoft Sync Framework allows developers to create applications with the ability to display up-to-date data at all times. The course examines how to enable efficient, remote use of data using the Microsoft Sync Framework database synchronization API.	eLearning	0
EL3564	Working with the ADO.NET Entity Framework 4 using Visual Basic 2010	The ADO.NET Entity Framework provides developers with the tools and framework elements they need to create unique, flexible data applications, while minimizing the amount of code required.	eLearning	0
EL3565	Using LINQ and XML with ADO.NET 4 and Visual Basic2010	The .NET Language-Integrated Query (LINQ) provide developers common query language within ADO.NET applications, minimizing the amount of code required.	eLearning	0
EL3566	Windows Application Development with Visual Basic 2010	Windows Forms and Windows Presentation Foundation (WPF) along with Visual Studio 2010 enable developers to build sophisticated Windows client applications to run on, and take advantage of the capabilities of the Windows platform.	eLearning	0
EL3567	Creating User Interfaces for Windows Applications with Visual Basic 2010	Windows Forms and Windows Presentation Foundation (WPF) includes various controls that allow for the development of rich user interfaces.	eLearning	0
EL3568	Windows Applications Content Creation and Management with Visual Basic 2010	Windows applications created using WPF and Windows Forms allow for the inclusion of a variety of media and types in its applications to further the development of rich user interfaces.	eLearning	0
EL3569	Windows Applications Databinding with Visual Basic 2010	Windows applications allow you to incorporate data from multiple sources into the user interface. This course details how to not only bind controls to data, but also how to convert, validate, and format data in a variety of ways.	eLearning	0
EL3570	Customizing and Managing Multithreaded Applications with Visual Basic 2010	This course examines how .NET allows you to customize the look and feel of an application based on user culture.	eLearning	0
EL3571	Securing and Deploying WPF Applications with Visual Basic 2010	The ability to properly secure, debug and deploy applications to a variety of user environments is a necessity. This course examines how applications are tested and secured as well as how they are deployed and managed after they are built.	eLearning	0
EL3572	C++ Programming: Structured Programming	To provide the student with structured programming concepts used in C++	eLearning	0
EL3573	C++ Programming: Classes and Data Abstraction	To provide students with the skills required to create and instantiate classes	eLearning	0
EL3574	C++ Programming: Manipulating Objects	To provide the student with the skills required to use dynamic memory allocation in C++	eLearning	0
EL3575	C++ Programming: Overloading	To provide the student with the skills required to use polymorphism and overloading	eLearning	0

EL3576	C++ Programming: Files and Streams	To provide the student with the skills required to create C++ programs that use files	eLearning	0
EL3577	C++ Programming: Programming Techniques	To give the student an appreciation of advanced concepts in C++ programming	eLearning	0
EL3578	Final Exam: C++ programming	Generally taken near the end of a program, Final Exam: C++ programming enables the learner to test their knowledge in a testing environment.	eLearning	0
EL3579	ANSI C Programming: Introducing C	To familiarize students with the capabilities of the ANSI C language and to enable them to write useful C programs	eLearning	0
EL3580	ANSI C Programming: Data Representation	To describe how ANSI C programs use memory to store data and how to write portable C programs	eLearning	0
EL3581	ANSI C Programming: Functions	To introduce functions in ANSI C and describe how to write and use them in programs	eLearning	0
EL3582	ANSI C Programming: Expressions	To describe the syntax rules governing expressions and statements in ANSI C and how to use expressions and statements	eLearning	0
EL3583	ANSI C Programming: Flow Control	To describe advanced flow-control statements	eLearning	0
EL3584	ANSI C Programming: Text Processing	To describe how to write ANSI C programs for text, string, and array processing	eLearning	0
EL3585	ANSI C Programming: Processing Records	To describe how to write ANSI C programs for processing aggregate data objects individually, in arrays, and in lists	eLearning	0
EL3586	ANSI C Programming: Pointers	To describe how to write advanced, efficient ANSI C programs using pointers	eLearning	0
EL3587	ANSI C Programming: The Standard Library and Preprocessor	To describe programming file and other I/O operations in ANSI C and how to implement facilities from the standard library	eLearning	0
EL3588	Final Exam: ANSI C Programming	Generally taken near the end of a program, Final Exam: ANSI C Programming enables the learner to test their knowledge in a testing environment.	eLearning	0
EL3589	Getting Started with Software Programming	Today's computers are powerful tools capable of accomplishing sophisticated tasks, but not without the assistance of skilled software developers. This course introduces the learner to the magic behind computer software development,	eLearning	0
EL3590	Introduction to Software Program Design	In order to work their magic, computer programmers need to understand the various methods required by programming languages. This course introduces the learner to the basic methods and processes necessary to construct algorithms,	eLearning	0

EL3591	Software Program Control Flow Fundamentals	Computer software works because programmers create algorithms, which when broken down, are nothing more than a collection of logical constructs.	eLearning	0
EL3592	Mentoring 1Z0-853 Java Standard Edition 5 Programmer	SkillSoft Mentors are available to help students with their studies for exam 1Z0-853 Java Standard Edition 5 Programmer. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3593	Mentoring 1Z0-851 Java Standard Edition 6 Programmer	SkillSoft Mentors are available to help students with their studies for exam 1Z0-851 Java Standard Edition 6 Programmer. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3594	Mentoring 70-515 VB - TS: Web Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-515 VB - TS: Web Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3595	Mentoring 70-513 C# - TS: Windows Communication Foundation with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-513 C# - TS: Windows Communication Foundation with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3596	Mentoring 70-515 C# - TS: Web Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-515 C# - TS: Web Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3597	Mentoring 70-516 C# - TS: Accessing Data with Microsoft .NET Framework 4	SkillSoft Mentors are available to help students with their studies for exam 70-516 C# - TS: Accessing Data with Microsoft .NET Framework 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3598	Mentoring 70-511 C# - TS: Windows Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-511 C# - TS: Windows Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0

EL3599	Mentoring 70-513 VB - TS: Windows Communication Foundation with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-513 VB - TS: Windows Communication Foundation with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3600	Mentoring 70-516 VB - TS: Accessing Data with Microsoft .NET Framework 4	SkillSoft Mentors are available to help students with their studies for exam 70-516 VB - TS: Accessing Data with Microsoft .NET Framework 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3601	Mentoring 70-511 VB - TS: Windows Applications Development with .NET 4	SkillSoft Mentors are available to help students with their studies for exam 70-511 VB - TS: Windows Applications Development with .NET 4. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3602	Mentoring 1Z0-804 Java SE 7 Programmer II	Skillsoft Mentors are available to help students with their studies for exam 1Z0-804 Java SE 7 Programmer II. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3603	Mentoring 70-480 Programming in HTML5 with JavaScript and CSS3	Skillsoft Mentors are available to help students with their studies for exam 70-480 Programming in HTML5 with JavaScript and CSS3. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3604	Mentoring BH0-010 Certified Tester Foundation Level	Skillsoft Mentors are available to help students with their studies for exam BH0-010 Certified Tester Foundation Level. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3605	Mentoring 70-481 Developing Windows Store Apps using HTML5 and JavaScript	Skillsoft Mentors are available to help students with their studies for exam 70-481 Developing Windows Store Apps using HTML5 and JavaScript. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3606	Mentoring 1Z0-803 Java SE 7 Programmer I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-803 Java SE 7 Programmer I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3607	TestPrep 1Z0-853 Java Standard Edition 5 Programmer	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0

EL3608	TestPrep 1Z0-851 Java Standard Edition 6 Programmer	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3609	TestPrep 70-515 VB - TS: Web Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3610	TestPrep 70-515 C# - TS: Web Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3611	TestPrep 70-513 C# - TS: Windows Communication Foundation with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3612	TestPrep 70-516 C# - TS: Accessing Data with Microsoft .NET Framework 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3613	TestPrep 70-511 C# - TS: Windows Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3614	TestPrep 70-513 VB - TS: Windows Communication Foundation with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3615	TestPrep 1Z0-803 Java SE 7 Programmer I	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3616	TestPrep 70-511 VB - TS: Windows Applications Development with .NET 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3617	TestPrep 1Z0-804 Java SE 7 Programmer II	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3618	TestPrep 70-480 Programming in HTML5 with JavaScript and CSS3	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3619	TestPrep BH0-010 Certified Tester Foundation Level	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3620	TestPrep 70-516 VB - TS: Accessing Data with Microsoft .NET Framework 4	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0

EL3621	CompTIA A+ 220-801: Laptops	Modern laptops have all the performance and capabilities of a desktop PC, but in a highly portable form. A laptop integrates the typical desktop computer components such as a display, keyboard, touchpad and speakers into a single, portable package.	eLearning	0
EL3622	CompTIA A+ 220-801: Printers	Printers come in a number of types based on the print process that they use, and are capable of carrying out print jobs locally or over a network. This course discusses the most common types of printers and how to support them.	eLearning	0
EL3623	CompTIA A+ 220-801: Operational Procedures	This course focuses on the important operational procedures that every IT professional should adopt, such as common safety procedures, environmental procedures, and how to plan for, and mitigate the risks of power interruption.	eLearning	0
EL3624	CompTIA A+ 220-802: Mobile Devices	This course focuses on working with mobile devices, including laptops and tablets, Android and iOS operating systems, connecting with mobile devices, working with e-mail, and implementing wireless security.	eLearning	0
EL3625	CompTIA A+ 220-802: System Troubleshooting	This course focuses on troubleshooting common problems, including the methodology behind troubleshooting computer problems, how to troubleshoot the most common motherboard and RAM problems,	eLearning	0
EL3626	CompTIA A+ 220-802: General Troubleshooting	This course focuses on general troubleshooting when working with PCs, including the common tools used for troubleshooting, how to troubleshoot networks, and how to troubleshoot security-related issues	eLearning	0
EL3627	Planning SharePoint 2010 Service Applications and Component Strategy	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions	eLearning	0
EL3628	Planning a SharePoint 2010 Upgrade	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3629	Designing SharePoint 2010 Security	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions	eLearning	0

EL3630	SharePoint 2010 Maintenance and Provisioning	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3631	Backing Up, Restoring, and Monitoring SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3632	Planning for Search in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3633	SharePoint 2010 Content Management, Social Computing, and Collaboration	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3634	Custom Branding and Navigation for SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3635	Application Design and Security in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3636	Performance Analysis and Debugging in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3637	Integration and Data Capture Methodologies with SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3638	Information Architecture and Workflow Solutions in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3639	Regional Settings and Configuration in SharePoint 2010	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0

EL3640	SharePoint 2010 Site Branding	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3641	Extending SharePoint 2010 Search and Document Namespaces	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions	eLearning	0
EL3642	Stabilizing and Deploying SharePoint 2010 Components	Microsoft SharePoint 2010 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3643	Sharepoint 2010 SP1: Designing the Physical Architecture	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3644	SharePoint 2010 SP1: Logical Design and Sandbox Solutions	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate via defined workflows, set up web sites, manage documents, and access intelligence to make key business decisions.	eLearning	0
EL3645	SharePoint 2010 SP1: Deployment Topology and Availability	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3646	SharePoint 2010 SP1: Planning Service Applications and Component Strategy	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3647	Sharepoint 2010 SP1: Planning a SharePoint 2010 SP1 Upgrade	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3648	Sharepoint 2010 SP1: Designing Security	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3649	SharePoint 2010 SP1: Maintenance and Provisioning	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0

EL3650	Sharepoint 2010 SP1: Backing Up, Restoring, and Monitoring	Microsoft SharePoint 2010 SP1 and SharePoint Online are business collaboration platforms where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3651	Sharepoint 2010 SP1: Planning for Search	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3652	SharePoint 2010 SP1: Content Management, Social Computing, and Collaboration	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3653	Sharepoint 2010 SP1: Installation and Configuration	Microsoft SharePoint 2010 SP1 is the business collaboration platform where people can collaborate, set up web sites, manage documents, and provide business intelligence to make key business decisions.	eLearning	0
EL3654	Sharepoint 2010 SP1: Core Configuration	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3655	Sharepoint 2010 SP1: Upgrading to SharePoint 2010 SP1	Microsoft SharePoint 2010 SP1 is the business collaboration platform where people can collaborate, set up web sites, manage documents, and provide business intelligence to make key business decisions.	eLearning	0
EL3656	Sharepoint 2010 SP1: Configuring and Administering Search	Microsoft SharePoint 2010 SP1 is a business platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3657	Sharepoint 2010 SP1: Configuring Web Applications	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3658	SharePoint 2010 SP1: Authentication and Web Application Security Configuration	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3659	Sharepoint 2010 SP1: Configuring Site Collections	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0

EL3660	Sharepoint 2010 SP1: Managing Features and Solutions	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3661	SharePoint 2010 SP1: Operational Health	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3662	SharePoint 2010 SP1: Performance	Microsoft SharePoint 2010 SP1 is a business collaboration platform where people can collaborate, set up web sites, manage documents, and provide intelligence to make key business decisions.	eLearning	0
EL3663	SharePoint Online	Organizations looking to implement Microsoft SharePoint Server 2010 now have the option of a SharePoint solution hosted by Microsoft called SharePoint Online.	eLearning	0
EL3664	Managing Enterprise Content with MOSS 2007	Microsoft Office SharePoint Server 2007 is a web application server platform with integrated content and workflow management, collaboration and communications capabilities and is a direct upgrade to Microsoft SharePoint Portal Server 2003.	eLearning	0
EL3665	Integrating Business Data using MOSS 2007	Microsoft Office SharePoint Server 2007 includes features that allow developers to integrate business data into their applications.	eLearning	0
EL3666	Creating Business Intelligence Solutions with MOSS 2007	Microsoft Office SharePoint Server 2007 provides developers with the ability to create intelligent business solutions.	eLearning	0
EL3667	Application Platform Services within MOSS 2007	Microsoft Office SharePoint Server 2007 provides access to application platform services through the use of Office InfoPath 2007 and InfoPath Forms Services.	eLearning	0
EL3668	Searching Data Using MOSS 2007	The ability to search data is a crucial component of any enterprise application, and Microsoft Office SharePoint Server 2007 provides features to enable this ability.	eLearning	0
EL3669	Targeting and Customizing with MOSS 2007	Microsoft Office SharePoint Server 2007 provides you with many features and functions that you can use to customize content for users. This course describes how to use MOSS to target content and customize functionality for users.	eLearning	0
EL3670	Installing and Configuring System Center Essentials 2010	System Center Essentials 2010 is a system management tool for medium-size organizations. It is used by network administrators to manage computers and devices in their organizations.	eLearning	0

EL3671	Managing Computers, Devices, and Updates in System Center Essentials 2010	System Center Essentials 2010 allows network administrators to manage computers and devices in midsize IT environments by allowing them to deploy updates and software packages based on specific computer needs.	eLearning	0
EL3672	Monitoring and Using Reports in System Center Essentials 2010	System Center Essentials 2010 allows administrators to actively monitor all objects being managed, ensuring they are running correctly.	eLearning	0
EL3673	Virtualization Management in Essentials 2010	System Center Essentials 2010 contains a built-in Virtual Machine Manager to provide administrators with a central location to manage both physical servers and clients as well as virtual machines.	eLearning	0
EL3674	Backing up, Restoring, and Troubleshooting Essentials 2010	As with any IT system resource, a backup and restore plan should be documented and followed to ensure no data is lost in case of an unexpected failure.	eLearning	0
EL3675	Microsoft Windows 8 - Configuring: Getting Started with Windows 8	The Windows 8 operating system user interface has changed. With the introduction of the new Start screen and immersive applications, Microsoft introduces another support layer for the IT administrator.	eLearning	0
EL3676	Microsoft Windows 8 - Configuring: Installation Components	The Windows 8 operating system can be upgraded from Window XP, Windows Vista, Windows 7 and another version of Windows 8. Windows 8 can also be installed to a new computer, over an existing operating Windows operating system,	eLearning	0
EL3677	Microsoft Windows 8 - Configuring: User Accounts and Policies	Computer and network access configuration is a major part of a network administrator's daily duties. The IT administrator must ensure that authentication and authorization schemes, user control access, and resource access are appropriately	eLearning	0
EL3678	Microsoft Windows 8 - Configuring: Configuring User Applications	The management, deployment, and troubleshooting of desktop applications are primary responsibilities of any desktop support professional. The Windows 8 environment includes the new immersive Windows 8 Style applications,	eLearning	0
EL3679	Microsoft Windows 8 - Configuring: Accessing User Data	User data is a challenge in the age of mobile computing. This course focuses on using and configuring centralized user data. User State Virtualization and Folder Redirection allows administrators to centralize data collection,	eLearning	0
EL3680	Microsoft Windows 8 - Configuring: Sharing and Securing User Data	Availability and security of user data is a challenge both within the Enterprise and for remote and mobile users. This course focuses on configuring access to and securing user data. Private data needs to be protected.	eLearning	0

EL3681	Microsoft Windows 8 - Configuring: Devices and Disks	This course covers Windows 8 key hardware support enhancements including multi-monitor support, near-field communication, and sensor technology.	eLearning	0
EL3682	Microsoft Windows 8 - Configuring: Networking Configuration and Security	This course deals with core networking features of Windows 8 and the tools use to connect, troubleshoot, and protect network hosts. It covers IP addressing, IP configuration settings, and name resolutions.	eLearning	0
EL3683	Microsoft Windows 8 - Configuring: Optimization and Performance	This course covers key features and settings used to optimize the Windows 8 system for mobile computing and general system performance. Wireless networking and remote connectivity options are discussed along with optimal use of power plans to	eLearning	0
EL3684	Microsoft Windows 8 - Configuring: System Management and Recovery	This course deals with remote management tools provided in Windows 8, which allow IT professionals to access and manage desktops and servers from a remote location. Alongside Remote Assistance and Remote Desktop,	eLearning	0
EL3685	Microsoft Windows 8 – Managing and Maintaining: Cloud Applications and Settings	Windows 8 provides a number of solutions for integration with cloud services such as Office 365. In this course we will look at the considerations for deploying cloud services, how to manage store based and custom apps.	eLearning	0
EL3687	Microsoft Windows 8 – Managing and Maintaining: Networking and Remote Access	A primary Windows 8 administration task is managing network connectivity and managing networked machines when on and off network. This course covers IP addressing and network connectivity, including wireless networking, remote access,	eLearning	0
EL3688	Microsoft Windows 8 – Managing and Maintaining: Data Storage and Security	Storage management has been completely overhauled in Windows 8, particularly with the addition of storage spaces, which is a way to simply create fault tolerant arrays which can be dynamically expanded and thinly provisioned.	eLearning	0
EL3689	Microsoft Windows 8 – Managing and Maintaining: Hardware and Mobile Devices	Windows 8 has wider support for mobile devices than ever, from sync center to support mobile devices that synchronize with Windows 8 to Windows RT – a new version of Windows running on low-power ARM processors.	eLearning	0
EL3690	Microsoft Windows 8 – Managing and Maintaining: Recovery and Endpoint Security	Windows 8 includes new technologies to backup and protect end systems. It also includes tighter integration with cloud services for secure, off-site storage. This course covers recovery methods for a whole Windows 8 system, such as PC Refresh and PC	eLearning	0

EL3691	Microsoft Windows 8 – Managing and Maintaining: Windows Intune	Windows 8 provides wide support for mobile devices. Bring your own device, or BYOD, culture provides a challenge to IT Administrators. Windows Intune provides cloud based device management.	eLearning	0
EL3692	Microsoft Windows 8 – Managing and Maintaining: Using MDOP	Managing and Maintaining an enterprises client machines can be challenging for the IT team considering the different operating systems and devices available to end users.	eLearning	0
EL3693	Microsoft Windows Server 2012 R2 - Installing and Configuring: Servers	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3694	Microsoft Windows Server 2012 R2 - Installing and Configuring: Storage	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3695	Microsoft Windows Server 2012 R2 - Installing and Configuring: Print Services	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3696	Microsoft Windows Server 2012 R2 - Installing and Configuring: Hyper - V	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3697	Microsoft Windows Server 2012 R2 - Installing and Configuring: Networking	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3698	Microsoft Windows Server 2012 R2 - Installing and Configuring: DNS	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3699	Microsoft Windows Server 2012 R2 - Installing and Configuring: Active Directory	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server, as well as providing several new features.	eLearning	0
EL3700	Microsoft Windows Server 2012 R2 - Installing and Configuring: AD Groups & GPOs	Microsoft Windows Server 2012 R2 builds upon previous versions of Windows Server, adding several new features. This course examines Active Directory groups and group policy objects.	eLearning	0
EL3701	Microsoft Windows Server 2012 R2 - Installing and Configuring: Security	Microsoft Windows Server 2012 R2 builds upon features found in previous versions of Windows Server and provides several new features.	eLearning	0
EL3707	Microsoft Windows Server 2012 R2 - Administration: Deploying and Managing WDS	Windows Server 2012 R2 includes a variety of features to help deploy operating systems, and to support, maintain and monitor an environment once implemented.	eLearning	0

EL3708	Microsoft Windows Server 2012 R2 - Administration: Updating and Monitoring	Ensuring the client computers are up-to-date and running efficiently are two of the main task that an administrator must perform on an on-going basis.	eLearning	0
EL3709	Microsoft Windows Server 2012 R2 - Administration: File Services and Encryption	This course is one in a series in the SkillSoft learning path that covers the objectives for the exam 70-411:Administering Windows Server 2012 R2.	eLearning	0
EL3710	Microsoft Windows Server 2012 R2 - Administration: Network Services and Access	Microsoft Windows Server 2012 R2 provides multiple features to allow for network services and remote access to the network; such as DNS zones and records.	eLearning	0
EL3711	Microsoft Windows Server 2012 R2 - Administration: RADIUS, NPS, and NAP	Creating and enforcing local and remote network access policies for authentication, authorization, and client health are key tasks that an administrator must perform in order to ensure a secure, accessible, and robust networking environment.	eLearning	0
EL3712	Microsoft Windows Server 2012 R2 - Administration: Service Accounts and Policies	Managing service accounts and account policies are key tasks that an administrator must perform in order to ensure a functional, secure and accessible environment.	eLearning	0
EL3713	Microsoft Windows Server 2012 R2 - Administration: Managing Active Directory	Active Directory Domain Services is a critical part of a Windows Server 2012 R2 infrastructure and therefore requires that it be kept maintained.	eLearning	0
EL3714	Microsoft Windows Server 2012 R2 - Administration: Group Policy Processing	Managing Group Policy Processing and Group Policy Settings are key tasks that an administrator must perform in order to ensure a functional, secure and accessible networking environment.	eLearning	0
EL3715	Microsoft Windows Server 2012 R2 - Administration: Managing GPOs and Preferences	The protection and utilization of valuable Group Policy Object assets is an important management task within an Active Directory controlled environment.	eLearning	0
EL3719	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: HA	Network Load Balancing (NLB) and failover clustering are features of Microsoft Windows Server 2012 R2, which provide different levels of fault tolerance, high availability, and scalability to the workloads in your data center.	eLearning	0
EL3720	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: VMs and DR	Failover clustering allows you to make applications and services highly available, this includes services in your virtual environment. Microsoft Windows Server 2012 R2 allows you to cluster Hyper-V hosts and virtual machines.	eLearning	0
EL3721	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: Storage	Data storage is a fundamental part of an IT Infrastructure. Windows Server 2012 R2 provides many different storage provisioning, management, and security features to ensure that the organization's data is available as needed.	eLearning	0
EL3722	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: DAC	Organizations need to store and make data available to users and customers.	eLearning	0

EL3723	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: DHCP & DNS	Dynamic Host Configuration Protocol, or DHCP allows an administrator to automatically configure TCP/IP settings on clients and hosts. The Domain Naming System, or DNS, provides user-friendly names for devices and services on the network.	eLearning	0
EL3724	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: AD Domains	Managing Active Directory Domain Service in large distributed environments can be complex. This course describes the characteristics of active directory domains and forests, their boundaries, security and management considerations.	eLearning	0
EL3725	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: AD Replication	An Active Directory Domain Services deployment can contain many domain controllers, spread over several different sites.	eLearning	0
EL3726	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: PKI	Active Directory Certificate Services, or AD CS, allows a company to deploy and manage a Public Key Infrastructure, or PKI, to secure and protect important data and data communications.	eLearning	0
EL3727	Microsoft Windows Server 2012 R2 - Configuring Advanced Services: Federation	Active Directory Rights Management Services, or AD RMS, allows you to protect against leakage or misuse of content within and even outside the organization.	eLearning	0
EL3728	Introducing Windows Server 2008	Windows Server 2008 represents the next generation of server operating systems from Microsoft. With this release come notable improvements in security, remote access, networking, and performance monitoring.	eLearning	0
EL3729	The Active Directory Infrastructure in Windows Server 2008	Windows Server 2008 is the most recent server operating system released from Microsoft. With new roles specific to Active Directory, along with notable improvements in security, networking, and performance, Windows Server 2008 is designed to	eLearning	0
EL3730	Additional Active Directory Server Roles in Windows Server 2008	Windows Server 2008 includes several new Active Directory Domain Services roles. These roles are conveniently managed in the Server Manager console, which allows administrators to add, remove, and manage the server roles on any	eLearning	0
EL3731	Active Directory Objects in Windows Server 2008	Windows Server 2008 includes several new and improved Active Directory features. The most notable change is the renaming of Active Directory Services to Active Directory Domain Services.	eLearning	0
EL3732	Group Policy Objects Strategy in Windows Server 2008	New Group Policy features in Windows Server 2008 allow for improved centralized management and configuration of computers in an Active Directory (AD) environment.	eLearning	0

EL3733	Configuring DNS in Windows Server 2008	The Domain Naming System (DNS) is one of the most enhanced features in Windows Server 2008. With full support for the new, longer addresses of the IP version 6 protocol specification, along with continued support for the native IP version	eLearning	0
EL3734	Active Directory Certificate Services in Windows Server 2008	Windows Server 2008 introduces many new enhancements to the already popular certificate management service. This course covers Certificate Services in Windows Server 2008,	eLearning	0
EL3735	Communications and Security in Windows Server 2008	Windows Server 2008 introduces Read-Only Domain Controllers (RODCs) which can be deployed by organizations in locations where physical security may be an issue.	eLearning	0
EL3736	Monitoring, Backups, and Recovery in Windows Server 2008	Windows Server 2008 provides the ability to restart Active Directory Domain Services (AD DS) so that offline operations, such as offline defragmentation of Active Directory objects, can be performed.	eLearning	0
EL3737	Configure IP Addressing and Windows Services in Windows Server 2008	Internet Protocol Version 4, or IPv4, is the current, widely-deployed version of the Internet Protocol and is slowly running out of addresses to assign.	eLearning	0
EL3738	Configure, Manage, and Maintain IP Services in Windows Server 2008	Routing services and protocols are vital for maintaining secure and efficient communication in a network infrastructure.	eLearning	0
EL3739	Name Resolution in Windows Server 2008	The Domain Name System (DNS) is a central network infrastructure service and continues to provide enhanced features in Windows Server 2008. With full support for the new, longer addresses of the IP version 6 protocol specification,	eLearning	0
EL3740	Configure Network Access in Windows Server 2008	Routing and Remote Access Services in Windows Server 2008 provide remote access to clients through dial-up services and virtual private network (VPN) configuration. Remote and mobile users are continuing to increase in numbers	eLearning	0
EL3741	DNS Zones and Replication in Windows Server 2008	The DNS namespace is subdivided into different DNS zones, which are hosted by a specific authoritative server or group of servers. Zones define the DNS namespace for authoritative servers that resolve client queries.	eLearning	0
EL3742	Network Access Security in Windows Server 2008	Windows Server 2008 provides new services and capabilities for controlling and securing network access. This course discusses the new Network Access Protection application programming interface (API) and how it restricts network	eLearning	0
EL3743	Configure File and Print Services in Windows Server 2008	The most basic goal of a network infrastructure is to provide the ability to make file and printer services available to network users, and Windows Server 2008 continues to improve the provisioning and management of these types of resources.	eLearning	0

EL3744	Monitor Network Infrastructure in Windows Server 2008	With the wide array of server roles and services provided in Windows Server 2008, it is more important than ever to adequately fine-tune and monitor the server's configuration and performance.	eLearning	0
EL3745	Deploying Windows Server 2008 Servers	Windows Server 2008 is the most recent server operating system released from Microsoft. Windows Server 2008 introduces a new updated and redesigned deployment service, formerly known as Remote Installation Services.	eLearning	0
EL3746	Configuring Windows Server 2008 Availability	Windows Server 2008, the most recent Operating System from Microsoft, includes many new functionality and security enhancements. New Failover Clustering and Network Load Balancing technologies are introduced in Windows Server 2008.	eLearning	0
EL3747	Configure Terminal Services in Windows 2008	Windows Server 2008, the most complete server release to date, includes many new features and functionalities. New Terminal Services features in Windows Server 2008 enable users to remotely access Windows-based programs	eLearning	0
EL3748	Terminal Services Resource Access in Windows 2008	The Terminal Services feature included in Windows Server 2008 enables users to remotely access Windows based programs, installed on a terminal server, by using the Internet or from their own corporate network.	eLearning	0
EL3749	Configuring Windows Server Hyper-V and Virtual Machines	New functionality and security enhancements make Windows Server 2008 the most complete Microsoft server release to date. New Virtualization technologies reduce the requirement of physical machines on a network,	eLearning	0
EL3750	Configuring Web Services and Security in Windows Server 2008	Windows Server 2008 is considered to be the most complete Microsoft server operating system released to date. Windows Server 2008, along with Internet Information Services 7.0, provides an easy-to-manage platform to securely	eLearning	0
EL3751	Managing IIS in Windows Server 2008	Windows Server 2008 introduces many new enhancements to Internet Information Services (IIS). New capabilities provide a secure and manageable platform for developing and hosting web applications and services on a network.	eLearning	0
EL3752	Configuring Web Service Protocols in Windows Server 2008	Windows Server 2008 and IIS 7.0 enable users to upload and download files and to send e-mail via the company web server. These features are made possible by two optional components in Windows Server 2008;	eLearning	0

EL3753	Configuring Network Application Services in Windows Server 2008	Windows Server 2008 includes new components to facilitate the processes of hosting, licensing, and delivering audio and video media. This course covers the new Digital Rights Management features that let you assign policies	eLearning	0
EL3754	Planning Windows Server 2008 Deployment	Windows Server 2008 includes a number of enhancements to the standard Windows deployment model. This course covers deployment options, BitLocker drive encryption, and network configuration considerations including DNS and IPv6.	eLearning	0
EL3755	Planning Active Directory and Group Policy for Windows Server 2008	Windows Server 2008 includes many enhancements to Active Directory and Group Policy. This course covers new AD roles, such as RODC, new AD functional levels, new Group Policy features, and ADMX files.	eLearning	0
EL3756	Windows Server 2008 Management and Delegation	Many new features have been introduced with Windows Server 2008 that make managing servers easier. The new Server Manager is an MMC console that integrates several management tools into a single intuitive interface and Windows	eLearning	0
EL3757	Managing File Servers and Data Provisioning in Windows Server 2008	Using Windows Server 2008, you have the ability to share files and folders immediately after deployment without any special configuration. However, to optimize sharing and access more granular file sharing tools, the File Services role should be added.	eLearning	0
EL3758	Windows Server 2008 Application Server Management and Application Provisioning	Windows Server 2008 builds on previous Windows Server Terminal Services capability and adds an all new and powerful virtualization hypervisor layer - Hyper-V. This course covers Terminal Services Web Access,	eLearning	0
EL3759	Windows Server 2008 Application Servers and Services	The Windows Server 2008 Application Server role provides an environment for deploying and running server based applications. This course covers installation and configuration of the Application Server role and Microsoft System Center family of products –	eLearning	0
EL3760	Patch Management and Securing and Monitoring Servers in Windows Server 2008	Developing an effective patch management strategy is critical in situations where there are many different operating systems with varying update requirements. This, along with monitoring the security and performance of business-critical servers,	eLearning	0
EL3761	Certificate Services, SANS, and High Availability in Windows Server 2008	Active Directory Certificate Services is a built-in Certificate Authority that is included with Windows Server 2008. Certificate Authorities are responsible for issuing certificates that validate the identity of users	eLearning	0

EL3762	Accessing Windows Networks Remotely in Windows Server 2008	One of the toughest challenges for a Network Administrator is protecting the network while accommodating a growing number of users that require remote access network connections.	eLearning	0
EL3763	Windows Server 2008 Backup and Recovery	Backing up and recovering data are two of the most important tasks that an administrator performs. A proper backup and recovery plan will ensure that data is not lost in the event of a system failure and applications and services will remain available.	eLearning	0
EL3764	Planning Name Resolution and IP Addressing in Microsoft Windows Server 2008	Enterprise administrators are involved in various aspects of infrastructure design. One of these areas includes planning the IP addressing scheme and name resolution strategy.	eLearning	0
EL3765	Network Access in Microsoft Windows Server 2008	When planning the enterprise infrastructure, it is important to consider the needs of external users and clients to access the corporate domain, resources, and services.	eLearning	0
EL3766	Application Access and Delivery in Microsoft Windows Server 2008	One of the administrative tasks to consider when making network design and infrastructure plans is the business's requirements for application availability, deployment, and management.	eLearning	0
EL3767	Server and Application Virtualization in Microsoft Windows Server 2008	Enterprise Administrators must be knowledgeable about the features and benefits virtualization technologies have to offer and how these technologies can help them reduce costs and administrative resources.	eLearning	0
EL3768	Designing the Active Directory Infrastructure in Microsoft Windows Server 2008	The enterprise administrator involved in the design or restructuring of a Windows Server 2008 Active Directory infrastructure must have a good understanding of the Active Directory Directory Services (AD DS) – both the logical and physical components.	eLearning	0
EL3769	Active Directory Administration in Microsoft Windows Server 2008	Planning and implementing an enterprise administrative structure and an enterprise Group Policy strategy are tasks that are of utmost importance to an Enterprise Administrator	eLearning	0
EL3770	Existing Infrastructures and Branch Deployments in Microsoft Windows Server 2008	Many design projects facing an enterprise administrator involve an existing server and network services infrastructure, which need to be evaluated to determine the best options for upgrade or migration.	eLearning	0
EL3771	The Certificate Services Infrastructure in Microsoft Windows Server 2008	Design projects involving the addition or migration of a Public Key Infrastructure (PKI) and Windows Server 2008 Active Directory Certificate Services (AD CS) can be very challenging for the enterprise administrator and IT support team.	eLearning	0

EL3772	Software Updates and Compliance Management in Microsoft Windows Server 2008	One aspect that should not be overlooked when planning an infrastructure is the requirement for patch management and system compliance.	eLearning	0
EL3773	Designing Data Security and High Availability in Microsoft Windows Server 2008	Enterprise administrators should understand the Windows Server 2008 features that they can implement to increase system and data availability.	eLearning	0
EL3774	Active Directory Domain Services in Windows Server 2008 R2	Windows Server 2008 R2 is the 2009 refresh of Microsoft's Windows Server product. This R2 release introduces improvements to existing features as well as the addition of new functionality.	eLearning	0
EL3775	Access Control in Windows Server 2008 R2	Windows Server 2008 R2 has improved on a number of access control features introduced in Windows Server 2008 and also provides some new functionality.	eLearning	0
EL3776	Management Improvements in Windows Server 2008 R2	Windows Server 2008 R2 offers a number of improved as well as new features, especially in the area of management, virtualization, and server availability. This course begins with a focus on new management capabilities provided by Server Manager	eLearning	0
EL3777	Improvements to Role Services in Windows Server 2008 R2	Windows Server 2008 introduced the compartmentalization of server functions into server roles and role services and presented Server Manager as a convenient, central location for installation and administration of those roles.	eLearning	0
EL3778	Microsoft Exchange Server 2013 - Core Solutions: Deployment	Exchange Server 2013 is Microsoft's latest release of their popular messaging and communications server. A variety of features have been added or expanded upon with this release, most notably the consolidation of server roles.	eLearning	0
EL3779	Microsoft Exchange Server 2013 - Core Solutions: Client Access Servers	Microsoft Exchange Server 2013 consists of two server roles: the Client Access server and the Mailbox server. This course covers the architectural changes that are new in Exchange Server 2013,	eLearning	0
EL3780	Microsoft Exchange Server 2013 - Core Solutions: Configuring Mobile Connectivity	Exchange Server 2013 supports a number of different methods that a user can implement to connect to their mailbox. Whether they are on their computer or using a mobile device there will be a supported way to access email.	eLearning	0
EL3781	Microsoft Exchange Server 2013 - Core Solutions: Message Transport	Microsoft Exchange Server 2013 relies on a variety of components and services to ensure reliable message transport.	eLearning	0
EL3782	Microsoft Exchange Server 2013 - Core Solutions: Access Control	Microsoft Exchange Server 2013 provides a variety of methods for administering Active Directory and Exchange Server in the same environment.	eLearning	0

EL3783	Microsoft Windows Server 2008 R2 Hyper-V: Introduction and Planning Overview	Virtualization uses software to create a virtual machine (VM) which emulates a physical computer. It allows for the optimization of server hardware by consolidating multiple physical servers,	eLearning	0
EL3784	Microsoft Windows Server 2008 R2 Hyper-V: Installing Hyper-V	There are a number of deployment methods available when configuring Windows Server 2008 for Hyper-V, and it is important to be able to determine which deployment option for use within your environment.	eLearning	0
EL3785	Microsoft Windows Server 2008 R2 Hyper-V: Manage & Optimize the Hyper-V Server	Virtual Hard Disk, or VHDs are the basic unit of Hyper-V virtualization and they can be implemented in various ways.	eLearning	0
EL3786	Microsoft Windows Server 2008 R2 Hyper-V: Networking and Remote Administration	Virtual Machines (VMs) in a Hyper-V system connect to a virtual network, which can then allow access to external network resources. Internal, external and private are the three main types of virtual network.	eLearning	0
EL3787	Microsoft Windows Server 2008 R2 Hyper-V: Migration, Creation, and Management	When making the move to Microsoft Windows Server Hyper-V a migration plan needs to be put in place so that the machines in a physical machine environment can be successfully migrated to a virtual environment.	eLearning	0
EL3788	Microsoft Windows Server 2008 R2 Hyper-V: Deploying VMs Using Templates	When planning a virtual machine deployment within an enterprise environment where multiple virtual machines will be configured, creating each one from scratch can be time consuming.	eLearning	0
EL3789	Microsoft Windows Server 2008 R2 Hyper-V: High Availability and Recoverability	Virtual Machine (VM) snapshots enable you to revert a VM to a previous state. A Hyper-V snapshot contains all the state information for a running host VM and use differencing disk AVHD files that reference the original	eLearning	0
EL3790	Microsoft Windows Server 2008 R2 Hyper-V: Implementing Remote Desktop Services	Remote Desktop Services is a server role in Windows Server 2008 R2 that provides technologies that enable users to access Windows-based programs or a full Windows Desktops that are hosted on a Remote Desktop Session Host (RD Session Host) server	eLearning	0
EL3791	Microsoft Windows Server 2008 R2 Hyper-V: Remote Desktop Virtualization Roles	The different remote desktop service roles provide a wide range of functionality to remote clients and as a system administrator, it is important to understand the different service roles and their functionality.	eLearning	0
EL3792	Microsoft Windows Server 2008 R2 Hyper-V: Monitoring and Managing Environments	As a system administrator, it is important to be able to monitor and manage the virtual environments. The System Center family of products can be used to manage and monitor medium- to large-scale Windows client	eLearning	0

EL3793	Oracle Application Server 10g: Introduction	To provide an introduction to OracleAS architecture, components, and installation options	eLearning	0
EL3794	Oracle Application Server 10g: Infrastructure and Middle Tier Installation	To demonstrate how to prepare for, execute, and verify OracleAS Infrastructure and Middle Tier installation	eLearning	0
EL3795	Oracle Application Server 10g: Management Tools and Oracle Internet Directory	To demonstrate how to use OracleAS management tools and manage the Oracle Internet Directory (OID)	eLearning	0
EL3796	Oracle Application Server 10g: General Management and Directives for the HTTP Server	To demonstrate how to perform general management of Oracle HTTP Server (OHS)	eLearning	0
EL3797	Oracle Application Server 10g: OracleAS Web Cache	To demonstrate how to administer and configure OracleAS Web Cache	eLearning	0
EL3798	Oracle Application Server 10g: OracleAS Portal	To demonstrate how to manage OracleAS Portal	eLearning	0
EL3799	Oracle Application Server 10g: mod_plsql, CGI Scripts, and Database Providers	To demonstrate how to configure mod_plsql, CGI-script execution, and database providers in OracleAS	eLearning	0
EL3800	Oracle Application Server 10g: Application Management and Deployment	To demonstrate how to manage and deploy applications in OracleAS	eLearning	0
EL3801	Oracle Application Server 10g: Component Administration in Oracle Internet Directory	To demonstrate how to configure Oracle Internet Directory (OID) components in OracleAS	eLearning	0
EL3802	Oracle Application Server 10g: DAS and SSO	To demonstrate how to manage users and groups with Delegated Administration Service (DAS) and administer the Single Sign-On feature of OracleAS	eLearning	0
EL3803	Oracle Application Server 10g: Component Security with SSL	To demonstrate how to manage wallets and certificates and configure components for SSL in OracleAS	eLearning	0
EL3804	Oracle Application Server 10g: Oracle Certificate Authority Management	To demonstrate how to manage Oracle Certificate Authority (OCA)	eLearning	0
EL3805	OracleAS 10g: Managing Customized Topologies and Distributing Infrastructure Components	To discuss common deployment topologies and to explain how to install and configure Oracle Application Server components to suit different needs	eLearning	0
EL3806	OracleAS 10g: High Availability	To explain high availability and its importance from the perspective of application servers and discuss the high availability features in Oracle Application Server at the OC4J level	eLearning	0
EL3807	OracleAS 10g: Managing and Configuring Clusters	To explain how to manage and configure clusters in OracleAS 10g	eLearning	0
EL3808	OracleAS 10g: Business Intelligence Component Management	To examine Business Intelligence components such as Oracle AS Discoverer and OracleAS Reports and to describe how to deploy reports and forms applications to OracleAS	eLearning	0

EL3809	OracleAS 10g: XML Applications, Web Services, and Monitoring	To describe how to deploy XML applications and web services with Oracle AS and to discuss the monitoring capabilities of Oracle Enterprise Manager Application Server Control	eLearning	0
EL3810	OracleAS 10g: Tuning and Reconfiguring the Middle Tier	To describe how to optimize the performance of Oracle Application Server components and to explain how to perform reconfiguration tasks in the Oracle Application Server middle tier and infrastructure	eLearning	0
EL3811	OracleAS 10g: Backup and Recovery	To explain how to perform backup and recovery procedures in OracleAS	eLearning	0
EL3812	Solaris 9 Installation and OpenBoot	To describe how to install the Solaris operating environment and OpenBoot firmware on a standalone system	eLearning	0
EL3813	Solaris 9 System Administration	To describe how to manage Solaris user accounts and processes and how to install and administer Solaris packages	eLearning	0
EL3814	Solaris 9 System Operations	To describe system operations in Solaris 9	eLearning	0
EL3815	Solaris 9 Device and File System Management	To explain how to manage devices, to describe the file systems that Solaris supports, and to explain how to create a backup strategy	eLearning	0
EL3816	Solaris 9 Management Tools	To explain the use of Solaris GUI management tools	eLearning	0
EL3817	Solaris 9 Security	To explain basic Solaris security and file access control	eLearning	0
EL3818	Solaris 9 Advanced Installation	To demonstrate how to use the advanced Solaris installation features	eLearning	0
EL3819	Solaris 9 Networking	To explain basic Solaris networking	eLearning	0
EL3820	Solaris 9 File Systems and Storage	To describe Solaris file systems and their use	eLearning	0
EL3821	Solaris 9 Naming Services	To explain the Solaris naming services and demonstrate how to use them	eLearning	0
EL3822	Solaris 9 Systems Supervision	To explain how to monitor and troubleshoot Solaris systems	eLearning	0
EL3823	UNIX User and Data Management	To demonstrate the core administrative functions of managing users, data, and software on UNIX systems	eLearning	0
EL3824	Deploying and Initializing UNIX Systems	To describe the maintenance and optimization of UNIX systems	eLearning	0
EL3825	Securing UNIX Systems	To describe how to implement and maintain UNIX networking	eLearning	0
EL3826	Networking and UNIX Name Resolution	To explain how to secure UNIX systems from local and remote security threats	eLearning	0
EL3827	Managing UNIX Clients	To explain how to manage UNIX clients	eLearning	0
EL3828	Administering UNIX Network Services	To introduce the administration of UNIX network services	eLearning	0
EL3829	UNIX Systems Management	To outline UNIX performance monitoring and disaster recovery strategies and techniques in UNIX	eLearning	0
EL3830	Introduction to UNIX	To introduce the UNIX operating system	eLearning	0
EL3831	UNIX System Architecture	To describe the core components of a UNIX system	eLearning	0

EL3832	UNIX Shell Scripting Basics	To explain how to create simple shell scripts using UNIX shell commands	eLearning	0
EL3833	UNIX Shell Scripting Tools	To explain how to use variables, operators, and text editing tools in UNIX shell scripts	eLearning	0
EL3834	Writing UNIX Shell Programs	To describe how to use flow control, incorporate user input in UNIX shell programs, and debug shell programs	eLearning	0
EL3835	Customizing the UNIX User Environment	To demonstrate how to customize the UNIX environment to suit user requirements	eLearning	0
EL3836	Working with UNIX Files and Directories	To demonstrate common UNIX commands and programs used to perform basic tasks involving files and directories	eLearning	0
EL3837	Working with UNIX Programs	To describe how to use UNIX programs and manage their execution	eLearning	0
EL3838	Text Editing and Printing in UNIX	To describe how to use the vi text editor and how to print documents	eLearning	0
EL3839	UNIX Fundamentals: Overview	UNIX is a computer operating system developed in 1969 by AT&T at Bell Labs and has evolved into many variants across a broad range of computing devices.	eLearning	0
EL3840	UNIX Fundamentals: Shell Scripting Basics	Developed in 1969 by AT&T at Bell Labs, UNIX has evolved to become a popular operating system used by individuals, companies, and organizations for diverse personal and commercial applications.	eLearning	0
EL3841	UNIX Fundamentals: Files and Directories	UNIX was Developed in 1969 by AT&T at Bell Labs and today is one of the most widely used OSES in the world.	eLearning	0
EL3842	UNIX Fundamentals: Security	An open-source system with many variants, UNIX is one of the most widely-used OSES in the world.	eLearning	0
EL3843	UNIX Fundamentals: Network Administration	An open-source system with many variants, UNIX is one of the most widely used OSES in the world.	eLearning	0
EL3844	Junior Level LPIC-1 Exam 101: Linux System Architecture	The basis of Linux System administration starts with understanding the hardware that makes up the system and how to install and configure it.	eLearning	0
EL3845	Junior Level LPIC-1 Exam 101: Linux Installation	Before an installation of a Linux operating system can take place, decisions regarding the design and layout of hard disks need to be made.	eLearning	0
EL3846	Junior Level LPIC-1 Exam 101: Linux Package Management	Package management systems are used for installing, uninstalling, and upgrading software in Linux. This course describes the most common package management systems - dpkg, which is the system used with Debian packages, rpm	eLearning	0

EL3847	Junior Level LPIC-1 Exam 101: Unix Command Line	As Linux is based on Unix, historically most of the administration was done at the command line. While GUI interfaces are common now in Linux distributions, the CLI is still heavily used.	eLearning	0
EL3848	Junior Level LPIC-1 Exam 101: File Management and Redirects	Linux provides comprehensive file management capabilities from the command line. The use of streams, piping, and redirection greatly add to the power and flexibility of the command line.	eLearning	0
EL3849	Junior Level LPIC-1 Exam 101: Process Management	An important part of Linux system management is knowing why and how to prioritize and manage processes. This course covers the concepts of process management and the tools available in Linux.	eLearning	0
EL3850	Junior Level LPIC-1 Exam 101: Working With Text Files	Regular expressions in Linux provide the means to search for and match strings of text in text files. sed is a Linux utility for working with text files non-interactively, and vi is a utility for working with text files interactively.	eLearning	0
EL3851	Junior Level LPIC-1 Exam 101: Partitions and File Systems	Managing filesystems is an integral part of Linux administration. A filesystem in Linux isn't useful until it is mounted and because media devices such as optical and USB drives are considered distinct filesystem,	eLearning	0
EL3852	Junior Level LPIC-1 Exam 101: File and Storage Administration	As an inherently multi-user system, Linux requires a way to manage disk usage by different users, and does so through quotas.	eLearning	0
EL3853	Junior Level LPIC-1 Exam 102: Customize and Use the Linux Shell Environment	The Linux shell is completely scriptable, giving great flexibility to administration through the command-line. Scripts can contain loops and conditional statements.	eLearning	0
EL3854	Junior Level LPIC-1 Exam 102: User Interfaces and Desktops	Most operating systems provide a way for the user to easily interact with them through the use of a graphical user interface (GUI).	eLearning	0
EL3855	Junior Level LPIC-1 Exam 102: Manage Users and Groups Accounts and Jobs in Linux	User and group account management is part of the day to day responsibility of many Linux system administrators. Linux has a very flexible set of tools built in for scheduling tasks and jobs.	eLearning	0
EL3856	Junior Level LPIC-1 Exam 102: Essential Linux System Services	Linux system time can be set per machine or NTP can be used to synchronize time over a number of machines. System logging in Linux is handled by syslogd.	eLearning	0
EL3857	Junior Level LPIC-1 Exam 102: Linux Networking Fundamentals	All Linux networking is built on the TCP/IP stack. This course covers IP configuration, the transport protocols TCP and UDP, and a discussion of IPv4 vs IPv6. It also covers the configuration of TCP/IP on the host, and configuring network interfaces.	eLearning	0

EL3858	Junior Level LPIC-1 Exam 102: Basic Linux network troubleshooting	To troubleshoot Linux network problems, you need to know how to configure and view routing interfaces, and how to use the wide array of network troubleshooting tools.	eLearning	0
EL3859	Junior Level LPIC-1 Exam 102: Linux Security	With the rise of the Internet and the increasing interconnectedness of computers, security is a critical part of Linux administration. This course covers auditing, passwords and user limits.	eLearning	0
EL3860	Junior Level LPIC-1 Exam 102: Linux Encryption	An important part of a Linux security strategy is to secure data at rest and in transit using encryption. This course covers the use of SSH, port tunnels (including X11 tunnels) and GnuPG.	eLearning	0
EL3861	Managing Resource Utilization in Linux	As a Linux administrator, the systems you manage will be used by a number of clients playing varying requirements on the resources of your server.	eLearning	0
EL3862	Linux User Notification and Device Management	Because Linux and UNIX were designed from inception as multi-user operating systems, there is often the need for a system administrator to provide information about system status and future availability to all users.	eLearning	0
EL3863	E-mail and Security in Linux	Linux has networking and system security as two of its fundamental design goals. Linux functions as the e-mail server for a large number of businesses and organizations.	eLearning	0
EL3864	Linux Kernel Compilation and Linux Startup	As a Linux System Administrator, you may find that there are times you need to update or customize your Linux kernel for new features, bugfixes, or optimal performance.	eLearning	0
EL3865	Linux File Sharing and Filesystem Management	As a Linux System Administrator, managing, protecting, and proving access to the files and data of your users is paramount.	eLearning	0
EL3866	Linux Network Configuration	As a Linux System Administrator, you will need to setup and configure network clients and DNS services. This course covers the tasks involved in basic and advanced options for configuring Linux network clients and DNS services.	eLearning	0
EL3867	Booting Linux and Installing Applications from Source	As a Linux System Administrator you'll sometimes require a specific piece of software, or specific version of software that is not available as a binary from your Linux distribution's repository.	eLearning	0
EL3868	Linux Network Services	As a Linux System Administrator, configuring servers to provide services and improve the work environment for your users is a common task.	eLearning	0
EL3869	Linux System Maintenance and Hardware Configuration	As a Linux System Administrator, you will need to add and configure hardware within your servers.	eLearning	0
EL3870	Linux Security	As a Linux System Administrator, the security of your systems and the information on them is of utmost importance.	eLearning	0

EL3871	Linux System Troubleshooting	As a Linux System Administrator, you will encounter times when for various reasons your system isn't behaving as it should.	eLearning	0
EL3872	Virtualization with VMware: An Overview	Virtualization has become increasingly desirable in today's IT infrastructures. Companies from small start-ups to enterprise environments are turning to virtualization, not only for testing, but also for full production environments now.	eLearning	0
EL3873	VMware Desktop Overview	Desktop operating systems are at the forefront of most offices today. VMware desktop virtualization technologies allow for multiple operating systems to be run on a single physical computer.	eLearning	0
EL3874	VMware Server Overview	Virtualization allows multiple, resource-intensive applications to be run on one physical system.	eLearning	0
EL3875	VMware Datacenter Overview	Virtual environments have gone past the single machine, and now can be created to represent entire corporate infrastructures, allowing for a much smaller hardware footprint, and thus saving companies a great deal of money.	eLearning	0
EL3876	VMware Workstation 7: Getting started with Virtual Machines	This course provides a look at the skills involved in getting started with the creation and configuration of virtual machines using VMware Workstation.	eLearning	0
EL3877	VMware Workstation 7: Managing Virtual Machines	This course explores the features and tasks involved in administering VMware Workstation and hosted virtual machines.	eLearning	0
EL3878	VMware vSphere 5 - Part 2: VSphere Clustering	Ensuring High-Availability, fault tolerance, and business continuity is a key part of virtualization that is often overlooked or considered after the fact. In fact, it is as important as configuring storage devices and setting up virtual networking.	eLearning	0
EL3879	VMware vSphere 5 - Part 2: High Availability and Fault Tolerance	High Availability (HA) is a popular feature within vSphere. In many cases, the lack of High Availability is the key argument used against virtualization.	eLearning	0
EL3880	VMware vSphere 5 - Part 2: Processor and Resource Management	The idea that we can take a single physical server and host many VMs has a great deal of value in today's dynamic datacenter environments. However, there are limits to how many VMs can run on a VMware ESXi host.	eLearning	0
EL3881	VMware vSphere 5 - Part 2: DRS, Resource Pools, and vApps	vSphere Distributed Resource Scheduler (DRS) builds on the idea of manually balancing loads across ESXi hosts and turns it into a way of automatically balancing resource utilization load across groups of ESXi hosts.	eLearning	0

EL3882	VMware vSphere 5 - Part 2: Logging and Performance	vCenter Server provides some useful new features for monitoring your VMs and hosts. Expanded performance views and charts, and increased numbers and types of alarms available by default make it much easier to manage and monitor	eLearning	0
EL3883	VMware vSphere 5 - Part 2: vSphere Security	Security is a vital consideration when setting up and managing a vSphere environment. Like most other areas of security within information technology, securing a vSphere environment means securing several different components of vSphere.	eLearning	0
EL3884	VMware vSphere 5 - Part 2: Securing Hosts, Internal Components, Certificate Use	In addition to securing against external threats you must also work to mitigate threats against the internal network components such as vLANs, switches, and iSCSI traffic within your vSphere Environment.	eLearning	0
EL3885	VMware vSphere 5 - Part 2: Host Profiles, Update Manager, and Auto Deploy	Host Profiles, Update Manager, and Auto Deploy allow you to automate several configurations for ESXi hosts, VM's, and vCenter Server.	eLearning	0
EL3886	VMware vSphere 5 - Part 2: vCenter Server Appliance Deployments and Upgrades	A vCenter Server Appliance, or VCSA is a Linux-based appliance that can be downloaded and installed on an ESXi host that will allow the move away from traditional Windows-based installs.	eLearning	0
EL3887	VMware vSphere 5 - Part 2: Upgrading Hosts and Virtual Machines	When planning host upgrades there is some pre-migration prep work that should be considered. This course explains the prep work involved and all of the items required before completing ESXi upgrades to ESXi 5.	eLearning	0
EL3888	VMware vSphere 5 – Datacenter Design: Introducing vSphere Design Fundamentals	In order to design and integrate VMware solutions into the enterprise virtualized environments, it is important to have an understanding of the overall design process and framework.	eLearning	0
EL3889	VMware vSphere 5 – Datacenter Design: Creating vSphere Conceptual and Logical Designs	The first step in developing a vSphere design is creating a conceptual design. The purpose of the conceptual design is to provide a high level outline of all business requirements and components.	eLearning	0
EL3890	VMware vSphere 5 – Datacenter Design: vSphere Network and Storage Design	The logical design captures business, service, availability, manageability, performance, recovery and security requirements. Once this is created, we can start to work on the physical design.	eLearning	0
EL3891	VMware vSphere 5 - Datacenter Design VMs, Management, and Implementation	After the vSphere network and storage designs have been completed the appropriate amount of compute resources for our physical design can be determined.	eLearning	0

EL3892	VMware vSphere 5 - Part 1: Introduction to Virtualization	One of the biggest developments in IT infrastructure management is the emergence of server virtualization. Virtualization is well suited for most business applications and is widely in use for all but the most demanding workloads.	eLearning	0
EL3893	VMware vSphere 5 - Part 1: vCenter Server Installation	In the majority of today's information systems, the client-server architecture is king.	eLearning	0
EL3894	VMware vSphere 5 - Part 1: vSphere Client and vCenter Server Configuration	vCenter Server provides a centralized management framework for VMware ESXi hosts, but it's vSphere Client where vSphere administrators will spend most of their time.	eLearning	0
EL3895	VMware vSphere 5 - Part 1: ESXi Installation and Configuration	As of the 5.0 release, vSphere no longer includes ESX. In previous versions of vSphere, users had to choose between using ESX - with the full Linux-based Service Console	eLearning	0
EL3896	VMware vSphere 5 - Part 1: vCenter Server Inventory	vCenter Server's configuration and management capabilities include features such as VM templates, VM customization, rapid provisioning and deployment of VMs, role-based access controls, and fine-grained resource allocation controls.	eLearning	0
EL3897	VMware vSphere 5 - Part 1: vCenter Server Administration	On a scale of 1 to 10 in importance, security should always rate close to a 10 in setting up and managing a vSphere environment.	eLearning	0
EL3898	VMware vSphere 5 - Part 1: vCenter Server Management	VMware vCenter Server provides several built-in options that allow you to manage your environment.	eLearning	0
EL3899	VMware vSphere 5 - Part 1: Creating Virtual Machines	Creating virtual machines is a core part of using VMware vSphere, and VMware has made the process as easy and straightforward as possible.	eLearning	0
EL3900	VMware vSphere 5 - Part 1: Configuring and Managing Virtual Machines	Just as physical machines require hardware upgrades or changes, a VM might require virtual hardware upgrades or changes to meet changing performance demands. Once a VM has been created, the vSphere Client makes it easy to manage the VM.	eLearning	0
EL3901	VMware vSphere 5 - Part 1: An Overview of Virtual Network Creation	Virtual networking within ESXi is a key area for every vSphere administrator to understand.	eLearning	0
EL3902	VMware vSphere 5 - Part 1: Configuring and Managing Virtual Networks	As a vSphere administrator, there are various options available to you when configuring vSphere standard and distributed switches.	eLearning	0
EL3903	VMware vSphere 5 - Part 1: Introduction to vSphere Storage Concepts	The storage infrastructure supporting VMware vSphere has always been a critical element of any virtual infrastructure, and good storage design is critical for anyone building a virtual datacenter.	eLearning	0

EL3904	VMware vSphere 5 – Part 1: Storage Configuration and Management	After a shared storage platform is selected, vSphere needs a storage network configured. Design choices for shared resources such as networking and storage can sometimes make the difference between virtualization success and failure.	eLearning	0
EL3905	Mentoring 70-640 TS: Windows Server 2008 Active Directory, Configuring	SkillSoft Mentors are available to help students with their studies for exam 70-640 TS: Windows Server 2008 Active Directory, Configuring*. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3906	Mentoring 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	Skillsoft Mentors are available to help students with their studies for exam 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3907	Mentoring 70-646 PRO: Windows Server 2008, Server Administrator	SkillSoft Mentors are available to help students with their studies for exam 70-646 PRO: Windows Server 2008, Server Administrator. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3908	Mentoring 70-647 Pro: Windows Server 2008, Enterprise Administrator	SkillSoft Mentors are available to help students with their studies for exam 70-647 PRO: Windows Server 2008, Enterprise Administrator. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3909	Mentoring 70-680 TS: Windows 7, Configuring	SkillSoft Mentors are available to help students with their studies for exam 70-680 TS: Windows 7, Configuring. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3910	Mentoring 70-686 PRO: Windows 7, Enterprise Desktop Administrator	SkillSoft Mentors are available to help students with their studies for exam 70-686 PRO: Windows 7, Enterprise Desktop Administrator. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3911	Mentoring SK0-003 Server+	SkillSoft Mentors are available to help students with their studies for exam SK0-003 Server+. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3912	Mentoring 70-685 PRO: Windows 7, Enterprise Desktop Support Technician	SkillSoft Mentors are available to help students with their studies for exam 70-685 PRO: Windows 7, Enterprise Desktop Support Technician. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0

EL3913	Mentoring 70-668 PRO: Microsoft SharePoint 2010, Administrator	Skillsoft Mentors are available to help students with their studies for exam 70-668 PRO: Microsoft SharePoint 2010, Administrator*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3914	Mentoring 70-667 TS: Microsoft SharePoint 2010, Configuring	Skillsoft Mentors are available to help students with their studies for exam 70-667 TS: Microsoft SharePoint 2010, Configuring*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3915	Mentoring LX0-101 Linux+ Powered by LPI Exam 1	SkillSoft Mentors are available to help students with their studies for exam LX0-101 Linux+ Powered by LPI Exam 1. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3916	Mentoring LX0-102 Linux+ Powered by LPI Exam 2	SkillSoft Mentors are available to help students with their studies for exam LX0-102 Linux+ Powered by LPI Exam 2. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3917	Mentoring 70-662 TS: Microsoft Exchange Server 2010, Configuring	SkillSoft Mentors are available to help students with their studies for exam 70-662 TS: Microsoft Exchange Server 2010, Configuring. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL3918	Mentoring VMware: Datacenter Virtualization with vSphere 5 - Part 2	Skillsoft Mentors are available to help students with their studies for VMware: Datacenter Virtualization with vSphere 5 - Part 2. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3919	Mentoring 220-801 CompTIA A+	Skillsoft Mentors are available to help students with their studies for exam 220-801 CompTIA A+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3920	Mentoring 220-802 CompTIA A+	Skillsoft Mentors are available to help students with their studies for exam 220-802 CompTIA A+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3921	Mentoring 70-687 Configuring Windows 8.1	Skillsoft Mentors are available to help students with their studies for exam 70-687 Configuring Windows 8.1. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3922	Mentoring 70-410 Installing and Configuring Windows Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-410 Installing and Configuring Windows Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL3923	Mentoring 70-461 Querying Microsoft SQL Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-461 Querying Microsoft SQL Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3924	Mentoring 70-411 Administering Windows Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-411 Administering Windows Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3925	Mentoring 70-412 Configuring Advanced Windows Server 2012 Services	Skillsoft Mentors are available to help students with their studies for exam 70-412 Configuring Advanced Windows Server 2012 Services. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3926	Mentoring 70-688	Skillsoft Mentors are available to help students with their studies for exam 70-688 Supporting Windows 8.1. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3927	TestPrep 70-688 Supporting Windows 8.1	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3928	Mentoring VMware Certified Professional 5, Data Center Virtualization (VCP5-DCV)	Skillsoft Mentors are available to help students with their studies for the VMware Certified Professional 5, Data Center Virtualization (VCP5-DCV) exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL3929	TestPrep 70-640 TS: Windows Server 2008 Active Directory, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3930	TestPrep 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning	0
EL3931	TestPrep 70-680 TS: Windows 7, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL3932	TestPrep SK0-003 Server+	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3933	TestPrep 70-686 PRO: Windows 7, Enterprise Desktop Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL3934	TestPrep 70-685 PRO: Windows 7, Enterprise Desktop Support Technician	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0

EL3935	TestPrep 70-647 PRO: Windows Server 2008, Enterprise Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3936	TestPrep 70-646 PRO: Windows Server 2008, Server Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3937	TestPrep 70-667 TS: Microsoft SharePoint 2010, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning	0
EL3938	TestPrep 70-668 PRO: Microsoft SharePoint 2010, Administrator	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3939	TestPrep LX0-101 Linux+ Powered by LPI Exam 1	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3940	TestPrep LX0-102 Linux+ Powered by LPI Exam 2	To test your knowledge on the skills and competencies being measured by the vendor certification exam*. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3941	TestPrep 70-662 TS: Microsoft Exchange Server 2010, Configuring	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3942	TestPrep 220-801 CompTIA A+	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3943	TestPrep 220-802 CompTIA A+	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3944	TestPrep 70-411 Administering Windows Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3945	TestPrep 70-410 Installing and Configuring Windows Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3946	TestPrep 70-412 Configuring Advanced Windows Server 2012 Services	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL3947	TestPrep 70-687 Configuring Windows 8.1	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0

EL3948	Social Networking for Users	A social networking service is an online service used to build networks of people often with a common interest or goal. The networks reflect networks of people in the real world.	eLearning	0
EL3949	CompTIA Network+ 2012: Network Media and Topologies Part 1	The choice of network media depends on a number of factors. Speed and bandwidth requirements and budgets are probably the two main considerations, although the site itself can play a part.	eLearning	0
EL3950	CompTIA Network+ 2012: Network Media and Topologies Part 2	There are a number of technologies involved in the delivery of Internet and network services.	eLearning	0
EL3951	CompTIA Network+ 2012: Network Management	Managing, monitoring, and troubleshooting are the routine tasks performed on every network regardless of its size.	eLearning	0
EL3952	CompTIA Network+ 2012: Network Security Part 1	A network's security is only as strong as the security of its individual systems. Before connecting individual computers to the network, you need to ensure that the computers are secured using proper security mechanisms.	eLearning	0
EL3953	CompTIA Network+ 2012: Network Security Part 2	Security is a concern of everyone from the home user to the network administrator of a large enterprise. Although the threats and mitigation of threats are similar for both, the scale in which protections and solutions need to be applied is not.	eLearning	0
EL3954	CompTIA Network+ 2012: Network Security Part 3	Firewalls are a critical part of the defense of all PCs and networks. Firewalls can be either software- or hardware-based, but all firewalls are intended to restrict the connections and types of connection into and out of a host or network.	eLearning	0
EL3955	CompTIA Security+ 2011: Control Fundamentals and Security Threats	Understanding the types of threats that exist in an IT infrastructure is incredibly important when you are attempting to control access to network assets and secure an internetwork environment.	eLearning	0
EL3956	CompTIA Security+ 2011: Network Protocols, Attacks, and Defenses	Network security professionals must have a firm understanding of the transport mechanisms and attacks faced by traffic entering and exiting a network environment.	eLearning	0
EL3957	CompTIA Security+ 2011: Securing Networks and Performing Security Assessments	Security professionals must be able to create secure networking environments using appropriate tools and techniques while also being able to test existing network environments for security weaknesses.	eLearning	0
EL3958	CompTIA Security+ 2011: Network and System Security Mechanisms	Security professionals must understand the hardware and software mechanisms that can be used to secure a network environment.	eLearning	0
EL3959	CompTIA Security+ 2011: Remote Access and Wireless Security	Security professionals are increasingly being made responsible for securing remote and wireless environments.	eLearning	0

EL3960	CompTIA Security+ 2011: Authentication, Biometrics, and Security Controls	Security mechanisms and account management are important parts of creating a secure networking environment.	eLearning	0
EL3961	CompTIA Security+ 2011: Securing the IT Environment	Securing the networking environment is the most important job role that a Security specialist will perform.	eLearning	0
EL3962	CompTIA Security+ 2011: Cryptography and Public Key Infrastructures	Guaranteeing end-to-end security in communication, document, and database infrastructures is incredibly important in internetworking environments.	eLearning	0
EL3963	CompTIA Security+ 2011: Securing Applications, Virtualization, & Cloud Computing	Web servers, web applications, virtualization, and cloud computing are becoming standard parts of corporate infrastructures.	eLearning	0
EL3964	CompTIA Security+ 2011: BC, DR, Security Training, and Forensics	Business continuity, disaster recovery, and computer forensics go hand in hand when a security professional trains on ways to create, maintain, and repair network security.	eLearning	0
EL3965	Mobile IP	To identify the critical components of Mobile IP and recognize how the protocol operates	eLearning	0
EL3966	IP Mobility	To differentiate between macromobility and micromobility protocols and between various micromobility protocols such as HAWAII and cellular IP	eLearning	0
EL3967	Digital Payments	To identify the main components of Internet commerce payment systems and to recognize new and recently outdated payment trends	eLearning	0
EL3968	SNMP, MIBs, and RMON	To identify the methods by which data is collected and distributed for network management and the form that those messages take	eLearning	0
EL3969	IPv6	To introduce IPv6, explain its features, and discuss how it can be implemented	eLearning	0
EL3970	LDAP Fundamentals	To introduce LDAP and directory services	eLearning	0
EL3971	Designing and Maintaining LDAP Directory Services	To outline the maintenance practices of LDAP	eLearning	0
EL3972	Beyond 3G (B3G)	To describe B3G technologies	eLearning	0
EL3973	4G Communication Systems	To explain the elements of 4G communication systems	eLearning	0
EL3974	4G Implementations	To outline 4G wireless networks and applications	eLearning	0
EL3975	Non-Cellular Wireless Technology	To explain non-cellular wireless technology	eLearning	0
EL3976	RFID Technology and Business Applications	To recognize the applications of RFID technology, how it operates, the function of the EPCglobal Network, and determine how to implement RFID in an organization based on business and deployment issues	eLearning	0

EL3977	RFID: Applications Management	To recognize how RFID technology can be used in various industries and analyze RFID applications management programs	eLearning	0
EL3978	PSTN and VoIP Fundamentals	The history of telephony begins with the public switched telephone network (PSTN), which is the worldwide circuit-switched telephone network made up of public and private networks.	eLearning	0
EL3979	VoIP Technologies	There are a variety of technologies required to make VoIP work. Standards, protocols, and devices all need to be voice capable and, in many instances, compatible with both third-party devices and the PSTN.	eLearning	0
EL3980	VoIP Quality and Security	With the proliferation of VoIP in both the home and business environments, concerns such as quality of service and security are being given more attention.	eLearning	0
EL3981	SSCP Domain: Access Controls	With the increasing growth of the Internet and networks in general being used for business, security is an important issue.	eLearning	0
EL3982	SSCP Domain: Cryptography	In modern business and IT, keeping information secure and/or proving from where it originated can be key aspects of success.	eLearning	0
EL3983	SSCP Domain: Malicious Code	In the modern world of computing, malicious code is becoming commonplace. Organizations and individuals must protect themselves from these attacks.	eLearning	0
EL3984	SSCP Domain: Monitoring and Analysis Part 1	Current business practices demand a certain amount of due diligence with regards to keeping track of system events pertaining to security.	eLearning	0
EL3985	SSCP Domain: Monitoring and Analysis Part 2	Current business practices demand a certain amount of due diligence with regards to keeping track of system events pertaining to security.	eLearning	0
EL3986	SSCP Domain : Networks and Telecommunications Part 1	In the fast paced business world of today, secure and reliable communication within your corporation and with outside networks is mandatory.	eLearning	0
EL3987	SSCP Domain : Networks and Telecommunications Part 2	In the fast paced business world of today, secure and reliable communication within your corporation and with outside networks is mandatory.	eLearning	0
EL3988	SSCP Domain : Security Operations and Administration Part 1	Information is often at the core of business, and maintaining the security of that information in the digital age is of utmost importance.	eLearning	0
EL3989	SSCP Domain : Security Operations and Administration Part 2	Information is often at the core of business, and maintaining the security of that information in the digital age is of utmost importance.	eLearning	0

EL3990	SSCP Domain: Security Operations and Administration Part 3	Information is often at the core of business, and maintaining the security of that information in the digital age is of utmost importance.	eLearning	0
EL3991	SSCP Domain : Risk, Response, and Recovery	With more and more business success relying on secure and guaranteed access to data, having plans and policies in place to manage risks and recover from disasters is pivotal.	eLearning	0
EL3992	CISA Domain: The Process of Auditing Information Systems - Part 1	Auditing Information Systems has become an integral part of business management in both big and small corporate environments.	eLearning	0
EL3993	CISA Domain: The Process of Auditing Information Systems - Part 2	While performing audits, it is extremely important to classify audit information and to evaluate and document both the controls used and the outcomes of all parts of the audit process.	eLearning	0
EL3994	CISA Domain: Governance and Management of IT - Part 1	IS Governance is an incredibly important part of IS security. Management and monitoring of resources are built into the audit process and the CISA must be aware of the role they will play in the process.	eLearning	0
EL3995	CISA Domain: Governance and Management of IT - Part 2	Information Security Management Practices should adhere to the business goals of an organization, aligning to the objectives that management set down for company improvement.	eLearning	0
EL3996	CISA Domain: IS Acquisition, Development, and Implementation - Part 1	The acquisition, development, and management of business projects are important in all information systems builds.	eLearning	0
EL3997	CISA Domain: IS Acquisition, Development and Implementation - Part 2	Business Application Systems play a substantial role in many corporate infrastructures today. This course examines the role of the auditor in environments where business application systems and agile development systems are being used.	eLearning	0
EL3998	CISA Domain: IS Operations, Maintenance and Support - Part 1	Auditing IS functions must take the hardware and infrastructure resources into account. This course examines IS operation and how it is managed along with IS hardware, and the various components that need to be monitored and audited.	eLearning	0
EL3999	CISA Domain: IS Operations, Maintenance, and Support - Part 2	Enterprise network infrastructures and architectures are an integral part of enterprise environments today and are widely unknown to most users.	eLearning	0
EL4000	ENV Triggers-Historical Study	TxDOT spends a large amount of time and money planning and developing construction and/or maintenance projects. Part of this planning effort is dedicated to deciding what environmental rules and regulations apply to the proposed p	eLearning	1

EL4001	BCE (Blanket Categorical Exclusion)	What is BCE (Blanket Categorical Exclusion)? The proposed module describes what a Blanket Categorical Exclusion (BCE) is in relation to the National Environmental Policy Act (NEPA) and how it all relates to TxDOT's construction	eLearning	1
EL4002	ENV Reports Training - Archeology	Environmental reports are any documented evidence that a detailed and appropriate study and/or review was conducted for an environmental function. These reports should not be confused with NEPA documentation, yet should be viewed	eLearning	1
EL4003	ENV Reports Trng - Noise	This Spill Prevention and Control course provides information about hazardous materials; spill control, and confinement methods. The intent of the course is to provide the learner with information about the safe handling, movement and storage of hazardou	eLearning	1
EL4005	NEPA Documentation Training - Community Impacts	NEPA documentation, related to a particular discipline, is the information required in the NEPA document to adequately address that particular discipline. The NEPA document sho	eLearning	1
EL4006	ENV Reports Training - Community Impacts	Environmental reports are any documented evidence that a detailed and appropriate study and/or review was conducted for an environmental function. These reports should not be confused with NEPA documentation, yet should be viewed	eLearning	1
EL4008	PA between FHWA/TxDOT-CE's	The Federal Highway Administration (FHWA) and the Texas Department of Transportation (TxDOT) entered into a Programmatic Agreement (PA) in 2011 to clarify the review and approval of NEPS Categorical Exclusions(CE). This course is	eLearning	1
EL4009	ENV Predecessor Historic Study	ENV Predecessor-Historical StudiesThe course defines the information required (predecessors) to start historical processes. Knowing when an environmental process can begin and knowing what information is required to start the pr	eLearning	1
EL4012	NEPA Documentation - Archeology	NEPA documentation, related to a particular discipline, is the information required in the NEPA document to adequately address that particular discipline. The NEPA document should be a summation of	eLearning	1
EL4013	ENV NEPA Documentation Training - Noise	NEPA documentation, related to a particular discipline, is the information required in the NEPA document to adequately address that particular discipline. The NEPA document should be a summation of	eLearning	1

EL4015	Air Quality Laws, Regulations and Policy	Air Quality Laws, Regulations, and Policies. This training provides a brief overview of environmental laws, rules, regulations, and key policies addressing air quality issues and analysis.	eLearning	1
EL4016	Understanding Air Pollution & Air Quality Standards	This training describes air quality standards, mobile source air toxics, and major sources of air pollution and their potential impacts to transportation projects.	eLearning	1
EL4017	Transport Conformity Basics	Transportation Conformity Basics. This module provides an overview of transportation conformity, to include what is required to complete a NEPA environmental document and why projects and plans must be consistent with the Trans	eLearning	1
EL4018	NAAQS Attained Status	This course presents basic information about how areas are designated attainment or nonattainment for ambient air quality standards, what data EPA use for the designations (monitoring data) and identifies the current attainment s	eLearning	1
EL4019	The State Implementation Plan	This module provides an overview of the Air Quality State Implementation Plan (SIP), the link between air quality planning and transportation planning, transportation control measures that may be included in a SIP, and the effects	eLearning	1
EL4020	Mobile Source Air Toxics	This training provides an overview of mobile source air toxics and what is needed to complete a NEPA Environmental Document. The training identifies the priority Mobile Source Air Toxics (MSAT); explains why an MSAT analysis is n	eLearning	1
EL4021	Air Quality Document Requirements	This training provides an overview of the information that is required for air quality analysis in environmental project documents; including what project characteristics trigger different	eLearning	1
EL4022	Congestion Mgmt Process	Congestion Management Process. This module provides an overview of the Congestion Management Process (CMP), including requirements for TMA's and when CMP must be disclosed in environmental documents and what must be disclosed.	eLearning	1

EL4023	ENV Reports - Historical Study	ENV Environmental Reports - Historical Studies. Environmental reports are any documented evidence that a detailed and appropriate study and/or review was conducted for an environmental function. These reports should not be conf	eLearning	1
EL4026	Intro to Biological Resources	Introduction to Biological Resources.The Introduction to Biological Resources training module is an overview of the biological process related to TxDOT construction and maintenance projects. This course is intended to be a	eLearning	1
EL4028	Intro to Water Resources	This module provides an overview of TxDOT's Stormwater program as it relates to construction and maintenance projects. This module will cover Sections 401 and 402 of the Clean Water Act, the Texas Coastal Management Program, and t	eLearning	1
EL4029	Inspect Erosion/Sediment Contr	Inspection of Erosion & Sediment Controls This course is designed for those who inspect and maintain site-specific erosion and sediment control Best Management Practices (BMP). The course includes the regulatory requirements th	eLearning	1
EL4030	Design Erosion/Sediment Contr	Design of Storm Water Erosion & Sediment This course includes the regulatory requirements that govern Storm Water Pollution Prevention Plan (SWP3) development, as well as the principles of erosion, sediment control, and storm w	eLearning	1
EL5000	Winter Weather Manager	Winter weather operations are critical in the efficient movement of people and goods across the state of Texas. It is important for each District's management personnel to have an organized method for communicating and informing both the public and the T	eLearning	4
EL5001	Anti-Icing/RWIS	This course introduces the learner to effective use of anti-icing techniques using road weather information system (RWIS) technology. The course covers weather basics, winter road maintenance management, roadway hazards and prinic	eLearning	24
EL5002	Blowing Snow Mitigation	This course provides technical and practical instruction in planning for and mitigating the negative effects blowing snow can cause on roadways. Techniques for designing, and installing structural and living snow fences are includ	eLearning	3

EL5003	Deicing	This course introduces the learner to the various aspects of deicing winter roadways, including materials selection and ordering, material manufacturing, handling and storage, equipment used in deicing, application guidelines and	eLearning	4
EL5004	Equipment Maintenance	This course familiarizes all winter maintenance equipment operators with procedures to prepare and maintain snow and ice control equipment; including pre-season preparation; how to mount and inspect snow removal equipment; mainten	eLearning	2
EL5005	Perf Measure Snow/Ice Control	This course provides instruction on planning for, monitoring and objectively evaluating winter roadway operations, concentrating on performance measures including input and output measures, and outcome measures.	eLearning	4
EL5006	Proper Plowing Techniques	This course presents the proper techniques, with a special emphasis on safety, for plowing various roadway configurations; including 2-lane roads, multi-lane highways, one-way streets, traffic circles, and other situations.	eLearning	2
EL5007	Sel Snow/Ice Mat Mit Env Impac	This course provides the supervisor or mid-level manager with a systematic approach to selecting snow and ice control materials best suited in his region using a balanced method that addresses material performance, cost, infrastruc	eLearning	2
EL5008	Winter Maintenance Management	This course provides learners with guidance on best practices for managing equipment, facilities, material and staff necessary for efficient and effective winter roadway maintenance. Provides a good all-around understanding of the	eLearning	2
EL5009	Pavemt Mngmt Info Sys Rater Cr	Pavemt Mngmt Info Sys Rater Cr	eLearning	3
EL5010	Curb Ramps/Blended Transition	THIS IS AN IWAY COURSE.Curb Ramps and Blended Transitions Describes the basic requirements for curb ramps and blended transitions to ensure compliance with Americans with Disabilities Act. A safe and reliable transportation network must be accessib	eLearning	1
EL5011	Handrail Essentials	Describes the basic requirement for handrails to ensure compliance with Americans with Disabilities Act. A safe and reliable transportation network must be accessible to all users and must not discriminate on the basis of discr	eLearning	1

EL5012	Sidewalk Essentials	Describes the basic requirement for sidewalks to ensure compliance with Americans with Disabilities Act. A safe and reliable transportation network must be accessible to all users and must not discriminate on the basis of discr	eLearning	1
EL6000	Proj Monitor Bond Funded Proj	Project Monitoring for Bond Projects This training provides the participants an overview of monitoring responsibilities and bond funding, how to utilize Financial Information Management System (FIMS) reports and other tools, and	eLearning	1
EL6001	Intrl Ctrl over FIN Reporting	Required training for managers at all levels, the Internal Controls Over Financial Reporting course was developed to provide manager an overview of the concepts of internal controls over financial reporting as well as provide info	eLearning	3
EL6002	Fuel Focus for Users	This course provides department employees with the knowledge to access, pump fuel, record and close out a transaction at TxDOT locations where a Fuel Focus system is in place and apply required safety protocols.	eLearning	0
EL6003	M5 Fuel Focus for System Admin	M5 Fuel Focus for System Administrators This course provides Fuel Focus Administrators with the knowledge to configure, set-up, use and generate reports in the MS Fuel Focus program.	eLearning	1
EL6004	Key Valet for Users	This course provides department employees with the knowledge to make their own pool vehicle reservations 24/7, obtain keys, return the vehicle, and close out the transaction in the Key Valet system while applying safety precautio	eLearning	0
EL6005	Key Valet for System Admin	Key Valet for System Administrators This course provides MS Key Valet System Administrators with the knowledge to configure, set-up, use and generate reports in the Key Valet system.	eLearning	0
EL6006	Revenue Handling/Robbery Awareness	Revenue Handling and Robbery Awareness Training. This course is intended to improve cashier responsibility and optimize revenue in transit (RIT) functions to reduce the risks associated with handling revenue.	eLearning	1
EL6007	ATLAS Legislative Training	This course provides an overview of the new legislative tracking system, ATLAS (Automated Tracking of Legislative Analyses System).	eLearning	1

EL6009	Workforce Planning and Employment: Employment Legislation	This course examines employment legislation and regulations regarding strategic workforce planning.	WBT	1
EL6010	Workforce Planning and Employment: Recruitment Strategies	This course focuses on job analysis and recruitment strategies. The process of analyzing and documenting job descriptions is an important step in workforce development.	WBT	1
EL6011	Workforce Planning and Employment:Sourcing and Selecting Candidates	This course examines the sourcing and selection of employment candidates.	WBT	1
EL6012	Workforce Planning and Employment:Orientation,Onboarding, and Exit Strategies	This course examines many of the key elements of an organization's orientation, onboarding, and exit strategies. It focuses on HR's role in post-offer employment activities such as relocation's and verification of employment status.	WBT	1
EL6013	FNAV v15 Basic Navigation	Brief overview explaining and demonstrating the new navigation in version 15 of FNAV.	eLearning	0
EL7000	Managing Change: Understanding Change	This course outlines what is meant by change, as well as the importance and benefits of implementing change within an organization.	eLearning	1
EL7001	Managing Change: Building Positive Support for Change	The course highlights techniques for listening to your employees during change initiatives such as encouraging open communication, listening to employees' feelings, checking for understanding, and taking employee input into consideration.	eLearning	1
EL7002	Managing Change: Dealing with Resistance to Change	This course outlines these aspects of overcoming resistance to change.	eLearning	1
EL7003	Managing Change: Sustaining Organizational Change	This course covers methods for building and cultivating a culture that effectively sustains organizational change.	eLearning	1
EL7004	Managing Your Call Center More Efficiently	This Business Impact explores the benefits of employing a knowledgebase to provide call-center emplo	eLearning	0
EL7005	Communicating Organizational Change	Change can make people uncomfortable, and fear of the unknown creates anxiety. This Communicating Organizational Change explores the three key components of effectively communicating organizational change: the when, the what, and the how.	eLearning	0
EL7006	Developing People	All companies need to develop their employees. This Challenge examines how organizational restructuring can provide development opportunities.	eLearning	0
EL7007	Communicating during Difficult Times	C This course explains the responsibilities of various leadership roles when communicating during challenging times.	eLearning	1

EL7008	Managing Resources during Difficult Times	This course covers strategic responses to difficult times, such as cutting unnecessary costs and building relationships with customers, suppliers, and employees.	eLearning	1
EL7009	Managing Attitudes during Difficult Times	This course explains how stress manifests itself in employees when companies are going through challenging times, and it teaches techniques for reducing such stress.	eLearning	1
EL7010	Preparing for a Difficult Conversation	This course introduces the essentials of difficult conversations, including an explanation of what they are and why they're difficult, how to manage the stress commonly associated with them, and how to prepare for and deal with them.	eLearning	1
EL7011	Having a Difficult Conversation	This course explains the methods that can be used to have successful difficult conversations.	eLearning	1
EL7012	Handling Difficult Conversations Effectively	This course identifies the common challenges of difficult conversations and explores the strategies that can be used to handle them.	eLearning	1
EL7013	Initiating Succession Planning	This course explains the importance of succession planning and building a leadership talent pool from within that motivates employees, increases retention of employees, and fortifies your business against the loss of vital people.	eLearning	1
EL7014	Effective Succession Planning: Determining a Talent Pool for Key Positions	In this course, you will learn about the process for determining the availability of talent.	eLearning	1
EL7015	Implementing and Assessing a Succession Planning Program	In this course, you'll learn the steps necessary to implement individual development plans, including how to formulate and develop learning objectives that close the gaps between present and future performance.	eLearning	1
EL7016	Succession Planning	Succession planning provides an organization with an understanding of critical roles and functions. Here we discuss the strategies that allow a manager to maintain personnel in key areas.	eLearning	0
EL7017	Succession Planning and Management Programs	Every company should have a succession plan. This Evaluating Succession Planning and Management Programs examines common organizational succession planning strategies.	eLearning	0
EL7018	Workplace Conflict: Recognizing and Responding to Conflict	This course describes these and other benefits of conflict. It also explains the types of conflict situations you're likely to face in the workplace and describes appropriate responses depending on the outcome you want.	eLearning	1
EL7019	Workplace Conflict: Strategies for Resolving Conflicts	This course describes techniques you can use to deal effectively with a conflict situation.	eLearning	1

EL7020	Confrontation: What's the Best Approach	Managers often find confronting employees difficult and unpleasant. This Confrontation: What's the Best Approach explores strategies for turning these confrontations into positive, win-win experiences.	eLearning	0
EL7021	Personal Conflict Styles	Understanding the five styles identified by Kenneth Thomas and Ralph Kilmann is useful for navigating conflict. This impact explores these five conflict styles.	eLearning	0
EL7022	Coping with Accusations in the Workplace	Conflict with coworkers is something we all deal with it at some point, and facing accusations in the workplace can be especially difficult. This Coping with Accusations in the Workplace explores some possible ways to address accusers.	eLearning	0
EL7023	Managing Conflict	While often considered destructive, conflict can prove beneficial if properly managed. This challenge focuses on methods for managing conflict.	eLearning	0
EL7024	Manager to Manager Conflict	Conflict between individuals of equal status and power can be difficult to resolve. This challenge focuses on strategies for resolving such conflict	eLearning	0
EL7025	Conflict: Avoid, Confront, or Delay?	This Challenge Series exercise explores the various ways to deal productively with conflict.	eLearning	0
EL7026	Understanding Organizational Change	This course provides a basic understanding of what is meant by organizational change and typical events that can trigger organizational change.	eLearning	1
EL7027	Preparing for Organizational Change	This course covers essential skills for handling organizational change, including a willingness to take risks, having an openness to the unknown, and being able to manage yourself through change.	eLearning	1
EL7028	Embracing Organizational Change	This course covers best practices to help you accepting a new reality when things change, including acknowledgement of the changes and coming to terms with your new reality.	eLearning	1
EL7029	Managing the Stress of Organizational Change	Organizational change has become commonplace in today's business world. This Managing the Stress of Organizational Change examines the challenges an employee faces when his company restructures into a decentralized organization.	eLearning	0
EL7030	The Importance of Flexibility in the Workplace	Change happens rapidly in business. As a result, employees must be flexible, adaptive, and ready for new things. This The Importance of Flexibility in the Workplace examines how employees can develop these traits.	eLearning	0
EL7031	Developing the Right Attitude for Performing under Pressure	This course helps you recognize the events and situations that cause you to feel pressure.	eLearning	1

EL7032	Taking Action for Performing under Pressure	This course sets out some principles to help you avoid the dangers of overconfidence and overthinking, which can impair your performance when under pressure.	eLearning	1
EL7033	Performing with Others under Pressure	This course helps you develop skills you need to recognize your personal reaction to pressure and how it impacts your relationships with others.	eLearning	1
EL7034	Developing Character for Perseverance and Resilience	This course gives you the tools you need for developing an attitude that allows you to bounce back from setbacks and forge ahead.	eLearning	1
EL7035	Achieving Goals through Perseverance and Resilience	This course provides you with tools and techniques that you can use to manage obstacles and setbacks presented along your route to success.	eLearning	1
EL7036	Bouncing Back with Perseverance and Resilience	This course shows you how to weather the storm of a setback and stay on track toward your goal.	eLearning	1
EL7037	Project Management Fundamentals	This course will enable individuals who are not professional project managers to learn the fundamentals of project management so they will be able to manage projects related to their area of responsibility within the organization.	eLearning	2
EL7038	Transitioning into a Project Management Role	This course will discuss the changes a new project manager may face, including the development of a successful project team.	eLearning	3
EL7039	Initiating and Planning a Project	This course examines which factors should weigh in during the project selection process and how to effectively plan a project from beginning to end.	eLearning	2
EL7040	Managing a Project	This course will help you manage the constraints of time, money, and schedules, and how they relate to the overall quality of your project and product.	eLearning	2
EL7041	Troubleshooting and Closing the Project	This course outlines how to conduct effective meetings and presents some troubleshooting tools that can be used during the project life cycle.	eLearning	2
EL7042	Project Management for Non-project Managers Simulation	Participants will be tested on the objs. of transitioning to project mgr, managing an imposed project team, demonstrating effective leadership, monitoring project activities & quality, maintaining control of a project, & problem solving and recovering.	eLearning	0
EL7043	Managing Projects with No Direct Authority	Managing Projects without Direct Authority is a Business Impact product focusing on how Project Managers of cross-functional teams can maximize team involvement, even if they directly report to another manager.	eLearning	0

EL7044	Ensuring Management Buy-in on a Project	Ensuring Management Buy-In on a Project discusses the importance of executive buy-in at the beginning of a project.	eLearning	0
EL7045	Managing Conflict in Project Teams	Managing Conflict in Project Teams discusses some of the options a manager has when resolving conflict in the workplace.	eLearning	0
EL7046	Handling a Change Request	In this Challenge Series exercise you are a PM assigned to a supply chain project. Your client has just logged a late change request, and it's up to you to decide what impact this may have on the triple constraint and how to move the project forward.	eLearning	0
EL7047	Scope Definition Tools and Techniques	Project managers frequently face the task of assessing new potential projects and defining their scope. Scope Definition Tools and Techniques examines how to best accomplish these goals.	eLearning	0
EL7048	Managing Scope on a Project	Managing projects requires dealing with scope change effectively. Here we examine the types of change request that can impact the triple constraint of time, cost, and quality.	eLearning	0
EL7049	Weighing the Costs of Project Change	Even with an extremely thorough project plan in place, change requests are inevitable. Weighing the Costs of Project Change explores how project managers should handle such requests.	eLearning	0
EL7050	Managing Vendor Relationships	Meeting the goals of a project often requires hiring consultants with specific skill sets. Managing Vendor Relationships details strategies for integrating contract workers into the project team.	eLearning	0
EL7051	Anticipating and Solving Problems as a Project Champion	Every project faces obstacles. Anticipating and Solving Problems as a Project Champion details strategies that project champions can use to prevent obstacles from turning into more serious problems.	eLearning	0
EL7052	Address Stakeholder Conflicts	Stakeholder conflict is a common occurrence during projects. Addressing Stakeholder Conflicts examines the project manager's role in conducting professional conflict management.	eLearning	0
EL7053	Portfolios, Programs, and Projects: What's the Difference?	When key business terms are perceived as interchangeable, communication breakdown can occur, costing time and money. Portfolios, Programs, and Projects: What's the Difference? reviews the significant differences between portfolios, programs, and projects	eLearning	0
EL7054	Controlling Project Cost	Controlling costs is crucial for the success of any project. This Business Impact examines the need for constant project cost monitoring and analysis	eLearning	0
EL7055	Mitigating Risks when Improving Processes	Process improvement is valuable to any organization. But change carries risk. Mitigating Risks when Improving Processes explores mitigating risks when improving processes.	eLearning	0

EL7056	Ethics and Risks: Why They Matter in Project Success	Project managers are sometimes forced to make decisions with ethical ramifications and consequences. Ethics and Risks: Why they Matter in Project Success examines risk response planning tools and techniques useful for such situations.	eLearning	0
EL7057	Project Management Essentials	Managing projects is a key function of leadership. This challenge examines methods for overseeing project teams and managing stakeholder expectations	eLearning	0
EL7058	Managing Projects within Organizations (PMBOK® Guide Fifth Edition)	This course provides an overview of the project management discipline as outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition published by the Project Management Institute (PMI®).	eLearning	2
EL7059	Project Management Overview (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	1
EL7060	Project Management Process Groups (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	2
EL7061	Integrated Initiation and Planning (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	2
EL7062	Direct, Monitor, and Control Project Work (PMBOK® Guide Fifth Edition)	This course will equip project managers with skills to manage change in an integrated fashion so that, for example, changes to scope are reflected appropriately in the quality, schedule, and cost baselines.	eLearning	1
EL7063	Controlling Changes and Closing a Project (PMBOK® Guide Fifth Edition)	This course will equip project managers with the tools and techniques to manage project change in an integrated fashion and to close out phases and projects so that all aspects are brought to a controlled close.	eLearning	1
EL7064	Project Requirements and Defining Scope (PMBOK® Guide Fifth Edition)	This course covers all the activities related to planning scope management and developing a project scope statement. Specifically, learners will be introduced to the first three processes in the Project Scope Management Knowledge Area.	eLearning	2
EL7065	Creating the Work Breakdown Structure (PMBOK® Guide Fifth Edition)	This course will highlight the importance of the WBS and how it relates to the overall success of a project.	eLearning	1

EL7066	Monitoring and Controlling Project Scope (PMBOK® Guide Fifth Edition)	This course will cover the project inputs, tools and techniques, and outputs of the scope management processes that deal with validating scope and controlling changes to a project's scope baseline.	eLearning	1
EL7067	Defining and Sequencing Project Activities (PMBOK® Guide Fifth Edition)	This course covers defining and sequencing project activities in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	eLearning	2
EL7068	Estimating Activity Resources and Durations (PMBOK® Guide Fifth Edition)	This course covers estimating activity resources and durations in the project management discipline and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	eLearning	2
EL7069	Developing and Controlling the Project Schedule (PMBOK® Guide Fifth Edition)	This course covers developing and controlling the project schedule in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	eLearning	2
EL7070	Planning Project Costs (PMBOK® Guide Fifth Edition)	This course covers planning how to manage project costs, gathering cost information from numerous sources and then utilizing that information, and using tools and techniques such as bottom-up estimating and reserve analysis for estimating costs.	eLearning	2
EL7071	Controlling Project Costs (PMBOK® Guide Fifth Edition)	This course provides an overview of the Control Costs process.	eLearning	1
EL7072	Plan Quality Management (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	2
EL7073	Quality Assurance and Quality Control (PMBOK® Guide Fifth Edition)	In this course, learners will be given an overview of the Perform Quality Assurance and Control Quality processes within the Project Quality Management Knowledge Area.	eLearning	2
EL7074	Planning Project Human Resources (PMBOK® Guide Fifth Edition)	This course emphasizes the importance of good project human resource management to overall project performance.	eLearning	2
EL7075	Managing Project Human Resources (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	2
EL7077	Plan and Manage Project Communications (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	2

EL7078	Control Project Communications (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	2
EL7080	Risk Management Planning (PMBOK® Guide Fifth Edition)	This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations.	eLearning	1
EL7081	Identifying Project Risks (PMBOK® Guide Fifth Edition)	The course covers many risk identification methods including group information gathering techniques, diagramming techniques, and SWOT analysis.	eLearning	1
EL7082	Performing Risk Analysis (PMBOK® Guide Fifth Edition)	This course explores both qualitative and quantitative risk analysis techniques.	eLearning	2
EL7083	Risk Response and Control (PMBOK® Guide Fifth Edition)	This course covers the last two processes in the Project Risk Management Knowledge Area – Plan Risk Responses and Control Risks. Specifically, you will be introduced to strategies for handling both negative & positive risk, & how to control these risks.	eLearning	2
EL7084	Planning Project Procurement Management (PMBOK® Guide Fifth Edition)	In this course, learners will gain an understanding of what processes are involved in planning project procurement and how these processes interact with the overall project life cycle.	eLearning	1
EL7085	Managing Procurements (PMBOK® Guide Fifth Edition)	This is the second course in the Project Procurement Management Knowledge Area and covers three processes: Conduct Procurements, Control Procurements, and Close Procurements.	eLearning	2
EL7086	Role of Ethics in Project Management	The Role of Ethics in Project Management course, learners will be given an overview of the role of ethics in project management. Specifically, learners will be introduced to the Project Management Institute (PMI®) Code of Ethics and Professional Conduct.	eLearning	0
EL7087	Core PMI® Values/Ethical Standards	In an increasingly global network, project managers must proactively seek to understand cultural diversity, and how to work successfully with multi-national teams.	eLearning	0
EL7088	Business Law Basic Concepts	Through this course, you'll be made aware of some of the most common business law issues that can impact you in your daily activities.	eLearning	1
EL7089	Business Law and Ethics	This Business Law and Ethics course will clarify the relationship between ethics and law and explore how recognizing the ethics underlying the law can help you better manage legal issues you face in your duties.	eLearning	0

EL7090	Business Law and the Manager's Responsibilities	This course will explore the impact and legal implications of your decisions at work.	eLearning	1
EL7091	Developing the Capacity to Think Strategically	This course describes what strategic thinking is – in particular, how it differs from operational thinking and strategic planning.	eLearning	1
EL7092	Developing the Strategic Thinking Skill of Seeing the Big Picture	This course aims to help you develop this strategic thinking skill.	eLearning	1
EL7093	Use Strategic Thinking Skills	This course focuses on how to use strategic thinking skills, such as analyzing information effectively and thinking creatively.	eLearning	1
EL7094	Effective Critical Analysis of Business Reports	Effective decision making requires sound analytics. Effective Critical Analysis of Business Reports explores the pitfalls of basing decisions on faulty logic.	eLearning	0
EL7095	External Consultants Can Help	Many companies bring in outside experts to work on special projects. This challenge explores the factors to consider before hiring such consultants.	eLearning	0
EL7096	Returning to Core Competencies	This Business Impact weighs the benefits of returning to core competencies in light of a planned move into the global market.	eLearning	0
EL7097	Competitive Awareness and Strategy	Maintaining a competitive edge is an on-going process. This Challenge product focuses on Competitive Awareness and Strategy.	eLearning	0
EL7098	Risk Management: Identifying Risk	This course examines the first stage of risk management - identification of risk factors.	eLearning	1
EL7099	Risk Management: Assessing Risk	This course examines the techniques commonly used to assess risk, including opportunity assessment, and threat assessment using FMEA - Failure Mode and Effect Analysis.	eLearning	1
EL7100	Risk Management: Dealing with Risk	This course examines the third stage of risk management – dealing with risk. It provides general strategies for dealing with risk, such as risk exposure adjustment and contingency planning.	eLearning	1
EL7101	Screening Applicants for Emotional Intelligence	This Business Impact takes a look at the benefits of screening potential employees on the basis of their emotional quotient (EQ).	eLearning	0
EL7102	Guarding Against Interviewing Biases	Bias can lead interviewers to make inaccurate decisions. Guarding against Interviewing Biases explores the perils of interviewing bias and strategies for avoiding it.	eLearning	0
EL7103	Hiring Strategic Thinkers	Business strategy requires long-range planning. And to think strategically, effective business leaders must possess both logical and creative insight to be able to plot the future course of their company.	eLearning	0
EL7104	Essentials of Interviewing and Hiring: Screening Applicants for Interviewing	This course describes the key components of job descriptions and how to use them to screen resumes.	eLearning	1

EL7105	Essentials of Interviewing and Hiring: Preparing to Interview	This course covers key issues to consider when preparing to interview.	eLearning	1
EL7106	Essentials of Interviewing and Hiring: Conducting an Effective Interview	This course describes how to proceed with a face-to-face to interview.	eLearning	1
EL7107	Essentials of Interviewing and Hiring: Behavioral Interview Techniques	This course describes the characteristics of behavioral-based interviewing, how to develop behavioral-based questions, and then how to ask those questions effectively in an interview.	eLearning	1
EL7108	Essentials of Interviewing and Hiring: Selecting the Right Candidate	This course describes how to evaluate candidates using a structured and objective process.	eLearning	1
EL7110	Create a Compelling Job Description	Job descriptions serve as an essential tool for recruiting potential employees. Creating a Compelling New Job Description examines the criteria for drafting a compelling job description.	eLearning	0
EL7112	Fundamentals of Organizational Behavior for the Individual	This course defines organizational behavior and identifies the variables and characteristics that influence an individual's attitudes and perceptions in the workplace, and how these can affect performance.	eLearning	1
EL7113	Fundamentals of ORG-Groups	Groups are a key component in any organization, so knowing how they function best is vital when trying to understand organizational behavior. Working in groups has key advantages for organizations, such as fostering creativity, pooling skills, and improv	eLearning	1
EL7114	Understand ORG Power/Politics	Because people sometimes have a negative opinion of politics and politicians, you might to think that politics should be kept out of business organizations. However, organizations are sites where power and influence are exercised, so politics can't always	eLearning	1
EL7115	Organizational Structure and Employee Behavior	The structure of an organization, including the complexity of the management hierarchy and the nature of the authority and reporting flow, can affect all aspects of employee interaction and overall behavior in the company.	eLearning	1
EL7116	Organizational Behavior: Dynamics of a Positive Organizational Culture	An organizational culture isn't a set of rules or standards, but rather an interactive process of a social construct that's constantly changing. It's an invisible, dynamic force that drives a company and its actions.	eLearning	1
EL7117	Managing Top Performers Is Always Easy...Right?	Top performers aren't always the easiest employees to manage. Managing Top Performers is Always Easy, Right? explores how to deal effectively with top-performing, high maintenance employees.	eLearning	0

EL7118	Recognizing Natural Leaders	Effective leaders embody qualities beyond managerial experience. Recognizing Natural Leaders examines how to identify the candidates possessing an innate ability to lead.	eLearning	0
EL7119	Developing Adaptable Managers	To meet the challenge of the new economy, businesses must reassess how they train and groom their emerging leaders in order to produce highly flexible and adaptable managers. Developing Adaptable Managers suggests a five-step strategy.	eLearning	0
EL7120	Converting a Call Center to a Profit Center	This Business Impact explores how a call center can play a vital role in the financial success of a	eLearning	0
EL7121	Considering Key Features of a Policy and Procedure Manual	Every business organization should invest the time needed to establish, maintain, review, and regularly update its policies and procedures.	eLearning	0
EL7122	Employee Engagement	It isn't enough to simply offer competitive salaries and benefits. Employees must be made to feel valued. Employee Engagement focuses on methods for keeping employees engaged in their jobs.	eLearning	0
EL7124	Delivering Bad News Effectively	Delivering bad news effectively requires strong leadership. Communicating Bad News product examines the process for communicating such news with skill, tact, and candor	eLearning	0
EL7125	Adopting the Appropriate Management Style	Adopting the Appropriate Management Style exercise tests the ability of a manager to determine which style of leadership is best under the given circumstances.	eLearning	0
EL7126	Underperforming Employee - Now What?	Most managers have dealt with underperforming employees at one time or another. Underperforming employee-now what? examines how to use turnaround agreements effectively	eLearning	0
EL7127	Managing Performance	In order to best address performance of individuals and groups, managers must apply a comprehensive approach. Managing Performance focuses on methods for managing performance.	eLearning	0
EL7128	Involving Employees in Corporate Change	Given the potentially disruptive impact of change to business organizations, it's imperative that companies strive to find strategies to involve their employees in the transition process.	eLearning	0
EL7129	Delegating Appropriate Tasks	Delegating tasks requires careful consideration. Delegating Appropriate Tasks explores strategies for delegating tasks to employees.	eLearning	0
EL7130	Developing Employees through Delegation	Skillful delegation creates a true win-win situation: It allows managers to leverage their strengths and focus on strategy while giving team members opportunity to learn and grow.	eLearning	0
EL7131	The Importance of Call Tracking and Ticketing	As the front line in customer contact, call centers rely on proper documentation to track and resolv	eLearning	0

EL7132	Customer Service Training - The Interview and Beyond	This Business Impact explores the idea that training should begin at its earliest point in a CSA's p	eLearning	0
EL7133	Disaster Recovery - Keeping the Lines Open	Planning for disaster is important for all companies. This Business Impact explores the communicatio	eLearning	0
EL7134	Preventing Agent Absenteeism through Better Working Conditions	Excessive agent absenteeism is an issue for many call centers. This Business Impact examines a strat	eLearning	0
EL7135	Aligning Performance to Key Indicators	Call centers must deliver solid customer service and still meet departmental objectives. This Busine	eLearning	0
EL7136	Creating an Effective On-hold Message	Ineffective on-hold messages can frustrate and alienate customer callers. This impact explains how t	eLearning	0
EL7137	Aligning Agent Behaviors with Caller Types	Successful customer service agents know how to recognize the tone of a caller and adapt to it. This	eLearning	0
EL7138	Preparing for Your Performance Appraisal	Many employees find performance appraisals intimidating. Preparing for Your Performance Appraisal shows how proper preparation makes the process less stressful and more beneficial.	eLearning	0
EL7139	Selecting the Appropriate Performance-appraisal Method	To best guide, correct, and motivate employees, organizations need reliable performance data. Selecting the Appropriate Performance-appraisal Method exercise explores how such information can be obtained from a well-crafted and effective appraisals.	eLearning	0
EL7140	Business Coaching: Getting Ready to Coach	Coaching offers organizations a win-win method for developing their employees. It not only helps individuals reach their potential but also helps the organization improve its productivity and competitiveness.	eLearning	1
EL7141	Business Coaching: Conducting Coaching Sessions	An important part of any coaching session is asking the right questions. When you do this, your coachees will be more focused, attentive, and proactive in finding their own solutions. But you need to know what questions to ask, and in what order.	eLearning	1
EL7142	Business Coaching: Building the Coaching Relationship	Establishing a positive and respectful coaching relationship is integral to the success of your coaching efforts. It lays the groundwork for accomplishing the goals you and your coachee set.	eLearning	1
EL7143	Business Coaching: Using Different Coaching Styles	Every coach has different needs, and an effective coach can identify those needs and tailor a coaching style to maximize results. Coaches typically use two general coaching styles (directive and nondirective) depending on their coachee's skills.	eLearning	1
EL7144	The Art of Effective Coaching	Successful organizations employ coaching as a means to improve performance. This impact explores the five steps of effective coaching.	eLearning	0

EL7145	Coaching	Successful organizations employ coaching to develop individuals and teams. This Challenge Series product explores different approaches for coaching.	eLearning	0
EL7146	Management Essentials: Directing Others	As a manager, your role is not only to supervise, but also to lead, develop, and direct your employees both individually and collectively to accomplish organizational goals.	eLearning	1
EL7147	Management Essentials: Delegating	As a manager you are most likely juggling multiple responsibilities at once. In order to accomplish everything on your plate, you must identify those tasks which can be handled by others familiar with your work so you can focus on higher priorities.	eLearning	1
EL7148	Management Essentials: Developing Your Direct Reports	A main goal of managing is developing your direct reports. This involves not only coordinating their work in a way so your organization's business objectives are met, but also empowering them, providing opportunities to meet their own professional goals	eLearning	1
EL7149	Management Essentials: Confronting Difficult Employee Behavior	As a manager, you will inevitably encounter employees who exhibit difficult behavior, which can disrupt entire teams and departments. It's your job to confront difficult behavior as early as possible to minimize the disruption.	eLearning	1
EL7150	Management Essentials: Managing a Diverse Team	The population as a whole is becoming ever more diverse. Naturally, these societal changes are mirrored in the workplace. The most forward-looking organizations recognize the importance of managing a diverse workforce effectively.	eLearning	1
EL7151	Management Essentials: Treating Your Direct Reports Fairly	This course focuses on what fairness means in the relationship between managers and their direct reports. It discusses the benefits of treating employees fairly. It also covers areas where showing fairness is most essential.	eLearning	1
EL7152	Management Essentials: Caring about Your Direct Reports	This course describes what it means to be a caring manager. Specifically, it outlines the behaviors that a caring manager exhibits, such as showing genuine interest and an engagement in the lives of employees.	eLearning	1
EL7153	Acting Decisively	Acting decisively moves beyond simply making decisions. Decisive leaders exhibit confidence and are able to articulate the rationale behind their choices. This Challenge explores the qualities that embody decisiveness.	eLearning	0
EL7154	Employee Dismissal	Dismissing an employee is a serious matter that demands forethought and thoroughness. This Challenge Series product addresses the three primary reasons for dismissing an employee and the process involved with taking action.	eLearning	0

EL7155	Managing Fairly	Managing fairly does not necessarily equate to managing equally. This impact explores the difference between treating employees fairly as opposed to equally.	eLearning	0
EL7156	First Time Manager: Understanding a Manager's Role	This course describes myths and truths about management in order to clarify what managers really do. It also points to the typical demands, constraints of a manager's job; strategies for dealing with common mistakes of first-time managers.	eLearning	1
EL7157	First Time Manager: Challenges	This course describes ways to establish credibility and manage former colleagues effectively. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.	eLearning	1
EL7158	First Time Manager: Meeting Expectations	This course covers how to meet organizational expectations as a first-time manager, as well as how to balance conflicting expectations of peers, direct reports, and management.	eLearning	1
EL7159	Making the Move Into Management	This Challenge Series exercise explores the benefits of drafting a transition strategy.	eLearning	0
EL7160	Prioritizing Rewards and Recognition in Call Centers	Incentives can help call centers minimize agent turnover. This Business Impact examines what makes a	eLearning	0
EL7161	Performance Appraisal Essentials: Planning for Appraisals	This course explains why performance appraisals are important, describes how to develop an Employee Performance Plan, and outlines ways to monitor ongoing employee performance.	eLearning	1
EL7162	Performance Appraisal Essentials: Conducting Traditional Appraisals	If you were to poll a group of managers about how comfortable they feel conducting appraisals, you would probably find few saying they feel completely comfortable. Conducting appraisals isn't easy but it's an important part of a manager's job. Regularly	eLearning	1
EL7163	Performance Appraisal Essentials: 360-degree Appraisals	This course provides an overview of the steps involved in carrying out a 360-degree appraisal. It then focuses on two key steps: gathering feedback and delivering the feedback.	eLearning	1
EL7164	Outsourcing Financial Activities	Businesses are increasingly outsourcing portions of their accounting. This Business Impact explores	eLearning	0
EL7165	Using Audits to Help Prevent Business Fraud	Business fraud is a potential issue for any company. This Business Impact stresses the need for empl	eLearning	0
EL7166	Talent Management: Basics	This course helps clarify talent management's key role in helping an organization perform at its peak. It introduces and defines talent management, describing key concepts related to it.	eLearning	1

EL7167	Talent Management: Planning	This course describes some of the challenges of managing talent, which you should keep in mind as you create your talent plan. It discusses how your talent needs are impacted by various factors in the organization.	eLearning	1
EL7168	Talent Management: Acquiring Talent	This course describes two approaches to talent acquisition (hiring internally and hiring from outside) and explains the best situations in which to use each.	eLearning	1
EL7169	Talent Management: Developing and Engaging Talent	This course describes how to begin building employee commitment with an effective onboarding process that creates a positive first impression.	eLearning	1
EL7170	Talent Management: Retaining Talent	This course highlights the importance and benefits of putting effort into retaining talented individuals. It covers ways to determine the causes of talent departure and effectively manage talent retention by using strategies that foster job satisfaction.	eLearning	1
EL7171	Attracting and Retaining Talent	Even in a strong employer's market, it's critical that companies position themselves as employers of choice. Attracting and Retaining Talent explores how organizations can address retention and attraction issues in a crisis situation.	eLearning	0
EL7172	Transitioning from Technical Professional to Management	This course outlines steps a professional can take to make the transition into management smoother. It also describes the qualities that successful technical professionals typically possess and how these qualities are useful in a management role.	eLearning	1
EL7173	Strategies for Transitioning to Technical Management	This course describes strategies for establishing new relationships with former peers - a key part of making the transition into management.	eLearning	1
EL7174	Managing Technical Professionals	In this course, you'll learn about the challenges of managing technical professionals, how to build trust with your technical team, and how to motivate technical professionals.	eLearning	1
EL7175	Managing Workforce Generations: Introduction to Cross-generational Employees	This course describes the common characteristics of the four main generations in the workforce – the Traditionals, Baby Boomers, Generation X, and the Millennial Generation. It also introduces the benefits of cross-generational teams.	eLearning	1
EL7176	Managing Workforce Generations: Working with a Multigenerational Team	This course reviews the potential sources of conflict within a generationally diverse team, including differences in approaches to work and communication.	eLearning	1
EL7177	Managing Workforce Generations: Working with the 21st-century Generation Mix	This course describes best practices and successful techniques for managing Millennial and Generation X employees.	eLearning	1
EL7178	Managing an Aging Workforce	Retirement poses a challenge to most organizations. Managing an Aging Workforce explores strategies for planned succession.	eLearning	0

EL7179	Developing the Next Generation	Younger generations require different avenues of career development. Developing the Next Generation examines strategies for training Generation Next employees	eLearning	0
EL7180	Understanding the Motives of Millennials	Millennials are entering the workforce in greater numbers. Understanding the Motives of Millennials explores how managers can work more effectively with these employees.	eLearning	0
EL7181	Meeting the Needs of Your Experts	This course explores what experts want from their managers and introduces strategies for providing the best possible work environment for them.	eLearning	1
EL7182	Overcoming Challenges When Managing Experts	This course explores ways you can promote harmonious working relationships with your experts by using assertiveness, respect, and facilitation.	eLearning	1
EL7184	Developing a High-performance Organization	This course helps you assess your organization's potential for high performance in terms of its mission statement, strategy, performance measurement strategies, customer orientation, leadership, and culture.	eLearning	1
EL7185	Cross-functional Strategic Management	This course defines organizational cross-functionality and its benefits. It helps you develop techniques to support a cross-functional strategy throughout your organization.	eLearning	1
EL7186	Managing for Rapid Change and Uncertainty	This course examines the factors driving organizational change and shows how you can use a change management strategy to mitigate any potentially negative impact in your organization.	eLearning	1
EL7187	Managing High Performers	Are you paying enough attention to your high performance employees, the people who really help drive your organization? To assume that they don't need your ongoing support because they seem self-sufficient can be a costly mistake. If you don't give them	eLearning	1
EL7188	Managing New Managers	This course covers the elements of an effective orientation program. It introduces a mentoring model so you can help new managers realize their leadership potential.	eLearning	1
EL7189	Managing Experienced Managers	In this course, you'll learn about a range of techniques for investing in your managers to establish their long-term commitment to the organization. In particular, you'll learn how to develop their competencies and skills through coaching.	eLearning	1
EL7190	Increasing Cash Flow in Times of Need	The life blood of any successful business is the steady and predictable flow of incoming cash. But w	eLearning	0
EL7191	Assessing Employees for Cultural Adaptability	This Challenge Series exercise highlights the importance of identifying specific cultural sensibilities when selecting employees for assignment in a foreign office.	eLearning	0

EL7193	Building Upward Relationships	This Challenge Series exercise examines possible strategies for building upward relationships.	eLearning	0
EL7194	Building and Managing Upward Relationships	Positive working relationships yield knowledge, cooperation, and influence at all levels of your organization, and managing them should be one of your prime objectives.	eLearning	0
EL7195	Preparing to Dismiss an Employee	This course covers the benefits of being properly prepared when dealing with employee dismissals. It also provides the steps to help you dismiss an employee properly.	eLearning	1
EL7196	Managing the Dismissal of an Employee	This course covers how to prepare for the termination interview by forming your approach and creating a structure for the interview. Provides guidelines to follow when conducting a termination interview and outlines follow-up responsibilities.	eLearning	1
EL7197	Delegation Essentials: An Introduction to Delegating	Every manager dreams of having more time to finish the never-ending work that comes with the role. And while you can't use some magic trick to stretch out the hours in a day, you can delegate certain tasks. With appropriate and deliberate planning, this	eLearning	1
EL7198	Delegation Essentials: The Delegation Process	This course explores the process of delegation and describes techniques that managers can employ to delegate tasks effectively; it examines the criteria for choosing which tasks to delegate and identifying the appropriate employee for the task.	eLearning	1
EL7199	Delegation Essentials: Overcoming Delegation Problems	This course details methods that managers can use to address their own delegation errors, such as improving communication about tasks and distributing tasks more equally.	eLearning	1
EL7200	Using Facilitation Skills as a Manager	This course describes how to use facilitation skills to help others work more effectively. It explains how observation skills can help you understand how well people are working together and whether you may need to intervene to get things back on track.	eLearning	1
EL7201	Facilitating Collaborative Processes	This course describes how to support collaborative processes by drawing on the principles of facilitation.	eLearning	1
EL7202	Challenges of Facilitating	Dealing with challenging situations and behaviors is a part of any manager's or leader's job. Being observant, knowing what questions to ask, and being able to deal with conflict effectively are facilitation skills that can help when a situation becomes	eLearning	1
EL7203	Engaging Top Performers	This course helps you recognize the characteristics of top performers and the benefits they bring to an organization. You'll learn how to improve your workplace so that it both attracts and meets the needs of top performers.	eLearning	1

EL7204	Retaining Top Performers	This course provides strategies on how to motivate and reward top performers, including talent assessments, job redesign, and using appropriate recognition and compensation.	eLearning	1
EL7205	Overcoming Challenges of Managing Top Performers	It's a paradox that managers sometimes face, their top performers need coaching. One of a manager's biggest challenges is how to keep top performers motivated and encouraged to continue the good work, while addressing the employee's sometimes difficult	eLearning	1
EL7206	Recognizing and Diagnosing Problem Performance	This course explains how you can remain alert to early warning signs of problems in your workplace. It enables you to determine the scope and urgency of problems when they occur.	eLearning	1
EL7207	First Steps for Turning Around a Performance Problem	This course identifies the benefits of dealing with minor performance problems and explains how to communicate with employees about performance discrepancies. It also demonstrates how you can help employees resolve situational problems in the workplace.	eLearning	1
EL7208	Using Progressive Discipline to Correct Problem Performance	This course establishes when it's appropriate to begin progressive discipline with an employee. It also demonstrates how to progress through the verbal and written warnings of the process, with guidelines for each stage.	eLearning	1
EL7209	Preventing Problem Performance	This course explores how you can prevent problems using performance management activities such as communicating expectations and motivating for good performance.	eLearning	1
EL7210	Leadership Essentials: Motivating Employees	Imagine what your organization would be like if you and your colleagues were not motivated. Motivation is what drives people to accomplish things, whether it be small tasks or large undertakings. Without motivation, things simply would not get done. The	eLearning	1
EL7211	Leadership Essentials: Communicating Vision	This course provides a general introduction to vision communication, including its nature and its purpose.	eLearning	1
EL7212	Leadership Essentials: Building Your Influence as a Leader	In this course, you will be guided through numerous methods and strategies for effectively influencing a team to accept your ideas.	eLearning	1
EL7213	Leadership Essentials: Leading with Emotional Intelligence	This course provides you with an understanding of why emotional intelligence abilities are important as a leader. Provides practical, positive techniques for promoting and improving emotional intelligence as a leader within your business environment.	eLearning	1

EL7214	Leadership Essentials: Leading Business Execution	This course provides you with techniques and strategies for executing business strategy, and more importantly, ideas on how to cultivate a culture that supports the active business execution needed to keep pace with today's fast-changing world.	eLearning	1
EL7215	Leadership Essentials: Leading Innovation	This course provides you with an understanding of what an innovative culture is and what qualities a leader needs to best foster innovation.	eLearning	1
EL7216	Leadership Essentials: Leading Change	This course provides you with strategies for leading changes within an organization, including effective approaches to introducing and communicating change.	eLearning	1
EL7217	Leadership Essentials: Creating Your Own Leadership Development Plan	This course explores ways to assess yourself as a leader, establish a vision for the future, and identify obstacles to that vision. Teaches practical approaches for setting development goals, objectives, and actions designed to move you towards a vision.	eLearning	1
EL7218	Motivating Employees and Leading Change Simulation	This simulation is based on the SkillSoft series "Leadership Essentials" and contains links to the following courses: lead_05_a01_bs_enus Leadership Essentials: Building Your Influence as a Leader Leadership Essentials: Leading Changes	eLearning	0
EL7219	Leading Teams through Change	Effective leadership is key to change management. Leading Teams through Change discusses the challenges of change management and how to motivate your team during a period of change.	eLearning	0
EL7220	Leading Outside the Organization	A leader's public image is just as important as his or her management ability. Leading Outside the Organization examines the expanding role of today's business leaders outside of their organizations	eLearning	0
EL7221	Knowing When to Take Leadership Risks	Knowing When to Take Leadership Risks illustrates why professionals must take care not to allow fear of failure to turn innovative behavior into risk-averse behavior.	eLearning	0
EL7222	Wanted - Innovation Leaders	Innovation is important to growth. This impact explores how to nurture innovation leaders.	eLearning	0
EL7223	Developing a Business Execution Culture	A corporate initiative requires more than just a managerial mandate. Employee buy-in is absolutely essential to ensure success. Developing a Business Execution Culture focuses on methods for developing a business execution culture	eLearning	0

EL7224	Leading Change	Although often a force of progress, change can be disruptive to employees. This challenge focuses on methods for successfully managing change	eLearning	0
EL7225	Leader as Motivator	Motivating employees isn't easy. This Challenge examines what leaders can do to create workplace environments where people feel motivated.	eLearning	0
EL7226	Leading Innovation	Ideas don't come from thin air. This challenge focuses on the on-going process for brainstorming and developing innovative advances.	eLearning	0
EL7227	Crafting an Organizational Vision	Leading an organization toward the development of a compelling new vision requires both courage and creativity. This Challenge Series product examines the vision crafting process.	eLearning	0
EL7228	Motivating Human Behavior	Different needs and values motivate different individuals. This challenge examines how to identify and build upon your employees' varying motivators.	eLearning	0
EL7229	Communicating a Shared Vision	Communicating a Shared Vision shows how providing a project team with a vision, can help improve team motivation and ensure project success	eLearning	0
EL7230	The Emotionally Intelligent Leader	Effective emotional competence requires focused self-development. This challenge examines the skills and attitudes necessary for mastering emotions in the workplace.	eLearning	0
EL7231	Essential Skills for Professional Telephone Calls	This course introduces the essential skills for professional telephone usage. It covers best practices for making and receiving telephone calls, recording and leaving voice mail messages, and the etiquette guidelines for using cell phones.	eLearning	1
EL7232	Business Writing: Know Your Readers and Your Purpose	To write effective and appropriate business messages, you need to know your readers. Are you addressing multiple readers or a single reader? How much knowledge do your readers have of your subject, and what issues concern them most? These are just some	eLearning	1
EL7233	Business Writing: How to Write Clearly and Concisely	This course describes ways to make your writing more clear. Specifically, it covers the importance of using short, familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases.	eLearning	1
EL7234	Business Writing: Editing and Proofreading	This course highlights the importance of editing and proofreading your business documents. It describes some key areas to consider when editing - like tone, structure, clarity, and accuracy.	eLearning	1

EL7235	Business Grammar: Parts of Speech	This course defines the functions of the eight parts of speech: nouns, pronouns, verbs, adverbs, adjectives, prepositions, interjections, and conjunctions. In particular, it focuses on how to use them effectively, and correctly.	eLearning	1
EL7236	Business Grammar: Working with Words	This course explains how to use words correctly, including some key rules on how to spell correctly. It covers rules for properly constructing prefixes and suffixes. In addition, the course describes how to form plurals and possessives correctly.	eLearning	1
EL7237	Business Grammar: The Mechanics of Writing	This course presents the basic rules for using capital letters, abbreviations, and numbers. It covers abbreviations of titles, names, locations, and countries, as well as how to capitalize direct quotes, titles, names of organizations, and product names.	eLearning	1
EL7238	Business Grammar: Punctuation	The course also describes rules for using different connecting and separating marks, such as colons, semicolons, dashes, and hyphens. In addition, it shows how to properly use apostrophes, parentheses, brackets, and quotation marks.	eLearning	1
EL7239	Business Grammar: Sentence Construction	The course examines the parts of a sentence - the subject and predicate, for example and distinguishes between phrases and clauses. It shows the importance of subject-verb agreement, as well as agreement between pronouns and their antecedents.	eLearning	1
EL7240	Business Grammar: Common Usage Errors	This course describes how to use commonly confused words correctly, including word pairs that sound alike and those that have related meanings. It also covers verbs that are often misused - for example, affect and effect or apprise and appraise.	eLearning	1
EL7241	Working with Difficult People: Identifying Difficult People	Inevitably, we all encounter difficult people in the workplace. Dealing with difficult people can lead to feelings of frustration or even intimidation. If you know the right techniques, though, dealing with even the most difficult person is possible. In	eLearning	1
EL7242	Working with Difficult People: How to Work with Aggressive People	This course will review the more common behaviors of hostile-aggressive and passive-aggressive people and provide some effective strategies you can use in coping with an aggressor's behavior.	eLearning	1
EL7243	Working with Difficult People: How to Work with Negative People	This course delves into the characteristics of some common types of negative people you may encounter within the workplace, and it also discusses strategies you may use to help you deal with their behavior.	eLearning	1

EL7244	Working with Difficult People: How to Work with Procrastinators	Nobody likes it when they have to take up someone else's slack. Perhaps you've been in this situation: a coworker said something would get done, but when the deadline was up, it turned out this person somehow never managed to get around to it. There are	eLearning	1
EL7245	Working with Difficult People: How to Work with Manipulative People	This course provides an overview of manipulative behavior in the workplace and discusses some effective strategies for dealing with it, such as setting healthy boundaries, documenting your interactions, and confronting the manipulative person.	eLearning	1
EL7246	Working with Difficult People: How to Work with Self-serving People	This course will describe self-serving individuals and characterize two common types: arrogant people and busybodies. The strategies that you can use in dealing with these self-serving individuals are also covered.	eLearning	1
EL7247	Working with Difficult People: Dealing with Micromanagers	This course introduces you to the micromanager and explains strategies for how to deal with a micromanager appropriately.	eLearning	1
EL7248	Blame Backfires--Conquer Negative Thinking	Many employees find accepting criticism difficult. Blame Backfires ; Conquer Negative Thinking details how to handle workplace criticism professionally and effectively.	eLearning	0
EL7249	Reacting to Co-workers Who Try Taking Advantage	When a co-worker tries to get you to do their work, it can be an awkward situation. Reacting to Co-workers Who Try Taking Advantage examines how to handle such a problem.	eLearning	0
EL7250	What is Emotional Intelligence?	This course explores the power of emotions and the concept of emotional intelligence. It also discusses emotional intelligence competencies in areas of self-awareness, self-management, empathy, and relationship management.	eLearning	1
EL7251	Improving Your Emotional Intelligence Skills: Self-awareness and Self-management	Emotional intelligence is the ability to recognize and deal with emotions in a healthy and productive manner. Many people don't realize that their emotions are determined by what they think, and that concrete self-management techniques exist for gaining	eLearning	1
EL7252	Using Emotional Intelligence on the Job	Putting emotional intelligence to work is an emerging trend in the corporate world. Developing the best talents in executives, managers, and employees throughout the organization has become vital to workplace success. Intellectual knowledge is no longer	eLearning	1
EL7253	Emotional Intelligence at Work Simulation	Emotional Intelligence at Work	eLearning	0

EL7254	How High Is Your EQ?	Though business does revolve in great part around facts and figures, emotion plays a significant role in the workplace. This Business Impact explores the aspects of Emotional Intelligence and its importance in light of general IQ.	eLearning	0
EL7255	Listening Essentials: The Basics of Listening	Do you feel the need to better understand the basic meaning of a conversation, or a presentation given at the workplace? What about the need to identify what is being said to you in a more effective manner? Although relatively straightforward in theory,	eLearning	1
EL7256	Listening Essentials: Improving Your Listening Skills	In this course, you'll discover how roadblocks such as distractions, emotions, and the way in which we communicate can influence the way we listen and receive messages.	eLearning	1
EL7257	Effective Listening	This Challenge Series exercise explores developing listening skills to help achieve your business goals, prevent misunderstandings and unnecessary work, facilitate problem solving, improve client and coworker relationships, and foster self-development.	eLearning	0
EL7258	Listening with Skill	Effective listening requires focus and active concentration. This challenge explores skills and methods for listening for comprehension and productive communication.	eLearning	0
EL7259	Giving Feedback	The purpose of this course is to help you improve your skills in giving both types of feedback. The course starts by exploring the importance and purpose of feedback in general, and then discusses both positive and corrective feedback.	eLearning	1
EL7260	Giving Constructive Criticism	Feedback is an essential element of successful businesses. Everyone benefits from the exchange of meaningful, constructive criticism. But giving criticism that is constructive rather than destructive can be one of the most important and difficult skills	eLearning	1
EL7261	Receiving Feedback and Criticism	This course starts by exploring the reactions that typically occur when a person receives corrective feedback or criticism.	eLearning	1
EL7262	Criticism in Context	Receiving criticism is rarely a pleasant experience. Yet, it can provide considerable opportunity for personal growth. This Business Impact explores some possible strategies for processing feedback in a useful manner.	eLearning	0
EL7263	Giving Appropriate Feedback	Effective feedback requires consideration and forethought. This challenge focuses on methods for giving appropriate feedback.	eLearning	0
EL7264	Giving Feedback to Coworkers	Giving effective feedback requires skill and tact. This Challenge Series exercise focuses on the formal process of offering guidance to coworkers	eLearning	0

EL7265	Anger Management Essentials: Understanding Anger	This course explores the different ways that people express anger and the common causes of anger in the workplace. It also describes how you can use anger positively in the workplace, and the resulting benefits when you do.	eLearning	1
EL7266	Anger Management Essentials: Managing and Controlling Anger	In this course, you'll learn how to handle your anger in a healthier, more balanced way. You'll also find out how to engage with angry people appropriately and effectively.	eLearning	1
EL7267	Preparing for Effective Business Meetings	This course will show you how to clarify a meeting's purpose and objectives, and how to determine whether a given meeting is truly necessary or whether a similar result could be achieved through a different type of communication.	eLearning	1
EL7268	Managing Effective Business Meetings	This course will lead you through that process, presenting best practices that will help you realize success as you fulfill your responsibilities as a meeting leader.	eLearning	1
EL7269	Dealing with Common Meeting Problems	This course shows you how to measure the effectiveness of your meetings, and how to intervene appropriately during meetings to get back on track when specific problems arise.	eLearning	1
EL7270	When Too Many Meetings Are Just Too Much	While meetings are a necessary part of business, their frequency often becomes excessive. When Too Many Meetings Are Just Too Much details the importance of ensuring that meetings are an effective use of the attendees' time	eLearning	0
EL7271	Making Meetings Work	Too often meetings are not a productive use of time. This Business Impact examines how to run meetings that are useful and efficient.	eLearning	0
EL7272	Managing Meetings for Productivity and Effectiveness	Effective meetings require careful planning and management. Managing Meetings for Productivity and Effectiveness focuses on scheduling and preparing productive meetings.	eLearning	0
EL7273	Basic Presentation Skills: Planning a Presentation	Even the most seasoned public speakers can experience nerves before a major presentation. The successful ones, however, have learned how to make those nerves work for them. Positive concern about the impact of a presentation can spur presenters to raise	eLearning	1
EL7274	Basic Presentation Skills: Creating a Presentation	This course describes how to make these key parts of a presentation - the introduction, support content, and conclusion - memorable and effective.	eLearning	1
EL7275	Basic Presentation Skills: Delivering a Presentation	This course describes how to make your delivery successful and memorable. It covers techniques for managing stage fright - the biggest problem most speakers have.	eLearning	1

EL7276	The Impact of Situation and Style When Communicating with Diplomacy and Tact	In this course, you'll see how conversations with different people in different situations can impact how you deliver your message, in terms of respect and sensitivity.	eLearning	1
EL7277	Strategies for Communicating with Tact and Diplomacy	Communicating with diplomacy and tact requires strategy, awareness, and skills. Its aim is to establish trust and rapport in relationships while delivering messages effectively. However, it's often pushed aside by good intentions cloaked by gut reaction	eLearning	1
EL7278	Delivering a Difficult Message with Diplomacy and Tact	This course explores the skills needed to help you effectively plan and deliver your difficult message. It helps you learn how to develop and frame your message by examining issues such as careful preparation, wording, and delivery.	eLearning	1
EL7279	Basic Business Math: Using Whole Numbers and Decimals	This course builds on the basic math skills that you learned in your school years, showing you how to apply those skills to some common business situations.	eLearning	1
EL7280	Basic Business Math: Percentages and Ratios	This course builds on the basic math skills that you learned in your school years, showing you how to apply those skills to some common business situations.	eLearning	1
EL7281	Basic Business Math: Averages and Equations	This course builds on the basic math that you learned in your school years, showing you how to apply those skills to some common business situations.	eLearning	1
EL7282	Basic Business Math: Charts and Graphs	This course builds on the basic math skills that you learned during your school years, showing you how to apply those skills to some common business situations.	eLearning	1
EL7283	Optimizing Your Work/Life Balance: Analyzing Your Life Balance	This course highlights techniques you can use to analyze your current level of balance between work and life responsibilities. It covers ways to assess your current work/life balance and overcome internal and external obstacles to achieving balance.	eLearning	1
EL7284	Optimizing Your Work/Life Balance: Maintaining Your Life Balance	This course will focus on techniques for maintaining work/life balance. It includes recognizing the behaviors of passiveness, aggressiveness, and assertiveness and how those affect a person's ability to find balance in life.	eLearning	1
EL7285	Optimizing Your Work/Life Balance: Taking Control of Your Stress	Taking Control of Your Stress	eLearning	1

EL7286	Balancing Your Responsibilities Simulation	This simulation is based on the SkillSoft series "Optimizing Your Work/Life Balance" and contains links to following courses: Optimizing Your Work/Life Balance: Analyzing Your Life Balance Optimizing Your Work/Life Balance: Maintaining Your Life Balance	eLearning	0
EL7287	Employee Exhaustion: Managing a Well-balanced Workload	The possibility of employee burnout can threaten productivity. Employee Exhaustion: Managing a Well-Balanced Workload examines strategies for balancing workloads.	eLearning	0
EL7288	Managing Workplace Stress	Workplace stress will remain a reality of modern business for the foreseeable future, but there are strategies to consider when evaluating how best to anticipate and manage work-related pressures.	eLearning	0
EL7289	Creating Work/Life Balance	For professionals, keeping up with the competing demands of office and home takes more than good time-management skills. This Challenge Series exercise explores the ways that work/life balance can be created to minimize stress and maximize productivity.	eLearning	0
EL7290	Diversity on the Job: The Importance of Diversity and the Changing Workplace	This course also discusses the barriers and challenges that must be overcome in order to create a diversified working environment. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.	eLearning	1
EL7291	Diversity on the Job: Diversity and You	This course identifies strategies to help you become aware of your attitudes toward diversity; increase your acceptance of diverse cultures, people, and ideas; and become an advocate for diversity within the workplace.	eLearning	1
EL7292	Developing Workplace Diversity Awareness Simulation	This simulation is based on the SkillSoft series "Diversity on the Job" and contains links to the following courses: Diversity on the Job: The Importance of Diversity and the Changing Workplace Diversity on the Job: Diversity and You	eLearning	0
EL7293	Understanding Workplace Diversity	Differences and similarities of ethnic, cultural, and family background are only part of a comprehensive approach to workplace diversity. This course explores additional elements that are crucial aspects of the diversity mixture in today's business world	eLearning	0

EL7294	Time Management: Analyzing Your Use of Time	Do you have too much time on your hands? With all of the pressures of modern life, so few people today do. In order to preserve your time, you have to know how to manage it. And the first step in learning how to manage time well is to understand how you	eLearning	1
EL7295	Time Management: Planning and Prioritizing Your Time	This course focuses on ways to prioritize your workload. It discusses how to prepare a useful to-do list and prioritize the items on it. The course also outlines how to sequence and queue tasks to help improve your time management.	eLearning	1
EL7296	Time Management: Avoiding Time Stealers	Time is a precious, non-renewable resource & how effectively you use it will determine success in both your career and personal life. The greatest squanders of this valuable commodity are time stealers & that multitude of annoyances, trivial tasks, and	eLearning	1
EL7297	Coping with Information Overload	Advancements in technology have given us instant access to boundless information, but the gains in efficiency and productivity have come at a cost. This course explores the causes of information overload and explores some practical ways to cope with it.	eLearning	0
EL7298	Prioritizing Personal and Professional Responsibilities	In today's business world, employees face significant performance pressures. This Business Impact focuses on the challenges business professionals face when balancing the demands of home and office in today's global economy.	eLearning	0
EL7299	Planning for Interruptions Helps with Procrastination	Wasting time at work is a common problem. Planning for Interruptions Helps With Procrastination examines strategies employees can use to minimize their procrastination.	eLearning	0
EL7300	Setting and Managing Priorities	Prioritizing is an essential skill for any manager. Setting and Managing Priorities considers methods for selecting and setting goals.	eLearning	0
EL7301	Coping with Conflicting Priorities	Too little time, too many tasks, and everything needs your immediate attention. Sound familiar? Coping with Conflicting Priorities exercise explores the tools and skills needed to manage your time and cope with conflicting priorities.	eLearning	0
EL7302	Setting Goals	Setting Goals	eLearning	0
EL7303	The Value of Peer Relationships	This course examines the benefits of positive peer relationships. It also explores how individuals can cultivate peer relationships that can make an organization more collaborative and competitive.	eLearning	1

EL7304	Developing Strategic Peer Relationships in Your Organization	Cultivating relationships with your work peers can lead to success for you as an individual and for your organization as a whole. Developing a supportive peer network can provide you with access to a wide variety of expertise and institutional knowledge	eLearning	1
EL7305	Forming Peer Relationships and Alliances at Work	This course explores how to leverage social and communication skills in building peer relationships. And it demonstrates how to build peer support networks and how to collaborate with peers toward a common goal.	eLearning	1
EL7306	Preparing for an Internal Interview	This course explores three essential steps in preparing for an internal interview: improving your inside knowledge; assessing your skills, accomplishments, and values; and preparing strong answers to the questions you'll face in the interview.	eLearning	1
EL7307	Making a Positive Impression in an Internal Interview	Throughout this course you'll be shown how you can leverage your experience and internal knowledge to make a positive impression during your interview.	eLearning	1
EL7308	Using Conflict to an Organization's Advantage	Using Conflict to an Organization's Advantage explores how to manage conflict proactively, and turn it to a team's advantage in a project.	eLearning	0
EL7309	Mediating Project Team Conflict	Project team conflict can be extremely disruptive to productivity. Mediating Project Team Conflict explores the conflict resolution strategy of mediation.	eLearning	0
EL7310	Facilitating Work-related Conflict Discussions	Project team conflict isn't always interpersonal in nature. Sometimes, it's work-related. Facilitating Work-related Conflict Discussions explores work-related conflict.	eLearning	0
EL7311	Being an Effective Team Member	This course covers strategies and techniques to help you become an effective and valued member of your team.	eLearning	1
EL7312	Establishing Team Goals and Responsibilities	This course outlines initial steps that should be performed when building a team, including establishing the team goal and assigning roles to individual team members in a way that ensures the team will collectively meet its goal.	eLearning	1
EL7313	Elements of a Cohesive Team	This course introduces techniques for building a cohesive team and highlights how poor communication, a trust-deficient atmosphere, and a lack of cooperation among team members leads to failure of the team achieving its goals.	eLearning	1

EL7314	Effective Team Communication	In this course, you'll learn the importance of fostering a team environment that encourages open and supportive communication. You will learn to recognize common verbal barriers that affect team productivity and learn strategies reduce those barriers.	eLearning	1
EL7315	Using Feedback to Improve Team Performance	In this course, you'll learn how to deliver feedback to other members of your team using a direct, honest, and assertive style that strives to eliminate uncertainty.	eLearning	1
EL7316	Power and Politics in Matrixed Teams	There are many gains to be made by adopting a matrix organizational structure, but the approach itself does not guarantee success. Managers must recognize that authority, power, and internal politics have a significant impact on any team structure.	eLearning	0
EL7317	Leading Teams: Launching a Successful Team	This course outlines the benefits of business teams and the importance of taking proactive measures to ensure a smooth transition during the initial phase of team formation.	eLearning	1
EL7318	Leading Teams: Establishing Goals, Roles, and Guidelines	Estab Goals/Roles/Guidelines	eLearning	1
EL7319	Leading Teams: Developing the Team and its Culture	This course outlines the role of the team leader on a high-performance team and highlights the importance of taking steps to develop the team culture early on during team formation.	eLearning	1
EL7320	Leading Teams: Building Trust and Commitment	The course also provides leaders with strategies that help increase team member commitment, such as being supportive, making members feel secure, providing interesting work, and acknowledging contributions and achievements.	eLearning	1
EL7321	Leading Teams: Fostering Effective Communication and Collaboration	This course outlines the importance and benefits of promoting team communication and collaboration. It covers techniques for encouraging effective communication by employing a favorable communication style and ensuring the team profits from team meetings	eLearning	1
EL7322	Leading Teams: Motivating and Optimizing Performance	Leading Teams: Motivating and Optimizing Performance As teams mature, they're able to perform more independently. Accordingly, team leaders must shift their role to one of maintaining motivation and optimizing team member performance. This ensures that	eLearning	1
EL7323	Leading Teams: Dealing with Conflict	This course offers an understanding the causes conflicts in a team and the important role of healthy communication in handling conflicts. It presents many best practice approaches to resolving conflicts and illustrate the tenets of principled negotiation	eLearning	1

EL7324	Leading Teams: Managing Virtual Teams	This course offers leaders a framework for leading virtual teams. Outlining the competencies that members of virtual teams should possess and offers guidelines for specific virtual team activities, such as teleconferencing and decision making.	eLearning	1
EL7325	Building Trust Incrementally	Trust in a manager is not a given. Building Trust Incrementally focuses on a new manager's challenge of winning the trust of her team.	eLearning	0
EL7326	Inspiring Your Team	Inspiring your Team explores the challenges leaders face when trying to find unique, appropriate, and effective methods to motivate team members to attain and surpass goals.	eLearning	0
EL7327	Support Your Leader	Individuals who seek out ways to better support their leaders often find that personal success is a natural end result. This Business Impact explores some of the ways that team members can assist their leaders in a supporting role.	eLearning	0
EL7328	Developing Self-sufficient Teams	Team structure and functionality can often dictate efficiency and success. Developing Self-Sufficient Teams explores cross-functional, self-managed, and virtual team structures.	eLearning	0
EL7329	Choosing the Right Team Culture	Every company has its own unique corporate culture, and work groups have their own cultural norms, too. This Challenge highlights 3 of the more common organizational culture types and explores which are most suitable under prescribed personal conditions.	eLearning	0
EL7330	Managing Communications in a Virtual Team	Managing Communications in a Virtual TeamThe manager of a virtual team must master excellent communication and understand the importance of virtual presence technologies.	eLearning	0
EL7331	Building and Leading Teams	Leading a team requires facilitating effective interaction between team members. This Challenge examines the importance of maintaining team participation and commitment in order to overcome obstacles collectively.	eLearning	0
EL7332	Meeting Team Performance Challenges	Contributing in a Team Environment A team is a group of employees with complementary skills, united by a shared goal and vision.	eLearning	0
EL7333	Lean and Six Sigma	Six Sigma is a data-driven improvement philosophy that views all activities within an organization as processes whose inputs can be controlled to effect significant improvements in process outputs. Six Sigma uses a rigorous	eLearning	2
EL7334	Six Sigma Projects and the Black Belt Role	Six Sigma deployments demand major investments of time, effort, and money on behalf of an organization. Organizations need to exercise due diligence to determine if Six Sigma is the appropriate approach to employ, or if a l	eLearning	2

EL7335	Six Sigma Leadership and Change Management	The enterprise leaders in an organization play the most critical role in Six Sigma success. These leaders affect the deployment of Six Sigma in terms of providing resources, removing roadblocks, managing change, and communi	eLearning	2
EL7336	Critical Requirements and Benchmarking for Six Sigma	The success of Six Sigma deployment in an organization largely depends on the success of individual Six Sigma projects. Organizational stakeholders, including customers, suppliers, and employees, have a strong influence on	eLearning	2
EL7337	Business Performance and Financial Measures in Six Sigma	Six Sigma improvement begins with assessing the current performance of an organization's processes and products, and comparing it with the desired performance. An important part of this assessment is choosing a set of measu	eLearning	2
EL7338	Forming Project Teams for Six Sigma	Forming an effective Six Sigma team for driving improvement projects throughout an organization is essential to Six Sigma success. Six Sigma teams are vital to improving an organization's existing quality to enhance bottom-	eLearning	2
EL7339	Motivation and Communication in Six Sigma Teams	Six Sigma teams must possess specific qualities to succeed throughout the development stages of their life cycles. Leaders who know how to facilitate teams will greatly enhance their chances for project success, which in tu	eLearning	2
EL7340	Managing Six Sigma Team Performance	Manage Six Sigma Team Performa	eLearning	2
EL7341	Using Voice of the Customer in Six Sigma	Customers are at the heart of all Six Sigma initiatives, and this focus on customers is what makes Six Sigma an outstanding organizational performance improvement program. The voice of the customer (VOC) is a Six Sigma stra	eLearning	2
EL7342	Developing Project Charters and Tracking Six Sigma Projects	A project charter is the most important document used to initiate and manage a Six Sigma project, and it is treated as an informal contract between an organization and the Six Sigma team. The project charter articulates the	eLearning	1
EL7343	Process Characteristics for Six Sigma	To improve the processes behind an organization's products and services, a Six Sigma Black Belt must measure them. But first, they must identify those processes. Among the many Six Sigma tools, several are designed specific	eLearning	2
EL7344	Data Collection and Measurement in Six Sigma	An organization's success depends upon how it delivers on its processes. Before Black Belts can begin to improve an organization's processes, they must measure those processes with the appropriate data. The crucial steps of	eLearning	2

EL7345	Six Sigma Measurement Systems	Six Sigma measurement systems are vital to improving an organization's processes. Measurement systems encompass the conditions, devices, and the human element of measurement, which together must produce correct measurements	eLearning	2
EL7346	Basic Statistics and Graphical Methods for Six Sigma	Organizations must ensure that their processes and products are extremely consistent, as variations can lead to rejected orders, lower revenues, and eventually, financial disaster. Basic statistics can provide Black Belts w	eLearning	2
EL7347	Probability for Six Sigma	Organizations need to make inferences about a population from sample data, and understanding how to calculate the probability that an event will occur is crucial to making those inferences. In a Six Sigma context, it is oft	eLearning	2
EL7348	Process Capability for Six Sigma	In any improvement initiative, organizations must determine whether their existing processes meet the targets and specifications demanded by the business, or by the customer. Measuring and analyzing the capability and perfo	eLearning	2
EL7349	Correlation and Regression Analysis in Six Sigma	As a Six Sigma team moves into the Analyze stage of the DMAIC process, it looks more closely at the variables and variable interrelationships identified during the Measure stage. As part of the analysis, a scatter diagram o	eLearning	1
EL7350	Multivariate Analysis and Attribute Data Analysis in Six Sigma	In the Analyze phase of the DMAIC methodology, a Six Sigma team begins to analyze the root causes of the problems that it identified in the earlier stages. This analysis may require churning out huge volumes of data of diff	eLearning	2
EL7351	Hypothesis Testing Concepts and Tests for Means in Six Sigma	In the Analyze phase of the DMAIC methodology, Six Sigma teams analyze the underlying causes of issues that need to be addressed for the successful completion of their improvement projects. To that end, teams conduct a numb	eLearning	2
EL7352	Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma	As a Six Sigma team moves into the Analyze phase of a project, team members begin analyzing the information and data collected in the earlier phases. During the Analyze phase, Six Sigma teams identify possible sources of va	eLearning	2
EL7353	Nonparametric Tests in Six Sigma Analysis	Hypothesis testing is a process of assuming an initial claim about the population characteristics and then statistically testing this claim using sample data. Testing hypotheses is a very important activity in Six Sigma pro	eLearning	2
EL7354	Nonstatistical Analysis Methods in Six Sigma	Getting to the source of why something has gone wrong in a system or process is critical to identifying the changes necessary for resolving the problem. During the Analyze phase of a Six Sigma project, a Black Belt practiti	eLearning	2

EL7355	Designing and Planning Experiments in Six Sigma	Six Sigma teams concluding the Analyze phase with a well-understood problem strive in the Improve phase to generate a well-designed solution. Design of experiments (DOE) is a controlled approach to experimentation that enab	eLearning	2
EL7356	Conducting Experiments and Analyzing Results in Six Sigma	Six Sigma teams design and conduct experiments to investigate the relationships between input variables and response variables. By controlling and changing the input variables and observing the effects on the response varia	eLearning	2
EL7357	Improvement Methods and Implementation Issues in Six Sigma	Six Sigma offers many techniques and strategies to improve an organization's processes. As a Six Sigma team moves into the Improve phase, they begin to generate a list of solutions to address the causes of problems in the p	eLearning	2
EL7358	Statistical Process Control (SPC) in Six Sigma	Ensuring a process is in control is critical to any Six Sigma project, but how do you determine with certainty if a process is on track or requires improvement? Where do you find the 'proof' or solid facts that a process is	eLearning	2
EL7359	Nonstatistical Control Tools and Maintaining Controls in Six Sigma	In the final stages of the Six Sigma DMAIC methodology, once process improvement opportunities are identified and implemented, teams need to control the improved processes in order to sustain improvement gains. Process cont	eLearning	2
EL7360	Sustaining Improvements and Gains from Six Sigma Projects	As a Six Sigma project winds down, there are a number of activities that, if utilized, can determine whether the implemented process improvement will continue to meet intended results, thus contributing to the overall and o	eLearning	2
EL7361	Common Design for Six Sigma Methodologies, Design for X, and Robust Design	Design for Six Sigma (DFSS) is the methodology associated with the design of a process, product, or service, which results in Six Sigma output that satisfies both the external customer and internal business requirements. DF	eLearning	2
EL7362	Special Design Tools in Design for Six Sigma	Six Sigma offers many techniques and strategies to improve an organization's processes. This course covers the strategic and tactical special design tools that can be utilized as a Six Sigma team designs products, processes	eLearning	2
EL7363	Introduction to Lean for Service and Manufacturing Organizations	Lean has its origin in the Japanese manufacturing industry in the 1980s as a waste reduction and improvement methodology. However, as it turned out, methods and principles of lean thinking spread to logistics, and from ther	eLearning	1
EL7364	Using Lean for Perfection and Quality	Lean methodology comprises a powerful set of tools designed to optimize perfection and quality in a manufacturing or service organization. 5S is a tool for organizing and creating a productive work environment. Hoshin Kanri	eLearning	1

EL7365	Lean Tools and Techniques for Flow and Pull	The Lean approach is to eliminate waste from an organization's production and fulfillment processes and to maximize every opportunity to improve efficiencies and customer satisfaction. By applying Lean tools and techniques,	eLearning	1
EL7366	Reducing Waste and Streamlining Value Flow Using Lean	Eliminating waste is one of the most effective ways to increase the profitability of any organization. Processes either add value or waste to the production of a product or service. The seven wastes originated in Japan, whe	eLearning	1
EL7367	Value Stream Mapping in Lean Business	Processes are a part of every business. It is important to graphically depict these processes so areas of waste can be identified and eliminated, creating a more efficient, profitable, and lean organization. This course wil	eLearning	1
EL7368	Applying Lean in Service and Manufacturing Organizations	Experts say that becoming a Lean enterprise is largely culture-related. An organization's culture dictates how people work, their attitudes toward work and change, their relationships with each other and management, and the	eLearning	1
EL7369	Customer-driven Process Improvement: Basic Framework	Letting customer needs drive your process improvement efforts can increase the chances that your product or service will be favored by customers, the most important stakeholders in your business. Customer satisfaction is cr	eLearning	1
EL7370	Customer-driven Process Improvement: Identifying Customer Needs	Rapid change and intense competition mean that organizations have to establish and maintain a clear, consistent understanding of their customers' requirements, and then meet those requirements on an ongoing basis. Informati	eLearning	1
EL7371	Customer-driven Process Improvement: From Customer Needs to Process Requirements	Analyzing and understanding voice of the customer data is an important first step in managing customer-driven process improvement. This data reveals important information about customers' needs, perceptions, and attitudes.	eLearning	1
EL7372	Customer-Driven Process Improvement: Mapping and Measuring Processes	Mapping and measuring your current processes, especially those that are most critical to customers, are important steps in improving them. Mapping a process helps you visualize it - enhancing your understanding of the varia	eLearning	1
EL7373	Customer-driven Process Improvement: Analyzing Process Problems	One of the stages in customer-driven process improvement is identifying problem areas in current processes. It's vital to find out why something has gone wrong in a process, especially if it affects the organization's abili	eLearning	1
EL7374	Customer-Driven Process Improvement: Identifying Improvement Ideas and Solutions	After investigating current processes, it's time to find improvement solutions. You need to ask what actions or ideas will help address the root cause of any problems uncovered. Which of these ideas make up workable potenti	eLearning	1

EL7375	Customer-driven Process Improvement: Implementing and Maintaining Improvements	The final stage in customer-driven process improvement is implementing the changes that will enable a process to deliver what customers need. After determining customer requirements, measuring and analyzing current processes	eLearning	1
EL7376	Fundamentals of Purchasing and Vendor Management	Purchasing and vendor management are important organizational functions. An organization's purchases account for a large share of its total costs. The changing nature of today's business environment and the move toward dece	eLearning	1
EL7377	Purchasing: Finding Sources of Supply	Your organization's purchases probably account for the largest share of its total costs. Having a clear understanding of your product and service requirements and conveying those requirements to the right suppliers may resu	eLearning	1
EL7378	Selecting Suppliers and Administering Contracts	One of the most important steps in the purchasing process is to select the supplier that best meets your organization's purchase needs. To help with this part of the process, organizations develop supplier evaluation criter	eLearning	1
EL7379	Evaluating Supplier Performance and Managing Supplier Relationships	Evaluating the performance of your suppliers and maintaining mutually fulfilling relationships with them are essential activities in supplier relationship management. There are many types of supplier-related problems that y	eLearning	1
EL7380	Introduction to Six Sigma for Champions	When launching General Electric's quality effort in 1995, Jack Welch, the then chairman and legendary champion for the cause of Six Sigma, strongly encouraged his chief employees to become "passionate lunatics" about Six Si	eLearning	3
EL7381	Six Sigma Process Improvement	In the world of business you cannot expect faulty processes to deliver outstanding organizational results. Six Sigma offers many ways to improve your organization's processes, based on your priorities and business requireme	eLearning	3
EL7382	Six Sigma Projects and Project Teams	"Managers are people who do things right, while leaders are people who do the right thing," says Warren Bennis, Ph.D. in his book "On Becoming a Leader." Champions are leaders. Selecting the right Six Sigma projects and the	eLearning	2
EL7383	Managing and Deploying Six Sigma	"The vision must be followed by the venture. It is not enough just to stare up the steps - we must step up the stairs." Vance Havner, author. However, venturing into Six Sigma is not easy. Deploying Six Sigma is where "the	eLearning	3
EL7384	Leadership	Leadership is fundamental in driving quality in an organization. A good leader's actions and words filter down to all organizational levels to create a quality culture. The concepts of organizational leadership are built on	eLearning	2

EL7385	Team Dynamics	Effective development of teams improves the organization's quality and productivity. Team development encompasses team establishment, assignment of roles and responsibilities, and performance evaluation. Dynamic team goals	eLearning	2
EL7386	Developing and Deploying Strategic Plans	Successful organizations are founded on effectively developing and deploying strategic plans. Organizations must identify their primary goals and objectives based on their mission and vision statements. Other success factor	eLearning	2
EL7387	Managerial Skills and Abilities	Quality management is an important factor in the success of today's organizations. Leading organizational thinkers have gone to the extent of saying that quality in an organization is determined by the quality of its manage	eLearning	2
EL7388	Communication Skills and Project Management	An essential element of management is the ability to effectively communicate with people. The capacity to successfully communicate in today's global economy is a pivotal element to the success of any organization. Managers	eLearning	2
EL7389	Quality Systems, Models, and Theories	The implementation of an effective quality system is a vital component of the success of any organization. Personnel at all levels in an organization must be aware of the quality mission, plan, and methodology it employs. A	eLearning	2
EL7390	Problem-Solving and Process Management Tools	Albert Einstein is reputed to have said, "The significant problems we face cannot be solved at the same level of thinking we were at when we created them." To solve quality and process-related problems, managers should cont	eLearning	25
EL7391	Measurement: Assessment and Metrics	Were you ever in a situation where you started a new project and weren't sure of its effectiveness? Is your new process trending toward success or failure? These are questions that should be on the mind of every manager. An	eLearning	1
EL7392	Customer-Focused Management	Sam Walton, founder of Wal-Mart, is reputed to have said, "There is only one boss, the customer. And he can fire everybody in the company, from the chairman on down simply by spending his money somewhere else." Effective q	eLearning	2
EL7393	Supply Chain Management	At what level are your suppliers performing? Are the relationships with your suppliers benefiting the organization? A quality-centered relationship with a supplier can play a vital role in the success of organizations, prov	eLearning	1
EL7394	Training and Development	The most valued resource of any organization is its people. In today's corporate landscape of technological advancement, employees must be trained to align with the strategic direction of the business. Managers of quality s	eLearning	2

EL7395	Six Sigma and Lean in the Organization	Six Sigma is a highly disciplined, data-driven improvement program that helps companies focus on eliminating defects in any process and delivering near-perfect products and services. Six Sigma has been globally accepted as	eLearning	2
EL7396	Design for Six Sigma in the Organization	Design for Six Sigma (DFSS) is often called the future of Six Sigma, as it is emerging as a strategy that better serves the current innovation initiatives of many industries. DFSS uses a "pay me now or pay me later" approach	eLearning	2
EL7397	Processes and Customer Analysis in Six Sigma Projects	A process is a means of creating and delivering products and services needed by customers. According to Takashi Osada, Japanese author and quality pioneer, "if the process is right, the results will take care of themselves.	eLearning	2
EL7398	Basics of Sigma Projects/Teams	"Effective leadership is putting first things first. Effective management is discipline, carrying it out," says famous motivator and author, Stephen R. Covey. Six Sigma needs both effective leadership and management to deli	eLearning	2
EL7399	Tools for Planning and Managing Six Sigma Project Opportunities	In many situations your results are only as good as the tools you use. Knowing which tools to use, and how to apply them effectively, is the key to any endeavor's success. This assertion holds true for process and quality i	eLearning	2
EL7400	Using Six Sigma Analysis Tools and Metrics for Project Decisions	Six Sigma is a business improvement methodology that begins by comparing the current state of a company's products and processes to their desired levels. The goal of the Define phase in the Six Sigma DMAIC methodology is to	eLearning	1
EL7401	Modeling and Analyzing Processes in Six Sigma	"If you can't describe what you are doing as a process, you don't know what you are doing," says W. Edwards Deming, a well-known American quality advocate, statistician, and educator. During the Measure stage of the Six Sig	eLearning	2
EL7402	Statistics and Probability in Six Sigma	Six Sigma bases its analysis and findings on the facts and figures at hand. Statistical studies and probability are the key tools that Six Sigma teams use to measure and analyze issues that are identified in the early stage	eLearning	2
EL7403	Data Classification and Collection in Six Sigma	"Measure what is measurable, and make measurable what is not so" said Galileo Galilei, the famous Italian physicist, mathematician, astronomer, and philosopher. Measuring the key characteristics in your current processes is	eLearning	1
EL7404	Summarizing and Presenting Data in Six Sigma	Six Sigma teams use measures of central tendency and dispersion to reveal key facts about process data and the existing processes. They summarize data and put forth the relationships between various data components for furt	eLearning	1

EL7405	Probability Distributions and Measurement Systems Analysis in Six Sigma	Probability distributions are an essential part of descriptive statistics that Six Sigma teams can use to assist in fitting collected data into various types of distributions. Probability distributions help to ascertain spe	eLearning	2
EL7406	Measuring Process Capability and Performance in Six Sigma	Businesses exist to meet the needs of the customers they serve. As such, you must listen to the voice of your customers and build processes that deliver products and services to them. It is also necessary to review processe	eLearning	2
EL7407	Exploratory Data Analysis in Six Sigma	In the Analyze stage of the Six Sigma DMAIC process, you closely examine the output variable (known as y) and its possible causes or input variables (known as x's) collected in the Measure stage to get a deeper understandin	eLearning	1
EL7408	Introduction to Hypothesis Testing and Testing for Means in Six Sigma	The Analyze phase in Six Sigma closely examines the many process inputs identified in the Measure phase to determine if they are related to outputs, and if a relationship does exist, if it is statistically significant. An i	eLearning	2
EL7409	Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	The hypothesis test is one of the most important tools used in the Analyze stage of the Six Sigma DMAIC methodology. A hypothesis test helps to determine whether or not an observed relationship or difference truly exists be	eLearning	2
EL7410	Design of Experiments and Validation of Solutions in Six Sigma	"We are, I think, in the right road of improvement, for we are making experiments," said Benjamin Franklin. In the Improve stage of the DMAIC process, Six Sigma teams design and conduct experiments to study the nature of re	eLearning	1
EL7411	Statistical Process Control and Control Plans in Six Sigma	In the final stages of the Six Sigma DMAIC methodology, once process improvement opportunities are identified and implemented, you need to make sure that the improved processes are controlled to sustain the process improvem	eLearning	1
EL7412	Using Basic Control Charts in Six Sigma	In a Six Sigma DMAIC project, once you've measured your current processes, analyzed the gaps and causes of problems, and improved processes to the desired level, you need to monitor and control them over an extended period	eLearning	2
EL7413	Attracting New Investors - Keeping Presentations Focused	Given the fierce competition for investor capital, it's imperative that companies position themsel	eLearning	0
EL7414	Are You Listening to Your Customers?	Customer satisfaction is an important part of any business. Are You Listening to your Customers? discusses formal and informal techniques that help you to capture customer requirements.	eLearning	0

EL7415	Quick Wins in Six Sigma Implementation	This Business Impact explores how best to select initiatives that are most beneficial to both the project team and the organization as a whole.	eLearning	0
EL7416	Six Sigma Versus TQM	Six Sigma offers a number of advantages over TQM. This impact examines the benefits of Six Sigma as contrasted with TQM.	eLearning	0
EL7417	Lean Inbound Transportation	Shipping and storage of raw materials can carry exorbitant costs. This impact explores how businesses can reduce such costs.	eLearning	0
EL7418	Promoting Six Sigma in the Workplace	Organizational change is rarely an easy undertaking. And when a company incorporates a complex system like Six Sigma, the challenge can be especially difficult. Employee anxiety and resistance are common. So to anticipate a	eLearning	0
EL7419	A Critical-to-quality Tree - What's That?	The Six Sigma critical-to-quality tree translates customer needs to business goals. This impact explores how.	eLearning	0
EL7420	Basic Measurement Concepts in Six Sigma	Decreasing defects is the core function of Six Sigma. But to accomplish this, defects must be quantified. This Business Impact explores the basic measurement concepts that help assure statistical information is properly tra	eLearning	0
EL7421	Kaizen Events	Kaizen Events are highly focused, short-term projects for dealing with specific business issues. This Business Impact examines how all types of companies can benefit from them.	eLearning	0
EL7422	TestPrep Six Sigma Green Belt (SSGB)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only tes	eLearning	4
EL7423	IT Strategy Essentials: Business and IT Strategy Alignment	How well are IT and business strategies aligned in your organization? In companies where IT and business collaborate successfully, IT is often used to exploit innovation to drive constant improvement in business operations.	eLearning	1
EL7424	IT Strategy Essentials: Creating an IT Strategy Plan	Once you've identified the value IT brings to your organization and determined the level of alignment between the IT Department and business strategies, it's time to create an IT strategy plan. The plan provides a roadmap o	eLearning	1
EL7425	IT Strategy Essentials: Implementing an IT Strategy	After your IT strategy plan is complete, you can start implementing it. But first you need to get buy-in from various stakeholders so that the work that's required to carry out the IT strategic initiatives can move forward	eLearning	1

EL7426	Principles of Accounting and Finance for Non-financial Professionals	Finance and accounting are at the heart of every business. These functions deal with recording, summarizing, and analyzing financial information across all departments for decision making, directing, and controlling their r	eLearning	1
EL7427	Cash Flow Management Essentials for Non-financial Professionals	Cash flow management involves monitoring, analyzing, and adjusting your business's cash flows to maintain a steady flow of cash available for your activities when needed. Sustaining working capital while managing the flow o	eLearning	1
EL7428	The Time Value of Money and Investment Decisions for Non-financial Professionals	The notion of Time Value of Money is at the foundation of many financial decisions and activities in an organization. Regardless of your functional or departmental role, you may be required to choose between investment opti	eLearning	1
EL7429	The Essentials of Budgeting for Non-financial Professionals	Professionals and functional managers in every department deal with budgets one way or another for providing targets and direction in their day-to-day decision making and control activities. The budget is a formal expressio	eLearning	1
EL7430	Financial Statements for Non-financial Professionals	Financial statements, including the Income Statement, the Cash Flow Statement, and the Balance Sheet, work as a dashboard of the financial performance of an organization. Knowing how these financial statements are created,	eLearning	1
EL7431	Analyzing Financial Statements for Non-financial Professionals	Financial statements of an organization often conceal more than they reveal. Being able to analyze them and extract meaningful information is an essential skill that financial as well as non-financial professionals should h	eLearning	1
EL7432	Preparing a Business Case	Why put time and effort into preparing, writing, and presenting a business case for new projects? Why not just talk to the manager and get his approval for the project? The answers to these questions lie in the fact that or	eLearning	2
EL7433	Writing a Business Case	Which would you rather do: prepare a business case for your latest project or go to the dentist? Given the choice, many of us would tend to choose the latter. Whether you want to invest in product development or reinvent yo	eLearning	2
EL7434	Presenting Your Case	Have you ever attended a presentation that failed because the presenter was ill prepared or ineffective in his approach? A successful presenter must possess the proper skills to plan and deliver an effective business case p	eLearning	2
EL7435	Developing Character for Decisiveness	What does it mean to be decisive? Decision makers come in all shapes and forms and work at all levels of an organization. It's not only CEOs and managers who must be effective decision makers. All employees should have the	eLearning	1

EL7436	Overcoming the Barriers to Decisiveness	Knowing how to make a decision doesn't always lead to having a strong decisive nature. Indecisiveness is often due to personal barriers that individuals use to protect themselves from failure. Fortunately, recognizing barriers	eLearning	1
EL7437	IT Project Management Essentials: Introduction to IT Project Management	The successful delivery of information technology (IT) projects requires managers to adapt project management processes and tools to account for the specific characteristics of the IT environment. By applying these processes	eLearning	1
EL7438	IT Project Management Essentials: Initiating and Planning IT Projects	If you want your IT project to complete successfully, you need to get it off to a good start. During the early stages of a project the initiating and planning phases a project manager should clarify objectives and requirements	eLearning	1
EL7439	IT Project Management Essentials: Executing IT Projects	The execution phase in an IT project is when the work gets going and the plan is transformed into action and results. From the start of this phase, it's important for the project manager to establish regular communications	eLearning	1
EL7440	IT Project Management Essentials: Monitoring and Controlling IT Projects	The aim of project monitoring and control is to compare actual progress and performance against the project plan. An IT project manager must analyze any variances from the plan and identify what actions may need to be taken	eLearning	1
EL7441	IT Project Management Essentials: Managing Risks in an IT Project	IT project managers deal with risks every day, including potential cost overruns, schedule delays, design constraints, hardware defects, and software bugs. Without a plan or process in place to address the possibility of un	eLearning	1
EL7442	IT Project Management Essentials: Testing Deliverables and Closing IT Projects	Because it's a significant point in an IT project, the closing phase has its own set of processes and activities. When a project manager carries out those activities and processes, he or she can demonstrate that the project	eLearning	1
EL7443	Overview of Project Management (PRINCE2®: 2009-aligned)	Project-based operations have become a key factor in today's business world. The importance of choosing a well planned and proven method for managing projects is a challenge for organizations across the board. If you think	eLearning	1
EL7444	Project Organization, Planning and Risk (PRINCE2®: 2009-aligned)	An effective project management methodology requires a foundation of core themes that allow Project Managers, Project Boards and project team members to organize and control the project management process. These themes are	eLearning	2
EL7445	Project Quality, Change and Progress (PRINCE2®: 2009-aligned)	This course introduces three of the themes of a PRINCE2: 2009-aligned project: Quality, Change and Progress. PRINCE2 is recognized as an international standard for process-based project management. It is the standard method	eLearning	1

EL7446	Starting Up, Initiating and Directing a Project (PRINCE2®: 2009-aligned)	Every good system is based on a framework or architecture that governs its progression, from start-up through pulling together all the sub-systems that work together to achieve a desired result. The PRINCE2 project management	eLearning	1
EL7447	Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	In a project management system, processes are the foundation upon which every other aspect of the system stands. Processes provide a controlling structure for establishing what to do and when to do it. The bulk of the project	eLearning	2
EL7448	Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	By definition, not all projects are the same. One of the defining characteristics of a project is that it is unique. Each project has a different team, a different customer, and a different location. And typically each project	eLearning	1
EL7449	TestPrep PRINCE2: Foundation	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing	eLearning	1
EL7450	TestPrep Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	4
EL7451	TestPrep Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	3
EL7452	Managing Software Project Outsourcing: Preparing to Manage an Outsourced Project	Outsourcing is a powerful business strategy that can bring many benefits. These include lower costs, an ability to focus on core business competencies, improved quality, and superior skills and capabilities. IT outsourcing	eLearning	1
EL7453	Managing Software Project Outsourcing: Developing a Vendor Contract	To successfully outsource a software project, you need to pick a vendor who knows what to do, how to do it, how well to do it, and how quickly to do it. Vendor selection can be a complex process that involves defining details	eLearning	1
EL7454	Managing Software Project Outsourcing: Working with the Outsourced Team	Once a contract is signed with an outsourcing vendor, you must carefully manage the relationship with that vendor. Getting off to a positive start with the outsourced team goes a long way toward achieving success. In this case	eLearning	1
EL7455	Managing Software Project Outsourcing: Dealing with Risks	Every outsourcing initiative has its risks. These can include the discovery of a strategic mismatch with the vendor, security breaches or loss of intellectual property, and the failure of the outsourced team to implement the	eLearning	1

EL7456	Introduction to Business Analysis and Essential Competencies	Often, and usually with the best intentions, organizations hastily overhaul processes or implement new systems in an effort to quickly fix or address a problem, only to discover that it wasn't the right solution after all t	eLearning	2
EL7457	Introduction to Business Analysis Planning	In business analysis, there is no prescribed route to take. Each project, task, or process initiative is different, and every environment you work in is different. Therefore, it's essential you map out your business analysisi	eLearning	2
EL7458	Planning Business Analysis Communication and Monitoring	Most business analyst professionals recognize the importance of identifying and performing business analysis activities in order to successfully deliver requirements and meet project goals. But what about planning and manag	eLearning	2
EL7459	Business Analysis Requirements Elicitation	The first step in creating any solution is to review stakeholder needs and analyze what tools are available to address those needs. Without understanding stakeholder requirements, you may find a solution to the wrong proble	eLearning	2
EL7460	Business Analysis Requirements Management and Communication	Projects rarely go according to plan, and any deviations need to be strictly controlled. Requirements management does this through vigilant tracking techniques, and through consistent and planned communications with stakeho	eLearning	2
EL7461	Business Analysis: Enterprise Analysis	Solutions to business problems are implemented every day, in every size and type of company and industry. But way before solutions are implemented, a business need must be identified, a plausible solution must be defined, a	eLearning	2
EL7462	Business Analysis: Introduction to Requirements Analysis	When you have a set of dependent tasks to complete, it's not feasible to just randomly pick and choose which tasks to perform and in which order. The same is true for requirements in business analysis. Requirements must be	eLearning	2
EL7463	Business Analysis: Verify and Validate Requirements	If you want to build a boat, you need to know what is required. You need to check and make sure you have what you require in order to do the job properly. Instructions on how to build an airplane won't help you build your b	eLearning	2
EL7464	Business Analysis: Solution Assessment and Validation	A business analyst doesn't just come up with a viable solution to address a business need. A business analyst is also responsible for studying the viability of the proposed solution within the organization, identifying what	eLearning	3
EL7465	Project Stakeholder Management (PMBOK® Guide Fifth Edition)	This course highlights the importance of project stakeholder management to project performance.	eLearning	1

EL7466	Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	This course covers managing and controlling stakeholder engagement in the project management discipline, and introduces best practices outlined in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 5th Edition.	eLearning	1
EL7467	A Manager's Guide to Diversity, Inclusion, and Accommodation	A Manager's Guide to Diversity, Inclusion and Accommodation Leading and managing employees in an increasingly diverse workplace can be both rewarding and challenging. What are the expectations of employees? What legislation appli	eLearning	0
EL7471	Tools for Tracking Project Performance in Project 2013	An essential part of managing a project is keeping project work on track and aligned with budget, resource, and time allocations. Microsoft Project provides tools for tracking project progress, identifying any potential issues, and making adjustments as	eLearning	1
EL7472	Resource Management in Project 2013	Microsoft Project 2013 makes it simple and easy to manage your project resources. This course covers how to enter resource information for your project, including human resources, equipment, and materials needed to complete the work.	eLearning	0
EL7473	Communicate and Finalize Project Information Using Project 2013	This course covers reporting tools available in Microsoft Project '13, including filters, custom views, and Save as features that allow you to share project files in multiple formats, such as Microsoft Excel, and to multiple locations, such as SharePoint	eLearning	1
EL7474	Task-based Scheduling in Project 2013	This course covers setting up project schedule information, defining the project start date, entering project properties, and displaying the project summary task. It covers creating your project task structure, adding, modifying, and deleting tasks.	eLearning	1
EL7475	Setting up a Project in Project 2013	This course introduces the various ways of setting up a project plan using existing templates, previous project plans, or starting from scratch. It also covers creating project calendar, irregular hours and days, custom fields, and general options.	eLearning	1
EL7477	Customer Service Fundamentals: Building Rapport in Customer Relationships	Good customer service and strong customer relationships begin with building rapport. Building rapport requires knowing your customer, understanding their situation, and providing an empathetic ear for them to voice their co	eLearning	1
EL7478	Customer Service in the Field	How do you make a good impression when providing customer service in the field? When you meet customers on their turf, your initial meeting forms the basis for their overall impression of you, your abilities, and your compa	eLearning	1

EL7479	Customer Service over the Phone	Can you hear a smile over the phone? When you're providing customer service over the phone, without the benefits of face-to-face interaction with your customer, it can be challenging to establish the right relationship fo	eLearning	1
EL7480	Internal Customer Service	Do you know who your customers are? In a customer-focused company, everyone knows they are responsible for excellent external customer service, but who meets the needs of internal customers? Whether you realize it or not, w	eLearning	1
EL7481	Customer Service Confrontation and Conflict	How do you handle angry and confrontational customers? One of the most challenging, and potentially uncomfortable responsibilities of a customer service person is dealing with angry customers. By following a few simple tech	eLearning	1
EL7482	Shaping the Direction of Customer Service in Your Organization	There are several defining moments or moments of truth that can make or break every service transaction. To successfully navigate these moments of truth, it's important for service organizations, and specifically customer	eLearning	1
EL7483	The Angry Caller: What's Your Plan?	Dealing with angry callers is something every customer service representative and salesperson will face at one time or another. This Business Impact explores a four-step approach for making encounters with irate customers a	eLearning	0
EL7484	Identifying and Managing Customer Expectations	Understanding your customers' expectations and behaviors is essential to implementing a successful customer-focused service approach. But how do you get to the core of what your customers truly value? This course explores w	eLearning	1
EL7485	Creating and Sustaining a Customer-focused Organization	To create a customer-focused organization, you need an in-depth understanding of what types of customer-focused tools and solutions are available. And you must know the level of customer focus that you're seeking to achieve	eLearning	1
EL7486	Customer-focused Interaction	Having positive interactions with your customers is one of the most effective ways to ensure you're providing excellent customer service. However, customers' expectations have evolved over time, and so too have customer ser	eLearning	1
EL7487	Listening to Your Customers	The key to effective communication is practicing good listening skills. This Business Impact explores the concept of active listening and the crucial difference between hearing and understanding.	eLearning	0

EL7488	Developing Your Customer Focus	Customers have the power – the power of choice. So how can you make it an easy decision for them to choose you and your company? This Challenge Series exercise explores how to know, meet, and anticipate what your customers are looking for.	eLearning	0
EL7489	Negotiation Essentials: What Is Negotiation?	Negotiation Essentials: What Is Negotiation? Everyone has to negotiate at some point in his or her life. Strong negotiations skills can be survival skills, both in and out of the workplace. But being able to negotiate successful	eLearning	1
EL7490	Negotiation Essentials: Planning for Negotiation	Negotiation Essentials: Planning for Negotiation It's true that negotiating can sometimes seem a daunting task. But if you're properly prepared, you'll likely reach an outcome that benefits both you and the other party without to	eLearning	1
EL7491	Negotiation Essentials: Communicating	Negotiation Essentials: Communicating If you want to achieve a successful outcome in a negotiation, you need to communicate well. And this means not only being clear in how you deliver your message but also ensuring the other par	eLearning	1
EL7492	Negotiation Essentials: Persuading	Successful negotiators have the ability to persuade others that their interests are important. But they don't achieve this by ignoring the interests of the other party. Instead, they frame and adapt their interests to reflect the	eLearning	1
EL7493	Negotiation Essentials: Avoiding Pitfalls in Negotiations	Negotiation Essentials: Avoiding Pitfalls in Negotiations Negotiations can be tough. But keeping your wits through pressure and problems can lead to breakthroughs and success. Negotiations commonly fail because poor approaches an	eLearning	1
EL7494	Conducting a Successful Negotiation Simulation	Negotiation Essentials As the newly appointed hospital administrator of Overton General, you have a great deal to cope with in your first few months on the job. And one of the most pressing tasks is conducting negotiations with	eLearning	0
EL7495	Effective Body Language in Negotiations	Effective Body Language in Negotiations Body language often conveys far more than the spoken word, communicating the speaker's underlying intent. This Business Impact focuses on the crucial role that non-verbal cues serve during	eLearning	0
EL7496	Vendor Negotiations: Choosing the Best Approach	Negotiation is a complex process that requires thorough preparation, clear communication, and keen perception. And the most successful negotiators are those who strive to achieve win-win results. This Challenge Series exercise ex	eLearning	0

EL7497	Location Does Matter	Negotiation: Does Location Matter? Determining the best place for holding negotiations is more difficult than it might first appear. This challenge examines the factors to consider when selecting such a location.	eLearning	0
EL7498	Essential Mentoring Techniques: Mentoring Fundamentals	Essential Mentoring Techniques: Mentoring Fundamentals Mentoring can benefit everyone. Mentor relationships, whether formal or informal, are a key to enabling success in both our personal and professional lives. Facilitated ment	eLearning	1
EL7499	Essential Mentoring Techniques: Designing and Initiating Mentoring Programs	Essential Mentoring Techniques: Designing and Initiating Mentoring Programs Mentoring programs are as varied as the organizations that implement them. Options include one-to-one, group, executive, and e-mentoring approaches. Thes	eLearning	1
EL7500	Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships	Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships Like all relationships, mentoring comes with its share of obstacles. Effectively building and maintaining a mentoring relationship is important for	eLearning	1
EL7501	Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program	Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program Is your mentoring program valuable? Does it contribute to the achievement of business goals? A mentoring program's survival depends on how successfully i	eLearning	1
EL7502	Business Management and Strategy: The HR Function and Business Environment	This course examines many of the elements of an organization's corporate strategy, the role of the HR function in the strategic planning process, and the key elements in corporate governance.	WBT	1
EL7503	Business Management and Strategy: HR and the Strategic Planning Process	Strategic planning provides an understanding of where the organization currently stands and what direction it hopes to take in the future.	WBT	1
EL7504	Business Management and Strategy: HR Functions and Roles	This course examines many of the key functions and roles HR professionals play in an organization.	WBT	1
EL7505	What's Your Gross Profit Margin Really Saying?	A company's gross profit margin provides useful information about its financial health. This impact	eLearning	0
EL7506	Recognizing The Value of Intangible Assets	We operate in an information economy, but current accounting methods are still grounded in the trans	eLearning	0
EL7507	Recession: How it Affects Business	Recession changes the playing field for business. This Business Impact examines its key factors that	eLearning	0
EL7508	Assessing Nonrecurring Items in Income Statements	Understanding the nuances of income statements is critical for business analysts and investors. And	eLearning	0

EL7509	Deconstructing the Balance Sheet	Balance sheets provide an overview of a business's financial standing. This impact explores the prim	eLearning	0
EL7510	The Time Value of Money: Possible Pitfalls	The time value of money is a fundamental financial principal. It can be used to assess the worth of	eLearning	0
EL7511	Aligning Recruitment to Job Requirements	Recruiting effectively means aligning recruitment practice to job requirements. Here we discuss why	eLearning	0
EL7512	Fringe Benefits: Maintaining a Competitive Hiring Advantage	This Business Impact explores the changing landscape of employee remuneration and the role that frin	eLearning	0
EL7513	Communicating Properly during Layoffs	Corporate mergers, financial downturns, and outsourcing make for difficult transitions for any compa	eLearning	0
EL7514	Reframing Negative Situations	People often react to perceived negative situations based on their perceptions and past experiences.	eLearning	0
EL7515	Influencing Key Decision Makers	Even the best business proposals need the support of stakeholders. This Business Impact takes a look	eLearning	0
EL7516	Executing Innovation	Each innovation lifecycle is unique, but there are certain elements that successful innovations have	eLearning	0
EL7517	Turning Problems Around with Reverse Brainstorming	This Business Impact explores the technique of reverse brainstorming - a process that helps teams to	eLearning	0
EL7518	Preventing High Turnover Rates: How to Keep The Best	While some turnover is unavoidable, companies must take proactive steps minimize its effect. This Bu	eLearning	0
EL7519	Managing Expatriates' Career Development	Managing expatriates presents many significant and often unforeseen challenges. This Business Impact	eLearning	0
EL7520	Performance Dashboard or Scorecard?	Performance dashboards and scorecards are powerful managerial tools. This impact explains the differ	eLearning	0
EL7521	Listening to Improve Conversation	Getting the most out of conversations at work is an acquired skill. This Business Impact explores wh	eLearning	0
EL7522	The Dangers of Multitasking	Multitasking: We all do it. It's an accepted and often expected practice in our hectic personal and professional lives. But is it a vice or a virtue? This Business Impact explores some unexpected consequences of juggling multiple tasks simultaneously.	eLearning	0
EL7523	Perseverance: Flexibility in Action	To be successful at achieving your goals, you need to persevere.	eLearning	0
EL7524	Rebuilding Trust	Trust is one of the most important elements of a productive working environment but can easily be broken.	eLearning	0
EL7525	Do You Share Your Organization's Values?	When your values and beliefs align with the values of your organization, going to work each day can feel like a rewarding, enriching experience.	eLearning	0

EL7526	Handling Difficult Questions as a Presenter	Presentations are an open dialogue between the presenter and the audience. So what can you do when you're faced with a difficult question? This Impact series product examines strategies for dealing with challenging questions.	eLearning	0
EL7527	Coping with Aggressive Behavior in the Workplace	Hostile and aggressive behaviors are prevalent in many contexts – even the workplace. This Business Impact Series product explores the phenomenon of bullying in the workplace and strategies for responding assertively.	eLearning	0
EL7528	Beyond Change: Working with Agility	Organizational change and other roadblocks can be an unpleasant fact of life, but being nimble and graceful in everyday practice can make those roadblocks less daunting.	eLearning	0
EL7529	Peer Political Styles	Office politics invariably affects work relationships.	eLearning	0
EL7530	Making Yourself Approachable	The groundwork for mutual understanding is laid when you reach out to others and make yourself approachable. This Business Impact explores the benefits of approachability and how to attain them.	eLearning	0
EL7531	Writing for Business	Now, more than ever before, professionals use written communication, so mastering the skill of writing clearly is essential. This Business Impact explores the importance of keeping in mind the audience and purpose of any written communication.	eLearning	0
EL7532	Broadening Your Learning Horizons	Learning methods and tools are evolving. They are broadening to include new technologies and methods. This Impact Series product explores this evolution.	eLearning	0
EL7533	Playing the Devil's Advocate in Decision Making	Good decision making lies at the heart of success. This impact explores a strategy for ensuring that business decisions are sound.	eLearning	0
EL7534	Disciplines of Organizational Learning: Personal Mastery	The various models of organizational learning enable individuals or groups to systematically enhance abilities to produce a desired outcome. This Business Impact considers the benefits of one specific form of organizational learning: Personal Mastery.	eLearning	0
EL7535	Safe Small Talk	Small talk is a long-standing social convention with understood rules governing which topics are acceptable and which are not. This Business Impact explores the nature of small talk in the business setting.	eLearning	0
EL7536	Conquering Career Stagnation	Many employees experience career stagnation. This impact examines strategies to overcome it.	eLearning	0

EL7537	Communicating with a Cross-cultural Audience	Cultural differences affect how people communicate in business. This impact examines pitfalls to avoid when communicating with a cross-cultural audience.	eLearning	0
EL7538	Get it Together: Organizing Your Sales Approach	The challenges you face are many. Information overload, competing priorities, complex sales cycles all stand as significant obstacles.	eLearning	0
EL7539	Presentations That Get People Talking	Nothing can halt forward momentum in the sales cycle like a stale presentation.	eLearning	0
EL7540	Talking Value with Your Customers	You know that your solution is the best option for your client, but they might not know it – yet. This Business Impact Series product explores how to win a client over by capitalizing on shared values.	eLearning	0
EL7541	Dealing with Questions, Objections, and Resistance	If you want to set yourself apart from other sales professionals, there are some good techniques you can use to further your sales efforts when an objection arises.	eLearning	0
EL7542	Educating and Collaborating with Customers	Today's sales professionals need to challenge their customers' thinking, presenting new solutions, and highlighting issues customers may fail to notice.	eLearning	0
EL7543	Effective Cold Calling	Sometimes your only option for gaining access to a new contact is to make a cold call, but cold calling can be daunting and the results unpredictable.	eLearning	0
EL7544	Connecting Customers and Solutions	Preparing for your interactions with a strategic mindset is essential in connecting your customer to your solution. You must be able to communicate your vision using positioning, trust, and insight.	eLearning	0
EL7545	Dealing with Negotiation Challenges	It's a fact of business life that most deals aren't made from the initial proposal. Most of the time, negotiation is necessary to come to an agreement that works for the customer and the vendor alike.	eLearning	0
EL7546	Managing Implementation Problems	Regardless of how good your solution seems when you close your deal, sometimes implementation issues can't be avoided.	eLearning	0
EL7547	Building Momentum in Discovery Meetings	'Ask before you tell' – that's the prime directive of the discovery meeting. During this meeting, you aim to find out key information about the customer, establish your credibility, and build momentum.	eLearning	0
EL7548	Appealing to Prospects	Successful prospecting opens the door to the sales process. It involves taking that first step with a potential customer.	eLearning	0
EL7549	Getting Your Head around Pipeline Management	Staying on top of prospects in your pipeline helps you to keep business moving appropriately and alerts you to small issues before they turn into big problems.	eLearning	0

EL7550	Prompting Action through Focused Communication	Making a sale is as much about communicating your ideas as it is developing your strategy. This Business Impact explores tactics and tips for focusing your communication in a way that moves your prospect to action.	eLearning	0
EL7551	Regaining Your Customer's Trust	Careless words and actions can quickly undermine the trusting relationships that you work so hard to develop with your customers.	eLearning	0
EL7552	Connecting the Dots: Insightful Account Management	Insightful account management is an art that can bring added value to your sales relationships. This Business Impact product explores how insight can unveil opportunities and threats in your accounts.	eLearning	0
EL7553	Talking about the Competition	Gaining knowledge and insight about your competitors is essential in helping you differentiate your solution. But knowledge is not enough.	eLearning	0
EL7554	Responding to Bad News	How you prepare for and respond to bad news and lost sales can make the difference between a dead end and an even better sales opportunity. This Business Impact explores emotionally intelligent strategies for dealing with bad news and lost sales.	eLearning	0
EL7555	Communicating a High-impact Business Case	An effective business case provides a compelling picture of how your solution will drive a customer's business results.	eLearning	0
EL7556	Making the Cold Call	Don't listen to claims that cold calling is dead. It's alive and well, and remains an effective sales tactic. This Business Impact explores how to engage prospects during a cold call and, ultimately, get them to take action.	eLearning	0
EL7557	Overcoming Resistance to Coaching	Sales coaching is about enabling sales people to succeed and that means providing them with the guidance, feedback, and support they need to do their jobs well.	eLearning	0
EL7558	Selling to Key Players	Every company has its key players in the purchasing chain. However, position and title do not always indicate who has authorization to make purchasing decisions. Here we examine how to maximize sales opportunities by reaching the right audience.	eLearning	0
EL7559	Storming: Developing and Leading Your Sales Team	Though easily formed, teams do not readily emerge as a cohesive and functioning group.	eLearning	0
EL7560	Planning for Effective Selling	Selling with a seat-of-the-pants approach is a gamble. This Business Impact details an alternate approach.	eLearning	0
EL7561	Designing Products to Fit the Channel	Though a strong web presence is seen as vital in the success of most businesses, it is equally important that products be shaped to fit the medium and meet the needs of custom-conscious consumers.	eLearning	0

EL7562	Sales Support Roles for Better Customer Interaction	Completing "large deal" sales typically requires a team approach. This Business Impact examines the roles involved with such an approach.	eLearning	0
EL7563	Don't Only Go for the Big Fish	Many salespeople concentrate primarily on closing big deals. This Business Impact examines the value of keeping a mix of all size prospects in the sales pipeline.	eLearning	0
EL7564	Sales and Marketing: Two Sides of the Same Coin?	Despite having similar goals, sales and marketing are often at odds. This impact explores how to improve relationships between the two divisions.	eLearning	0
EL7565	Using Web Analytics to Increase Sales	Website activity can provide valuable sales data. This impact explores how web analytics can increase sales.	eLearning	0
EL7566	Trade Show Marketing - Planning Ahead	Trade shows are great opportunities for salespeople. This Business Impact examines the importance of preparing for shows ahead of time.	eLearning	0
EL7567	The Ethics of Gift Giving	For a sales organization, giving gifts to clients helps strengthen business relationships. But gift giving can create ethical dilemmas if not handled properly. This Business Impact explores the ethical considerations of gift giving.	eLearning	0
EL7568	The Etiquette of Cross-cultural Gift Giving	Despite the seeming familiarity of the global community we live in, there are still strong cultural identities that need to be recognized.	eLearning	0
EL7569	Building Profitable Customer Relationships	Building profitable relationships with customers requires effort and dedication. This impact explores techniques for creating positive customer experiences.	eLearning	0
EL7570	Using Persuasion Techniques to Boost Sales	Sales is a highly competitive field, and success relies on far more than the product or service being offered. This Business Impact focuses on five persuasion techniques that can put savvy salespeople on the leading edge.	eLearning	0
EL7571	Five Steps to Perfection: Implementing Lean	All types of organizations can use lean to become more efficient. This impact explores lean implementation in both manufacturing and non-manufacturing settings.	eLearning	0
EL7572	Value Stream Maps for Non-manufacturing Processes	Value Stream Maps are designed to yield efficiency improvements. This impact explores how they can be applied to a non-manufacturing process.	eLearning	0
EL7573	Uncovering the Root Problem	This Challenge exercise focuses on an individual's ability to assess facts and work through the first step in problem solving and decision making: defining the problem.	eLearning	0
EL7574	Ethics, Integrity, and Trust	Managers often face complex ethical dilemmas. This Challenge examines a situation that requires taking obligations, duties, and responsibilities into consideration.	eLearning	0

EL7575	Demonstrating Accountability in a Crisis Situation	In business, accountability can apply to the individual, the team, and the organization, and assigning responsibility under normal circumstances is a straightforward proposition.	eLearning	0
EL7576	Using Financial Analysis for Credit Decisions	Potential new customers often ask for credit lines as a condition to signing on the dotted line. This Challenge examines the financial analysis involved with making effective credit decisions in such situations.	eLearning	0
EL7577	Managing Diversity	Leveraging diversity is a key for all organizations. This Challenge examines how diversity elements relate to business strategy.	eLearning	0
EL7578	Influence and Persuasion	Influencing and persuading others requires careful planning. This challenge explores focused methods of verbal influence and persuasion.	eLearning	0
EL7579	Evaluating Globalization Opportunities	Worldwide markets provide access to increasing numbers of consumers and offer potential for production efficiencies. This Challenge looks at the requirements for an effective globalization strategy.	eLearning	0
EL7580	Creating a Customer-focused Organization	This Challenge Series exercise considers the many ways that business organizations can serve their customers - internal and external.	eLearning	0
EL7581	Critical Thinking	Critical thinking is useful for examining an issue or problem logically. This Challenge Series product explores applying the critical thinking process.	eLearning	0
EL7582	Perseverance and Flexibility in Times of Crisis	Strong leaders need to demonstrate a careful balance of perseverance and flexibility. They must know when to press on despite obstacles and opposition. And they must also know when to alter course.	eLearning	0
EL7583	Managing Goals	Goal setting provides opportunity for both personal and professional development. This challenge focuses on creating effective goals for both managers and their employees.	eLearning	0
EL7584	Promoting Creative Thinking	Strategic creative thinking is a process, requiring encouragement and the freedom to take risks. This Challenge explores methods for promoting creative thinking in the workplace.	eLearning	0
EL7585	Developing Your Career	Career development requires foresight and proactive management. This Challenge explores methods of planning and executing an effective career development path.	eLearning	0

EL7586	Supporting Project Managers	Project management requires more than an attention to schedules and tasks; it requires the management of stakeholders as well. This Challenge explores methods for successfully supporting a project manager.	eLearning	0
EL7587	Dispute Resolution in International Contracts	Complex business arrangements require complex contracts. And signing agreements with international companies adds further complication.	eLearning	0
EL7588	Increasing Competitiveness through Collaboration	Most companies are constantly striving to boost their competitiveness. This challenge examines collaborative strategies that companies can use to increase competitive edge.	eLearning	0
EL7589	Surviving the Talent Crunch	Attracting new talent and reserving knowledge capital are crucial to the survival of any organization. This challenge explores avenues for getting ahead of a talent crunch.	eLearning	0
EL7590	Problem Solving: Process, Tools, and Techniques	In personal and professional settings alike, the interrelated tasks of problem solving and decision making are often encountered. This Challenge Series exercise focuses on the process, techniques, and competencies that help create winning solutions.	eLearning	0
EL7591	Persevering through Setbacks	Goals begin with good intentions and sincere commitment, but setbacks can quickly erode determination and stall progress.	eLearning	0
EL7592	The Fruits of Integrity: Building Trust at Work	How do you develop and maintain trust in the workplace? This Challenge Series exercise explores the ways that you can demonstrate integrity and build trust with those you work with.	eLearning	0
EL7593	Planning Your Career	You have the power to advance your career. So how can you do this? This challenge explores the ways you can be proactive in advancing your career and successful in achieving your career goals.	eLearning	0
EL7594	Written Communication	A strong writer has the power to inform, persuade, and inspire others using nothing but ideas and words.	eLearning	0
EL7595	Asserting Yourself in the Workplace	Asserting yourself at work means more than pursuing your personal agendas. Often, it serves to benefit your project teams and your organization at large.	eLearning	0
EL7596	Building Better Relationships through Understanding	Solid working relationships are built when people understand and appreciate each other. This Challenge Series exercise explores the skills and practices needed to foster understanding in the workplace.	eLearning	0
EL7597	Getting Ready to Present	Are great presenters born or made? If they're made, how? What do you do to become skilled at presenting?	eLearning	0
EL7598	Building Peer Relationships	It is up to you to build relationships with your peers. So how can you do this?	eLearning	0

EL7599	The Ethics Enigma	In the workplace, you never know when you'll be faced with an ethical dilemma. In a situation with no easy answers, how will you respond?	eLearning	0
EL7600	Getting Time under Control	You have a limited number of hours in your working day, so how can you manage your time effectively?	eLearning	0
EL7601	Targeting Personal Learning	Although personal learning in the workplace involves self-awareness, self-assessment, and self-development, you don't have to be the only one who benefits from it.	eLearning	0
EL7602	Exploring Self-development	You want to develop your capabilities, both personally and professionally, but how do you get started? And how do you know which skills and strengths to focus on?	eLearning	0
EL7603	Developing Organizational Agility	In today's workplace, it's often true that we can't accomplish complex projects on our own.	eLearning	0
EL7604	Creativity: Developing and Communicating Ideas	Creativity isn't reserved for authors, painters, and filmmakers.	eLearning	0
EL7605	Office Politics – What Will You Do?	Individual contributors in an organization who want to develop effective peer relationships throughout their organization, as well as within their own workgroups	eLearning	0
EL7606	Initiating Discovery Meetings	A great discovery meeting can help you gain valuable insight into your prospect's business and vision, and clarity about how your products and services can help them achieve their goals.	eLearning	0
EL7607	Getting Organized to Meet Your Sales Goals	What if you were asked right now to take on a new group of customers or to help train new salespeople?	eLearning	0
EL7608	The Proof Is in the Proposal	Your sales proposal is your foot in the door. It has to be clear. It has to address the client's need. And it has to stand out. So how should you approach it?	eLearning	0
EL7609	Communicating Your Company's Value	How successful are you at selling your company's value?	eLearning	0
EL7610	Turning Obstacles into Opportunities	Objections, resistance, and questions can seem to halt the momentum of a sales meeting, but these obstacles are, in fact, buying signals that provide opportunities for forwarding the conversation.	eLearning	0
EL7611	Using Customer Knowledge to Advance Sales	Successful sales professionals value knowledge and seek to use it in collaborative relationships with their customers.	eLearning	0
EL7612	Making Contact: Access Strategies	There is no magic wand that sales professionals can use to gain access to decision makers.	eLearning	0
EL7613	Turning Potential Customers into Allies	Sales professionals must be adept at generating interest and helping customers see potential. But whose responsibility is it to maintain interest?	eLearning	0

EL7614	Negotiating with Your Customer	What skills make you a successful negotiator? Is it eloquence, cunning? Being quick-witted and fast talking?	eLearning	0
EL7615	Preparing to Implement Solutions	When it's time to implement a solution you've sold, your customer will expect you to bring your ideas for action, communication, and contingency planning.	eLearning	0
EL7616	Prospecting Strategically	You can achieve peak prospecting performance by identifying strategic targets, understanding customer issues, and conveying a powerful value proposition.	eLearning	0
EL7617	Managing a Sales Pipeline	Properly managing a sales pipeline is a competency that sales professionals develop through practice, planning, and perseverance.	eLearning	0
EL7618	Demonstrating Business Acumen	Business acumen is an essential quality of the successful sales professional that transcends industry knowledge.	eLearning	0
EL7619	Selling with Trust	Trust may be a sales professional's most valuable asset. When present, it forms the bedrock of productive relationships. But when absent, it casts suspicion on every word spoken and action taken.	eLearning	0
EL7620	Succeeding in Account Management	Successful account managers pursue high-profit customers and work hard to retain them.	eLearning	0
EL7621	Using Competitive Selling Skills	To be ready to sell, you must be ready to compete. That means thinking about competitors – who they are, what they're offering, and how they win customers.	eLearning	0
EL7622	Responding to News of a Lost Sale	Sometimes your only option for gaining access to a new contact is to make a cold call, but cold calling can be daunting and the results unpredictable.	eLearning	0
EL7623	Aligning Your Business Case to Customer Priorities	Winning a sale often requires more than providing the superior product or service. Effective sales professionals know they must align their products and services with their customers' business needs.	eLearning	0
EL7624	Gaining Access through Cold Calls	Cold calling may seem like an outdated function to the modern sales professional, when networking and social media make it so easy to reach prospective clients.	eLearning	0
EL7625	Effective Sales Coaching	Coaching is typically associated with employees who need help with performance or who can benefit from motivation to continue to the top.	eLearning	0
EL7626	Crafting Sales Strategies	Successful sales initiatives often require rapid responses to opportunities. This challenge focuses on strategies for making rapid in-roads into available markets.	eLearning	0

EL7627	Performance Payout Plans	Compensation plans feature various pros and cons. This challenge focuses on selecting the best payout plan for compensating sales representatives.	eLearning	0
EL7628	Does Your Business Really Need Six Sigma?	Though a successful approach to error reduction and process improvement, Six Sigma can be difficult to implement and is not ideally suited to every business or task.	eLearning	0
EL7629	Identifying Candidates for Key Six Sigma Roles	Adopting Six Sigma into an organization is an intensive process. This challenge explores the importance of selecting the right people for key Six Sigma implementation roles.	eLearning	0
EL7630	Administrative Professionals: Common Administrative Support Tasks	This course describes common administrative support tasks. It covers the stages of the records management life cycle and details the different types of classification systems used for sorting records.	eLearning	0
EL7631	Administrative Professionals: Maximizing Your Relationship with Your Boss	This course explores ways to build a partnership with your boss. Specifically, it covers ways of establishing and maintaining the elements of a true partnership, and shows how you can benefit personally from it.	eLearning	0
EL7632	Administrative Professionals: Interacting with Others	This course addresses the skills administrative support professionals require to be able to interact effectively with others.	eLearning	0
EL7633	Administrative Professionals: Putting Your Best Foot Forward	This course introduces some best practices for making a good impression as an administrative professional. Specifically, you'll learn how to project a positive professional image by building credibility and maintaining authenticity.	eLearning	0
EL7634	Preparing a Business Case	Why put time and effort into preparing, writing, and presenting a business case for new projects? Why not just talk to the manager and get his approval for the project?	eLearning	0
EL7635	Writing a Business Case	Which would you rather do: prepare a business case for your latest project or go to the dentist? Given the choice, many of us would tend to choose the latter.	eLearning	0
EL7636	Presenting Your Case	Have you ever attended a presentation that failed because the presenter was ill prepared or ineffective in his approach?	eLearning	0
EL7637	Using E-mail and Instant Messaging Effectively	In today's fast-paced world, information is sent and received more rapidly than ever before. But how do you ensure that the messages you are sending are effective, acceptable, and will be taken seriously?	eLearning	0
EL7638	Final Exam: E-mail Essentials for Business	Generally taken near the end of a program, Final Exam: E-mail Essentials for Business enables the learner to test their knowledge in a testing environment.	eLearning	0

EL7639	Addressing and Redistributing E-mail	Out of all the e-mails you've received in the past work week, how many have left you scratching your head, wondering why you received it in the first place?	eLearning	0
EL7640	Managing Your E-mail	E-mail has had many positive effects on our lives, but it has also increased dramatically the volume of communication and the amount of information that the average office worker needs to process ever day.	eLearning	0
EL7641	Essential Skills for Professional Telephone Calls	Virtually every single company in the global economy uses the telephone for at least a part of their business. For many organizations, the telephone is the primary form of communication with customers, clients, and colleagues.	eLearning	0
EL7642	Business Writing: Know Your Readers and Your Purpose	To write effective and appropriate business messages, you need to know your readers. Are you addressing multiple readers or a single reader? How much knowledge do your readers have of your subject, and what issues concern them most?	eLearning	0
EL7643	Final Exam: Business Writing Basics	Generally taken near the end of a program, Final Exam: Business Writing Basics enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7644	Business Writing: How to Write Clearly and Concisely	People who have no problem communicating clearly when they speak sometimes struggle to make themselves understood when they write. That's because the ability to write clearly and concisely is a skill that requires effort to master.	eLearning	0
EL7645	Business Writing: Editing and Proofreading	When it comes to business writing, most individuals don't really appreciate the importance of editing and proofreading a document before sending it.	eLearning	0
EL7646	Business Grammar: Parts of Speech	Do you know what the eight parts of speech are? Such a question probably brings back memories of dull grammar lessons in elementary school, where you first heard the term parts of speech.	eLearning	0
EL7647	Final Exam: Business Grammar Basics	Generally taken near the end of a program, Final Exam: Business Grammar Basics enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7648	Business Grammar: Working with Words	Do you remember what prefixes and suffixes are? Do you know how to form plurals and possessives correctly in your business writing? Are you confident when it comes to spelling?	eLearning	0
EL7653	Interpersonal Communication: Communicating with Confidence	Are you reluctant to voice your opinions to your colleagues for fear they'll be judged negatively?	eLearning	0
EL7654	Final Exam: Interpersonal Communication	Generally taken near the end of a program, Final Exam: Interpersonal Communication enables the learner to test their knowledge in a testing environment.	eLearning	0

EL7655	Interpersonal Communication: Targeting Your Message	Author and communication expert Anthony Robbins once said, 'To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.'	eLearning	0
EL7656	Interpersonal Communication: Listening Essentials	Sir Winston Churchill said 'Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.'	eLearning	0
EL7657	Interpersonal Communication: Communicating Assertively	Effective communication in the workplace can be a balancing act. If you're too passive, you may have trouble getting others to do what you want.	eLearning	0
EL7658	Interpersonal Communication: Being Approachable	Walking into a meeting surrounded by unknown faces, going to conferences, attending work events, starting a new job, and even going to social gatherings can be daunting, especially if you don't know anybody who will be there.	eLearning	0
EL7686	Culture and Its Effect on Communication	Effective communication is always a challenge, and when diverse cultures are introduced, good communication can become even more challenging.	eLearning	0
EL7687	Communicating Across Cultures	Communicating effectively across cultures can be very difficult.	eLearning	0
EL7688	Improving Communication in Cross-cultural Relationships	Cross-cultural communication has assumed even greater significance in the current global business context where people from diverse cultures share common business goals and working spaces on a day-to-day basis.	eLearning	0
EL7689	Getting Results without Direct Authority: Building Relationships and Credibility	How can you get results if you don't have authority? Cultivating relationships and establishing credibility are necessary, because they allow you to influence others.	eLearning	0
EL7690	Getting Results without Direct Authority: Persuasive Communication	Communicating persuasively is key when you want to get results in situations where you don't have direct authority. To communicate persuasively, it's important to think from the other person's perspective.	eLearning	0
EL7691	Getting Results without Direct Authority: Reciprocity	One way to get results without authority is to leverage the law of reciprocity. For example, you help someone with a difficult analysis and that person in turn helps you put together a presentation.	eLearning	0
EL7692	Getting Results without Direct Authority: Influencing Your Boss	The idea that you can influence your boss may seem at odds with a traditional view of the boss-employee relationship.	eLearning	0
EL7694	Final Exam: Listening Essentials	Generally taken near the end of a program, Final Exam: Listening Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0

EL7701	Preparing to Communicate Effectively at the 'C' Level	Does your job require you to communicate mission-critical data with senior executives? Perhaps you have opportunities to influence executive decision-making, but don't know how best to deliver your message.	eLearning	0
EL7702	Techniques for Communicating Effectively with Senior Executives	Understanding how to communicate effectively with senior executives is a valuable skill for any professional. How else will you pitch your great idea to your CEO or report on key successes or failures?	eLearning	0
EL7712	Professional Networking Essentials: Finding Opportunities To Make Connections	In the modern connected business environment, knowing the essentials of professional networking is a major asset and key for success	eLearning	0
EL7713	Professional Networking Essentials: Developing Confidence	Why can some people walk into a room and start making new acquaintances almost immediately?	eLearning	0
EL7714	Principles of Accounting and Finance for Non-financial Professionals	Finance and accounting are at the heart of every business. These functions deal with recording, summarizing, and analyzing financial information across all departments for decision making, directing, and controlling their resources and activities.	eLearning	0
EL7715	Cash Flow Management Essentials for Non-financial Professionals	Cash flow management involves monitoring, analyzing, and adjusting your business's cash flows to maintain a steady flow of cash available for your activities when needed.	eLearning	0
EL7716	The Time Value of Money and Investment Decisions for Non-financial Professionals	The notion of Time Value of Money is at the foundation of many financial decisions and activities in an organization.	eLearning	0
EL7717	The Essentials of Budgeting for Non-financial Professionals	Professionals and functional managers in every department deal with budgets one way or another for providing targets and direction in their day-to-day decision making and control activities.	eLearning	0
EL7718	Financial Statements for Non-financial Professionals	Financial statements, including the Income Statement, the Cash Flow Statement, and the Balance Sheet, work as a dashboard of the financial performance of an organization.	eLearning	0
EL7719	Analyzing Financial Statements for Non-financial Professionals	Financial statements of an organization often conceal more than they reveal. Being able to analyze them and extract meaningful information is an essential skill that financial as well as non-financial professionals should have.	eLearning	0
EL7720	Basic Accounting Principles and Framework	Accounting and finance are the universal languages of business, and their functions form the core of most organizations.	eLearning	0
EL7721	Final Exam: Accounting Fundamentals	Generally taken near the end of a program, Final Exam: Accounting Fundamentals enables the learner to test their knowledge in a testing environment.	eLearning	0

EL7722	The Accounting Equation and Financial Statements	Business owners and managers, regardless of form and size of their organizations, put their best efforts in generating enough assets to pay for business's liabilities and build adequate stockholders' equity.	eLearning	0
EL7723	Customer Advocacy: Communicating to Build Trusting Customer Relationships	Customer advocacy is an approach to customer management that seeks to generate exceptional value for customers by focusing on their success.	eLearning	0
EL7724	Customer Advocacy: Enhancing the Customer Experience	Providing customers with a valuable experience each time they interact with your organization is a hallmark of effective customer advocacy. But many customer experiences are forgettable because nothing particularly important happens.	eLearning	0
EL7725	Customer Advocacy: Supporting Customer Advocacy	The success of customer advocacy efforts is directly related to an organization's ability to not only meet but also exceed customer expectations at every point of contact.	eLearning	0
EL7726	The Income Statement	Financial statements show the financial performance of an organization. They are comprised of the Income Statement, the Cash Flow Statement, and the Balance Sheet, and are used both internally and externally by a variety of users.	eLearning	0
EL7727	The Balance Sheet	The Balance Sheet is arguably the most important of all financial statements. It is a financial snapshot of a company's health at a specific point in time as measured in terms of assets, liabilities, and owners' or shareholders' equity.	eLearning	0
EL7728	The Cash Flow Statement	As the popular saying goes – revenue is vanity, margin is sanity, and cash is king. While it is very important for an organization to keep earning revenue and maintaining a good profit margin, a positive cash flow is equally important for its survival.	eLearning	0
EL7729	Accounting for Companies' Stock Transactions and Dividends	A publicly or privately held company, also known as a corporation, is an entity separate and distinct from its stockholders. When an investor puts money in a company in return for part ownership, the company issues stocks to the investor.	eLearning	0
EL7730	Organizational Budgeting Activities and the Master Budget	A budget is a financial blueprint for planning an organization's activities and controlling its performance over a designated period of time. It helps allocate an organization's resources as it pursues its financial goals.	eLearning	0
EL7731	Final Exam: Budgeting Essentials	Generally taken near the end of a program, Final Exam: Budgeting Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0

EL7732	Planning and Preparing an Operating Budget	Preparing and planning budgets involves a number of organizational activities, ranging from determining the organization's budgetary goals to approving its budgets over a specific period of time.	eLearning	0
EL7733	Preparing Operating Budgets and the Cash Budget	Budgets translate an organization's strategic plans into actionable goals for respective departments. The cash budget and operating budgets, in particular, help departments plan the allocation and use of organization's financial resources.	eLearning	0
EL7734	Using Budgets for Management and Control	One of the most important uses of budgets is as a control tool. Once the budgets for various departments are planned and approved, they drive each department's activities to achieve its budgetary goals.	eLearning	0
EL7735	Introduction to Auditing	The audit function has become very important over the years. Various stakeholders are applying greater pressure on companies to increase transparency and strengthen corporate governance initiatives.	eLearning	0
EL7736	Final Exam: Auditing Essentials	Generally taken near the end of a program, Final Exam: Auditing Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7737	Auditing for Internal Control and Risk Assessment	Strong corporate governance is a feature shared by some of the world's most highly reputable and successful companies.	eLearning	0
EL7738	Auditing the Revenue Cycle	Modern corporations often operate in a global context and are required to collect volumes of information to be used for future decisions or to be included as part of the organization's financial statements.	eLearning	0
EL7739	Auditing for Cash and Inventories	Managers, investors, and various other stakeholders use a company's detailed financial information to plan various budgets, investment profiles, and risk measures, among other things.	eLearning	0
EL7740	Capital Budgeting: The Capital Budgeting Process	Organizations everywhere must decide how to most efficiently spend their capital to continue operations, innovate, and grow.	eLearning	0
EL7741	Final Exam: Capital Budgeting Essentials	Generally taken near the end of a program, Final Exam: Capital Budgeting Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7742	Capital Budgeting: Net Present Value and Internal Rate of Return	Organizations rely heavily on quantitative tools such as net present value (NPV) and internal rate of return (IRR) measures to assess which projects to undertake through the capital budgeting process.	eLearning	0

EL7743	Capital Budgeting: Discounted Payback Period and Profitability Index	When it comes to deciding which new projects to invest in, organizations rely on quantitative tools to objectively compare different proposals.	eLearning	0
EL7744	Capital Budgeting: Capital Allocation	No organization can claim to have an infinite amount of capital for funding projects. Capital rationing is a fact of organizational life that often requires decision makers to make difficult choices between promising investments.	eLearning	0
EL7745	Bank Branch Management: Mortgage and Auto Loans	Mortgages and auto loans make up the majority of the loans at retail banks. Mortgage loan components include the principal, interest rate, mortgage term, amortization period, and repayment schedule.	eLearning	0
EL7746	Bank Branch Management: Payment and Settlement Systems	Arguably, the most important system in retail and commercial banking is the payment and settlement system.	eLearning	0
EL7747	Bank Branch Management: Teller Roles and Credit Card Operations	Bank tellers are the face of retail and commercial banks. Even with the move to online and electronic banking, tellers represent the bank and their values.	eLearning	0
EL7748	Bank Branch Management: Dealing with Operational and Credit Risks	There are many risks facing banks: home owners defaulting on mortgages, interest changes impacting the value of a bank's loans, human error, and natural disasters, among many others.	eLearning	0
EL7749	Bank Branch Management: Internal Controls and Banking Technology	Internal controls and banking technology rely on each other to mitigate risks, and at the same time, drive innovation in banking technology and services.	eLearning	0
EL7750	Bank Branch Management: Branch Security and Fraud	Robbery is the first thing that comes to mind when bank branch security is mentioned. However, bank security involves much more than just robbery prevention.	eLearning	0
EL7751	Commodity and Energy Markets and Derivatives	The commodities and energy markets are generally considered to be some of the largest markets in existence.	eLearning	0
EL7752	Futures Fundamentals: Commodity, Equity, and Currency Futures	Futures contracts have long been used by the agriculture industry to eliminate the price risks associated with farming produce.	eLearning	0
EL7753	Interest Rate Futures and Forward Rate Agreements	Management of interest rates is an important aspect for any financial institution that lends or borrows funds, as well as for those that invest in fixed income instruments and any other company that uses debt to fund its operations.	eLearning	0
EL7754	Insurance Basics, Underwriting, and Actuarial Practices	The global insurance industry provides protection for corporations, groups, and individuals, ensuring that risk can be mitigated and losses, if any, can be recouped.	eLearning	0
EL7755	Life, Health, and General Insurance	Insurance is a form of risk management for individuals, families, and organizations, and even for insurers themselves through reinsurance.	eLearning	0

EL7756	Special Insurance Arrangements: Group Insurance, Reinsurance, and Annuities	Insurance companies contribute to the economic growth of countries, businesses, and individuals and help improve the economic climate.	eLearning	0
EL7757	Mutual Funds: Basic Concepts, Structure, and Types	Mutual funds are pools of money that investment experts professionally manage through investments in various securities such as stocks and bonds.	eLearning	0
EL7758	Mutual Funds: Portfolio Management and Accounting	Mutual funds have seen phenomenal growth over a number of decades, with no sign of it slowing down in the future.	eLearning	0
EL7759	Mutual Funds: Performance Evaluation and Regulations	Over the past few decades the mutual fund industry has seen extreme swings in performance, resulting in dramatic changes in the value of investors' portfolios.	eLearning	0
EL7760	Banking Supervision and Corporate Governance	With the rapid growth of the banking industry in the early 21st century, it became clear that increased banking supervision was required.	eLearning	0
EL7761	Internal Control and Audits in Banks	Internal controls and strong corporate governance lead to effective and efficient bank operations in which risks are properly managed and depositors' assets are safeguarded.	eLearning	0
EL7762	Special Banking Risks and their Management	As they emerged from the banking crisis that originated in 2007, banks around the world were fully aware of the importance of proper risk management techniques.	eLearning	0
EL7763	Anti-money Laundering and Global Initiatives	Money laundering is an illegal process of using legitimate means to conceal the true source of funds that are acquired through illegal activities, including drug trafficking and terrorism.	eLearning	0
EL7764	Anti-money Laundering and Regulatory Framework	There is a constant battle between criminal and terrorist groups and global authorities around the movement of illicitly gained funds.	eLearning	0
EL7765	Basel Regulations and Capital Adequacy Requirements	Banks are required to maintain an adequate capital level at all times to protect depositors and creditors, including other banks, from exposure to risk.	eLearning	0
EL7766	Capital Adequacy Planning Approaches	Banks and financial institutions are exposed to a number of credit, operational, and market risks.	eLearning	0
EL7767	Basel II and Basel III: An Overview	Developed by the Basel Committee on Banking Supervision, the latest Basel regulations “Basel II and Basel III” represent decades of comprehensive global banking reforms.	eLearning	0
EL7768	IRB Framework and Risk-rating System	When banks and other financial institutions offer loans, leases, and other credit related services, counterparty credit risk is arguably the most significant risk that they face.	eLearning	0

EL7769	IRB Approach for Corporate and Retail Exposures	One of the key goals of the Basel framework is to ensure that banks maintain a minimum level of capital at all times in order to cover their credit risk.	eLearning	0
EL7770	Quantification of IRB Systems	Basel II proposed a sophisticated approach for determining capital requirements for credit risk, known as the internal ratings-based approach (IRB).	eLearning	0
EL7771	Data Maintenance and Oversight for IRB Systems	Banks that adopt the IRB approach to determine regulatory capital rely on their internal systems for assessment of credit risk.	eLearning	0
EL7772	Basel Regulations and Operational Risk Management	Operational risk is a significant risk that banks and other financial institutions face.	eLearning	0
EL7773	Operational Risk and Advanced Measurement Approach	Basel regulations, specifically Basel II, establish principles and guidelines for banks to calculate their minimum capital requirements for credit, market, and operational risk.	eLearning	0
EL7774	Operational Risk Identification, Assessment, and Quantification	The Basel Committee identifies operational risk as the key risk that banks face on account of inadequate or failed internal processes, people or systems, or external events.	eLearning	0
EL7775	Operational Risk Management Framework, Process, and Applications	Basel regulations include established principles and guidelines for managing operational risks and holding adequate capital to cover potential losses from operational risk events.	eLearning	0
EL7776	Management and Supervision of Liquidity Risk	During the credit crisis of 2007, many of the problems were not a result of shortage of capital, but of enormous liquidity risk taken by banks.	eLearning	0
EL7777	Liquidity Risk Measurement, Monitoring, and Application of Standards	Liquidity of a bank describes its ability to meet out its debt obligations as and when they arise without incurring unacceptably large losses.	eLearning	0
EL7778	Derivative Contracts: Futures, Forwards, Swaps, and Options	A derivative contract, or derivative for short, is a bilateral contract that derives its value from an underlying security â€“ a stock, bond, or a commodity â€“ and is used for managing risks associated with these securities.	eLearning	0
EL7779	Measuring Credit Risk of Derivative Contracts	The size of the global derivatives market has by some estimates reached a notional value of a quadrillion dollars.	eLearning	0
EL7780	Mitigating Credit Risk	Over the past decade, credit risk has become a main focus for many financial institutions, most notably banks.	eLearning	0
EL7781	Credit Rating Systems and Capital Reserves	When dealing with other parties, banks and other financial institutions face a variety of risks. The most relevant of these is credit risk.	eLearning	0
EL7782	Credit Analysis and Loan Pricing and Regulations	The credit crisis of the early 21st century has been a stark reminder to financial organizations of the inherent risks involved in extending large amounts of credit.	eLearning	0

EL7783	Financial Analysis for Credit Risk Determination	Making credit decisions requires both quantitative and qualitative analysis. A diligent credit analysis coupled with strong credit policies will typically reduce a financial company's credit risk.	eLearning	0
EL7784	Nonfinancial Credit and Asset Analysis	Making credit decisions requires proficiency in both quantitative and qualitative analysis.	eLearning	0
EL7785	Problem Loans and Risk Analysis for Common Loans	Problem loans affect the bottom line profitability of banks. Therefore, it is vital to identify these loans and determine the reasons why they occur.	eLearning	0
EL7786	Risk Analysis for Specialized Loans	Asset-based loans, such as accounts receivable loans and inventory-based loans are ways for companies to free up cash flow that can be used for funding other working capital requirements.	eLearning	0
EL7787	Credit Derivatives and Credit Risk	Credit derivatives have gained increased attention over the past decade primarily due to the need for major financial institutions to transfer credit risk off their books.	eLearning	0
EL7788	Classical Credit Derivatives and Total Return Swaps	Credit derivatives have seen immense growth over the past decade. They are used by hedgers to protect against credit risk and by speculators to take on credit exposure in the hope of earning high returns.	eLearning	0
EL7789	Securitization and Asset-backed Securities	Securitization has become one of the leading tools used by banks and other financial institutions to manage their balance sheet by transferring assets off the balance sheet – typically loans.	eLearning	0
EL7790	Credit-linked and Repackaged Notes	The structured derivatives market gained traction in the early 2000's due to its ability to convert security features, primarily cash flows and maturity, to meet investors' specific needs.	eLearning	0
EL7791	Credit Default Swaps and Credit Spread Options	Credit Default Swaps have emerged as the most widely used credit derivatives in the financial markets.	eLearning	0
EL7792	Credit Derivatives Applications	The ongoing rapid growth of credit derivatives, which began in the late 1900s,	eLearning	0
EL7793	Credit Derivatives: Pricing and Operational Issues	Credit derivatives were introduced in the early 1990s and have been widely adopted as a means for transferring credit risk exposure from one market participant to another.	eLearning	0
EL7794	Credit Derivatives: Regulatory, Legal, and Taxation Issues	Credit derivatives are highly complex financial instruments used to transfer credit risk from one entity to another. These instruments are defined as contracts that are traded over-the-counter between private parties.	eLearning	0

EL7799	Recruiting Talent	One of the most significant challenges to the growth and survival of any business is finding and retaining qualified employees. It's not enough to offer an appealing or unique product or service to your customers.	eLearning	0
EL7800	Final Exam: Recruiting and Retention Strategies	Generally taken near the end of a program, Final Exam: Recruiting and Retention Strategies enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7801	Retaining Your Talent Pool	Employee retention remains a critical issue that no corporation is immune to. For a company to remain successful and competitive, it must keep its biggest assets – its people – engaged and committed for the long term.	eLearning	0
EL7803	Final Exam: Essentials of Interviewing and Hiring	Generally taken near the end of a program, Final Exam: Essentials of Interviewing and Hiring enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7808	HR as Business Partner: From Cost Center to Strategic Partner	Tactics or strategy “ which would you invest in? Which creates more value for the organization? Every organization strives to be more effective and efficient in reaching its goals and objectives.	eLearning	0
EL7809	Final Exam: The role of HR as a Business Partner	Generally taken near the end of a program, Final Exam: The role of HR as a Business Partner enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7810	HR as Business Partner: Linking HR Functions with Organizational Goals	Fulfilling business and organizational goals is at the heart of transformational HR.	eLearning	0
EL7811	HR as Business Partner: Managing Talent for Organizational Success	An organization's talent is the key to its success, and HR is perfectly positioned to contribute to that success	eLearning	0
EL7812	HR as Business Partner: Using Metrics and Designing Strategic Initiatives	When HR aligns its initiatives with higher-level business strategy, your organization will be better positioned to achieve its goals.	eLearning	0
EL7814	Final Exam: Organizational Behavior	Generally taken near the end of a program, Final Exam: Organizational Behavior enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7815	Fundamentals of Organizations – Groups	Groups are a key component in any organization, so knowing how they function best is vital when trying to understand organizational behavior.	eLearning	0
EL7816	Understanding Organizational Power and Politics	Because people sometimes have a negative opinion of politics and politicians, you might to think that politics should be kept out of business organizations.	eLearning	0

EL7820	Final Exam: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7823	Final Exam: Business Management and Strategy (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Business Management and Strategy (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7827	Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7829	Workforce Planning and Employment: Sourcing and Selecting Candidates	This course examines the sourcing and selection of employment candidates.	eLearning	0
EL7830	Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	This course examines many of the key elements of an organization's orientation, onboarding, and exit strategies.	eLearning	0
EL7832	Final Exam: Human Resource Development (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Human Resource Development (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7835	Compensation and Benefits: Regulations, Strategies, and Needs Assessment	This course examines compensation and benefits programs “often referred to as total rewards programs” and their importance and impact on organizational objectives.	eLearning	0
EL7836	Final Exam: Compensation and Benefits (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Compensation and Benefits (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7840	Final Exam: Employee and Labor Relations (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Employee and Labor Relations (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7844	Final Exam: Risk Management (HRCI: PHR/SPHR-aligned)	Generally taken near the end of a program, Final Exam: Risk Management (HRCI: PHR/SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7847	Final Exam: Strategic Human Resource Management (HRCI: SPHR-aligned)	Generally taken near the end of a program, Final Exam: Strategic Human Resource Management (HRCI: SPHR-aligned) enables the learner to test their knowledge in a testing environment.	eLearning	0
EL7849	Final Exam: Certified Business Analysis Professional (CBAP) - BABOK V2.0 aligned	Generally taken near the end of a program, Final Exam: Certified Business Analysis Professional (CBAP) - BABOK V2.	eLearning	0

EL7874	Agile Project Management Essentials	If you have followed a traditional project management approach and find yourself spending a lot of time fine tuning the design to accommodate changing requirements, you may want to consider a different approach.	eLearning	0
EL7875	Adopting an Agile Approach to Project Management	Would you like to adopt a more agile approach to project management in your company, only you think the change would be too disruptive? Perhaps you believe that Agile is all or nothing, but that's not true.	eLearning	0
EL7876	An Overview of Agile Methodologies	This course provides learners with an overview of some of the key methodologies that have contributed to the range of tools and practices available to agile practitioners.	eLearning	0
EL7877	Overview of the Scrum Development Process	Scrum is one of the most popular agile methodologies to date, with tools and techniques applicable to more than just software development projects.	eLearning	0
EL7878	Agile Planning: Project Initiating and Requirements Gathering	This course provides a look at the agile approach to planning and tasks that agile teams have adopted from methodologies such as Scrum and XP.	eLearning	0
EL7879	Agile Planning: Doing Estimates and Completing the Release Plan	Preparing estimates is not an area of project planning that many people really enjoy.	eLearning	0
EL7880	Planning and Monitoring Iterations on an Agile Project	This course focuses on the activities performed during the planning and execution of a project iteration, or sprint.	eLearning	0
EL7881	Leading an Agile Team	Having a good team and quality leadership is key for the success of any project, but in Agile development it is crucial.	eLearning	0
EL7882	Managing Stakeholder Engagement on an Agile Project	This course highlights the importance of stakeholder engagement, collaboration, and communication during agile planning and development projects.	eLearning	0
EL7883	Ensuring Delivery of Value and Quality in Agile Projects	This course covers agile techniques and practices that deal with achieving product value and quality, beginning with agile documentation practices and key points to understand about contract types that are most suitable to the agile environment.	eLearning	0
EL7884	Overview of Project Management (PRINCE2®: 2009-aligned)	Project-based operations have become a key factor in today's business world.	eLearning	0
EL7885	TestPrep PRINCE2®: Foundation	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL7886	Project Organization, Planning and Risk (PRINCE2: 2009-aligned)	An effective project management methodology requires a foundation of core themes that allow Project Managers, Project Boards and project team members to organize and control the project management process.	eLearning	0
EL7887	Project Quality, Change and Progress (PRINCE2: 2009-aligned)	This course introduces three of the themes of a PRINCE2: 2009-aligned project: Quality, Change and Progress.	eLearning	0

EL7888	Starting Up, Initiating and Directing a Project (PRINCE2®: 2009-aligned)	Every good system is based on a framework or architecture that governs its progression – from start-up through pulling together all the sub-systems that work together to achieve a desired result.	eLearning	0
EL7889	Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	In a project management system, processes are the foundation upon which every other aspect of the system stands.	eLearning	0
EL7890	Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	By definition, not all projects are the same.	eLearning	0
EL7891	The Telecommunications Industry Overview: Version 3	The Telecommunications Industry is to the modern world what the central nervous system is to the human body.	eLearning	0
EL7892	The Health Care Industry Overview: Version 3	The health care industry is one of the largest industries in the world, and it has a direct effect on the quality of life of people in each country.	eLearning	0
EL7893	The Insurance Industry Overview: Version 3	Comprised of a variety of stakeholders, the Insurance industry provides products and services that are designed to protect businesses and individuals from risks.	eLearning	0
EL7894	The Banking Industry Overview: Version 3	The banking industry is a vital component to individual, business, national, and global financial well-being.	eLearning	0
EL7895	The Oil and Gas Industry Overview: Version 3	The oil and gas industry is a key player in supplying the world's energy, transportation, petrochemical, and fertilizer needs.	eLearning	0
EL7896	The Retail Industry Overview: Version 3	The retail industry provides consumers with goods and services for their everyday needs.	eLearning	0
EL7897	The Manufacturing Industry Overview: Version 3	The manufacturing industry produces a broad range of products for its customers in a fast-paced, consumer-driven environment.	eLearning	0
EL7898	The Pharmaceutical Industry Overview: Version 4	The pharmaceutical industry provides an extensive range of medications to consumers throughout the world.	eLearning	0
EL7899	The Information Technology Industry Overview: Version 3	The information technology industry plays a unique role in helping companies conduct their businesses in the modern era.	eLearning	0
EL7900	The Federal Government Industry Overview: Version 3	The federal government industry is the world's largest service provider with primary responsibility to provide essential services to its citizens funded through its collection of taxes.	eLearning	0
EL7901	The Education Industry Overview: Version 1	The education industry provides its students with the knowledge and skills to adapt to a continually changing working world.	eLearning	0
EL7902	The Utilities Industry Overview: Version 1	The utilities industry is essential to modern living and the modern economy.	eLearning	0

EL7903	The Chemicals Industry Overview: Version 1	The chemicals industry is comprised of thousands of companies throughout the world that use basic raw materials to produce chemicals that have commercial value to consumers and other industries.	eLearning	0
EL7904	The Broadcasting & Entertainment Industry Overview: Version 1	The Broadcasting & Entertainment Industry is tasked with engaging its consumers with new and traditional forms of entertainment.	eLearning	0
EL7905	The Capital Markets Industry Overview: Version 1	The capital markets industry is an exciting, fast-paced, and volatile industry.	eLearning	0
EL7906	The Consumer Electronics Industry Overview: Version 1	The Consumer Electronics industry is made up of companies from around the world that manufacture electronic audio and video equipment for individual consumers and businesses.	eLearning	0
EL7907	The Aerospace & Defense Industry Overview: Version 1	The aerospace and defense sector is an international multi-billion dollar industry.	eLearning	0
EL7908	The Biotechnology Industry Overview: Version 1	Unlocking the potential of biotechnology entails turning scientific knowledge into products that can enhance, and even transform, the conditions of life.	eLearning	0
EL7909	The Automotive Industry Overview: Version 3	Historically, the automotive industry has been a driver of economic activity in many economies.	eLearning	0
EL7910	The Food and Beverage Industry Overview: Version 3	The Food and Beverage Industry encompasses the production, processing, distribution, and sale of food and beverages to consumers.	eLearning	0
EL7911	The Agriculture Industry Overview	The agriculture industry supplies a wide variety of food products and plant-derived renewable energy sources globally.	eLearning	0
EL7920	The Benefits and Challenges of Engaging Employees	Creating an engaged and motivated workforce can help make an organization more innovative, productive, and profitable.	eLearning	0
EL7921	Maintaining an Engaging Organization	An engaging organization depends on an engaged workforce – but different employees are motivated in different ways.	eLearning	0
EL7922	Creating and Maintaining a Positive Work Environment	Leaders play a vital role in establishing and maintaining a positive work environment.	eLearning	0
EL7923	Fundamentals of Organizational Learning	Organizational learning is often considered a luxury, and the tendency to focus on the 'here and now' can shift attention away from the need for continuous learning at all levels of the organization.	eLearning	0
EL7924	Establishing the Conditions for a Learning Culture	What does it mean to create a culture of learning? What conditions are required for such a culture to develop? For many organizations, developing a culture of learning requires a fundamental shift in thinking.	eLearning	0
EL7925	Developing Learning Practices	Today's organizational leaders know that cultivating a learning culture means more than providing training sessions.	eLearning	0

EL7926	Evaluating and Sustaining Organizational Learning	Creating a learning organization is important, but the real value comes in aligning learning with company goals and strategies.	eLearning	0
EL7930	Cross-functional Team Fundamentals	Cross-functional teams are groups of employees from different functional areas of an organization – such as Research, Marketing, and Human Resources – who are all focused on a single goal.	eLearning	0
EL7931	Key Strategies for Managing Cross-functional Teams	Managing cross-functional teams can be challenging because you have to unite individuals from different departments and different levels of the organization around a common goal.	eLearning	0
EL7932	Managing Internal Dynamics in a Cross-functional Team	One of the greatest benefits of cross-functional teams is the diversity of viewpoints, experience, and backgrounds among team members.	eLearning	0
EL7933	Setting and Managing Priorities within the Organization: Mission and Goals	Getting your priorities straight, no matter where you are in your organization, is about keeping a focus on your goals.	eLearning	0
EL7934	Setting and Managing Priorities within the Organization: Deciphering Priorities	As a manager, you need to be able to determine the difference between what has to be done and what has to be done first.	eLearning	0
EL7935	Setting and Managing Priorities within the Organization: Motivation	Harnessed properly, personal motivators can become the driving force for action on your department's priorities.	eLearning	0
EL7936	Setting and Managing Priorities within the Organization: Communication	As a manager, you're responsible for ensuring that your team is focused on priorities – the goals that further your organization.	eLearning	0
EL7937	The Voice of Leadership: Inspirational Leadership	In order to develop your leadership qualities, you need to accomplish certain tasks and activate your inner greatness.	eLearning	0
EL7938	The Voice of Leadership: Self-assessment and Motivation	It's exciting when you can see your leadership development progress.	eLearning	0
EL7939	The Voice of Leadership: Effective Leadership Communication Strategies	How effectively leaders accomplish the objectives of sharing vision and plans, delegating, coaching, and motivating people depends on how well they can adapt their leadership communication style to suit the situation.	eLearning	0
EL7940	The Voice of Leadership: The Power of Leadership Messaging	How you present yourself to others can determine the power of your message and how it reflects on you as a leader.	eLearning	0
EL7981	Strategies for Successful Employee Onboarding: An Introduction	What is employee onboarding and how does it differ from orientation? How can investment of time and money into such a program improve your organization?	eLearning	0
EL7982	Strategies for Successful Employee Onboarding: Getting Started	Rolling out an onboarding strategy can help your organization create more engaged new employees and help them embrace your company culture.	eLearning	0
EL7983	Strategies for Successful Employee Onboarding: Assessing Program Success	When you can see measurable results from your onboarding program, it provides you with the information you need to make continuous improvements.	eLearning	0

EL7992	Business Execution: Understanding the Fundamentals	Business managers are usually comfortable formulating strategy to enhance business outcomes.	eLearning	0
EL7993	Business Execution: Crafting a Business Strategy that Executes	Good planning gives your company a competitive advantage.	eLearning	0
EL7994	Business Execution: Linking Strategy to People and Operations	Creating exceptional strategy doesn't on its own guarantee it'll be executed successfully.	eLearning	0
EL7995	Business Execution: Monitoring and Evaluating Initiatives	Execution isn't over once strategies have been implemented.	eLearning	0
EL8000	CISA Domain: Protection of Information Assets - Part 1	One of the main reasons an organization will bring on a CISA is to protect the IS assets of that organization. Resources, both internal and external, need to be secured and access must be controlled at all times.	eLearning	0
EL8001	CISA Domain: Protection of Information Assets - Part 2	Securing the network infrastructure is one of the main reasons an IT department exists in an enterprise environment.	eLearning	0
EL8002	CISA Domain: IS Acquisition, Development and Implementation - Part 3	This course examines the auditor's role in auditing physical and software infrastructures and the maintenance of those infrastructures.	eLearning	0
EL8013	Certified Ethical Hacker (CEH) v8: Hacking and Penetration Testing	Hacking involves gaining unauthorized access to a computer system. Penetration testing is performed by ethical hackers using the same hacking techniques as an attacker would use, in order to uncover real and potential security vulnerabilities.	eLearning	0
EL8014	Certified Ethical Hacker (CEH) v8: Footprinting and Reconnaissance	Footprinting is a set of intelligence gathering techniques whereby an attacker attempts to gain information about a target network and computer devices. In this course, we discuss footprinting and reconnaissance, and the tools and techniques used.	eLearning	0
EL8015	Certified Ethical Hacker (CEH) v8: Network Scanning	Network scanning refers to a set of intelligence gathering procedures hackers perform to identify hosts, ports, and other vulnerabilities in a network. By finding such vulnerabilities, a hacker can create an accurate profile of the target organization.	eLearning	0
EL8016	Certified Ethical Hacker (CEH) v8: Enumeration and Cryptography	During the enumeration phase of an attack, the attacker creates active connections to an organization's network environment and performs directed queries to gain additional information.	eLearning	0
EL8017	Certified Ethical Hacker (CEH) v8: System Hacking	System hacking is a set of techniques aimed at gaining access to target systems, maintaining that access, and covering tracks to prevent anyone finding evidence of the access. In this course, we look at system hacking, and the tools and techniques used.	eLearning	0

EL8018	Certified Ethical Hacker (CEH) v8: Malware	Malware is malicious software, used by attackers in various ways including disruption, information gathering, and gaining access. In this course we look at how malware is created, the attack vectors, and what countermeasures are available.	eLearning	0
EL8019	Certified Ethical Hacker (CEH) v8: Sniffing	Sniffing is the act of capturing data as it is transferred over a network. The data can then be recorded and used for reconnaissance, or used in an attack.	eLearning	0
EL8020	Certified Ethical Hacker (CEH) v8: Social Engineering	Social Engineering is the art of manipulating people and getting them to disclose important information about themselves or their organization.	eLearning	0
EL8021	Certified Ethical Hacker (CEH) v8: Denial of Service and Session Hijacking	Denial-of-service attacks reduce, restrict or prevent legitimate use of a computer's resources. Session hijacking is an attack where an attacker takes over a valid computer session between two computers.	eLearning	0
EL8022	Certified Ethical Hacker (CEH) v8: Hacking Web Servers	When an organization's web servers are attacked, valuable information can be exposed. A web server attack may include data theft, or web site defacement, but can also pose threats to other servers or services.	eLearning	0
EL8023	Certified Ethical Hacker (CEH) v8: Hacking Web Applications	Web applications provide the interface between end users and web servers. In this course, we look at web application attacks, the associated tools and techniques used, and mitigation strategies.	eLearning	0
EL8024	Certified Ethical Hacker (CEH) v8: SQL Injection	SQL injection is a type of attack where code to manipulate a back-end database is entered into a web application. This code could be a means to harvest authentication information, escalate privileges, or simply cause a denial-of-service.	eLearning	0
EL8025	Certified Ethical Hacker (CEH) v8: Hacking Wireless Networks	Wireless networks pose unique security challenges and any wireless strategy must have security as a central requirement. In this course we look at hacking wireless networks, the associated tools and techniques used, and mitigation strategies.	eLearning	0
EL8026	Certified Ethical Hacker (CEH) v8: Hacking Mobile Platforms	Most organizations have to think about mobile device management as more and more people are using either their own device or a company supplied device to access the organization's data.	eLearning	0
EL8027	Certified Ethical Hacker (CEH) v8: Evading IDS, Firewalls, and Honeypots	IDS systems are network hosts designed to monitor for signs of suspicious activity that may indicate an attack. Firewalls are the front-line of network defence against attacks, allowing or disallowing traffic based on rules.	eLearning	0

EL8028	Certified Ethical Hacker (CEH) v8: Buffer Overflow	Buffer overflow attacks exploit vulnerabilities in an application due to mishandling of occurrences of data buffers being presented with more data than they were intended to hold.	eLearning	0
EL8029	CISM 2013: Information Security Governance (Part 1)	Information Security Governance is a major part of the job role of an Information Security Manager.	eLearning	0
EL8030	CISM 2013: Information Security Governance (Part 2)	Many companies realize that their information security is not in the state that it should be.	eLearning	0
EL8031	CISM 2013: Information Security Governance (Part 3)	In order for information security governance to succeed, there must be an action plan put into place to lay the groundwork for success.	eLearning	0
EL8032	CISM 2013: Information Risk Management and Compliance (Part 1)	Information risk management and compliance is a pivotal part of the role of an information security manager.	eLearning	0
EL8033	CISM 2013: Information Security Incident Management (Part 1)	Managing incidents, and the response that is put forward by an organization falls directly under the duties of a CISM. Organizations must have a plan in place, and must know the steps they will take to deal with incidents when they occur.	eLearning	0
EL8034	CISM 2013: Information Risk Management and Compliance (Part 2)	Analysis, mitigation, and monitoring play an extremely important role in information risk management and compliance.	eLearning	0
EL8035	CISM 2013: Information Security Incident Management (Part 2)	Preparing incident response and recovery plans is a very important part of a CISM's role.	eLearning	0
EL8036	CISM 2013: Information Security Program Development and Management (Part 1)	An information security program is the foundation of an information security manager's daily work.	eLearning	0
EL8037	CISM 2013: Information Security Program Development and Management (Part 2)	An information security framework represents the entire IS management structure. This course examines governance frameworks such as COBIT 5 and industry standards like ISO/IEC 27001:2013.	eLearning	0
EL8038	CISM 2013: Information Security Program Development and Management (Part 3)	Information security managers are responsible for all administrative activities related to the development and management of an information security program.	eLearning	0
EL8039	CISM 2013: Information Security Program Development and Management (Part 4)	Information security programs typically have numerous operational responsibilities and provide a variety of security services.	eLearning	0
EL8040	CISM 2013: Information Security Program Development and Management (Part 5)	Security programs require strong controls and countermeasures to ensure that security activities are carried out and measures exist to deal with issues that may arise while a security program is being implemented.	eLearning	0
EL8041	CISSP 2013 Domain: Access Control	This course focuses on the need for access control mechanisms to secure an organization's network and minimize its vulnerability to attacks or intrusion. It covers various access control models, techniques, mechanisms, and methodologies.	eLearning	0

EL8042	CISSP 2013 Domain: Telecommunications and Network Security	Access to a company's resources through unauthorized means is the number one goal of most attackers.	eLearning	0
EL8043	CISSP 2013 Domain: Information Security Governance and Risk Management	Information Security Governance and Risk Management is an all encompassing domain that the information security professional must constantly be aware of.	eLearning	0
EL8045	CISSP 2013 Domain: Cryptography	Cryptography has been used for thousands of years to secure messages, identities, vital information, and communications mechanisms.	eLearning	0
EL8047	CISSP 2013 Domain: Operations Security	In today's enterprise environment, security operations takes on many faces, but always comes back to making sure that all aspects of the operation of an enterprise environment are secured and functioning correctly.	eLearning	0
EL8048	CISSP 2013 Domain: Business Continuity and Disaster Recovery Planning	Business continuity is an essential part of any enterprise. When a disaster occurs, it is imperative that a company be prepared, and has policies and people in place to step in and restore normal business operations.	eLearning	0
EL8049	CISSP 2013 Domain: Legal, Regulations, Investigations, and Compliance	Computer crime is a major area of concern for everyone from the standard end user to the enterprise environment.	eLearning	0
EL8050	CISSP 2013 Domain: Physical (Environment) Security	Physical security is the foundation for all networking security mechanisms. Unless a network is physically secure from threats, all other types of security can be negated.	eLearning	0
EL8051	CISSP 2013 Domain: Software Development Security	Poorly written systems or applications can allow an attacker to exploit coding errors and thus interrupt the orderly processes of the system or application.	eLearning	0
EL8052	CISSP 2013 Domain: Security Architecture and Design	Computer administrators have a variety of mechanisms that can be used to secure modern enterprise environments.	eLearning	0
EL8065	Cisco CAPPs 8.0: Introduction to Voice-Mail	This course introduces the Cisco Unity Connection and Cisco Unity Express voice-messaging systems and compares the parameters and features of each.	eLearning	0
EL8066	Cisco CAPPs 8.0: Integrating Cisco Unity Connection with CUCM	Cisco Unity Connection system settings are the main parameters used to define its integration with a call-processing system	eLearning	0
EL8067	Cisco CAPPs 8.0: Configuring the CUC System and Dial Plan Components	This course explains Cisco Unity Connection system settings, which contain many configuration options. It discusses system distribution lists and authentication rules as well as roles and restriction tables.	eLearning	0
EL8068	Cisco CAPPs 8.0: Implementing Cisco Unity Connection	Within Cisco Unity Connection, call routing takes control of the call flow.	eLearning	0

EL8069	Cisco CAPPs 8.0: Implementing Cisco Unity Express in CUCM Express Environment	In the modern business environment, many organizations rely on voice-mail messaging and call handling features such as auto-attendant scripts to process customer calls.	eLearning	0
EL8070	Cisco CAPPs 8.0: Cisco Unity Express Users and Auto Attendant	In a Cisco Unity Express environment, voice-mail users are added to the Cisco Unity Express system and assigned at least one mailbox.	eLearning	0
EL8071	Cisco CAPPs 8.0: Troubleshooting Cisco Unity Express	This course describes how to troubleshoot issues within a Cisco Unity Express voice-mail solution. It focuses on an integrated Cisco Unity Express voice-mail system with Cisco Unified Communications Manager Express	eLearning	0
EL8072	Cisco CAPPs 8.0: Voice Profile for Internet Mail Implementation	In many organizations, the voice-mail deployment follows the distributed messaging model with multiple single-site messaging systems.	eLearning	0
EL8073	Cisco CAPPs 8.0: Understanding Cisco Unified Presence Implementation	This course introduces Cisco Unified Presence by presenting the different administration menus and providing an overview of the Cisco Unified Presence features.	eLearning	0
EL8074	Cisco CAPPs 8.0: Integrating Cisco Unified Presence and its Components	This course begins by describing the integration of Cisco Unified Communications Manager and Cisco Unified Presence.	eLearning	0
EL8075	Cisco IPS 7.0: Introduction to Intrusion Prevention and Detection Systems	In modern IT infrastructures, it is becoming increasingly important to protect company resources.	eLearning	0
EL8076	Cisco IPS 7.0: IPS Traffic Analysis, Countermeasures, and Deployment Architecture	Network intrusion prevention system (IPS) and intrusion detection system (IDS) sensors use various techniques to analyze network traffic in order to optimally detect suspicious and malicious traffic while maintaining the desired performance levels.	eLearning	0
EL8077	Cisco IPS 7.0: Performing the Cisco IPS Sensor Initial Setup	A Cisco Intrusion Prevention System (IPS) sensor can be configured to provide detection or prevention capability to help defend against network attacks.	eLearning	0
EL8078	Cisco IPS 7.0: Managing Cisco IPS Devices	Cisco IPS sensors require initial and periodic (operational) management in order to perform optimally.	eLearning	0
EL8079	Cisco IPS 7.0: Implementing Cisco Unity Express in CUCM Express Environment	After you have configured the sensing interfaces of a Cisco Intrusion Prevention System (IPS) sensor, you will need to attach them to the sensor analysis engine, and optionally tune basic, low-level analysis options that apply to inspected traffic.	eLearning	0
EL8080	Cisco IPS 7.0: Configuring Cisco IPS Signature Engines and Anomaly Detection	This course describes the engine architecture found in the Cisco Intrusion Prevention System (IPS) sensors. It introduces each engine category and briefly describes each engine.	eLearning	0

EL8081	Cisco IPS 7.0: Adapting Traffic Analysis and Response to the Environment	When you need to address a threat that is uniquely specific to your environment, or otherwise do not have an appropriate signature in the default signature set to address a particular threat,	eLearning	0
EL8082	Cisco IPS 7.0: False Positives, Negatives and Response Improvement	Network intrusion prevention technologies are much more effective when they are customized for the environment in which they operate, which increases the quality of produced alarms and responses.	eLearning	0
EL8083	Cisco IPS 7.0: Managing and Analyzing Events	Cisco IPS Manager Express (IME) is a powerful, integrated intrusion prevention system (IPS) management application	eLearning	0
EL8084	Cisco IPS 7.0: Virtualization, High-Availability, and High-Performance Solutions	Cisco Intrusion Prevention System (IPS) sensors allow you to use multiple virtual contexts (also called virtual sensors) that allow the use of different IPS policies on different sets of inline or promiscuous interfaces.	eLearning	0
EL8085	Cisco IPS 7.0: Configuring and Maintaining Cisco IPS Hardware	Cisco ASA Adaptive Security Appliance Advanced Inspection and Prevention (AIP) Security Services Module (SSM) and AIP Security Services Card 5 (SSC-5) modules,	eLearning	0
EL8086	Cisco SECURE 1.0: Protection Controls and Identity-based Network Services	The network infrastructure is one of the foundation elements of enterprise IT infrastructures and is a critical business asset of telecommunications service providers.	eLearning	0
EL8087	Cisco SECURE 1.0: Deploying Basic 802.1X Features	One of the tools Cisco provides that allows you to centrally manage access to network resources is Cisco Secure Access Control Server (ACS).	eLearning	0
EL8088	Cisco SECURE 1.0: Advanced Switched Data Plane Security Controls	Cisco IOS Software on Cisco Catalyst switches provides a host of data plane security controls that can mitigate the risks associated with Open Systems Interconnection (OSI) Layer 2 attacks inside a VLAN.	eLearning	0
EL8089	Cisco SECURE 1.0: Advanced Routed Data Plane Security Controls	In an Open Systems Interconnection (OSI) Layer 3 device, the data plane implements the packet forwarding functions and applies services to packets as they are forwarded through the device.	eLearning	0
EL8090	Cisco SECURE 1.0: Advanced Control Plane Security Controls	The control plane in an Open Systems Interconnection (OSI) Layer 3 device provides traffic routing functions by building the device routing and forwarding tables.	eLearning	0
EL8091	Cisco SECURE 1.0: Deploying Advanced Management Plane Security Controls	The management plane performs all the management functions for a device and coordinates functions between the control and the data planes.	eLearning	0

EL8092	Cisco SECURE 1.0: Deploying Network Address Translation	Cisco IOS Network Address Translation (NAT) and Port Address Translation (PAT) are mechanisms that you can use to conserve registered IP version 4 (IPv4) addresses in large networks.	eLearning	0
EL8093	Cisco SECURE 1.0: Deploying Basic Zone-Based Policy Firewalls	The Cisco IOS Zone-Based Policy Firewall represents the latest generation of Cisco IOS Software firewall functions.	eLearning	0
EL8094	Cisco SECURE 1.0: Deploying Advanced Zone-Based Policy Firewalls	Deploying access control based on Open Systems Interconnection (OSI) Layer 3 and 4 parameters establishes a minimal connectivity policy for network applications.	eLearning	0
EL8095	Cisco SECURE 1.0: Deploying Cisco IOS Software IPS	In modern IT infrastructures, it is becoming increasingly more important to protect company resources.	eLearning	0
EL8096	Cisco SECURE 1.0: Site-to-Site VPN Architectures and Technologies	An IP Security (IPSec) virtual private network (VPN) is a VPN that you deploy on a shared infrastructure using IPSec transmission protection technology.	eLearning	0
EL8097	Cisco SECURE 1.0: Deploying Scalable Authentication in Site-to-Site IPSec VPNs	You can configure IP Security (IPSec) virtual private networks (VPNs) with various types of authentication, which often limit its scalability with regard to performance and configuration manageability.	eLearning	0
EL8098	Cisco SECURE 1.0: Deploying DMVPNs	Dynamic Multipoint Virtual Private Networks (DMVPNs) are a Cisco IOS Software feature that simplifies the deployment of large hub-and-spoke, partially meshed, and fully meshed virtual private networks (VPNs).	eLearning	0
EL8099	Cisco +A575:A682SECURE 1.0: Deploying Tunnel-Based IPSec VPNs and GET VPNs	Building a highly available virtual private network (VPN) network involves protecting it against expected failures, and enabling the VPN network to heal itself in a reasonable amount of time.	eLearning	0
EL8100	Cisco SECURE 1.0: Remote Access VPNs	Remote access virtual private network (VPN) technologies allow mobile workers to access sensitive resources over untrusted networks by using modern transmission protection and access authorization technologies.	eLearning	0
EL8101	Cisco SECURE 1.0: Deploying Remote Access Solutions Using SSL VPN	A basic Cisco IOS Software Secure Sockets Layer (SSL) virtual private network (VPN) solution allows users flexible client-based or clientless access to sensitive resources over a remote access	eLearning	0
EL8102	Cisco CIPT1 8.0: Introduction to Cisco Unified Communications Manager	A Cisco Unified Communications deployment relies on Cisco Unified Communications Manager (CUCM) for its call-processing and call-routing functions.	eLearning	0

EL8103	Cisco CIPT1 8.0: Cisco Unified Communications Manager Administration	Cisco Unified Communications Manager (CUCM) configuration includes basic settings plus specific settings that depend on the features and services that are used and performing the system administration	eLearning	0
EL8104	Cisco CIPT1 8.0: Cisco Unified Communications Manager Single-Site On-Net Calling	An important task in implementing and supporting a Cisco Unified Communications deployment is managing the end-user devices, or endpoints.	eLearning	0
EL8105	Cisco CIPT1 8.0: Implementing PSTN gateways in Cisco Unified Communications Manager	To place external calls, Cisco Unified Communications Manager (Cisco Unified Communications Manager) deployments need a connection to the public switched telephone network (PSTN).	eLearning	0
EL8106	Cisco CIPT1 8.0: CUCM Call Routing Components and Calling Privileges	The dial plan is one of the key elements of an IP telephony system. It's at the core of the user experience because it defines the rules that govern how a user reaches any destination.	eLearning	0
EL8107	Cisco CIPT1 8.0: Digit-manipulation Tools and Calling Privileges	Users of a phone system often need to reach various destinations, such as extensions within the same site, different sites (sometimes with different dialing plans)	eLearning	0
EL8108	Cisco CIPT1 8.0: Implementing Call Coverage	Many businesses have sales or service support departments that work as groups to process inbound calls from customers.	eLearning	0
EL8109	Cisco CIPT1 8.0: Implementing Media Resources in Unified Communications Manager	Cisco Unified Communications Manager (CUCM) supports various types of media resources.	eLearning	0
EL8110	Cisco CIPT1 8.0: Feature and Application Implementation	Cisco Unified Communications Manager (CUCM) provides various features and services to support the current needs and demands of both single-site and multisite IP telephony environments.	eLearning	0
EL8111	Cisco CIPT1 8.0: Cisco Unified Mobility	The growing use of mobile devices allows users - whether on a retail floor, at an airport, or at a Wi-Fi hotspot in a local coffee shop - to enjoy the efficiencies and speed of Cisco Unified Communications.	eLearning	0
EL8112	Cisco CIPT2 8.0: Multisite Deployment Issues and Solutions Overview	In a multisite Cisco Unified Communications Manager (CUCM) deployment, special requirements exist that are not necessary in single-site deployments.	eLearning	0
EL8113	Cisco CIPT2 8.0: Multisite Deployment Implementation	Cisco Unified Communications Manager (CUCM) multisite deployments can use various connection options between sites.	eLearning	0
EL8114	Cisco CIPT2 8.0: Centralized Call-Processing Redundancy Implementation	The capability to use centralized call-processing devices that are located at remote sites depends on the availability of Cisco Unified Communications Manager (CUCM) at the main site.	eLearning	0

EL8115	Cisco CIPT2 8.0: Bandwidth Management and CAC Implementation	Individual sites of a multisite deployment are usually interconnected by an IP WAN in situations in which bandwidth is relatively costly and bandwidth consumption should be minimized.	eLearning	0
EL8116	Cisco CIPT2 8.0: Features and Applications for Multisite Deployments	Users in multisite environments often roam between sites.	eLearning	0
EL8117	Cisco CIPT2 8.0: Call Control Discovery	With the increasing deployment of Cisco Unified Communications solutions, dial plans have become more complex to implement, especially in large enterprises that consist of numerous call control devices.	eLearning	0
EL8118	Cisco ICOMM 8.0: CUC Solutions	A Cisco Unified Communications (CUC) System provides flexibility, reduces total cost of ownership (TCO), and enhances productivity and capabilities that help overcome the communication challenges of traditional voice networks.	eLearning	0
EL8119	Cisco ICOMM 8.0: Administrator and End-User Interfaces	The Cisco Unified Communications system includes different Administrative interfaces to configure end devices, system settings, and more, as well as platform maintenance and tools for troubleshooting and system analysis.	eLearning	0
EL8120	Cisco ICOMM 8.0: Call Flows in CUC Systems	P telephony networks require seamless integration with the public switched telephone network (PSTN).	eLearning	0
EL8121	Cisco ICOMM 8.0: Endpoint and User Administration	In Cisco Unified Communications Manager and Cisco Unified Communications Manager Express, each device—such as an IP phone—is defined as a separate endpoint.	eLearning	0
EL8122	Cisco ICOMM 8.0: End User Telephony and Mobility Features	Cisco Unified Communications Manager and Cisco Unified Communications Manager Express support a wide range of telephony features for call coverage.	eLearning	0
EL8123	Cisco ICOMM 8.0: Configuring Mobility Features	As more people own multiple devices, ranging from office phones to home office phones and laptop computers to mobile phones,	eLearning	0
EL8124	Cisco ICOMM 8.0: Enablement of Cisco Unity Connection and Voice Mailbox Options	Cisco Unity Connection allows the addition of users in an efficient manner as well as proactive user mailbox maintenance. It also provides methods for enhancing the telephone user interface (TUI) experience for users.	eLearning	0
EL8125	Cisco ICOMM 8.0: Cisco Unified Presence	Cisco Unified Presence enhances the native presence features in Cisco Unified Communications Manager.	eLearning	0
EL8126	Cisco ICOMM 8.0: Cisco Unified Communications Solution Maintenance	In a VoIP environment, the administrator must understand how to successfully troubleshoot problems.	eLearning	0

EL8127	Cisco ICOMM 8.0: RTMT, Monitoring Voice Mail and the Disaster Recovery System	One of the important administrator functions is accessing different trace files, syslog messages, and counters that indicate the current system and appliance health using the Cisco Unified Real-Time Monitoring Tool (RTMT).	eLearning	0
EL8128	Cisco CVOICE 8.0: Introduction to Voice Gateways	Cisco voice gateway relays high quality voice and fax traffic across an IP network. This course describes the operational modes of a voice gateway and how it fits in the Cisco Unified Communications architecture.	eLearning	0
EL8129	Cisco CVOICE 8.0: Voice Port Implementation, Codecs, and DSPs	Connecting voice devices to a network infrastructure requires an in-depth understanding of the signaling and characteristics that are specific to each type of interface.	eLearning	0
EL8130	Cisco CVOICE 8.0: Transporting Voice over IP networks	H.323 gateways are among the most common Cisco IOS voice gateways within Cisco Unified Communications Manager environments.	eLearning	0
EL8131	Cisco CVOICE 8.0: SIP and MGCP Signaling Protocols	Session Initiation Protocol (SIP) is one of the most important voice signaling protocols within service provider VoIP networks and is supported by most IP telephony system vendors.	eLearning	0
EL8132	Cisco CVOICE 8.0: VoIP Call Legs	The inherent characteristics of a converged voice and data IP network create challenges for network engineers and administrators in delivering voice traffic.	eLearning	0
EL8133	Cisco CVOICE 8.0: Cisco Unified Communications Manager Express	Cisco Unified Communications Manager Express provides call processing for Cisco Unified IP phones for small-office or branch-office environments.	eLearning	0
EL8134	Cisco CVOICE 8.0: Cisco Unified Communications Manager Express Endpoints	This course describes how to configure the Skinny Client Control Protocol (SCCP) and Session Initiation Protocol (SIP) endpoints in the Cisco Unified Communications Manager Express.	eLearning	0
EL8135	Cisco CVOICE 8.0: Call Routing and Dial Plans	To integrate VoIP networks into existing voice networks, you must have the skills and knowledge to implement call routing and design an appropriate numbering plan.	eLearning	0
EL8136	Cisco CVOICE 8.0: Path Selection and Calling Privileges	Path selection is one of the most important aspects of a well-designed VoIP system. High availability is desirable so that there is usually more than one path for a call to take to its final destination.	eLearning	0
EL8137	Cisco CVOICE 8.0: Gatekeeper and Cisco Unified Border Element	Gatekeepers play a major part in medium and large H.323 VoIP network solutions. Gatekeepers allow for dial-plan scalability and reduce the need to manage global dial plans locally.	eLearning	0

EL8138	Cisco CVOICE 8.0: QoS Mechanisms	IP networks must provide a number of services to adequately support voice transmission using VoIP. These services include security, predictability, measurability, and some level of delivery guarantee.	eLearning	0
EL8139	Cisco CVOICE 8.0: Congestion, Rate Limiting, and AutoQoS	Queuing algorithms are one of the primary ways to manage congestion in a network. Network devices manage an overflow of arriving traffic by using a queuing algorithm to sort traffic and determine a method of prioritizing the traffic onto an output link.	eLearning	0
EL8140	Cisco ROUTE 1.0: Routing Services for Converged Networks	The convergence of voice, video, and data has not only changed the conceptual network models but has also affected the way that networks support services and applications.	eLearning	0
EL8141	Cisco ROUTE 1.0: EIGRP Implementation for the Enterprise	In routing environments, Enhanced Interior Gateway Routing Protocol (EIGRP) offers benefits and features over historical distance-vector routing protocols such as Routing Information Protocol version 1 (RIPv1).	eLearning	0
EL8142	Cisco ROUTE 1.0: EIGRP Authentication and Advanced Feature Implementation	Security is an important part of any network and should be extended to the routing protocol by implementing neighbor authentication.	eLearning	0
EL8143	Cisco ROUTE 1.0: The OSPF Routing Protocol	Open Shortest Path First (OSPF) is one of the most commonly used IP routing protocols in today's networks. It is an open standard that is used by both enterprise and service provider networks.	eLearning	0
EL8144	Cisco ROUTE 1.0: Implementing an OSPF-Based Solution	Configuring Open Shortest Path First (OSPF) in today's networks is an important skill to have as a network administrator.	eLearning	0
EL8145	Cisco ROUTE 1.0: Configuring and Verifying Route Redistribution	Routing updates compete with user data for bandwidth and router resources, yet routing updates are critical because they carry the information that routers need to make sound routing decisions.	eLearning	0
EL8146	Cisco ROUTE 1.0: Implementing Path Control	Policy-based routing allows administrators to route traffic along specific paths according to their needs and gives you greater flexibility in determining traffic patterns and best routes.	eLearning	0
EL8147	Cisco ROUTE 1.0: Connecting the Enterprise to ISPs	The Internet has become a vital resource in many organizations, and the Border Gateway Protocol (BGP) is an alternative to using default routes to control path selections.	eLearning	0
EL8148	Cisco ROUTE 1.0: Configuring and Verifying BGP operations	The use of BGP as a routing protocol within the enterprise network requires that an administrator understand how to properly configure BGP for scalable internetworking.	eLearning	0

EL8149	Cisco ROUTE 1.0 eLT: Implementing Path Control	In this module you will learn how to influence routing with policy based routing and IP SLA	eLearning	0
EL8150	Cisco ROUTE 1.0 eLT: IPv6 Addressing and Unicast	In this module you will gain an understanding of IPv6 address assignment and strategies used to successfully deploy IPv6 addresses in the WAN and LAN	eLearning	0
EL8151	Cisco ROUTE 1.0 eLT: Implement RIPng, OSPFv3, EIGRP and Redistribution in IPv6	In this module you will learn how to configure dynamic routing protocols for IPv6 routing.	eLearning	0
EL8152	Cisco ROUTE 1.0 eLT: IPv6 Transition Techniques	In this module you will learn about the various tunneling options for IPv6 over IPv4 and how to configure them.	eLearning	0
EL8153	Cisco ROUTE 1.0 eLT: NAT and PAT with IPv6	In this module you will learn how to configure NAT-PT for IPv6. Topics include: -IPv6 Static NAT-PT -IPv6 Dynamic NAT-PT (Part 1) -IPv6 Dynamic NAT-PT (Part 2)	eLearning	0
EL8154	Cisco ROUTE 1.0 eLT: Routing for Branch Offices and Mobile Workers	In this module you will learn how to configure routing services for integration with branch office solutions such as broadband connectivity and VPN access.	eLearning	0
EL8155	Cisco TSHOOT 1.0: Planning Maintenance for Complex Networks	Smooth network operation and high network availability have become crucial to organizations because they depend on their network infrastructure for most of their business processes.	eLearning	0
EL8156	Cisco TSHOOT 1.0: Planning Troubleshooting Processes for Networks	As enterprises become more and more dependent on their network infrastructure to support their business, the cost of network downtime has increased.	eLearning	0
EL8157	Cisco TSHOOT 1.0: Maintenance, Troubleshooting Tools, & Applications	Troubleshooting can be a time-consuming process. During outages, lost time comes at a price in terms of lost productivity or lost revenue.	eLearning	0
EL8158	Cisco TSHOOT 1.0: Troubleshooting VLANs, STP, and SVIs	Switched Ethernet has been the dominant LAN technology for more than a decade, and VLAN-based switched infrastructures are at the core of every campus network.	eLearning	0
EL8159	Cisco TSHOOT 1.0: Troubleshooting FHRPs and Performance Issues	An essential element in building highly available networks is the implementation of a First-Hop Redundancy Protocol (FHRP).	eLearning	0
EL8160	Cisco TSHOOT 1.0: Network Layer Connectivity, OSPF, and EIGRP	IP routing is the core technology deployed in all current enterprise networks and is used in all areas of the network.	eLearning	0
EL8161	Cisco TSHOOT 1.0: Route Redistribution, BGP, and Performance Issues	Ideally, a single routing protocol is used to exchange routing information in an enterprise network.	eLearning	0
EL8162	Cisco TSHOOT 1.0: Maintaining and Troubleshooting Network Security Solutions	Any network that is deployed needs to be secured. The level of security that you need and the features that will be deployed are dependent on the organization and its security policies.	eLearning	0
EL8163	Cisco TSHOOT 1.0 eLT: Troubleshooting Performance Problems on Switches	In this module you will look at switch performance troubleshooting tools.	eLearning	0

EL8164	Cisco TSHOOT 1.0 eLT: Troubleshooting Wireless Integration	In this module you will be troubleshooting wireless integration methods. You will then take this knowledge to work through some troubleshooting examples. Topics include: - Troubleshooting Wireless LAN Integration in the Campus	eLearning	0
EL8165	Cisco TSHOOT 1.0 eLT: Troubleshooting Voice over IP Integration	In this module you will be reviewing the readiness of the campus network for convergence of unified communications. You will review common issues in converged environments along with some of the tools we can use to troubleshoot.	eLearning	0
EL8166	Cisco TSHOOT 1.0 eLT: Troubleshooting Video Integration	In this module you will be troubleshooting video in the campus. You will be reviewing troubleshooting methods for video ready networks. You will then take this knowledge to work through some troubleshooting examples.	eLearning	0
EL8167	Cisco TSHOOT 1.0 eLT: Troubleshooting NAT and PAT	In this module you will be troubleshooting NAT and PAT. You will be reviewing the functions of Nat and PAT and you will be looking at the process of assessing problems with tools and techniques.	eLearning	0
EL8168	Cisco TSHOOT 1.0 eLT: Troubleshooting IPv6, OSPFv3, and RIPng	In this module you will be troubleshooting IPv6 along with the common issues encountered when using using RIPng and OSPFv3. You will then take this knowledge to work through some troubleshooting examples.	eLearning	0
EL8169	Cisco TSHOOT 1.0 eLT: Troubleshooting Network Applications Services	In this module you will be troubleshooting application performance issues. You will then take this knowledge to work through some troubleshooting examples. Topics include: - Troubleshooting Network Application Services	eLearning	0
EL8170	Cisco TSHOOT 1.0 eLT: Troubleshooting Branch Office and Remote Worker Problems	In this module you will be troubleshooting remote access connectivity with VPNs, Firewalls and application networking. You will be looking at the underlying requirements for remote branch office connectivity.	eLearning	0
EL8171	Cisco SWITCH 1.0: Analyzing Campus Network Designs	Over the last 50 years, businesses have achieved improving levels of productivity and competitive advantages through the use of communication and computing technology.	eLearning	0
EL8172	Cisco SWITCH 1.0: Implementing VLANs in Campus Networks	When a network architect hands off a design to you, you must be able to create an implementation plan based on your knowledge of VLANs.	eLearning	0
EL8173	Cisco SWITCH 1.0: Implementing Spanning-Tree	Multiple active paths between switches can cause loops in the network topology. This can cause duplication of frames being forwarded. To prevent loops while providing path redundancy, you can use Spanning Tree Protocol (STP).	eLearning	0

EL8174	Cisco SWITCH 1.0: Inter-VLAN Routing	When a network architect hands off a design to you, switches at the distribution layer, or in a collapsed core, will almost certainly have multiple VLANs connected to them.	eLearning	0
EL8175	Cisco SWITCH 1.0: Highly Available Networks	A network with high availability provides an alternate means of allowing constant access to all infrastructure paths and key servers. High availability is not only about adding redundant devices.	eLearning	0
EL8176	Cisco SWITCH 1.0: Configuring Layer 3 High Availability	Businesses and consumers that rely on intranet and Internet services for their mission-critical communications require and expect their networks and applications to be continuously available to them.	eLearning	0
EL8177	Cisco SWITCH 1.0: Minimizing Service Loss and Data Theft	In a switched network, a host of attacks can be launched at a switch and its ports.	eLearning	0
EL8178	Cisco SWITCH 1.0: Accommodating Voice and Video in Campus Networks	When you are migrating to a VoIP network, all network requirements, including power and capacity planning, must be examined so that voice is seamlessly integrated into the existing network.	eLearning	0
EL8179	Cisco SWITCH 1.0: Integrating Wireless LANs into a Campus Network	Wireless LAN (WLAN) is an access technology that has an increasing significance for network access in offices, factories, hotels, and airports, and at home.	eLearning	0
EL8180	Cisco IINS 2.0: Introducing Networking Security Fundamentals	The open nature of the Internet makes it increasingly important for growing businesses to pay attention to the security of their networks.	eLearning	0
EL8181	Cisco IINS 2.0: Security Policies and Strategies	It is important to know that the security policy that is developed in your organization influences all of the steps that are taken to secure network resources. The development of a comprehensive security policy is covered in this course.	eLearning	0
EL8182	Cisco IINS 2.0: Cisco Network Foundation Protection	An important element in the overall security posture of an organization is the security of the network infrastructure. The network infrastructure refers to the routers, switches, and other such equipment that keep a network running.	eLearning	0
EL8183	Cisco IINS 2.0: Securing the Management Plane and AAA Configuration	Authentication, authorization, and accounting (AAA) solutions are widely supported in Cisco IOS Software as an additional security service available for securing access to network devices and networks.	eLearning	0
EL8184	Cisco IINS 2.0: Securing the Data Plane on Cisco Switches	Like routers, both Layer 2 and Layer 3 switches have their own set of network security requirements.	eLearning	0
EL8185	Cisco IINS 2.0: Securing the Data Plane in IPv6 Environments	IP version 6 (IPv6) shares some of the same security concerns and considerations as IP version 4 (IPv4).	eLearning	0

EL8186	Cisco IINS 2.0: Threat Control, Mitigation, and Firewalls	Current trends in security threat vectors require a carefully planned threat control strategy.	eLearning	0
EL8187	Cisco IINS 2.0: Implementing Firewall Policies	Network security threats have the potential to significantly impede productivity, disrupt business and operations, and result in loss of information, which can lead to financial losses and noncompliance.	eLearning	0
EL8188	Cisco IINS 2.0: Implementing IPS	Intrusion detection system (IDS) and intrusion prevention system (IPS) solutions form an important part of a robust network defense solution.	eLearning	0
EL8189	Cisco IINS 2.0: VPN Technologies and Public Key Infrastructure	An IP Security (IPsec) VPN uses the Internet to connect branch offices, remote employees, and business partners to the resources of your company.	eLearning	0
EL8190	Cisco IINS 2.0: IPsec Fundamentals and VPNs	The IP Security (IPsec) VPN is an essential tool for providing a secure network for business communication, and this course addresses the different protocols and algorithms that IPsec uses and the different security services that IPsec provides.	eLearning	0
EL8191	Cisco DESGN 2.1: Network Design Methodology Overview	A network design must meet the increasingly complex requirements of the organization that it supports.	eLearning	0
EL8192	Cisco DESGN 2.1: Structuring and Modularizing the Network	The traditional approach to building a network has been to follow the hierarchical core- distribution-access layered model. To further enhance the design process, Cisco has created the Network Architectures for the Enterprise.	eLearning	0
EL8193	Cisco DESGN 2.1: Designing Basic Campus and Data Center Networks	The availability of multigigabit campus switches enables organizations to build high-performance, highly reliable networks.	eLearning	0
EL8194	Cisco DESGN 2.1: Identifying WAN Technology Considerations	The enterprise edge connects campus resources to remote enterprise locations using many of the WAN technologies existing today, as well as will use the new technologies that are constantly emerging.	eLearning	0
EL8195	Cisco DESGN 2.1: Designing the Enterprise WAN and Branch	Many WAN technologies exist today, and new technologies are constantly emerging.	eLearning	0
EL8196	Cisco DESGN 2.1: Designing IP Addressing	An effective and efficient IPv4 addressing scheme is a critical component of the overall enterprise network design and this course covers IP version 4 (IPv4) address considerations and recommended practices in the enterprise network.	eLearning	0
EL8197	Cisco DESGN 2.1: Selecting Routing Protocols	When sites are interconnected, there must be a way to get information to the correct site.	eLearning	0
EL8198	Cisco DESGN 2.1: Defining Network Security	Network security is an essential network service that spans the entire network.	eLearning	0

EL8199	Cisco DESGN 2.1: Security Solutions for the Network	The Cisco SAFE architecture provides the security design guidelines for building secure and reliable network infrastructures that are resilient to both well-known and new forms of attacks.	eLearning	0
EL8200	Cisco DESGN 2.1: Integrating Voice and Video Architectures	Many enterprises are integrating their voice and data networks into a single unified communications network. Packet telephony introduces a new set of terms and standards and each technology has a specific role to play in the network.	eLearning	0
EL8201	Cisco DESGN 2.1: Voice and Video Technology Requirements	To create a proper integrated network design, you need to know about the many considerations that affect voice traffic.	eLearning	0
EL8202	Cisco DESGN 2.1: Design Considerations for Basic Wireless Networking	In order to design wireless networks it is important to have an understanding of the Cisco Unified Wireless Network architecture and wireless design principles in order to have the necessary guidelines for successful wireless network design.	eLearning	0
EL8203	Cisco TVOICE 8.0: Troubleshooting Unified Communications Solutions Overview	Because of the complexity of a Cisco Unified Communications system, you must have a solid understanding of the various elements of the voice network and the broad areas that can malfunction to troubleshoot effectively in this environment.	eLearning	0
EL8204	Cisco TVOICE 8.0: Troubleshooting Device and Extension Mobility	The Cisco Unified Communications Manager Device Mobility feature dynamically changes important location settings - such as Calling Search Space (CSS), region, date and time group, and Cisco Unified Survivable Remote Site Telephony	eLearning	0
EL8205	Cisco TVOICE 8.0: Troubleshooting Call Setup Issues	When a call is setup in a Cisco Unified Communications system, configuration errors can cause problems in many areas.	eLearning	0
EL8206	Cisco TVOICE 8.0: Cisco Unified Communications Manager Troubleshooting	After you migrate your voice network to include Cisco Unified Communications Manager functionality, the entire structure of your voice network changes.	eLearning	0
EL8207	Cisco TVOICE 8.0: Troubleshooting Off-Net Calling Issues	A call that is placed off site must go through a gateway. This gateway could be a Cisco Media Gateway Control Protocol (MGCP), H.323, or Session Initiation Protocol (SIP) gateway.	eLearning	0
EL8208	Cisco TVOICE 8.0: Troubleshooting SAF and CCD Issues	Cisco Service Advertisement Framework (SAF) provides a framework that allows applications to discover the existence, IP address, port, and configuration of networked resources.	eLearning	0
EL8209	Cisco TVOICE 8.0: Troubleshooting Cisco Unified Mobility and CUCM Presence	The growing use of mobile devices allows users who are on the move – whether on a retail floor, at an airport, or at a Wi-Fi hotspot in a local coffee shop – to enjoy the efficiencies and speed of Cisco Unified Communications.	eLearning	0

EL8210	Cisco TVOICE 8.0: Troubleshooting MOH and MTP Issues	Today, Cisco Unified Communications system functionality requires the use of media resources such as transcoding and music on hold (MOH). These media resources can be either software- or hardware-based.	eLearning	0
EL8211	Cisco TVOICE 8.0: Troubleshooting Conference and Transcoder Issues	The conference bridge for Cisco Unified Communications Manager, a software or hardware application, allows both Ad Hoc and Meet-Me voice conferencing. Each conference bridge can host several simultaneous, multi-party conferences.	eLearning	0
EL8212	Cisco TVOICE 8.0: Troubleshooting RSVP Agents and Voice Quality Issues	Resource Reservation Protocol (RSVP) specifies a resource-reservation, transport-level protocol for reserving resources in IP networks. RSVP provides a method to achieve Call Admission Control (CAC) in addition to location-based CAC.	eLearning	0
EL8213	Cisco FIREWALL 2.0: Introduction to the Cisco ASA Adaptive Security Appliance	You can use several features of the Cisco ASA Adaptive Security Appliance products to defend networks, network-connected endpoints, and network infrastructure devices from various threats.	eLearning	0
EL8214	Cisco FIREWALL 2.0: Getting Started with Cisco ASA and Cisco ASDM	To get started with the Cisco ASA and to prepare the appliance for Cisco Adaptive Security Device Manager (ASDM), you should be familiar with the security appliance startup process.	eLearning	0
EL8215	Cisco FIREWALL 2.0: Configuring Cisco ASA Interfaces and Static Routing	The Cisco ASA requires a minimal configuration to enforce a basic security policy in a network. Because of interface security levels, the Adaptive Security Appliance allows only traffic from more secured networks to less secured networks by default.	eLearning	0
EL8216	Cisco FIREWALL 2.0: Configuring Cisco ASA Management Features	It is important to understand how to deploy basic management features on the Cisco ASA. These device management features include configuring: the device name, the system time, event and session logging, the device software, and the device licensing.	eLearning	0
EL8217	Cisco FIREWALL 2.0: Configuring Cisco ASA NAT Features	The Cisco ASA adaptive security appliance provides support for Network Address Translation (NAT) to solve addressing issues when your internal networks are interconnecting with external networks.	eLearning	0
EL8218	Cisco FIREWALL 2.0: Configuring Cisco ASA Basic Access Control Features	The Cisco ASA Adaptive Security Appliance provides the administrator with a rich set of access control methods that can tightly control access between networks.	eLearning	0
EL8219	Cisco FIREWALL 2.0: Configuring Routing Features and the Transparent Firewall	Some small deployments and most medium- to large-size deployments require the Cisco ASA Adaptive Security Appliance to forward traffic to hosts that are not on directly connected networks.	eLearning	0

EL8220	Cisco FIREWALL 2.0: The Modular Policy Framework and Traffic Inspection Policies	The Cisco ASA adaptive security appliance helps enforce security policies within your networks. Different types of traffic traversing the Cisco ASA adaptive security appliance should have different policies.	eLearning	0
EL8221	Cisco FIREWALL 2.0: ASA Advanced Application Inspections and User-Based Policies	Deploying access control that is based on parameters for Open Systems Interconnection (OSI) Layer 3 and 4 establishes a minimal connectivity policy for network applications.	eLearning	0
EL8222	Cisco FIREWALL 2.0: ASA Interface Redundancy and Active/Standby Availability	To support high availability on the Cisco ASA Adaptive Security Appliance, you can use several high-availability features on the appliance.	eLearning	0
EL8223	Cisco FIREWALL 2.0: ASA Security Contexts and Active/Active High Availability	When you implement different security policies for traffic from different customers or departments, you can use the virtualization features available on the Cisco ASA adaptive security appliance.	eLearning	0
EL8224	Cisco VPN 2.0: Evaluating the Cisco ASA VPN Architecture	The Cisco ASA Adaptive Security Appliance provides a rich set of VPN features that cover a wide range of common enterprise use cases to support mobile workers and remote offices.	eLearning	0
EL8225	Cisco VPN 2.0: Implementing Core Cisco ASA Policy Configurations and PKI Services	Configuring policies and network settings for many VPN users requires a scalable and flexible configuration mechanism.	eLearning	0
EL8226	Cisco VPN 2.0: Deploying Clientless SSL VPNs	Clientless Secure Sockets Layer (SSL) VPN solutions provide browser-based access to resources behind the Cisco ASA adaptive security appliance.	eLearning	0
EL8227	Cisco VPN 2.0: Policy Configurations and PKI Services	Most enterprises need scalable authentication schemes, in which the network devices offload the authentication process to back-end user databases such as Lightweight Directory Access Protocol (LDAP), TACACS+, or RADIUS.	eLearning	0
EL8228	Cisco VPN 2.0: Cisco AnyConnect Remote Access SSL Solutions	A basic Cisco AnyConnect full-tunnel Secure Sockets Layer (SSL) VPN provides users with flexible client-based access to sensitive resources over a remote access VPN gateway,	eLearning	0
EL8229	Cisco VPN 2.0: Deploying Advanced AAA in Cisco Full-Tunnel VPNs	When deploying VPNs, it is important to use strong authentication options.	eLearning	0
EL8230	Cisco VPN 2.0: Cisco ASA Adaptive Security Appliance Remote Access IPsec VPNs	The Cisco ASA adaptive security appliance supports remote access IP Security (IPsec) VPNs that you can manage using the Cisco Easy VPN solution.	eLearning	0
EL8231	Cisco VPN 2.0: Cisco ASA Site-to-Site IPsec VPN Solutions	The Cisco ASA adaptive security appliance supports site-to-site IP Security (IPsec) VPN deployments, which can be used to protect traffic between remote and central sites.	eLearning	0

EL8232	Cisco VPN 2.0: Implementing Cisco Secure Desktop and DAP for SSL VPNs	An important requirement of VPNs is to provide host security at the endpoint. This ensures hosts that connect to the trusted network and to provide high availability and high performance are secure.	eLearning	0
EL8233	Cisco VPN 2.0: Deploying High Availability Features in Cisco ASA VPNs	Two of the most challenging requirements of VPNs are high availability and high performance. High availability ensures continuous operation even if one or more VPN servers fail.	eLearning	0
EL8234	ICND1 2.0: Access Control Lists and Network Address Translation	Access control lists enable administrators to identify specific traffic which get special treatment.	eLearning	0
EL8235	ICND1 2.0: Operating Cisco IOS Software	Cisco IOS Software is a feature-rich network system software that provides network intelligence to meet all of today's networking demands. It is the industry-leading, and most widely deployed, network system software.	eLearning	0
EL8236	ICND1 2.0: Understanding IPv4 Addresses	There are various aspects to IP addressing, including calculations for constructing an IP address, classes of IP addresses designated for specific routing purposes, and public versus private IP addresses.	eLearning	0
EL8237	ICND1 2.0: Networking, Communications, and LANs	Understanding the benefits of computer networks and how they function is important in maximizing communication channels among end users.	eLearning	0
EL8238	ICND1 2.0: Switch Operations	Before you start a Cisco Catalyst switch, the physical installation must meet operational conditions. After the switch is turned on and startup is complete, the initial software settings can be configured.	eLearning	0
EL8239	ICND1 2.0: Ethernet Operations	Ethernet is the network access layer of TCP/IP. This course describes different Ethernet copper and fiber options. Ethernet media options are presented with a description of the most common connectors and cable types.	eLearning	0
EL8240	ICND1 2.0: Address Blocks and VLSM	Once you have the subnetting basics down and understand how to divide a network into two or more networks you are ready to determine the optimal subnet mask for a given scenario.	eLearning	0
EL8241	ICND1 2.0: The Transport Layer and Router Configuration	Data networks and the Internet provide seamless and reliable communication between people.	eLearning	0
EL8242	ICND1 2.0: Packet Delivery and Static Routing	Understanding the packet delivery process is a fundamental part of understanding networking devices. You must understand host-to-host communications to administer a network.	eLearning	0

EL8243	ICND1 2.0: Managing Network Device Security	When physical access has been enabled, you must secure access to the switch via the console port and the vty ports. You must also filter access to network devices from remote or internal locations.	eLearning	0
EL8244	ICND1 2.0: VLANs and DHCP	When you understand how a switch and router operate, how they communicate, and how to configure basic security, you can move on to understanding an expanded network.	eLearning	0
EL8245	ICND1 2.0: WANs and Dynamic Routing Protocols	As an enterprise grows beyond a single location, it becomes necessary to interconnect LANs in various locations to form a WAN. Several technologies are involved in the functioning of WANs.	eLearning	0
EL8246	ICND1 2.0: IPv6	The growth of the Internet and the adoption of networking over the past 20 years are pushing the IP version 4 (IPv4) to the limits of its addressing capacity and its ability for continued growth.	eLearning	0
EL8247	ICND2 2.0: VLANs and Spanning-Tree	This course starts with a review of VLAN and trunk technology.	eLearning	0
EL8248	ICND2 2.0: EtherChannel and Layer 3 Redundancy	In hierarchical network design, some links between access and distribution switches may be heavily utilized. The speed of these links can be increased, but only to a certain point.	eLearning	0
EL8249	ICND2 2.0: Troubleshooting Basic Connectivity	Diagnosing and resolving problems is an essential skill of network engineers. A particular problem can be diagnosed and sometimes even solved in many different ways.	eLearning	0
EL8250	ICND2 2.0: Implementing an EIGRP Based Solution	EIGRP is an advanced distance vector routing protocol that was developed by Cisco. EIGRP is suited for many different topologies and media.	eLearning	0
EL8251	ICND2 2.0: An Overview of OSPF	OSPF is a link-state routing protocol that is often used in networks due to scalability, fast convergence, and multivendor environment support.	eLearning	0
EL8252	ICND2 2.0: Establishing a WAN Connection Using Frame Relay	Frame Relay is a standardized WAN technology that is a well-proven, packet-switching, connection-oriented technology that is used to interconnect remote sites.	eLearning	0
EL8253	ICND2 2.0: Implementing a Scalable, Multiarea Network, OSPF Based Solution	OSPF routing protocol supports a two-tier hierarchical structure. By utilizing a two-tier or multiarea OSPF design, you can increase the network scalability and reduce the load and utilization on routers due to fewer SPF calculations.	eLearning	0
EL8254	ICND2 2.0: Wan Technology Overview and Serial Connections	As an enterprise grows beyond a single location, it needs to interconnect LANs in various locations using a WAN. There are several technologies that are involved in the functioning of WANs, including hardware devices and software functions.	eLearning	0

EL8255	ICND2 2.0: VPN Solutions and GRE Tunnels	Cisco VPN solutions provide an Internet-based WAN infrastructure for connecting branch offices, home offices, business partner sites, and remote telecommuters to all or portions of a company network.	eLearning	0
EL8256	ICND2 2.0: Network Device Management	Network staff is responsible for managing each device on the network according to best industry practices and for reducing device downtime. This course provides an overview of some of the tools for monitoring and troubleshooting Cisco devices.	eLearning	0
EL8257	EMC ISM v2: Data Center Environment	This course focuses on the definition of data and information, types of data, and evolution of storage architecture. It discusses the key components and describes the key characteristics of a data center.	eLearning	0
EL8258	EMC ISM v2: RAID and Intelligent Storage Systems	This course focuses on RAID and its use to improve performance and protection. It details various RAID implementations, techniques, and levels commonly used.	eLearning	0
EL8259	EMC ISM v2: FC SAN, IP SAN, and FCoE	This course explains Fibre Channel Storage Area Network (FC SAN) components, fibre channel interconnectivity options, and fibre channel architecture. It also covers virtualization in a SAN environment.	eLearning	0
EL8260	EMC ISM v2: NAS, Object-based Storage, and Unified Storage	This course focuses on benefits and components of three types of storage: Network-Attached Storage (NAS), object-based storage, and unified storage.	eLearning	0
EL8261	EMC ISM v2: Business Continuity, Backup, Replication, and Archiving	This course covers the importance of Business Continuity, the factors that can affect Information Availability, and the consequences of information unavailability.	eLearning	0
EL8262	EMC ISM v2: Remote Replication and Cloud Computing	This course covers synchronous and asynchronous remote replication modes. It also focuses on host-based, array-based, and network-based remote replication technologies.	eLearning	0
EL8263	EMC ISM v2: Securing the Storage Infrastructure	This course focuses on the recognized information security framework and storage security domains. This course also focuses on security implementation in SAN, NAS, and IP SAN, as well as security in virtualized and cloud environments.	eLearning	0
EL8264	EMC ISM v2: Managing the Storage Infrastructure	This course focuses on activities related to the monitoring and management of a storage infrastructure. It explains key storage infrastructure components that are monitored, as well as monitoring parameters.	eLearning	0
EL8265	Mentoring 642-902 Implementing Cisco IP Routing (ROUTE)	SkillsSoft Mentors are available to help students with their studies for exam 642-902 Implementing Cisco IP Routing (ROUTE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0

EL8266	Mentoring 642-832 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	SkillSoft Mentors are available to help students with their studies for exam 642-832 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8267	Mentoring 642-813 Implementing Cisco IP Switched Networks (SWITCH)	SkillSoft Mentors are available to help students with their studies for exam 642-813 Implementing Cisco IP Switched Networks (SWITCH). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8268	Mentoring Certified Information Systems Security Professional (CISSP)	Skillsoft Mentors are available to help students with their studies for the Certified Information Systems Security Professional (CISSP) exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8269	Mentoring 640-461 Intro Cisco Voice and Unified Communications Admin (ICOMM)	SkillSoft Mentors are available to help students with their studies for exam 640-461 Intro Cisco Voice and Unified Communications Admin (ICOMM). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8270	Mentoring 642-437 Implementing CUC Voice over IP and QoS (CVOICE)	SkillSoft Mentors are available to help students with their studies for exam 642-437 Implementing CUC Voice over IP and QoS (CVOICE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8271	Mentoring 642-447 Implementing CUCM, Part 1 (CIPT1)	SkillSoft Mentors are available to help students with their studies for exam 642-447 Implementing CUCM, Part 1 (CIPT1). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8272	Mentoring 642-637 Securing Networks with Cisco Routers and Switches (SECURE)	SkillSoft Mentors are available to help students with their studies for exam 642-637 Securing Networks with Cisco Routers and Switches (SECURE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8273	Mentoring 642-457 Implementing CUCM, Part 2 (CIPT2)	SkillSoft Mentors are available to help students with their studies for exam 642-457 Implementing CUCM, Part 2 (CIPT2). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0

EL8274	Mentoring 642-627 Implementing Cisco Intrusion Prevention System (IPS)	SkillSoft Mentors are available to help students with their studies for exam 642-627 Implementing Cisco Intrusion Prevention System (IPS). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8275	Mentoring SY0-301 Security+	SkillSoft Mentors are available to help students with their studies for exam SY0-301 Security+. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8276	Mentoring 642-467 Integrating Cisco Unified Communications Applications (CAPPS)	SkillSoft Mentors are available to help students with their studies for exam 642-467 Integrating Cisco Unified Communications Applications (CAPPS). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8277	Mentoring 642-427 Troubleshooting Cisco Unified Communications (TVOICE)	SkillSoft Mentors are available to help students with their studies for exam 642-427 Troubleshooting Cisco Unified Communications (TVOICE). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8278	Mentoring 640-864 Designing for Cisco Internetwork Solutions (DESGN)	SkillSoft Mentors are available to help students with their studies for exam 640-864 Designing for Cisco Internetwork Solutions (DESGN). You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8279	Mentoring Certified Information Systems Auditor (CISA)	SkillSoft Mentors are available to help students with their studies for the Certified Information Systems Auditor (CISA) exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8280	Mentoring Systems Security Certified Practitioner (SSCP)	SkillSoft Mentors are available to help students with their studies for the Systems Security Certified Practitioner (SSCP) exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8281	Mentoring Certified Information Security Manager (CISM)	Skillsoft Mentors are available to help students with their studies for the Certified Information Security Manager (CISM) exam.	eLearning	0
EL8282	Mentoring 642-618 Deploying Cisco ASA Firewall Solutions (FIREWALL)	Skillsoft Mentors are available to help students with their studies for exam 642-618 Deploying Cisco ASA Firewall Solutions (FIREWALL). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL8283	Mentoring 642-648 Deploying Cisco ASA VPN Solutions (VPN)	Skillsoft Mentors are available to help students with their studies for exam 642-648 Deploying Cisco ASA VPN Solutions (VPN). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8284	Mentoring 640-554 Implementing Cisco IOS Network Security (IINS)	Skillsoft Mentors are available to help students with their studies for exam 640-554 Implementing Cisco IOS Network Security (IINS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8285	Mentoring E10-001 Information Storage and Management	Skillsoft Mentors are available to help students with their studies for exam E10-001 Information Storage and Management. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8286	Mentoring 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1)	Skillsoft Mentors are available to help students with their studies for exam 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8287	Mentoring 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2)	Skillsoft Mentors are available to help students with their studies for exam 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8288	Mentoring 200-120 Cisco Certified Network Associate (CCNA)	Skillsoft Mentors are available to help students with their studies for exam 200-120 Cisco Certified Network Associate (CCNA). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8289	Mentoring 312-50 Certified Ethical Hacker (CEH)	Skillsoft Mentors are available to help students with their studies for exam 312-50 Certified Ethical Hacker (CEH). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8290	Mentoring N10-005 Network+	Skillsoft Mentors are available to help students with their studies for exam N10-005 Network+. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8291	TestPrep 642-813 Implementing Cisco IP Switched Networks (SWITCH)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8292	TestPrep 642-902 Implementing Cisco IP Routing (ROUTE)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8293	TestPrep 642-832 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0

EL8294	TestPrep 640-461 Intro Cisco Voice and Unified Communications Admin (ICOMM v8.0)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8295	TestPrep Certified Information Systems Security Professional (CISSP)	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning	0
EL8296	TestPrep SY0-301 Security+	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8297	TestPrep 640-864 Designing for Cisco Internetwork Solutions (DESGN)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8298	TestPrep Certified Information Security Manager (CISM)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8299	TestPrep 640-554 Implementing Cisco IOS Network Security (IINS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8300	TestPrep E10-001 Information Storage and Management	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8301	TestPrep 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8302	TestPrep 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8303	TestPrep 200-120 Cisco Certified Network Associate (CCNA)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8304	TestPrep 312-50 Certified Ethical Hacker (CEH)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8305	TestPrep Systems Security Certified Practitioner (SSCP)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8306	TestPrep Certified Information Systems Auditor (CISA)	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8307	TestPrep N10-005 Network+	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8308	Oracle Database 12c: Enterprise Manager Cloud Control and Creating CDB and PDB	Oracle Database 12c has introduced a number of new features to their management system to maintain the lead in the industry new trend-setting products. Two of these are the Enterprise Manager Cloud Control and Multitenant Container Databases.	eLearning	0
EL8309	Oracle Database 12c: Managing CDB and PDB, and Data Optimization	Oracle database contains the Oracle Multitenant feature, which enables Oracle database to contain a portable set of schemas, objects, and related structures that appear logically to an application as a separate database, called a Container Database.	eLearning	0

EL8310	Oracle Database 12c: Using Automatic Data Optimization, Storage, and Archiving	Oracle Database 12c offers multiple features to enable customers to implement an ILM strategy. These features include Heat Map and Automatic Data Optimization to create policies, as well as In-Database Archiving and Temporal Validity to archive data.	eLearning	0
EL8311	Oracle Database 12c: Managing Security	Oracle Database 12c has provided some new security features to better enable security within a database instance.	eLearning	0
EL8312	Oracle Database 12c: High Availability and Database Management	An important part of managing an Oracle Database instance is ensuring high availability and manageability.	eLearning	0
EL8313	Oracle Database 12c: Tuning SQL and Using ADDM	Oracle Database 12c provides many new features, like SQL Plan Directives, to make tuning and monitoring SQL easier.	eLearning	0
EL8314	Oracle Database 12c: Resource Manager, Online Operations, and ADR	Oracle Database 12c introduces several Resource Manager enhancements to handle resources within CDBs and PDBs.	eLearning	0
EL8315	Oracle Database 12c: Transporting Databases and Managing Data	Oracle Database 12c offers new and enhanced features providing better importing and exporting of databases and data. These features include support for CDB and PDBs and better handling of the data being moved.	eLearning	0
EL8316	Oracle Database 11g: Querying a Database with SQL	To identify the concepts and components of an Oracle Database 11g database, recognize how to retrieve information from it using SQL, and identify the steps for sorting, limiting, modifying, and formatting this information.	eLearning	0
EL8317	Oracle Database 11g: Conversion Functions, Conditional Expressions, Group Functions, and Joins	To recognize the steps for writing queries that convert data from one type to another, specify conditions, perform calculations on groups of rows or even tables, and return values from more than one table.	eLearning	0
EL8318	Oracle Database 11g: Manipulating Queries and Data	To identify the steps for manipulating queries to return the data you need, using subqueries and set operators, and also for manipulating the actual data using INSERT, UPDATE, DELETE and other data manipulation language (DML) statements.	eLearning	0
EL8319	Oracle Database 11g: Using DDL, Views, and Schema Objects	To recognize the steps for creating, defining, and dropping tables , manipulating how their data can be viewed, and using schema objects to generate integers, improve queries, and rename tables.	eLearning	0
EL8320	Oracle Database 11g: Controlling User Access and Managing Objects	To recognize the steps for controlling user access to objects and also for maintaining these objects by dropping columns and adding constraints and indexes.	eLearning	0

EL8321	Oracle Database 11g: Managing Data Dictionary Views and Large Data Sets	To recognize the steps for querying data dictionary views to view schema objects, and for performing operations on large amounts of data, such as inserting data into multiple tables and merging table rows.	eLearning	0
EL8322	Oracle Database 11g: Managing Time Zones and Datetime Functions	To identify the steps for managing data in different time zones in Oracle Database 11g, for managing time intervals, and for using datetime functions.	eLearning	0
EL8323	Oracle Database 11g: Subqueries and Regular Expressions	To recognize the steps for retrieving data using subqueries and using regular expressions to search for, match, and replace strings.	eLearning	0
EL8324	Cisco TSHOOT 1.0 eLT: Troubleshooting DHCP	In this module you will be Troubleshooting DHCP. You will see some of the common issues with DHCP to help guide you through the process of troubleshooting DHCP issues on routers.	WBT	2
EL8326	Getting Started with Safari	This course introduces you to Safari - Apple's innovative, fast, and full-featured web browser.	eLearning	0
EL8327	Up and Running with Safari 5.1	You can use Safari 5.	eLearning	0
EL8328	Sharing Content and Browsing the Web Privately and Securely using Safari	Using Safari's advanced privacy and security preferences, you can ensure that your personal information is safe from prying eyes and that your browsing experience is safe and private.	eLearning	0
EL8329	Microsoft Internet Explorer 9: Browsing and Managing Web Pages	Microsoft Internet Explorer 9 (IE9) is the latest version of Microsoft's web browser.	eLearning	0
EL8330	Microsoft Internet Explorer 9: Searching and Subscribing to Web Content	Microsoft Internet Explorer 9 (IE9) is the latest version of Microsoft's web browser.	eLearning	0
EL8331	Microsoft Internet Explorer 9: Customization and Security	Microsoft Internet Explorer 9 (IE9) is the latest version of Microsoft's web browser.	eLearning	0
EL8332	Managing Database Objects in Oracle Database 10g	To demonstrate how to create external tables and to use the data dictionary views in Oracle 10g	eLearning	0
EL8333	Manipulating Data in Oracle Database 10g	To demonstrate how to modify rows, control database transactions, and manage large data sets and multitable statements	eLearning	0
EL8334	Introduction to PL/SQL	To introduce PL/SQL and provide an introduction to identifiers and variables in PL/SQL	eLearning	0
EL8335	Using PL/SQL with an Oracle Server	To write lexical units in their correct format in a PL/SQL block, perform data conversion in PL/SQL, write PL/SQL anonymous blocks, and recognize the correct structure of a PL/SQL program block	eLearning	0
EL8336	Using Control Structures	To implement a suitable conditional control statement in PL/SQL, simple and searched CASE expressions, and a suitable loop construct	eLearning	0

EL8337	Using Composite Data Types	To identify the benefits associated with records and collections, declare and initialize nested tables and VARRAYs, and create and reference an INDEX BY table and table of records	eLearning	0
EL8338	Explicit Cursors and Exception Errors	To use the FOR UPDATE and WHERE CURRENT OF clauses to lock and modify rows, process data using records and cursors, and outline how each of the PL/SQL exception types are raised and handled	eLearning	0
EL8339	Creating Stored Procedures and Functions	To create and execute a stored function and call, and remove and view stored functions in PL/SQL	eLearning	0
EL8340	PL/SQL Packages	To create and work with Oracle 10g packages	eLearning	0
EL8341	Oracle-Supplied Packages and DBMS_SCHEDULER	To use Oracle-supplied packages	eLearning	0
EL8342	Managing Dependencies	To manage dependencies and recompile PL/SQL units	eLearning	0
EL8343	Manipulating Large Objects in PL/SQL	To use LOBs and the DBMS_LOB package	eLearning	0
EL8344	PL/SQL Triggers	To create and manage triggers	eLearning	0
EL8345	Dynamic SQL and Metadata	To write dynamic SQL and use the DBMS_METADATA package	eLearning	0
EL8346	Oracle Database 10g: New Installation and Configuration Features	To discuss the new installation and configuration features of Oracle 10g	eLearning	0
EL8347	Oracle Database 10g: New Data Loading Features	To discuss new data loading features in Oracle 10g	eLearning	0
EL8348	Oracle Database 10g: New Automatic Management and Management Infrastructure Features	To identify the new automatic management and management infrastructure features of Oracle 10g	eLearning	0
EL8349	Oracle Database 10g: New Resource, Scheduling, and Task-Management Features	To identify the new resource, scheduling, and task-management features of Oracle 10g	eLearning	0
EL8350	Oracle Database 10g: New Space Management Features	To identify the new space management features of Oracle 10g	eLearning	0
EL8351	Oracle Database 10g: New Storage Features	To identify the new storage features of Oracle Database 10g	eLearning	0
EL8352	Oracle Database 10g: New Tuning, Performance-monitoring, and Analysis Features	To use Oracle 10g's new tuning, performance-monitoring, and analysis features	eLearning	0
EL8353	Oracle Database 10g: New Backup and Recovery Features	To use Oracle 10g's new backup and recovery features	eLearning	0
EL8354	Oracle Database 10g: Using Flashback	To recognize Oracle 10g's Flashback technology and use Flashback features	eLearning	0
EL8355	Oracle Database 10g: New Features in Security and Software Maintenance	To use the new security and software upgrade features in Oracle 10g	eLearning	0

EL8356	Oracle Database 10g: New Features in VLDB Support	To use Oracle 10g's new VLDB support features	eLearning	0
EL8357	Oracle Database 10g: Miscellaneous New Features	To recognize how various new features are used in Oracle 10g	eLearning	0
EL8358	Oracle Database 10g: Installing Oracle Database 10g Release 2	To introduce the concepts of RDBMS and Oracle database administration, and explain how to install Oracle Database 10g software	eLearning	0
EL8359	Oracle Database 10g: Creating Databases Release 2	To provide an overview of Oracle database and instance architecture and demonstrate how to use the Database Configuration Assistant	eLearning	0
EL8360	Oracle Database 10g: Database Interfaces Release 2	To explain how to use SQL and SQL*Plus to access an Oracle 10g database and introduce other common database interfaces	eLearning	0
EL8361	Oracle Database 10g: Database Control and Storage Structures Release 2	To explain the fundamentals of Oracle database control and how to use tablespaces	eLearning	0
EL8362	Oracle Database 10g: Users and Security Release 2	To explain how to manage users, implement security, and audit database activity on an Oracle 10g database	eLearning	0
EL8363	Oracle Database 10g: Managing Schema Objects and Data Release 2	To demonstrate how to manage schema objects and data in an Oracle 10g database	eLearning	0
EL8364	Oracle Database 10g: The SQL*Loader and PL/SQL Release 2	To provide an overview of how to use the SQL*Loader and PL/SQL in an Oracle 10g database	eLearning	0
EL8365	Oracle Database 10g: Oracle Net Services and Shared Servers Release 2	To provide an overview of Oracle Net Services and Shared Server	eLearning	0
EL8366	Oracle Database 10g: Monitoring and Maintenance Release 2	To demonstrate how to control database performance and configure proactive database maintenance	eLearning	0
EL8367	Oracle Database 10g: Managing Undo Data and Lock Conflicts Release 2	To discuss how to manage undo data and manage lock conflicts in an Oracle database	eLearning	0
EL8368	Oracle Database 10g: Managing Backup and Recovery Release 2	To discuss how to manage backup and recovery in an Oracle 10g database	eLearning	0
EL8369	Database Systems and Relational Databases	A database is used by organizations to store their data, and allow their employees to access, update, and manage it.	eLearning	0
EL8370	Management of Relational Database Data	Database Management Systems, DBMSs, are used to control, maintain, and use a relational database where the data is stored. A relational database consists of the data records, files, and database objects.	eLearning	0
EL8371	Introduction to Designing a Relational Database	Database design is an important process for creating databases.	eLearning	0

EL8372	The Logical and Physical Database Design Methodologies	When designing a database – after the requirements are gathered from the organization and the conceptual ERD has been approved – the logical design, and then the physical design can be completed.	eLearning	0
EL8373	Microsoft SQL Server 2012: Creating Database Objects	SQL Server 2012 is a robust database system that provides a number of database objects used to store and view data.	eLearning	0
EL8374	Microsoft SQL Server 2012: Querying Basics and Modifying Data	SQL Server 2012 includes the SQL Server Management Studio which allows access to SQL Server databases and enables you to access database data.	eLearning	0
EL8375	Microsoft SQL Server 2012: Manipulate Data Using Operators and Functions	Microsoft SQL Server 2012 Transact-SQL offers advanced query techniques, such as built-in aggregate, analytic, scalar, and ranking functions, as well as common table expressions, or CTEs and derived tables to manipulate the result set for a query.	eLearning	0
EL8376	Microsoft SQL Server 2012: Creating Functions and Triggers	In SQL Server 2012 you can use Transact-SQL statements to access data in the databases.	eLearning	0
EL8377	Microsoft SQL Server 2012: Creating Programming Objects and Optimizing Queries	SQL Server 2012 allows programming objects to be created to group multiple statements together. These objects work with data in the databases. One type of programming object is the stored procedure.	eLearning	0
EL8378	Microsoft SQL Server 2012: Managing XML Data	XML has been integrated into SQL Server 2012 so that XML data can be stored within databases using the xml data type.	eLearning	0
EL8379	Microsoft SQL Server 2012: Installation and Upgrade	SQL Server 2012 is a comprehensive database platform, consisting of components and management tools such as SQL Server Management Studio, the SQL Server Database Engine, Integration Services, Analyzes Services, and Reporting Services.	eLearning	0
EL8380	Microsoft SQL Server 2012: Instance Configuration and Database Creation	SQL Server 2012's core component is its Database Engine instance, which provides storage, processing, and security for enterprise data through its controlled access and rapid transaction processing.	eLearning	0
EL8381	Microsoft SQL Server 2012: Managing Databases and Automating Tasks	Database maintenance is an ongoing task for SQL Server 2012 administrators.	eLearning	0
EL8382	Microsoft SQL Server 2012: Security Management	Microsoft SQL Server 2012 provides enhanced security features to ensure that each instance is secure.	eLearning	0
EL8383	Microsoft SQL Server 2012: Managing Database Data	SQL Server 2012 provides various features and utilities to manage data stored in the databases within a SQL Server instance. This includes support for storing large unstructured data, such as files and documents within or outside the database.	eLearning	0

EL8384	Microsoft SQL Server 2012: Managing Indexes, Full-Text Search and Partitions	SQL Server 2012 provides features to allow administrators to ensure that data is accessed efficiently, this includes the use of indexes, table and index partitions, and full-text search.	eLearning	0
EL8385	Microsoft SQL Server 2012: Backing Up and Restoring Databases	Enterprises use databases to store their most critical data. To protect and ensure the data's availability, database administrators need to establish a solid backup and restoration plan.	eLearning	0
EL8386	Microsoft SQL Server 2012: Database Monitoring and Performance Tuning	To keep SQL Server 2012 databases running as efficiently as possible, there are a variety of performance tuning and monitoring tools. The SQL Server Profiler enables you to use trace files and logs to analyze a database's performance.	eLearning	0
EL8387	Microsoft SQL Server 2012: Configuring High Availability	SQL Server 2012 provides several key features that improve the availability of servers and databases so that downtime for users is minimized.	eLearning	0
EL8388	Microsoft SQL Server 2012 – Developing Databases: Implementing Tables and Views	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning	0
EL8389	Microsoft SQL Server 2012 – Developing Databases: Implementing Indexes	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning	0
EL8390	Microsoft SQL Server 2012 – Developing Databases: Stored Procedures	An effective strategy that database developers often employ to interface between applications and SQL Server 2012 involves the creation of programs using the Transact-SQL language and saving them as stored procedures or functions as database objects.	eLearning	0
EL8391	Microsoft SQL Server 2012 – Developing Databases: CLR Integration	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning	0
EL8392	Microsoft SQL Server 2012 – Developing Databases: Working with Data	SQL Server 2012 provides advanced features to enable large data to be stored and accessed within the database itself.	eLearning	0
EL8393	Microsoft SQL Server 2012 – Developing Databases: Working with XML Data	The relational database, such as SQL Server 2012, has been around for decades going back to E.F. Codd and his designs. Since then, many applications have been built upon this concept. In 1999, the internet was gaining momentum.	eLearning	0
EL8394	Microsoft SQL Server 2012 – Developing Databases: Tuning and Optimizing Queries	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning	0
EL8395	Microsoft SQL Server 2012 – Developing Databases: Managing and Troubleshooting	With its blend of visual tools and powerful Transact-SQL language, SQL Server 2012 will continue to enjoy large market share in the relational database management sphere.	eLearning	0

EL8396	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Design and Deployment	This course discusses what a data warehouse database is and how it is used to create reports and aggregate data, the types of schemas and tables that are created within it.	eLearning	0
EL8397	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Create Basic Packages	ETL, extract, transform, and load, is the main process in data warehousing solutions. It facilitates the transfer of the data from a source to a destination, which may also evolve transforming the data during the process.	eLearning	0
EL8398	Microsoft SQL Server 2012 – Implementing a Data Warehouse: ETL Solutions	To create complex ETL solutions you can use control flow and data flow.	eLearning	0
EL8399	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Enhancing Packages	SSIS in SQL Server 2012 allows for dynamic packages and to enable values within the package to be manually set depending on your requirements at execution time.	eLearning	0
EL8400	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Custom Components	SQL Server Integration Services (SSIS) is an extensible platform for creating data integration and workflow solutions.	eLearning	0
EL8401	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Installing SSIS	SQL Server Integration Services (SSIS) is a component of SQL Server 2012, that for used for data extraction, transformation, and loading (ETL). SSIS can be installed during the SQL Server 2012 installation or as a separate component later on.	eLearning	0
EL8402	Microsoft SQL Server 2012 – Implementing a Data Warehouse: Troubleshooting	Overview/Description SQL Server Integrations Services and SQL Server Data Tools both offer tools and techniques to troubleshoot, optimize, and audit SSIS solutions.	eLearning	0
EL8403	Microsoft SQL Server 2012 – Implementing a Data Warehouse: DQS and MDS Solutions	For anyone that is creating a data warehouse data quality should be one of the top priorities. In order to trust the results of data analysis high quality data is essential.	eLearning	0
EL8404	Mentoring 1Z0-040 Oracle Database 10g: New Features for Administrators	SkillSoft Mentors are available 24 hours a day, 7 days a week to help students with their studies for exam 1Z0-040 Oracle Database 10g:	eLearning	0
EL8405	Mentoring 1Z0-042 Oracle Database 10g: Administration I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-042 Oracle Database 10g: Administration I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8406	Mentoring 1Z0-047 Oracle Database SQL Expert	SkillSoft Mentors are available to help students with their studies for exam 1Z0-047 Oracle Database SQL Expert. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8407	Mentoring 1Z0-051 Oracle Database 11g: SQL Fundamentals I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-051 Oracle Database 11g: SQL Fundamentals I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0

EL8408	Mentoring 1Z0-050 Oracle Database 11g: New Features for Administrators	SkillSoft Mentors are available to help students with their studies for exam 1Z0-050 Oracle Database 11g: New Features for Administrators. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8409	Mentoring 1Z0-052 Oracle Database 11g: Administration I	SkillSoft Mentors are available to help students with their studies for exam 1Z0-052 Oracle Database 11g: Administration I. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8410	Mentoring 1Z0-053 Oracle Database 11g: Administration II	SkillSoft Mentors are available to help students with their studies for exam 1Z0-053 Oracle Database 11g: Administration II. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8411	Mentoring 70-432 TS: Microsoft SQL Server 2008, Implementation and Maintenance	Skillsoft Mentors are available to help students with their studies for exam 70-432 TS: Microsoft SQL Server 2008, Implementation and Maintenance*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8412	Mentoring 70-433 TS: Microsoft SQL Server 2008, Database Development	Skillsoft Mentors are available to help students with their studies for exam 70-433 TS: Microsoft SQL Server 2008, Database Development*. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8413	Mentoring 70-462 Administering Microsoft SQL Server 2012 Databases	Skillsoft Mentors are available to help students with their studies for exam 70-462 Administering Microsoft SQL Server 2012 Databases. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8414	Mentoring 70-463 Implementing a Data Warehouse with Microsoft SQL Server 2012	Skillsoft Mentors are available to help students with their studies for exam 70-463 Implementing a Data Warehouse with Microsoft SQL Server 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8415	TestPrep 1Z0-051 Oracle Database 11g: SQL Fundamentals I	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8416	TestPrep 1Z0-050 Oracle Database 11g: New Features for Administrators	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8417	TestPrep 1Z0-047 Oracle Database SQL Expert	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0

EL8418	TestPrep 1Z0-042 Oracle Database 10g: Administration I Release 2	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8419	TestPrep 1Z0-040 Oracle Database 10g: New Features for Administrators	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8420	TestPrep 1Z0-052 Oracle Database 11g: Administration I	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8421	TestPrep 70-432 TS: Microsoft SQL Server 2008, Implementation and Maintenance	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning	0
EL8422	TestPrep 70-433 TS: Microsoft SQL Server 2008, Database Development	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning	0
EL8423	TestPrep 1Z0-053 Oracle Database 11g: Administration II	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8424	TestPrep 70-462 Administering Microsoft SQL Server 2012 Databases	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8425	TestPrep 70-461 Querying Microsoft SQL Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8426	TestPrep 70-463 Implementing a Data Warehouse with Microsoft SQL Server 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8427	Overview of SAP Solutions	SAP provides software systems to automate and integrate business operations across a wide range of activities from the front office to the back office, the field, and the factory floor.	eLearning	0
EL8428	Financial Accounting with SAP	The SAP Financial modules are at core of any integrated SAP System. All module transactions with a monetary impact flow through to the Finance module, usually in real time and automatically through the SAP configuration.	eLearning	0
EL8429	SAP Logistics Modules	The SAP Logistics modules help enable automation of supply chain operations related to logistics. Logistics refers to all the tasks a business performs in order to get a product or service to its desired location or state.	eLearning	0
EL8430	SAP ERP Architecture	The SAP ERP architecture has evolved and been refined over a number of decades.	eLearning	0
EL8431	SAP Administration	SAP administration tasks are essential to ensuring optimum performance and security in an SAP system.	eLearning	0
EL8432	SAP Project Planning and Implementation	SAP provides tools to help businesses quickly and efficiently implement SAP through the Accelerated SAP (ASAP) Roadmap, and to configure SAP to fit the requirements of your business.	eLearning	0

EL8433	SAP NetWeaver Platform	AP NetWeaver is an integration and application platform that aligns and integrates people, information, and business processes spread across different technological platforms.	eLearning	0
EL8434	SAP Enterprise Resource Planning (ERP)	The SAP Enterprise Resource Planning (ERP) module is SAP's core product for managing the fundamental accounting information common to every-day business practice.	eLearning	0
EL8435	SAP Customer Relationship Management (CRM)	The SAP CRM module provides an organization with the tools to obtain, retain, and grow profitable customer relationships.	eLearning	0
EL8436	SAP Product Lifecycle Management	SAP Product Lifecycle Management (PLM) provides a comprehensive solution for managing all product-related information required in support of processes including planning, innovation, design, quality management, and engineering.	eLearning	0
EL8437	SAP Supply Chain Management	SAP Supply Chain Management (SCM) is comprised of a collection of applications under the SAP system that enable advanced planning.	eLearning	0
EL8438	SAP Supplier Relationship Management	Supplier relationship management (SRM) involves collaboration with suppliers that are crucial to the success of an enterprise. The goal of SRM is to maximize the value of the collaborative relationships with suppliers.	eLearning	0
EL8439	SAP Business One - Introduction for End Users	SAP Business One is a comprehensive set of integrated business management applications.	eLearning	0
EL8440	SAP BusinessObjects: Overview	One of the most valuable assets an enterprise can possess is data - information acquired and stored in the process of carrying out everyday business activities.	eLearning	0
EL8441	SAP BusinessObjects: Crystal Reports	Business data comes from a variety of sources and is stored in various formats. The volume and variety of business data presents immense potential for understanding and responding to customer requirements and business process optimization.	eLearning	0
EL8442	SAP BusinessObjects: Web Intelligence	Data may be an enterprise's most valuable proprietary asset. Each enterprise possesses unique data that, when used strategically, provides a competitive advantage.	eLearning	0
EL8443	SAP BusinessObjects: Dashboards and Analytics	The typical enterprise generates hundreds of management reports on a weekly basis. As companies grow and continue to add new channels, benchmarking and weekly reporting are key to helping top management keep a finger on the pulse of the business.	eLearning	0
EL8444	SAP BusinessObjects: InfoView	SAP BusinessObjects provides various tools for enterprise reporting purposes.	eLearning	0

EL8445	SAP BusinessObjects: Business Intelligence	Businesses generate a large amount of data in the everyday operation. This data is extremely valuable and may be used by employees at every level of an organization.	eLearning	0
EL8446	Navigating SAP R/3 Release 4.6	To enable the student to log on to SAP R/3 Release 4.6, manipulate the user interface, navigate the system, and create and configure a favorites list	eLearning	0
EL8447	Using SAP R/3 Release 4.6	To enable the student to work with tasks and to describe some of the updated screens in Release 4.6	eLearning	0
EL8448	SAP R/3 Release 4.6 Fundamentals	To describe and demonstrate how SAP R/3 Release 4.6 application modules support business activities	eLearning	0
EL8449	ABAP Fundamentals	To recognize the basic features of ABAP, including the workbench and ABAP tools, and to learn how to create a domain, a data element, and a table.	eLearning	0
EL8450	ABAP Programming I	To create a basic and an interactive report program using ABAP and to recognize how to perform basic object-oriented tasks such as creating and instantiating a class	eLearning	0
EL8451	ABAP Programming II	To create a dialog program and format and print a SAP form	eLearning	0
EL8452	ITIL® 2011 Edition OSA: Introduction to Operational Support and Analysis	Within the context of ITIL®, service operation is sometimes referred to as the 'factory' of IT. It focuses on the daily activities and organizational infrastructure that are used to deliver services to the organization and the customer.	eLearning	0
EL8453	ITIL® 2011 Edition OSA: Introduction to Incident Management	No process in IT service delivery is foolproof; at some point in time an unplanned interruption will most likely occur ranging from a minor incident to the disastrous crashing of a critical system.	eLearning	0
EL8454	ITIL® 2011 Edition OSA: Introduction to Event Management	It's essential that you know the status of all components in your IT infrastructure at any given time.	eLearning	0
EL8455	ITIL® 2011 Edition OSA: Technology and Implementation Considerations	Implementing processes and technologies in any organization requires significant planning, analysis and management. Implementing Service Management process capabilities is no different.	eLearning	0
EL8456	ITIL® 2011 Edition OSA: Incident Management Interactions	The ability to resolve a problem efficiently is critical for both you and your customers. But what happens when you have dozens, hundreds, or even thousands of customers each contacting you with the same issue?	eLearning	0
EL8457	ITIL® 2011 Edition OSA: Introduction to Request Fulfillment	When you think of reasons for contacting the IT Department in your organization, it's most likely to resolve a problem.	eLearning	0

EL8458	ITIL® 2011 Edition OSA: Request Fulfillment Process Interfaces and Challenges	What would you think if you called your Internet provider to get a new password, and they told you it was going to be a week before they could resolve your request? Or even worse, imagine them not being able to do it at all because of poor planning.	eLearning	0
EL8459	ITIL® 2011 Edition OSA: Introduction to Problem Management	Problems will inevitably crop up at some point while managing your IT Service Life Cycle. Usually, they are first noticed when the incidents they cause are detected.	eLearning	0
EL8460	ITIL® 2011 Edition OSA: Problem Management Process Interfaces and Challenges	An efficient Problem Management process is vital in ensuring your organization is ready to handle and resolve problems successfully.	eLearning	0
EL8461	ITIL® 2011 Edition OSA: Introduction to Access Management	You probably wouldn't leave the keys to your car, house, or office lying around for anyone to grab and use as they please.	eLearning	0
EL8462	ITIL® 2011 Edition OSA: Introduction to the Service Desk	This course covers the importance and benefits of the Service Desk in an IT service delivery organization, as well as the objectives and responsibilities Service Desks strive to deliver.	eLearning	0
EL8463	ITIL® 2011 Edition OSA: Service Desk Metrics and Outsourcing	Service Desks are an integral part of any IT service-providing organization, and it's vital to accurately and consistently measure how your Service Desk is performing.	eLearning	0
EL8464	ITIL® 2011 Edition OSA: Introduction to Functions	When you hear the term 'manage', you might typically think in terms of people management – the staff and human resources of an organization that perform the work of the business.	eLearning	0
EL8465	ITIL® 2011 Edition OSA: Function Activities	Every IT service requires applications – software that provides functioning for systems, services, and processes.	eLearning	0
EL8472	TestPrep ITIL Foundation	To test your knowledge on the skills and competencies being measured by the vendor certification exam*.	eLearning	0
EL8473	Mentoring ITIL Foundation	Skillsoft Mentors are available to help students with their studies for the ITIL Foundation exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8474	Securing the Human	Securing the Human Information Security training provides TxDOT employees general security awareness training.	eLearning	1
EL8475	Managing UNIX Software and System Services	Managing UNIX Software and System Services	eLearning	0
EL8476	Mentoring 77-420 Excel 2013	Skillsoft Mentors are available to help students with their studies for exam 77-420 Excel 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL8477	Mentoring 77-422 PowerPoint 2013	Skillsoft Mentors are available to help students with their studies for exam 77-422 PowerPoint 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8478	Mentoring 77-423 Outlook 2013	Skillsoft Mentors are available to help students with their studies for exam 77-423 Outlook 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8479	Mentoring 77-427 Excel 2013 Expert Part One	Skillsoft Mentors are available to help students with their studies for exam 77-427 Excel 2013 Expert Part One. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8480	Mentoring 77-428 Excel 2013 Expert Part Two	Skillsoft Mentors are available to help students with their studies for exam 77-428 Excel 2013 Expert Part Two. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8481	Mentoring 77-881 Word 2010	SkillSoft Mentors are available to help students with their studies for exam 77-881 Word 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8482	Mentoring 77-882 Excel 2010	SkillSoft Mentors are available to help students with their studies for exam 77-882 Excel 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8483	Mentoring 77-883 PowerPoint 2010	SkillSoft Mentors are available to help students with their studies for exam 77-883 PowerPoint 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8484	Mentoring 77-884 Outlook 2010	SkillSoft Mentors are available to help students with their studies for exam 77-884 Outlook 2010. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8485	Mentoring 77-885 Access 2010	SkillSoft Mentors are available to help students with their studies for exam 77-885 Access 2010.	eLearning	0
EL8486	Mentoring 77-888 Excel 2010 Expert	SkillSoft Mentors are available to help students with their studies for exam 77-888 Excel 2010 Expert.	eLearning	0
EL8487	Mentoring 98-361 Software Development Fundamentals	Skillsoft Mentors are available to help students with their studies for exam 98-361 Software Development Fundamentals.	eLearning	0
EL8488	Securing Personally Identifiable Information and PCI Compliance	PCI requirements	WBT	1

EL8488	Securing Personally Identifiable Information and PCI Compliance	PCI requirements	eLearning	0
EL8489	Mentoring CAS-002 CompTIA Advanced Security Practitioner	Skillsoft Mentors are available to help students with their studies for exam CAS-002 CompTIA Advanced Security Practitioner.	eLearning	0
EL8490	Mentoring CV0-001 CompTIA Cloud+	Skillsoft Mentors are available to help students with their studies for exam CV0-001 CompTIA Cloud+.	eLearning	0
EL8491	Mentoring Using Excel 2007	SkillSoft Mentors are available to help students with their studies for the Using Excel 2007 exam.	eLearning	0
EL8492	Mentoring LX0-103 CompTIA Linux+ Powered by LPI Exam 1	Skillsoft Mentors are available to help students with their studies for exam LX0-103 CompTIA Linux+ Powered by LPI Exam 1. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8493	Mentoring LX0-104 CompTIA Linux+ Powered by LPI Exam 2	Skillsoft Mentors are available to help students with their studies for exam LX0-104 CompTIA Linux+ Powered by LPI Exam 2. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8494	Mentoring N10-006 CompTIA Network+	Skillsoft Mentors are available to help students with their studies for exam N10-006 CompTIA Network+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8495	Mentoring Using Outlook 2007	SkillSoft Mentors are available to help students with their studies for the Using Outlook 2007 exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8496	Mentoring Using PowerPoint 2007	SkillSoft Mentors are available to help students with their studies for the Using PowerPoint 2007 exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL8497	Mentoring SY0-401 CompTIA Security+	Skillsoft Mentors are available to help students with their studies for exam SY0-401 CompTIA Security+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL8498	Mentoring Using Word 2007	SkillSoft Mentors are available to help students with their studies for the Using Word 2007 exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0

EL8499	Programmability and Administration in Access 2007	Microsoft Office Access 2007 makes it easy for you to share and manage data using the collaborative environment of a Microsoft Windows SharePoint site along with the many data management features available within Access 2007.	eLearning	0
EL8500	Database Administration in Access 2007	Microsoft Office Access 2007 makes it easy for you to share and manage data using the collaborative environment of a Microsoft Windows SharePoint site along with the many data management features available within Access 2007.	eLearning	0
EL8501	Importing and Exporting Data and Data Presentation in Access 2007	Microsoft Office Access 2007 offers several options for importing and exporting data, and also provides a variety of data presentation strategies.	eLearning	0
EL8502	Advanced Data Management in Access 2007	You can use Microsoft Access 2007 to manage your data efficiently using advanced techniques.	eLearning	0
EL8503	Creating and Customizing Visual Elements in Excel 2013	Excel has more than just charts to offer in the way of visual presentation.	eLearning	0
EL8504	Customizing Options and Views in Excel 2013	Excel 2013 allows you to customize options and views to create a personalized environment.	eLearning	0
EL8505	Manipulating Data in Excel 2013	Excel 2013 provides multiple features for organizing and managing data, including sorting and filtering tools that are essential to data analysis.	eLearning	0
EL8506	Data Search, Data Validation, and Macros in Excel 2013	Excel 2013 provides time-saving tools to manage data, validate data, and automate repetitive tasks.	eLearning	0
EL8507	Advanced Formatting in Excel 2007	Charts and pictures enable you to present data visually, demonstrating data more effectively than rows and columns of data.	eLearning	0
EL8508	Advanced Data Management in Excel 2007	Excel 2007 provides multiple features for organizing and managing data, so you can ensure data is entered correctly and that calculations and formulas are valid.	eLearning	0
EL8509	Advanced Customization in Excel 2007	Numerous features and tools in Excel 2007 enable you to customize the look and feel of spreadsheets and workbooks, and also the functionality and efficiency of the program itself.	eLearning	0
EL8510	Customizing Outlook 2007 and Using the Journal	Microsoft Outlook 2007 is highly customizable.	eLearning	0
EL8511	Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	Microsoft Outlook 2007 provides you with the tools you need to efficiently manage your e-mail messages.	eLearning	0
EL8512	Working with SharePoint, Calendars, and Forms in Outlook 2007	Microsoft Outlook 2007 enables you to collaborate with others by using a SharePoint site to share information such as contacts and calendars.	eLearning	0
EL8513	Formatting E-mail and Configuring Message Options in Outlook 2013	The default installation of Outlook 2013 allows you to easily send and receive messages among colleagues and friends.	eLearning	0

EL8514	Management and Customization in Outlook 2013	Outlook 2013 provides a range of search functions as well as functions to flag and categorize Outlook items.	eLearning	0
EL8515	Mail Automation, Cleanup, and Storage in Outlook 2013	Outlook 2013 contains a range of features to help manage the large volume of e-mail that many users receive on a daily basis.	eLearning	0
EL8516	Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	Outlook 2013 has a range of management features for calendars, contacts and tasks.	eLearning	0
EL8517	Creating Custom Slide Shows in PowerPoint 2007	With PowerPoint 2007, creating customized slide shows has never been easier.	eLearning	0
EL8518	Distributing Presentations in PowerPoint 2007	Microsoft Office PowerPoint 2007 provides numerous ways to produce and distribute dynamic, custom presentations.	eLearning	0
EL8519	Advanced Customization with MS Project 2007	With Microsoft Office Project 2007, project managers can define how project data is recorded, reported, and displayed, using customizable, built-in templates.	eLearning	0
EL8520	Project Data Management and Performance with MS Project 2007	Project managers often share Project 2007 data with other applications, such as Microsoft Excel and Microsoft Outlook.	eLearning	0
EL8521	Advanced Slide Shows Tools in PowerPoint 2013	PowerPoint 2013 provides you with all the tools necessary to create and present engaging and effective presentations.	eLearning	0
EL8522	Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013	Today people can share and send the development of PowerPoint presentations in new and exciting ways.	eLearning	0
EL8523	Advanced Formatting in Word 2007	Themes, Backgrounds and Borders can be used in Microsoft Office Word 2007 to create engaging and professional looking documents.	eLearning	0
EL8524	Advanced Document Navigation and Document Reviews in Word 2007	Microsoft Office Word 2007 has many features that enable you to create robust documents that can be easily navigated, reviewed, and recovered if issues are encountered.	eLearning	0
EL8525	Using Tables, Charts, and Graphics in Word 2007	By using the tabular and charting utilities of Microsoft Office Word 2007, you can format, sort, and analyze your data with ease.	eLearning	0
EL8526	Advanced Formatting in Word 2013	Word 2013 offers features that make it easier to format your documents to give them a professional, stylized appearance.	eLearning	0
EL8527	Customizing Document Layout in Word 2013	You can use the many layout options in Word 2013 to create flowing, easy-to-read documents with a balanced visual appearance.	eLearning	0
EL8528	Advanced Table Customization in Word 2013	Word 2013 offers a number of in-depth ways to edit and work with tables.	eLearning	0
EL8529	Inserting and Formatting Graphics in Word 2013	To add to a Word 2013 document's visual appeal, you can choose from a number of types of images and explanatory graphical lists.	eLearning	0

EL8530	Navigating and Reviewing Documents in Word 2013	Word 2013 offers a number of features that make it easier to navigate, search, and review your documents.	eLearning	0
EL8531	Reference Tools and Mail Merge in Word 2013	Word 2013 offers a variety of features that let you quickly add reference document elements often found in formal, published papers.	eLearning	0
EL8532	Adjusting Document Views and Customizing the Appearance of Word 2013	When working with documents in Word 2013, you can easily zoom in on your text and change views to get a better view of what you're working on.	eLearning	0
EL8533	Sharing and Collaboration in Word 2013	Word 2013 enables you to share and collaborate on documents in a variety of ways.	eLearning	0
EL8534	TestPrep 77-888 Excel 2010 Expert	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8535	TestPrep 77-885 Access 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8536	TestPrep 77-882 Excel 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8537	Getting Started with Access 2007	With Access 2007, Microsoft introduces some of the most significant changes to Access in years.	eLearning	0
EL8538	Basic Access 2007 Tables	Microsoft Office Access 2007 makes it easy for you to create and manipulate database tables.	eLearning	0
EL8539	Basic Access 2007 Forms	Microsoft Office Access 2007 offers several options for creating, customizing, and managing forms.	eLearning	0
EL8540	Queries and Reports in Access 2007	Queries and reports are used in Access 2007 to convert data into useful information and are an essential part of any database application.	eLearning	0
EL8541	Creating and Populating a Database in Access 2013	Access 2013 is the newest version of Microsoft's dynamic database management system and it offers features that allow you to create and modify a variety of database types through a convenient graphic user interface.	eLearning	0
EL8542	Modifying Tables in Access 2013	Microsoft Office Access 2013 makes it easy for you to modify database tables. It allows you to customize the table fields, and control and restrict data entry.	eLearning	0
EL8543	Creating and Modifying Queries in Access 2013	Microsoft Access 2013 includes a collection of query options to help make creating and modifying queries, easy.	eLearning	0
EL8544	Creating and Modifying Forms in Access 2013	Microsoft Office Access 2013 offers several options for creating and managing forms. You can link the forms to tables and queries by adding bound controls.	eLearning	0

EL8545	Creating and Modifying Reports in Access 2013	Microsoft Access 2013 reports are used to convert data into useful information and are an essential part of any database application.	eLearning	0
EL8546	Creating Workbooks, Worksheets, and Data in Excel 2013	Excel 2013 allows you to create worksheets and workbooks to manage and manipulate data easily.	eLearning	0
EL8547	Saving and Printing Data in Excel 2013	Excel 2013 makes it easy to save and print workbooks and worksheets.	eLearning	0
EL8548	Formatting Cells and Worksheets in Excel 2013	Excel 2013 provides a number of tools and features that allow you to visually enhance the appearance of worksheets and workbooks.	eLearning	0
EL8549	Formatting Data in Excel 2013	Excel 2013 provides a number of tools and features that allow you to visually enhance the appearance of data, automatically fill data, and create hyperlinks to various places.	eLearning	0
EL8550	Presenting Data using Conditional Formatting and Sparklines in Excel 2013	Excel 2013 provides tools that enable you to efficiently present your data and that can also make your data easier to understand.	eLearning	0
EL8552	Presenting Data in Tables and Charts in Excel 2013	Using the tables and charts features in Excel 2013, you can create attractive and well-organized representations of worksheet and workbook data.	eLearning	0
EL8553	Getting Started with Excel 2007	With the introduction of Office Excel 2007, Microsoft has made substantial changes to the user interface of its spreadsheet application.	eLearning	0
EL8554	Manipulating and Formatting Data and Worksheets in Excel 2007	Excel 2007 provides a number of improved tools and new features that allow you to visually enhance the appearance of sheets and workbooks.	eLearning	0
EL8555	Reviewing and Printing in Excel 2007	Excel 2007 simplifies the reviewing and printing processes by centralizing all related features within the various tabs of the Ribbon.	eLearning	0
EL8556	Excel 2007 Formulas and Functions	Excel 2007 provides numerous functions and formulas for performing simple and complex calculations on workbook data.	eLearning	0
EL8557	Excel 2007 Charts, Pictures, Themes, and Styles	Enhancements to charting, themes, and styles in Excel 2007 enable you to create attractive and well-organized representations of spreadsheet and workbook data. Charts, themes, styles, and pictures can all be easily inserted and customized	eLearning	0
EL8558	Getting Started with Outlook 2007	Microsoft Outlook 2007 is an application used to manage your communication needs.	eLearning	0
EL8559	Formatting and Managing E-mail in Outlook 2007	Microsoft Outlook 2007 allows you to quickly organize and format e-mail messages using easy management and time-saving tasks.	eLearning	0

EL8560	Using the Calendar in Outlook 2007	Microsoft Outlook 2007 provides an easy-to-manage calendar that allows for creation and management of appointments, meetings, and events in a single interface.	eLearning	0
EL8561	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	Microsoft Outlook 2007 allows for easy creation and management of all contacts.	eLearning	0
EL8562	Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	Microsoft Outlook 2007 is a versatile e-mail client application that offers numerous features for interacting and sharing information with others.	eLearning	0
EL8563	Working with E-mail in Outlook 2013	Outlook 2013 is the latest release of Microsoft's primary messaging client. Outlook provides all of the tools necessary for managing e-mail, scheduling tasks, and communication.	eLearning	0
EL8564	Managing E-mail in Outlook 2013	This course discusses working with attachments and adding signatures to your messages in Outlook 2013. Managing your e-mail by sorting, filter, printing and deleting messages is also covered.	eLearning	0
EL8565	Working with Contacts in Outlook 2013	By taking the time to create contacts in Outlook 2013, you can save yourself from having to type out full e-mail addresses every time you send a message, assign a task or send out meeting requests.	eLearning	0
EL8566	Scheduling with Appointments, Events, and Tasks in Outlook 2013	The Outlook 2013 Calendar allows you to create appointments and events, as well as schedule meetings.	eLearning	0
EL8567	Working with Meetings in Outlook 2013	The Outlook 2013 Calendar allows you to schedule meetings in addition to creating appointments and events. This course shows how to schedule meetings with other Outlook users.	eLearning	0
EL8568	Getting Started with PowerPoint 2007	Microsoft PowerPoint 2007 is a powerful authoring application that enables you to create high-impact, professional-looking presentations quickly and easily.	eLearning	0
EL8569	Adding Graphics to Presentations in PowerPoint 2007	Microsoft PowerPoint 2007 is a useful authoring application tool for creating dynamic slide show presentations.	eLearning	0
EL8570	Adding Multimedia and Animations to Presentations in PowerPoint 2007	Microsoft's PowerPoint 2007 is one of the world's most widely used applications for creating presentations. Powerful, high-impact slide shows come to life with the addition of multimedia to your presentations.	eLearning	0
EL8571	Creating and Designing a Project with Project 2007	In the corporate world, the project is a fundamental building block. Each project in which a company engages is unique, and fulfills an individual or corporate goal.	eLearning	0
EL8572	Specifying and Assigning Resources in Project 2007	In Microsoft Office Project 2007, people, equipment, and materials are collectively referred to as "resources."	eLearning	0

EL8573	Tracking and Reporting Progress with Project 2007	Project stakeholders have a vested interest in the project's progress so information needs to be tracked, recorded, and reported.	eLearning	0
EL8574	Creating Presentations in PowerPoint 2013	Microsoft PowerPoint 2013 allows you to create professional-looking slide-show presentations on PCs, tablets, and phones.	eLearning	0
EL8575	Enhancing PowerPoint 2013 Presentations	PowerPoint 2013 enables you to create visually appealing presentations. Adding simple enhancements through the use of, tables, WordArt, and SmartArt allows you to make your presentations more engaging and interesting.	eLearning	0
EL8576	Animations and Media in PowerPoint 2013	PowerPoint 2013 can help you make presentations more dynamic by adding audio and video clips to any slide. You can directly insert, edit, and play video in your presentation, as well as add audio clips to create attention-grabbing sound effects.	eLearning	0
EL8577	Finalizing a PowerPoint 2013 Presentation	Covers collaboration tools, merging versions, managing comments & changes, slide transitions, proofing, language & research tools. Preparation for the Microsoft Certification Exam 77-422: PPT 2013 for Microsoft Office Specialist: PPT 2013 certification.	eLearning	0
EL8578	Creating Visio 2007 Diagrams	Microsoft Visio 2007 is a powerful diagramming software that enables you to create different types of diagrams and work environments.	eLearning	0
EL8579	Enhancing and Customizing Diagrams in Visio 2007	Visio 2007 provides the tools to create diagrams by adding shapes and text to create complex networking and business diagrams.	eLearning	0
EL8580	Collaborating and Using Visio 2007 With Other Programs	Visio 2007 is a powerful collaboration tool that allows the user to to show content from other applications and also allows content in Visio to be linked to other types of files.	eLearning	0
EL8581	Getting Started with Word 2007	With Office Word 2007, Microsoft introduces some of the most significant changes to Word in years.	eLearning	0
EL8582	Working with Text and Paragraphs in Word 2007	Word 2007 makes it easy to apply formatting to documents by providing a live visual preview of various formatting options. This enables you to view the formatting change before actually committing to it.	eLearning	0
EL8583	Structuring, Editing, Saving, and Opening Documents in Word 2007	Word 2007 provides many options for structuring and editing documents which are complemented by a variety of editing tools. There are also options for saving documents which can be customized to suit your word processing needs.	eLearning	0
EL8584	Printing, Help, and Automated Formatting in Word 2007	Microsoft Office Word 2007 provides new features called Quick Styles and building blocks which make it easy to create great looking documents quickly.	eLearning	0

EL8585	Working with Documents in Word 2007	Microsoft Office Word 2007 has various design features that can be used to enhance your Word documents. These include Clip Art, SmartArt, WordArt, shapes, curves, lines, and diagrams to name a few.	eLearning	0
EL8586	Performing Basic Tasks in Word 2013	Microsoft Word 2013, the latest offering of Microsoft's popular word-processing software, offers a variety of features that enable you to create well organized, visually appealing, and professional documents.	eLearning	0
EL8587	Editing and Formatting in Word 2013	A wide variety of tools and features are available in Word 2013 to help you format the overall appearance of your document.	eLearning	0
EL8588	Structuring a Document in Word 2013	Within Word 2013, there are numerous options that allow you to customize how the contents of your documents appear. Items like page margins, paper sizes, and spacing are fully customizable.	eLearning	0
EL8589	Adding Lists and Objects in Word 2013	You can add a number of different objects to your Word 2013 documents to help increase readability and functionality, and also improve their appearance.	eLearning	0
EL8590	Using Tables in Word 2013	Tables are a great way of sorting and organizing data to make it easier to read and analyze.	eLearning	0
EL8591	TestPrep 77-884 Outlook 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8592	TestPrep 77-883 PowerPoint 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8593	TestPrep 70-178 Microsoft Project 2010, Managing Projects	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8594	TestPrep 77-881 Word 2010	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8595	Office 365 Configuration	This course covers the basic tasks required to create and configure tenants and domains in Office 365.	eLearning	0
EL8596	TestPrep 70-346 Managing Office 365 Identities and Requirements	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8597	Office 365 Deployment	This course covers the basic tasks required to plan and complete an Office 365 deployment, add and configure required DNS records, administer rights management, and manage administrator roles in Office 365.	eLearning	0

EL8598	Managing Office 365 Cloud Identities, Synchronization, and Clients	This course covers the management of Office 365 cloud identities via the Administration Center and PowerShell, the use of DirSync with Office 365, and the planning and management of Office 365 clients.	eLearning	0
EL8599	Office 365 Federated Identities (Single Sign-On)	This course covers the implementation and management of federated identities in Office 365.	eLearning	0
EL8600	Monitoring and Troubleshooting Office 365 Usage	This course covers monitoring and troubleshooting Office 365 availability and usage.	eLearning	0
EL8601	Office 365 Services: Managing Clients and End-User Devices	Microsoft Office 365 provides users with a range of popular Microsoft Office applications and related services.	eLearning	0
EL8602	TestPrep 70-347 Enabling Office 365 Services	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8603	Office 365 Services: SharePoint Online Site Collections	In Microsoft Office 365, SharePoint Online provides users with a range of content management and collaboration services.	eLearning	0
EL8604	Office 365 Services: Planning for Exchange Online and Lync Online	In Microsoft Office 365, Exchange Online and Lync Online provide users with mail and messaging services. In this course, you'll learn how to plan and set up Exchange Online and Lync Online services to meet end users' specific needs.	eLearning	0
EL8605	Office 365 Services: Configuring Exchange Online and Lync Online	In Microsoft Office 365, Exchange Online and Lync Online provide users with mail and messaging services.	eLearning	0
EL8606	Analyzing Data in Excel 2007	Excel 2007 provides powerful data analysis tools that enable you to explore large amounts of data and to make educated business decisions based on that data.	eLearning	0
EL8607	Protecting and Sharing Excel 2007 Workbooks	In many organizations, teams and individuals require frequent and possibly simultaneous access to common spreadsheets and workbooks.	eLearning	0
EL8608	Exchanging Data with Excel 2007	In Excel 2007, there are a number of options for importing data and sharing data with other applications.	eLearning	0
EL8609	Attending a Microsoft Office 2007 Live Meeting	Microsoft Office Live Meeting 2007 is designed to deliver efficient web-based communication and collaboration.	eLearning	0
EL8610	Hosting a Microsoft Office 2007 Live Meeting	Microsoft Office Live Meeting 2007 is a conferencing software solution designed to allow for online meetings, training sessions and events.	eLearning	0
EL8611	Microsoft Office 2010: Getting Started with Lync	Lync 2010 offers a full unified communications platform ideal for use in a business environment.	eLearning	0
EL8612	Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration	Lync 2010 offers multiple methods of communicating with colleagues and allows you to integrate voice and video into your communications.	eLearning	0

EL8613	Microsoft Lync 2013	Microsoft Lync 2013 is a combined messaging and collaboration tool from Microsoft that is part of the Microsoft Office suite.	eLearning	0
EL8614	Microsoft Office 2007: Collaborating with Groove and Communicator	Collaboration is at the heart of effective teamwork.	eLearning	0
EL8615	Microsoft Office 2007: Sharing Information with OneNote 2007	With team members working in diverse locations, a central repository in which to store information about customers, projects, and meetings is vital.	eLearning	0
EL8616	Data Security, Archiving, and Working Offline in Outlook 2007	You can use the enhanced security features included in Microsoft Outlook 2007 to protect your e-mail and computer from malicious attacks that can arrive in the form of incoming e-mail messages.	eLearning	0
EL8617	Instant, Text, and Unified Messaging in Outlook 2007	You can secure your e-mail in Microsoft Outlook 2007 using Information Rights Management (IRM), a feature that allows you to set access permissions for specific messages.	eLearning	0
EL8618	Business Contact Manager with Outlook 2007	Microsoft Outlook 2007 with Business Contact Manager helps to save time and improve sales and marketing to ensure excellent customer service by providing customer and contact management in one central location.	eLearning	0
EL8619	Microsoft Office 2010: Managing Information with OneNote	Microsoft OneNote 2010 is a digital notebook application that lets you manage information quickly and efficiently much like a paper notebook you would use to take meeting or class notes.	eLearning	0
EL8620	Microsoft Office 2010: Sharing Information with OneNote	OneNote 2010 allows you to share your notes, by e-mail, SharePoint, SkyDrive, or by blogging them.	eLearning	0
EL8621	The Microsoft OneNote 2013 Interface	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes, for personal and business purposes.	eLearning	0
EL8622	Getting Started with Microsoft OneNote 2013	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes, for personal and business purposes.	eLearning	0
EL8623	Working With and Sharing Content in Microsoft OneNote 2013	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes, for personal and business purposes.	eLearning	0
EL8624	OneNote 2013 Integration with Other Microsoft Applications	Microsoft OneNote 2013 is note-taking software you can use to create, organize, search, and share notes for personal and business purposes.	eLearning	0
EL8625	Introducing Microsoft Office Online for Personal Use	Microsoft Office Online, previously known as Office Web Apps, includes free online versions of Microsoft Office Word, PowerPoint, Excel, and OneNote, as well as the Outlook.	eLearning	0

EL8626	Using the Microsoft Office Online Applications	Microsoft Office Online, previously known as Office Web Apps, includes free online versions of Microsoft Office Word, PowerPoint, Excel, and OneNote, as well as the Outlook.	eLearning	0
EL8627	Introducing Microsoft Office 365 Applications	Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others.	eLearning	0
EL8628	Working with Documents in Microsoft Office 365	Microsoft Office 365 provides access to a range of online Office applications for business users, including Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Lync, and others.	eLearning	0
EL8629	Using Outlook Web Access 2007	Outlook Web Access (OWA) 2007 has many improvements over previous web-based mail products set forth by Microsoft.	eLearning	0
EL8630	Outlook Web Access 2007 Advanced Features	Outlook Web Access (OWA) 2007 offers an improved interface for accessing data, along with improvements to security that make common tasks such as accessing attachments more securely.	eLearning	0
EL8631	Creating Customized Publications with Publisher 2007	Microsoft Office Publisher 2007 helps you expand your creativity by enabling you to customize and share a wide range of personal and business publications to suit both home and office requirements.	eLearning	0
EL8632	Extending Publisher 2007 Beyond Publications	You can do more with Office Publisher 2007 than create basic desktop publications.	eLearning	0
EL8633	Sharing and Linking Data, and Adding Office Apps to Excel 2013	Excel 2013 provides tools to allow you to share workbooks, connect to external data, and add Office Apps.	eLearning	0
EL8634	Reviewing and Protecting Content in Excel 2013	Excel 2013 provides tools that allow you to manage multiple workbooks as well review and protect them while creating and sharing content.	eLearning	0
EL8635	Advanced Formats and Layouts in Excel 2013	Excel 2013 provides many advanced features to customize formats and layouts.	eLearning	0
EL8636	Advanced Formulas and Functions in Excel 2013	The Excel 2013 function library includes a number of functions in the Date and time, Logical, and Lookup and reference categories that enables you to quickly complete tasks and analyze data.	eLearning	0
EL8637	Using Financial Functions and What-If Analysis in Excel 2013	Excel 2013 provides powerful financial functions and data-analysis tools that enable you to explore data and to make educated business decisions based on that data.	eLearning	0
EL8638	Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013	One of the most powerful tools that Excel 2013 provides is the collection of PivotTables, PivotCharts, and PowerPivot. These tools allow you to dynamically reorganize and display your data.	eLearning	0

EL8639	Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	SharePoint 2013, the new release of Microsoft's popular file storage and collaboration platform, offers a number of new and enhanced features to increase efficiency and organization across users and locations.	eLearning	0
EL8640	My Site and Social Features in SharePoint 2013	In SharePoint 2013 social networking and collaboration have become even more of a focus.	eLearning	0
EL8641	Community Sites, Search, and Office Integration in SharePoint 2013	As a move towards an even more collaborative working environment, SharePoint 2013 now includes community sites.	eLearning	0
EL8642	Configuring Pages, Sites, and Content in SharePoint 2013	This course explores SharePoint tasks such as creating sites using templates, and creating, editing and deleting pages.	eLearning	0
EL8643	Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013	You can use SharePoint 2013 to manage a variety of environments including those that house item lists and libraries.	eLearning	0
EL8644	Managing Templates, Views, and Versioning in SharePoint 2013	SharePoint 2013 is highly configurable and you can tweak your settings to manage even the way in which the information is presented.	eLearning	0
EL8645	Managing Web Parts, Users, and Groups in SharePoint 2013	You can use the features of SharePoint 2013 to manage a page's Web Parts and a site's apps so the end result is a highly configurable collection of sites.	eLearning	0
EL8646	Using and Configuring Search in SharePoint 2013	Having the ability to execute an effective online search has become an essential professional skill.	eLearning	0
EL8647	Workflows, Collaboration, and Analysis in SharePoint 2013	SharePoint makes it easy for end users to work with the file types they're familiar with by offering easy integration with other Office products.	eLearning	0
EL8648	Advanced Data Manipulation Features in Word 2007	Word 2007 enables you to create forms quickly and easily, so that they can be used by other users of Word 2007.	eLearning	0
EL8649	Advanced Document Features in Word 2007	Some of the advanced features of Microsoft Office Word 2007 offer ways in which you can automate and streamline the way you work.	eLearning	0
EL8650	Collaborative Features in Word 2007	Microsoft Office Word 2007 offers several options for securing and protecting Word documents as well as providing various collaborative features.	eLearning	0
EL8651	Windows 8: New Features and Common Tasks	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade, incorporating a completely new tablet-style user interface.	eLearning	0
EL8652	Files and Connectivity in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade which incorporates a default Windows 8 tablet style interface.	eLearning	0

EL8653	Personalizing Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade which incorporates a default Windows 8 tablet style interface.	eLearning	0
EL8654	Working with Apps in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version incorporates a default Windows 8 tablet-style interface and represents a significant upgrade from previous versions of Windows.	eLearning	0
EL8655	Internet Explorer 10, File Sharing, and Recovery in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system. This version represents a significant upgrade which incorporates a default Windows 8 tablet style interface.	eLearning	0
EL8656	Managing Hardware and Advanced Options in Windows 8	Microsoft Windows 8 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning	0
EL8657	New Features and Common Tasks in Windows 8.1	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning	0
EL8658	Organizing Files and Searching for Items in Windows 8.1	Windows 8.1 File Explorer provides several options for organizing and navigating to your files.	eLearning	0
EL8659	Getting Online, Sharing, and Using SkyDrive in Windows 8.1	Microsoft Windows 8.1 makes it easy to get online by grouping all Internet connections and settings in one place	eLearning	0
EL8660	Personalizing Windows 8.1	You can personalize your Windows 8.1 computer to suit the way you want to use it.	eLearning	0
EL8661	Working with Apps in Windows 8.1	In Microsoft Windows 8.1, you can view the desktop and apps on the same screen.	eLearning	0
EL8662	Managing Hardware and Advanced Options in Windows 8.1	In Microsoft Windows 8.1, you can use Task Manager to view how your device resources are used, as well as close unresponsive apps.	eLearning	0
EL8663	Windows 8.1 Update 1: Navigating the UI	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning	0
EL8664	Windows 8.1 Update 1: Working with Files and Apps	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning	0
EL8665	Windows 8.1 Update 1: Windows Management and Customization Features	Microsoft Windows 8.1 is the latest version of the Microsoft Windows PC desktop operating system.	eLearning	0
EL8666	Microsoft Windows 8.1 - Supporting Windows 8.1: Installation and Applications	Windows 8.1 includes a number of new technologies relating to deployment including Windows To Go and the ability to natively boot from a virtual hard disk file.	eLearning	0
EL8667	Microsoft Windows 8.1 - Supporting Windows 8.1: Cloud Applications and Settings	Windows 8.1 provides a number of solutions to integrate with cloud services such as Office 365.	eLearning	0

EL8668	Microsoft Windows 8.1 - Supporting Windows 8.1: Networking and Remote Access	A primary Windows 8.1 administration task is managing network connectivity and networked machines when on and off network.	eLearning	0
EL8669	Microsoft Windows 8.1 - Supporting Windows 8.1: Data Storage and Security	Storage management has been completely overhauled in Windows 8.1, particularly with the addition of storage spaces, which you can use to simply create fault tolerant arrays which can be dynamically expanded and thinly provisioned.	eLearning	0
EL8670	Microsoft Windows 8.1 - Supporting Windows 8.1: Hardware and Mobile Devices	Windows 8.1 has wider support for mobile devices than ever.	eLearning	0
EL8671	Microsoft Windows 8.1 - Supporting Windows 8.1: Recovery and Endpoint Security	Windows 8.1 includes new technologies to protect end systems.	eLearning	0
EL8672	Microsoft Windows 8.1 - Supporting Windows 8.1: Intune and Public Cloud Services	Bring your own device, or BYOD, culture presents certain challenges for IT Administrators.	eLearning	0
EL8673	Microsoft Windows 8.1 - Supporting Windows 8.1: Using MDOP	Managing and maintaining client machines within an enterprise can be challenging given the variety of operating systems and devices available to end users	eLearning	0
EL8674	Microsoft Windows 8.1 - Configuring: Installing and Upgrading to Windows 8.1	Windows 8.1 is the latest update to Microsoft's desktop operating system. Windows 8.1 carries over, and improves upon, the new user interface introduced Windows 8.	eLearning	0
EL8675	Microsoft Windows 8.1 - Configuring: Hardware and Applications	Windows 8.1 is the latest update to Microsoft's desktop operating system. Windows 8.1 carries over, and improves upon, the new user interface from Windows 8.	eLearning	0
EL8676	Microsoft Windows 8.1 - Configuring: Network Configuration	Windows 8.1 is the latest update to Microsoft's desktop operating system. Windows 8.1 carries over, and improves upon, the new user interface from Windows 8.	eLearning	0
EL8677	Microsoft Windows 8.1 - Configuring: Remote Management and Security	Windows Server 8.1 includes a variety of features to help maintain security and to provide reliable tools for remote administration.	eLearning	0
EL8678	Microsoft Windows 8.1 - Configuring: Resource Access	The latest update to Microsoft's desktop operating system, Windows 8.1 carries over, and improves on, the new user interface from Windows 8.	eLearning	0
EL8679	Microsoft Windows 8.1 - Configuring: Remote Access and Mobile Devices	The latest update to Microsoft's desktop operating system, Windows 8.1 carries over, and improves on, the new user interface from Windows 8.	eLearning	0
EL8680	Microsoft Windows 8.1 - Configuring: Windows Clients	Windows Server 8.1 includes a variety of features to help configure updates, manage local storage, and monitor system performance.	eLearning	0

EL8681	Microsoft Windows 8.1 - Configuring: File and System Recovery	The latest update to Microsoft's desktop operating system, Windows 8.1 carries over, and improves on, the new user interface from Windows 8.	eLearning	0
EL8682	Microsoft PowerShell and Exchange Server: Getting Started	The Exchange Management Shell PowerShell environment is installed with Exchange Server and is viewed as a primary method of configuration and management.	eLearning	0
EL8683	Microsoft PowerShell and Exchange Server: Managing Mailboxes	PowerShell can be used for all day-to-day mailbox management tasks in Exchange Server. This course looks at many facets of mailbox management, from reporting to archiving, setting quotas and effecting mailbox repairs.	eLearning	0
EL8684	Microsoft PowerShell and Exchange Server: Distribution Groups and Databases	A large part of day-to-day Exchange Server management involves the creation and management of distribution groups.	eLearning	0
EL8685	Microsoft PowerShell and SharePoint: Getting Started	PowerShell can be used for all day-to-day management tasks in SharePoint. This course covers backup and recovery of SharePoint, working with PowerShell command line, configuring sites and services, and site administration.	eLearning	0
EL8686	Microsoft PowerShell and SharePoint: Managing Sites	Day-to-day SharePoint management entails a lot of site management and server remediation.	eLearning	0
EL8687	Microsoft PowerShell and SQL Server: Introduction	The PowerShell environment is installed with SQL Server and is viewed as a primary method of configuration and management.	eLearning	0
EL8688	Microsoft PowerShell and SQL Server: Database Management	PowerShell can be used to manage the full range of SQL Server management tasks, and through scripting can assist with automation of frequent tasks.	eLearning	0
EL8689	Microsoft PowerShell for Windows: Getting Started with PowerShell	Windows PowerShell is a powerful task automation and configuration management framework, as well as being an administrator-friendly entry point to the .NET Framework.	eLearning	0
EL8690	Microsoft PowerShell for Windows: Aliases, Providers, and Objects	Every time you work in PowerShell in any one of its guises as a host application or ISE, you are working in the context of a provider.	eLearning	0
EL8691	Microsoft PowerShell for Windows: Remoting and Modules	The ability to remotely run commands on a group of remote system is one of the key advantages of Windows PowerShell.	eLearning	0
EL8692	First Encounters with Windows 10	Windows 10 integrates the modern Windows 8 app interface and the classic Windows Start Menu into one keyboard, mouse, and touch-friendly interface.	eLearning	0
EL8693	Oracle Database 12c - Backup and Recovery: Configuring for Recoverability	Oracle Database 12c offers different features to enable a full recovery of the database in case of a failure. Depending on the Oracle system that is running, different solutions can be used.	eLearning	0
EL8694	Oracle Database 12c - Backup and Recovery: Performing and Managing Backups	Oracle Database 12c allows backups to be performed and managed using Recovery Manager, RMAN.	eLearning	0

EL8695	Oracle Database 12c - Backup and Recovery: Failure and Recovery Concepts	Numerous issues, such as media failures, user errors, and application errors, can cause an Oracle 12c database to become partially or fully inoperable.	eLearning	0
EL8696	Oracle Database 12c - Backup and Recovery: Perform Recovery and Secure Backup	When a failure occurs within an Oracle 12c database, a restore or recovery operation needs to take place.	eLearning	0
EL8697	Oracle Database 12c - Backup and Recovery: Using Flashback Technologies	Oracle Database 12c provides the Flashback technologies to enable databases, tables, and transactions to be flashed back.	eLearning	0
EL8698	Oracle Database 12c - Backup and Recovery: Transporting Data and Performing PITR	Using Data Transport, a feature in Oracle Database 12c, tablespace can be transported to other databases on the same or different platforms.	eLearning	0
EL8699	Oracle Database 12c - Backup and Recovery: Duplicating Databases and Tuning RMAN	Oracle Database 12c allows for the duplication of a database.	eLearning	0
EL8700	Oracle Database 12c – Install and Upgrade: Database Architecture	To understand how an Oracle Database functions, it is important to gain a basic understanding of its major components.	eLearning	0
EL8701	TestPrep 1Z0-062 Oracle Database 12c: Installation and Administration	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8702	Oracle Database 12c – Install and Upgrade: Installation	The installation of the Oracle software, Oracle databases and ensuring the correct environment are in place are important tasks for a DBA to complete properly.	eLearning	0
EL8703	Oracle Database 12c – Install and Upgrade: Upgrading	As a DBA one of the tasks you performed is upgrading or migrating a database to the newest release when it is available.	eLearning	0
EL8704	TestPrep 1Z0-060 Upgrade to Oracle Database 12c	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8705	Oracle Database 12c - Administration: Database Architecture and Management Tools	To understand how an Oracle Database functions, it is important to gain a basic understanding of its major components.	eLearning	0
EL8706	Oracle Database 12c – Administration: Manage the Database Instance	After a database has been installed and configured it is important to ensure it runs properly.	eLearning	0
EL8707	Oracle Database 12c – Administration: The Network Environment and User Security	The Oracle network environment requires correct configuring to allow database connections from clients.	eLearning	0
EL8708	Oracle Database 12c – Administration: Storage structures and Undo Data	An Oracle database is divided into logical storage units called tablespaces.	eLearning	0
EL8709	Oracle Database 12c – Administration: Data Concurrency and Auditing	Oracle Database 12c is designed to prevent multiple users from changing the same data at the same time by implementing locks.	eLearning	0
EL8710	Oracle Database 12c – Administration: Backup, Recover, and Move Data	Preparing for and performing data recovery and completing database backups are the responsibilities of a DBA.	eLearning	0

EL8711	Oracle Database 12c – Administration: Maintenance and Performance Tuning	General database maintenance and performance monitoring are important Oracle DBA tasks. Proactive an	eLearning	0
EL8712	Oracle Database 12c – Administration: Resource Manager, Scheduler, and Support	By using the Database Resource Manager, you have more control over the allocation of machine resource	eLearning	0
EL8714	Microsoft Excel for Mac 2011: Getting Started	Excel for Mac 2011 is the newest version of Microsoft's comprehensive spreadsheet tool for Macintosh	eLearning	0
EL8715	Microsoft Excel for Mac 2011: Applying Basic Data Formatting	Excel 2011 provides a number of tools and features that allow you to visually enhance the appearance	eLearning	0
EL8716	Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks	While it can often seem complicated and daunting, navigating the Excel 2011 interface isn't all that	eLearning	0
EL8717	Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets	Excel for Mac 2011 enables you to produce intuitive and attractive workbooks, and lets you rearrange	eLearning	0
EL8718	Microsoft Excel for Mac 2011: Using Basic Formulas	Formulas are the building blocks of data calculation in Excel for Mac 2011. Being able to use formul	eLearning	0
EL8719	Microsoft Excel for Mac 2011: Using Basic Functions	One of the great features of Excel for Mac 2011 is its ability to perform a wide variety of function	eLearning	0
EL8720	Microsoft Excel for Mac 2011: Inserting Basic Charts	Charts make data easier to understand by providing a clear diagrammatic representation of your infor	eLearning	0
EL8721	Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks	Excel for Mac 2011 makes it easy for you to save, print, and share workbooks and worksheets.	eLearning	0
EL8722	Microsoft Outlook for Mac 2011: Getting Started	Microsoft Outlook for Mac 2011 enables you to send and receive e-mails in an intuitive manner, using a streamlined interface.	eLearning	0
EL8723	Microsoft Outlook for Mac 2011: Managing Conversations and E-mail	Outlook for Mac 2011 is the productivity application within Office for Mac that provides e-mail, contact management, scheduling, task, and note-taking tools to help you stay organized.	eLearning	0
EL8724	Microsoft Outlook for Mac 2011: Mastering E-mail	Outlook for Mac 2011 offers a variety of features that allow you to deliver polished and professional correspondence that includes a variety of types of attachments,	eLearning	0
EL8725	Microsoft Outlook for Mac 2011: Scheduling with the Calendar	While Microsoft Outlook is known for being a robust e-mail application, it also includes a calendar system that can be used for efficient information management.	eLearning	0
EL8726	Microsoft Outlook for Mac 2011: Managing Contacts	Outlook for Mac 2011 includes a Contacts feature that houses easy-to-access personal information about people and businesses.	eLearning	0
EL8727	Moving Beyond E-mail to Maximize Microsoft Outlook's Potential	Anyone who uses Outlook for everyday e-mail, knows how robust the application is when it comes to sharing information and organizing appointments and contacts.	eLearning	0

EL8728	Microsoft PowerPoint for Mac 2011: Getting Started	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning	0
EL8729	Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning	0
EL8730	Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning	0
EL8731	Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools	PowerPoint for Mac 2011 provides you with all the tools necessary to create and present engaging and effective presentations on the Mac OS X platform.	eLearning	0
EL8732	Microsoft Word for Mac 2011: Getting Started	Word for Mac 2011 is the newest version of Microsoft's word processing tool for the Mac platform.	eLearning	0
EL8733	Microsoft Word for Mac 2011: Formatting and Working with Text	Word for Mac 2011 makes it easy to apply layout and style to documents by providing a variety of formatting options.	eLearning	0
EL8734	Microsoft Word for Mac 2011: Structuring and Organizing Documents	Microsoft Word for Mac 2011 provides many intuitive options for structuring your documents quickly and easily.	eLearning	0
EL8735	Microsoft Word for Mac 2011: Moving Around a Document	Word for Mac 2011 offers a variety of intuitive navigation features that help you move around and find your way through documents, whether they're a few pages or hundreds of pages long!	eLearning	0
EL8736	Microsoft Word for Mac 2011: Adding and Formatting Images	In an effort to make our text clear and organized, we sometimes neglect the overall attractiveness of our documents.	eLearning	0
EL8737	Microsoft Word for Mac 2011: Creating and Formatting Tables	Word for Mac 2011 has a robust set of tools that allow you to create, style, and format tables in your documents.	eLearning	0
EL8738	Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking	Word for Mac 2011 offers a variety of features that enable you to finalize your documents, including various saving and printing options.	eLearning	0
EL8739	C++11: Programming Fundamentals	C++ is a general purpose, object-oriented programming language with the C language as its core	eLearning	0
EL8740	C++11: Programming Techniques	C++ includes a number of features for manipulating functions and types and it includes features such as concurrency for optimizing applications.	eLearning	0
EL8741	C++11: Programming with Boost	Boost includes a range of free, portable, and peer-reviewed C++ libraries and includes a number of libraries specific to C++11	eLearning	0
EL8742	C++11: Advanced Techniques and C++14 Preview	The next C++ standard is known as the C++14 standard.	eLearning	0

EL8743	Python Language Basics	This course covers elementary control and data structures in Python 3.x.	eLearning	0
EL8744	Applications of Python	This course covers XML manipulation in Python 3.x, file manipulation, and how to work with the file system.	eLearning	0
EL8745	Advanced Python	This course covers advanced Python 3.x concepts including exception handling, decorators, sequences, lambda functions, and generators.	eLearning	0
EL8746	Programming in C++: Working with Classes	Overview/Description As an object oriented programming language, one of the most powerful features of C++ is the ability to make custom objects and types.	eLearning	0
EL8747	Programming in C++: Arrays, Pointers, and STL	Arrays are a powerful construct in C++ enabling grouping, ordering and enumeration of objects.	eLearning	0
EL8748	Programming in C++: STL I/O and Headers, Templates, and Namespaces	C++ namespaces are an important concept when writing large-scale applications and distributing software.	eLearning	0
EL8749	Programming in C++: Structure and Data Types	C++ is a strongly typed language, and so a thorough understanding of data types is critical to be a good C++ programmer.	eLearning	0
EL8750	Programming in C++: Program Structure and Exceptions	Understanding the structure of C++ programs is critical for implementing C++ code effectively. Variables are another basic concept that is key to success.	eLearning	0
EL8751	Programming in C++: Tools and Techniques	There are many types of constants in C++, and mastering them is critical to producing readable and manageable code.	eLearning	0
EL8752	Introduction to R Programming	R is a programming language used to carry out statistical analysis on datasets. This course covers the basics to get started with programming in R.	eLearning	0
EL8753	Ruby on Rails - Fundamentals	This course introduces the features of Ruby on Rails including scaffolding and routing. It steps through the creation of a Ruby on Rails project and shows how to work with cookies and sessions, and how to implement testing and access statistics.	eLearning	0
EL8754	Ruby on Rails - Database Fundamentals	This course covers how to use ActiveRecord to work with data in a Ruby on Rails application. It covers creating a model, adding and editing records, manipulating data, working with scopes, using forms and creating queries.	eLearning	0
EL8755	Ruby on Rails for .NET Developers	This course covers how elements of the Ruby language for .NET developers. It also covers the features of Ruby on Rails and shows how to create a Ruby on Rails application.	eLearning	0
EL8756	Working with Databases in Ruby on Rails	This course covers how to work with databases in Ruby on Rails. It covers data models, referential integrity, record validation, and optimistic and pessimistic locking.	eLearning	0

EL8757	Databases in Ruby on Rails: Advanced Concepts	This course covers how to use advanced features to work with Ruby on Rails databases. It covers star schemas, lists and calendar tables, multi-valued dimensions as well as columnar databases.	eLearning	0
EL8758	Web APIs with Ruby on Rails	This course covers how to develop webAPIs using the Ruby on Rails framework. It covers how to set up an API, create API endpoints and render XML and JSON. It also covers versioning and authentication as well as documentation and testing.	eLearning	0
EL8759	Getting Started with Ruby	Ruby is an open source, all-purpose programming language that has become increasingly popular with the advent of its associated web development framework, Ruby on Rails.	eLearning	0
EL8760	Working with Ruby	There are a number of features in Ruby that can be used to enhance, extend, test, and distribute your applications.	eLearning	0
EL8761	Advanced Ruby Features	Ruby contains a number of features for advanced data management including advanced arrays, regular expressions, accessors, and virtual attributes.	eLearning	0
EL8762	SAP BusinessObjects: Overview	One of the most valuable assets an enterprise can possess is data - information acquired and stored in the process of carrying out everyday business activities.	eLearning	0
EL8781	Introduction to Algorithms and Data Structures	This course introduces the basics of algorithms and data structures with examples in C++. This course focuses on what the working programmer should know about algorithms and data structures without getting bogged down in mathematical formalism.	eLearning	0
EL8782	ANSI C Language Fundamentals	C is a general purpose language with standards specified by the American National Standards Institute (ANSI).	eLearning	0
EL8783	Iterations, Functions and Pointers in ANSI C	C is a general purpose language with standards specified by the American National Standards Institute (ANSI).	eLearning	0
EL8784	Data Structures and File Management in ANSI C	C is a general purpose language with standards specified by the American National Standards Institute (ANSI). This course covers data structures such as arrays, strings, structures, and unions. It also covers file management using C.	eLearning	0
EL8785	Optimizing and Debugging ANSI C Programs	C is a general purpose language with standards specified by the American National Standards Institute (ANSI).	eLearning	0
EL8786	Fundamentals of Apache Web Services	A Web service is a communication method between two devices over a network. Apache CXF is an open-source Web services framework	eLearning	0

EL8787	Apache Web Services Advanced	Apache CXF is an open source services framework. CXF helps develop services using front end programming APIs. These services use a variety of protocols such as SOAP, XML/HTTP and RESTful HTTP.	eLearning	0
EL8788	Web API Advanced	Web API is the application programming interface for both the web server (server side) and web browser (client side). There are a lot of different technologies and practices that fall into this category.	eLearning	0
EL8789	Architecture N-Tier/REST: Designing and Building Applications	N-Tier and REST are both architectures used for developing applications. By using the N-tier architecture, model developers can create applications that are flexible and reusable.	eLearning	0
EL8790	Introduction to Debugging	In software development, debugging is a necessary part of the development process. It's difficult for developers to admit that their code is buggy, but the best software developers recognize that there's no such thing as perfect code.	eLearning	0
EL8791	Visual Studio 2013 Debugging	Visual Studio 2013 is a powerful development environment, and a large part of that power comes from its debugging capabilities.	eLearning	0
EL8792	Debugging Tools	Debugging is a necessary part of the development process, but there are numerous tools available to the developer.	eLearning	0
EL8793	Software Debugging in Windows	Microsoft Windows is a powerful graphical user interface, and most software developers will develop Windows applications at some point.	eLearning	0
EL8794	Introduction to Eclipse	Eclipse is an open-source integrated development environment (IDE) that can be used to develop applications with a number of different programming languages including Java, C and C++, and PHP.	eLearning	0
EL8798	Advanced Entity Framework	This course explains and demonstrates how to integrate Entity Framework in a web project, how to improve and tune performance in various scenarios, how to configure Entity Framework, and how to work with other database types.	eLearning	0
EL8799	Getting Started with LINQ	LINQ is a set of features added to C# and VB to enable querying of collections, databases, and XML documents.	eLearning	0
EL8800	Microsoft Team Foundation Server 2013: Installation and Configuration	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning	0
EL8801	Microsoft Team Foundation Server 2013: Managing an Implementation	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning	0
EL8802	Microsoft Team Foundation Server 2013: Customization for Team Use	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning	0

EL8803	Microsoft Team Foundation Server 2013: Clients, Workspaces, and Version Control	Microsoft Team Foundation Server is an enterprise system that covers all aspects of Application Lifecycle Management.	eLearning	0
EL8804	NHibernate Essentials	NHibernate is an open-source object relational mapper for the Microsoft .	eLearning	0
EL8805	NHibernate Advanced Techniques	NHibernate is an open-source object relational mapper for the Microsoft .	eLearning	0
EL8806	Introduction to SOLID	There are a number of concepts and methodologies that encompass what is known as object-oriented design.	eLearning	0
EL8807	SOLID Fundamentals	There are a number of concepts and methodologies that encompass what is known as object-oriented design.	eLearning	0
EL8808	Beginning Object-Oriented Design	There are a number of concepts and methodologies that encompass what is known as object-oriented design.	eLearning	0
EL8809	Advanced Scrum: Developing the Product and Sprint Backlogs	Successful Scrum implementation begins with effective backlog development.	eLearning	0
EL8810	Advanced Scrum: Addressing Sprint Execution Challenges	Executing a Scrum sprint can pose unique challenges, but there are ways to mitigate your risk.	eLearning	0
EL8811	Introduction to Programming	Software Development Fundamentals covers a common set of methodologies used when creating programs with a variety of programming languages.	eLearning	0
EL8812	TestPrep 98-361 Software Development Fundamentals	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8813	Programming Basics	Software Development Fundamentals covers a common set of methodologies used when creating programs with a variety of programming languages.	eLearning	0
EL8814	Beginning Windows Applications	Software Development Fundamentals covers a common set of methodologies used when creating programs with a variety of programming languages.	eLearning	0
EL8815	Selenium Automated Web Testing Fundamentals	Selenium is a set of tools that can be used to automate browsers.	eLearning	0
EL8816	Advanced Features of Selenium Automated Web Testing	Selenium is a set of tools that can be used to automate browsers.	eLearning	0
EL8817	Selenium and Java	Selenium is a set of tools that can be used to automate web testing with Java.	eLearning	0
EL8818	Selenium and C#	Selenium is a set of tools that can be used to automate web testing with C#.	eLearning	0
EL8819	Selenium and Python	Selenium is a set of tools that can be used to automate web testing using a variety of languages including Python.	eLearning	0
EL8820	SOA Fundamentals	There are a number of concepts that encompass what is known as the Service-Oriented Architecture, or SOA.	eLearning	0

EL8821	Software Practices (SCRUM): SCRUM Roles	Scrum is Agile development methodology, and so follows the Agile Manifesto.	eLearning	0
EL8822	Software Practices (SCRUM): SCRUM Meetings	A large part of the Scrum process revolves around the Scrum meetings.	eLearning	0
EL8823	Creating Software Tests	Software testing is critical to the development of quality software applications.	eLearning	0
EL8824	Managing, Troubleshooting, and Automating Software Tests	Software testing is critical to the development of quality software applications.	eLearning	0
EL8825	Software Testing with Visual Studio: Create and Configure Test Plans	Software testing with Visual Studio streamlines the development and testing process and supports the needs of software developers and testers.	eLearning	0
EL8826	Software Testing with Visual Studio: Manage Test Cases	Software testing with Visual Studio streamlines the development and testing process and supports the needs of software developers and testers.	eLearning	0
EL8827	Software Testing with Visual Studio: Manage Test Execution Part 1	Effective software testing is integral to mitigating harm caused by software failures and providing	eLearning	0
EL8828	Software Testing with Visual Studio: Manage Test Execution Part 2	Software systems are increasingly ubiquitous in all aspects of our lives. Failures in these systems	eLearning	0
EL8829	Windows Embedded 8.1 Industry	Windows Embedded 8.1 Industry combines the innovation, familiarity, and power of Windows 8.1	eLearning	0
EL8830	WPF Fundamentals with XAML and C#	Microsoft's Windows Presentation Foundation (WPF) is a framework within .NET for building	eLearning	0
EL8831	The Waterfall Software Development Model	Waterfall is the traditional sequential software development model. Waterfall is the most widely	eLearning	0
EL8832	Getting Started with AngularJS	AngularJS is designed to simplify the task of building single page Model, View, Controller apps.	eLearning	0
EL8833	Working with Directives in AngularJS	Directives are notes to the AngularJS compiler that allow you to attach a behavior to a DOM object.	eLearning	0
EL8834	Services in AngularJS	Services are objects in AngularJS used to organize and share code in applications.	eLearning	0
EL8835	Testing in AngularJS	JavaScript testing is imperative due to the dynamically typed nature of the language.	eLearning	0
EL8836	AngularJS Controllers and Directives	Angular JS controllers are constructor functions that set the initial state and add behaviours to	eLearning	0
EL8837	Getting Started with Backbone.js	Backbone.js provides a rich API for working with collections, models, and views. In this course, you	eLearning	0
EL8838	Complex Application Development with Backbone.js	Node.js is a server-side JavaScript engine built on Google's V8 runtime	eLearning	0

EL8839	Bootstrap Introduction	Bootstrap is a framework developed to provide consistency, while still allowing for flexibility and customization	eLearning	0
EL8840	Bootstrap Elements	Bootstrap is a front-end framework developed to provide consistency for internal resources.	eLearning	0
EL8841	Clojure Fundamentals	Clojure - a dialect of Lisp - is a dynamic programming language that compiles to JVM bytecode	eLearning	0
EL8842	Data and State Management in Clojure	Interacting with and managing data is an important aspect of Clojure applications.	eLearning	0
EL8843	Optimizing Clojure Projects	Clojure includes a number of features that enable you to optimize your applications	eLearning	0
EL8844	Clojure Data-Driven and Web Application Fundamentals	There are a number of specific features and tools for building and deploying Clojure web applications	eLearning	0
EL8845	jQuery Mobile – App Basics, UI Controls and Navigation	jQuery Mobile is a touch-optimized web development framework that lets you build mobile web apps that can be used across a range of devices.	eLearning	0
EL8846	jQuery Mobile – Forms, Lists, Sets and Tables	jQuery Mobile includes a range of features to manage data input and presentation.	eLearning	0
EL8847	Optimizing jQuery Mobile Apps	You can optimize jQuery Mobile apps by editing styles and themes. In this course, you'll learn about styles and themes in jQuery Mobile. You'll also learn about the use of the jQuery Mobile API and Service Integration.	eLearning	0
EL8848	Integrating jQuery Mobile with PhoneGap	PhoneGap is a framework for creating mobile apps with standard web APIs. In this course, you'll explore the use of PhoneGap for building and deploying jQuery Mobile apps.	eLearning	0
EL8849	JavaScript Essentials: Getting Started	JavaScript is a multi-paradigm language, supporting imperative, functional, and object-oriented programming styles.	eLearning	0
EL8850	JavaScript Essentials: Language Features	JavaScript has rich language features for representing data and controlling the flow of programs.	eLearning	0
EL8851	JavaScript Essentials: JavaScript In Depth	JavaScript and XML are closely linked, and JavaScript includes support for XSLT style sheets and XPath.	eLearning	0
EL8852	JavaScript Essentials: Basic Browser Interaction	The primary method for running JavaScript on the client side is through the web browser. This course covers browser features, such as CSS, working with browser windows, getting information about users, and other browser manipulations.	eLearning	0
EL8856	JavaScript Essentials: Dynamic Content and HTML5	HTML5 is a big change to the way that HTML and JavaScript interact in the browser. HTML5 enables rich and high performing client interfaces with relatively trivial code.	eLearning	0
EL8857	JavaScript Essentials: Dynamic JavaScript Code	JavaScript enables dynamic web experiences through interaction with the browser and client OS.	eLearning	0

EL8858	JavaScript Essentials: Input and the Mouse	As a client side UI focused language, efficiently handling user input in JavaScript is very important.	eLearning	0
EL8859	JavaScript - Ember.js Fundamentals	Ember.js is a client-side, JavaScript-based and open-source application framework that uses the Model-View-Controller (MVC) architectural pattern.	eLearning	0
EL8860	Knockout Fundamentals	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Fundamental to Knockout is the use of observables.	eLearning	0
EL8861	Configuring Forms with Knockout	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Knockout has a range of bindings that apply to form fields .	eLearning	0
EL8862	Working with Knockout	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Knockout has a range of features to support dynamic development of UIs.	eLearning	0
EL8863	Advanced Knockout Techniques	Knockout is a JavaScript library used to develop user interfaces based on the Model-View-View-Model (MVVM) pattern. Knockout can be extended to suit your applications' requirements.	eLearning	0
EL8864	JsRender Fundamentals	JsRender is a JavaScript templating framework for rendering HTML dynamically. In this course, you'll explore how to get started with JsRender, how to work with If Else and For tags, how to compile templates, and how to use paths for rendering data.	eLearning	0
EL8865	Advanced JsRender Features	JsRender is a JavaScript templating framework for rendering HTML dynamically.	eLearning	0
EL8866	JavaScript SPA: Getting Started with SPA in Visual Studio 2013	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning	0
EL8867	JavaScript SPA: SPA Views and Routes	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning	0
EL8868	JavaScript SPA: Durandal Modules and Lifecycle events.	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning	0

EL8869	JavaScript SPA: Adding Views and Handling View Navigation in Durandal	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning	0
EL8870	JavaScript SPA: Connecting to and Managing Data	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and display application views on screen.	eLearning	0
EL8871	JavaScript SPA: Working with Rich Application Data	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and display application views on screen.	eLearning	0
EL8872	JavaScript SPA: Managing Application Data	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning	0
EL8873	JavaScript SPA: Working With Validation	A JavaScript single page application, or SPA, uses a combination of JavaScript libraries and web development frameworks to communicate with the server, consume and manage data, and to display application views on screen.	eLearning	0
EL8874	Kendo UI: Installation and Overview	Kendo UI is an application framework and set of GUI widgets and interface elements for building HTML5 and JavaScript apps intended for web and mobile deployment.	eLearning	0
EL8875	Kendo UI: HTML Helpers for ASP.NET MVC	Kendo UI is an application framework and set of GUI widgets and interface elements for building HTML5 and JavaScript apps intended for web and mobile deployment. This course covers the use of HTML helpers in Kendo UI with ASP.NET and MVC.	eLearning	0
EL8876	Kendo UI: Mobile API	Kendo UI is an application framework and set of GUI widgets and interface elements for building HTML5 and JavaScript apps intended for web and mobile deployment. This course covers DataViz and mobile widgets.	eLearning	0
EL8877	jQuery: Basic Setup and Features	jQuery simplifies the process of using HTML for your websites. This course introduces you to the fundamentals of jQuery, including installing and implementing the environment, jQuery styles and themes, and using basic features like finding and filtering.	eLearning	0
EL8878	jQuery: Using Essential Features and Functions	jQuery has a wide variety of features and options to tailor your pages to your requirements.	eLearning	0

EL8879	jQuery: Advanced Features and Functions	jQuery provides endless opportunities to customize your page using unique functions and options.	eLearning	0
EL8880	JavaScript Sencha: Ext JS	Sencha Ext JS is a pure JavaScript application development framework for developing interactive applications for the web.	eLearning	0
EL8881	JavaScript Sencha: Sencha Touch	Sencha Touch is an HTML5 mobile web application development framework for cross platform development.	eLearning	0
EL8882	TypeScript Essentials: Getting Started	TypeScript can be developed in any one of a number of IDEs, but Visual Studio 2013 has been developed with a number of features explicitly targeted at TypeScript development.	eLearning	0
EL8883	TypeScript Essentials: Advanced TypeScript	TypeScript integrates with standard JavaScript Libraries and platform applications.	eLearning	0
EL8884	Underscore.js: Collection Functions and Function Functions	Underscore.js collection functions work on a range of inputs, such as arrays, objects or lists. Function functions are designed to take a function as a parameter.	eLearning	0
EL8885	Underscore.js: Array, Object, and Utility Functions	Underscore.js array functions take an array as input. Object functions work on objects, and utility functions provide utility, with or without input, or without being tied to a particular input type.	eLearning	0
EL8887	CompTIA CASP CAS-002: Cryptography and Enterprise Storage Concerns	Cryptography has been used for thousands of years to secure messages and hide information from those who would seek to steal it.	eLearning	0
EL8888	TestPrep CAS-002 CompTIA Advanced Security Practitioner	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8889	CompTIA CASP CAS-002: Advanced Network Design, Management, and Controls	Network design plays a significant role in the security of an organization, as do the management strategies and the control mechanisms that are put in place.	eLearning	0
EL8890	CompTIA CASP CAS-002: Security Controls for Hosts	Host security plays a tremendously important role in network security. Even if all your network links are secured, improperly secured hosts can leave your organization open to attack.	eLearning	0
EL8891	CompTIA CASP CAS-002: Application Vulnerabilities and Security Controls	Vulnerabilities within applications, either through improper coding or new attack vectors, can leave an organization open to attack.	eLearning	0
EL8892	CompTIA CASP CAS-002: Industry Influences, Risk Planning, Strategy, and Control	The strategic plan that an organization uses is often driven from industry standards and information classification procedures.	eLearning	0
EL8893	CompTIA CASP CAS-002: Privacy Policies & Procedures and Incident Recovery	Creating strong privacy policies and procedures will aid in securing organizational assets.	eLearning	0
EL8894	CompTIA CASP CAS-002: Research, Analysis and Assessment	Research and testing are the backbone of introducing new technologies and devices into your network.	eLearning	0

EL8895	CompTIA CASP CAS-002: Integration of Computing, Communications, and Disciplines	Ensuring that departments work in a collaborative fashion is extremely important and will actually increase network security when done properly.	eLearning	0
EL8896	CompTIA CASP CAS-002: Technical Integration of Enterprise Components	Tying all the security mechanisms in your organization together is extremely important, as it will bring the overall security into effect.	eLearning	0
EL8897	Microsoft Security Fundamentals: Security Layers	One of the building blocks of successful IT security practices is a fundamental understanding of security layers.	eLearning	0
EL8898	Microsoft Security Fundamentals: Operating System Security	One of the building blocks of successful IT security practices is a fundamental understanding of operating system security.	eLearning	0
EL8899	Microsoft Security Fundamentals: Network Security	One of the building blocks of successful IT security practices is a fundamental understanding of network security.	eLearning	0
EL8900	Microsoft Security Fundamentals: Security Software	One of the building blocks of successful IT security practices is a fundamental understanding of security software.	eLearning	0
EL8901	TestPrep Using Access 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8902	TestPrep Using Excel 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8903	TestPrep Using Outlook 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8904	TestPrep Using PowerPoint 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8905	TestPrep Using Word 2007	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8906	VMware vSphere 6 Install, Configure, Manage - Part 1: vSphere 6 Overview	Virtualization using VMware vSphere 6 provides a host of benefits to a server environment including high availability, improved resource utilization, scalability, and ultimately cost benefits.	eLearning	0
EL8907	VMware vSphere 6 Install, Configure, Manage - Part 1: vSphere Installation	VMware vSphere 6 ESXi is the hypervisor underlying the vSphere suite of products, which enables bare-metal installation of VMs directly on a hardware. vCenter Server is a centralized management platform that ties it all together.	eLearning	0

EL8908	VMware vSphere 6 Install, Configure, Manage - Part 1: Virtual Networks	One of the main advantages in configuring cloud computing and virtualization is the use of virtual networks. Virtual networks offer the flexibility of any topology and aren't constrained by cable bandwidth limitations.	eLearning	0
EL8909	VMware vSphere 6 Install, Configure, Manage - Part 1: Storage and VMs	Virtualized environments have unique requirements for storage and movement of data. The unit of virtualization is the VM, which essentially runs the instance of a computer on a software-defined hardware.	eLearning	0
EL8910	Advanced Windows Store Apps with C# in Visual Studio 2013: Data Management	Windows Store apps can be configured with UI features as well as programmatically to handle data. This course describes how to implement caching options, incorporate file pickers, and handle data access, files, and libraries programmatically.	eLearning	0
EL8911	TestPrep 70-485 Advanced Windows Store App Development Using C#	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8912	Advanced Windows Store Apps with C# in Visual Studio 2013: The UI, Printing, WNS	Presentation and ease of use are crucial aspects for users of Windows Store apps. In this course, you will learn how to use animations and custom controls to enhance your apps.	eLearning	0
EL8913	Advanced Windows Store Apps with C# in Visual Studio 2013: Media and Devices	Many Windows Store apps are developed to capture and manage media files. In this course, you will learn how to use APIs to capture video, audio and photos, and how to configure Play To to stream media.	eLearning	0
EL8914	Advanced Windows Store Apps with C# in Visual Studio 2013: Security & Optimizing	Security is an important aspect of any app that handles sensitive data. In this course, you'll learn how to implement encryption functionality in your Windows Store apps.	eLearning	0
EL8915	Advanced Windows Store Apps with C# in Visual Studio 2013: Testing & Deployment	You will need to ensure that your app has been validated and is error-free before submitting it to the Windows Store.	eLearning	0
EL8916	Microsoft Advanced Windows Store Apps with HTML5: Enhancing Performance	This course demonstrates how to design for greater UI responsiveness in Windows Store apps with promises and web workers.	eLearning	0
EL8917	TestPrep 70-482 Advanced Windows Store App Development, HTML5 and JavaScript	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL8918	Microsoft Advanced Windows Store Apps with HTML5: Animations and Custom Controls	This course offers instruction on how to generate animations, transitions, and transformations in Windows Store apps.	eLearning	0
EL8919	Microsoft Advanced Windows Store App Development with HTML5: Media and Devices	This course offers instruction on how to capture media and work with sensors and devices in a Windows Store app.	eLearning	0

EL8920	Microsoft Advanced Windows Store App Development with HTML5: User Interaction	This course offers instruction on how to use the Print contract and Play To contract in a Windows Store app. It also demonstrates how to use WNS push notifications with Windows Store apps.	eLearning	0
EL8921	Microsoft Advanced Windows Store App Development with HTML5: Data and Security	This course offers instruction on how to implement data caching strategies and data management with Windows Store apps.	eLearning	0
EL8922	Microsoft Advanced Windows Store App Development with HTML5: Localize and Deploy	This course offers instruction on using globalization and localization features in Windows Store apps. It also provides instruction on error handling, testing and debugging, and monitoring of Windows Store apps.	eLearning	0
EL8923	Creating Styles with CSS3 and Styling Text	CSS3 has a range of styling options for text and list presentation. In this course, you will learn how to use rule sets to create styles, how to group and apply styles, and how to apply styles for effective content display.	eLearning	0
EL8924	Styling Page Elements using CSS3	CSS3 has a wide range of options for configuring web page elements. In this course, you will learn how to work with color, apply borders, and other styling features to elements.	eLearning	0
EL8925	Navigation Elements and Animations with CSS3	Effective navigation is a key element of good site design. CSS3 contains many features that allow you to configure and style navigation elements.	eLearning	0
EL8926	Forms, Positioning, and Layout with CSS3	Forms are key components for many web sites and CSS3 has a range of options for configuring form elements.	eLearning	0
EL8927	Advanced Options, Responsive Web Design, and Management with CSS3	CSS3 specifications include new and sophisticated options for layout and graphics.	eLearning	0
EL8928	Extending CSS3 with Sass and Less	Despite its increasing flexibility and functionality, CSS does not include functionality such as nesting, functions, and the use of variables.	eLearning	0
EL8929	Getting Started with ASP.NET MVC Web Applications in Visual Studio 2013	Development platforms like Visual Studio include a collection of ASP.NET MVC project templates that can be used to rapidly create and test web applications.	eLearning	0
EL8930	TestPrep 70-486 Developing ASP.NET MVC Web Applications	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8931	Designing the User Experience in ASP.NET MVC Web Applications	User experience is mainly influenced by the design of the application UI layout and behavior, thus sound design principles go a long way in developing quality apps.	eLearning	0
EL8932	Working with ASP.NET MVC 4 Models	Models are the basic building block of any MVC application, as they represent how the application can manage and interact with data.	eLearning	0

EL8933	ASP.NET MVC Databases and the Entity Framework	Databases and the Entity Framework add a great deal of value to any MVC application, as they allow the application to manage and interact with data.	eLearning	0
EL8934	Developing the User Experience in ASP.NET MVC	The ASP.NET Web API framework can be used in an MVC project to build RESTful APIs on top of the .NET framework, thus exposing HTTP data services and reasonably separating data service responsibilities from UI concerns.	eLearning	0
EL8935	Designing ASP.NET MVC Application Architecture	Proper application architecture design is key to ensuring that the web applications run in an efficient, secure manner when deployed.	eLearning	0
EL8936	Implementing ASP.NET Authentication and Authorization	Understanding and implementing proper user authorization and authentication techniques is key to producing secure, trustworthy web applications.	eLearning	0
EL8937	Debugging ASP.NET MVC Web Applications	Developers typically spend most of their development time in the debugging phase of a project, where they test the application for compile-time and runtime issues alike.	eLearning	0
EL8938	Configuring and Deploying an ASP.NET MVC Application	Developers have the option of configuring additional application settings before deploying a web application to the production environment.	eLearning	0
EL8939	Optimizing and Protecting Application Data	In order to develop efficient, robust web applications, we must understand how to implement key web optimization techniques as well as key ASP.NET security features.	eLearning	0
EL8940	Introduction to HTML5	This course covers the use of HTML5 for building web pages.	eLearning	0
EL8941	HTML5 Layout	HTML5 has many page layout and data presentation elements that can be used to display your data.	eLearning	0
EL8942	HTML5 Forms	HTML5 is the new standard for web development from the W3 Consortium.	eLearning	0
EL8943	HTML5 APIs and Media	HTML5, its APIs, and JavaScript provide a powerful tool to create robust, rich, dynamic web pages.	eLearning	0
EL8944	HTML5 and CSS3	HTML5 and CSS3 provide all the parts necessary to create a visually stunning web page.	eLearning	0
EL8945	HTML5 Layout with CSS3	HTML5 and CSS3 complement each other nicely; however, CSS3 has the ability to control the very layout of the HTML5 document.	eLearning	0
EL8946	HTML5 and Advanced CSS3	CSS3 provides a rich environment for manipulating images and text using animation and transforms.	eLearning	0
EL8947	HTML5 and JavaScript	HTML5 and JavaScript is the standard for creating highly interactive and responsive web pages.	eLearning	0

EL8948	HTML5 Graphics and Canvas	HTML5 and the canvas provide a significant improvement to graphic capabilities on the web.	eLearning	0
EL8950	Advanced Features of JavaScript, CSS3 and HTML5	HTML5, CSS3, and JavaScript provide a variety of advanced features for creating highly interactive and responsive web pages.	eLearning	0
EL8951	Programming in C#: Managing Program Flow	Microsoft Visual C# is a principal development language for the .NET framework.	eLearning	0
EL8952	TestPrep 70-483 Programming in C#	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8953	Programming in C#: Creating and Using Types	In addition to classes, there are a number of C# types including structs and enums.	eLearning	0
EL8954	Programming in C#: Debugging and Security Implementation	Debugging and securing your applications is crucial prior to deployment.	eLearning	0
EL8955	Programming in C#: Implementing Data Access	Data access and management is a critical aspect of most enterprise applications.	eLearning	0
EL8956	Responsive Web Design: Flexible Data and UIs, Devices, Process and Performance	With the rise of handheld devices and mobile browsing, web applications have needed to become responsive to the accessing device.	eLearning	0
EL8957	Getting Familiar With Windows 8.1 UI and Layout	Rich and immersive Windows Store apps can be creating using Windows 8.1, Visual Studio 2013, C# and XAML.	eLearning	0
EL8958	TestPrep 70-484 Essentials of Developing Windows Store Apps Using C#	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8959	Working With Data and Files	There are multiple concepts to consider concerning working with data in Windows Store Apps.	eLearning	0
EL8960	Navigation and Layout in Windows Store Apps	Windows 8.1 and Windows Runtime includes a multitude of controls that can be used to provide functionality when creating Store Apps.	eLearning	0
EL8961	Working With Charms and Contracts	Charms and Contracts provide a convenient way for developers to tightly integrate their apps into Windows 8.1.	eLearning	0
EL8962	Working With The App Bar, Semantic Zoom, User Input, and Process Lifetime Management	Pointer and gesture events, as well as app bar and user input are useful tools when creating Windows Store Apps.	eLearning	0
EL8963	Authentication, Authorization, and App Deployment	Apps built for the Windows Store may require security features in the way of authentication and authorization.	eLearning	0
EL8964	Microsoft Windows Store App Essentials with HTML5: Overview	This course offers an introduction to designing and implementing Windows Store Apps using JavaScript and HTML5 on the Windows 8 platform.	eLearning	0

EL8965	Microsoft Windows Store App Essentials with HTML5: The UI and Layout Controls	This course covers user interface elements and layouts that are used to build Windows Store Apps using HTML5 and JavaScript from within Microsoft Visual Studio 2013.	eLearning	0
EL8966	TestPrep 70-481 Developing Windows Store Apps using HTML5 and JavaScript	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8967	Microsoft Windows Store App Essentials with HTML5: PLM and Contracts	Planning and implementing a lifecycle management strategy is crucial to ensure proper performance across multiple devices of any Windows Store apps you develop.	eLearning	0
EL8968	Microsoft Windows Store App Essentials with HTML5: Navigation, Contacts, Tiles	This course covers working with the navigation framework for Windows Store apps using Visual Studio 2013 and HTML5.	eLearning	0
EL8969	Microsoft Windows Store App Essentials with HTML5: Input Devices and User Touch	This course offers instruction on how to program Windows Store apps for accommodating interaction with mouse using JavaScript and HTML5 in Microsoft Visual Studio 2013.	eLearning	0
EL8970	Microsoft Windows Store App Essentials with HTML5: Managing Data	When designing and developing Windows Store apps, you will need to select and implement the data access strategies and binding implementations that are appropriate for your app.	eLearning	0
EL8971	Microsoft Windows Store App Essentials with HTML5: Security	This course covers security in Windows Store apps.	eLearning	0
EL8972	Microsoft Windows Store App Essentials with HTML5: Deployment	This course offers instruction on how to configure an app's package manifest file, using the Microsoft Visual Studio 2013 Manifest Designer, to meet Windows Store certification requirements.	eLearning	0
EL8973	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Updates	The modern data center has very specific requirements for physical and virtual machine management, self-service, business continuity, automation, and monitoring and reporting.	eLearning	0
EL8974	TestPrep 70-414 Implementing an Advanced Server Infrastructure	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL8975	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: VM hosts and guests	or organizations that have implemented virtualization and are looking towards private cloud and virtualized data center infrastructures, Microsoft System Center 2012 R2 Virtual Machine Manager is an important management tool.	eLearning	0
EL8976	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Storage and Networks	Virtual storage and virtual networking are two areas of Microsoft's Hyper-V virtualization solution that have seen lots of changes in recent times.	eLearning	0
EL8977	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: VM Administration	One of the key advantages of virtualized server infrastructure is the ability to move running VMs to shift loads from over-utilized hardware resources to under-utilized ones.	eLearning	0

EL8978	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Clustering and NLB	Failover clustering and Network Load Balancing (NLB) are features of Microsoft Windows Server 2012 R2, which provide different levels of fault tolerance, high availability, and scalability to the workloads in your data center.	eLearning	0
EL8979	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Business Continuity	Failover clustering and Network Load Balancing (NLB)...	eLearning	0
EL8980	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Monitoring	This course covers data center monitoring.	eLearning	0
EL8981	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: Certificate Services	The public key infrastructure in Windows Server 2012 R2 is used to integrate PKI to secure and exchange information across not only an intranet, but also across extranets, the Internet, and from application to application.	eLearning	0
EL8982	Microsoft Windows Server 2012 R2 - Advanced Infrastructure: AD RMS and AD FS	Active Directory Federation Services provides web-based authorization and authentication services for all users in your organization, both internal and external.	eLearning	0
EL8992	Microsoft System Center 2012 R2 – Configure and Deploy: VMM Overview	Cloud computing can provide highly available and scalable infrastructure solutions to most organizations.	eLearning	0
EL8993	Microsoft System Center 2012 R2 – Configure and Deploy: Extending & Maintaining	The private cloud will continually evolve based on the organization's requirements.	eLearning	0
EL8994	Microsoft System Center 2012 R2 – Configure and Deploy: Application Delivery	The Microsoft Web Deployment Tool is a tool for automating deployment of web applications to Windows Servers running Internet Information Services (IIS).	eLearning	0
EL8995	Microsoft System Center 2012 R2 – Configure and Deploy: Building Private Clouds	Virtual machines and services can be deployed efficiently in the private cloud.	eLearning	0
EL8996	Microsoft System Center 2012 R2 – Configure and Deploy: Monitoring	System Center 2012 R2 Operation Manager is the data center and cloud monitoring component of the System Center 2012 R2 suite.	eLearning	0
EL8997	Microsoft System Center 2012 R2 – Configure and Deploy: Service Management	IT service management is a core responsibility for the IT department. Changes, incidents, problems, and service releases need to be tracked and controlled in order to provide a robust and seamless IT service.	eLearning	0
EL8998	Microsoft System Center 2012 R2 – Configure and Deploy: DPM	Protecting the private cloud is vital in order for an organization to fulfill its objectives.	eLearning	0
EL8999	Microsoft System Center 2012 R2 – Configure and Deploy: Automation	To reduce the total cost of ownership for your private cloud, you should strive to automate and standardize administrative tasks. System Center 2012 R2 – Orchestrator provides the functionality to achieve this.	eLearning	0

EL9000	Thinking Like a CFO: Mind-set and Financial Priorities	Effective management of your departmental operations in terms of productivity, efficiency, and quality is important, but it's no longer enough to ensure success.	eLearning	0
EL9001	Thinking Like a CFO: Making Financial Decisions	Thinking like a CFO gives you a better understanding of your organization's strategic plans, its operational priorities, and the impact of those priorities on your department.	eLearning	0
EL9002	Thinking Like a CFO: Preparing and Presenting a Business Case	Applying CFO thinking in your business decisions and departmental activities helps you align them to your organization's goals.	eLearning	0
EL9003	Thinking Like a CFO: Managing Risk	Thinking like a CFO means you're not just concerned about productivity and efficiency, but also about your organization's long-term financial health and sustainability.	eLearning	0
EL9017	Planning for Performance	Do you know if your team's goals are consistently being met? Or if the individuals in your team are performing at their peak?	eLearning	0
EL9018	Monitoring and Improving Performance	Performance management is all about results. But how do you measure those results? What do you do with the data that you collect? And what do you do if you discover that some employees are underperforming?	eLearning	0
EL9019	Reviewing and Rewarding Performance	Managers often dread employee performance appraisals. However, these appraisals can be a positive experience for both manager and employee if you know the right way to handle them.	eLearning	0
EL9020	Marketing Essentials: Introduction to Marketing	How do you know what consumers really want? How do you know which consumers to go after and how to get them interested in your products and services? You need to develop an effective marketing strategy.	eLearning	0
EL9021	Marketing Essentials: Planning and People	The four Ps of the traditional marketing mix (Product, Price, Place, and Promotion) are important strategic cornerstones of any marketing activity.	eLearning	0
EL9022	Marketing Essentials: Product and Price	How do you know what kind of products and services you should be marketing? How do you develop successful products and services? How do you promote and sell them?	eLearning	0
EL9023	Marketing Essentials: Place	Getting your products and services into your customers' hands is not a simple task; a multitude of factors must be considered. How do you select the most effective distribution channels?	eLearning	0
EL9024	Marketing Essentials: Promotion	How do you get customers interested in your products and services? What kinds of sales and advertising strategies will you use? How will public relations support your promotional strategies, if at all?	eLearning	0

EL9025	Marketing Essentials: Marketing and Ethics	What role does ethics play in marketing? What is corporate responsibility and how is it linked to marketing?	eLearning	0
EL9026	Competitive Marketing Strategies: Conducting an Internal Analysis	When developing competitive marketing strategies, one of the most important steps is carrying out effective research and analysis.	eLearning	0
EL9027	Competitive Marketing Strategies: Analyzing Competitors	To formulate successful competitive marketing strategies for your organization, you need to understand your competitors. Who are your key rivals and what drives their marketing decisions?	eLearning	0
EL9028	Competitive Marketing Strategies: Selecting and Implementing Strategies	Competitive marketing strategies can help your organization gain market share, minimize the impact of competitors, and increase revenues.	eLearning	0
EL9029	Building Lasting Customer-brand Relationships	The focus of brand management today is on building lasting relationships between a brand and its customers.	eLearning	0
EL9030	Developing a Brand Internally	Many brands fail to deliver what they promise because of a lack of internal focus and engagement in the brand development process.	eLearning	0
EL9031	Global Brand Management	Extending a brand globally is an intricate process that requires thorough research and preparation, organizational commitment, and a strong understanding of the risks and rewards associated with taking a brand global.	eLearning	0
EL9032	Brand Management for Social Media and Wireless Technologies	The brand tenets of the past “ notably control and predictability “ are no longer valid.	eLearning	0
EL9033	Mentoring Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.	Skillsoft Mentors are available to help students with their studies for the Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.	eLearning	0
EL9034	Mentoring Six Sigma Green Belt (SSGB)	Skillsoft Mentors are available to help students with their studies for the Six Sigma Green Belt (SSGB) exam.	eLearning	0
EL9036	Mentoring Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned	Skillsoft Mentors are available to help students with their studies for the Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9037	Mentoring PRINCE2: Practitioner	Skillsoft Mentors are available to help students with their studies for the PRINCE2: Practitioner exam. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL9038	Mentoring SK0-004 CompTIA Server+	Skillsoft Mentors are available to help students with their studies for exam SK0-004 CompTIA Server+. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9049	Final Exam: Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9053	Final Exam: Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9056	Final Exam: Six Sigma Black Belt (2007 BOK): Team Management	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Team Management enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9060	Final Exam: Six Sigma Black Belt (2007 BOK): Define	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Define enabl	eLearning	0
EL9063	Final Exam: Six Sigma Black Belt (2007 BOK): Measure	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Measure enab	eLearning	0
EL9070	Final Exam: Six Sigma Black Belt (2007 BOK): Analyze	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Analyze	eLearning	0
EL9077	Final Exam: Six Sigma Black Belt (2007 BOK): Improve	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK):	eLearning	0
EL9081	Final Exam: Six Sigma Black Belt (2007 BOK): Control	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK):	eLearning	0
EL9085	Final Exam: Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies	Generally taken near the end of a program, Final Exam: Six Sigma Black Belt (2007 BOK): Design for	eLearning	0
EL9093	Operations Management and the Organization	Operations management plays a vital role in producing and delivering goods and services to customers.	eLearning	0
EL9094	Operations Management: Product and Service Management	Product and service management is the process of designing, creating, and maintaining a product or service through all stages of its lifecycle.	eLearning	0
EL9095	Operations and Supply Chain Management	The supply chain is a network of operations running across an organization, which are needed to design, make, deliver, and service products or services for customers.	eLearning	0
EL9096	Operations Management: Inventory Management	Inventories include an organization's raw materials, work in process, supplies used in operations, and finished goods.	eLearning	0
EL9097	Operations Management: Forecasting and Capacity Planning	Customer demand for products and services changes constantly.	eLearning	0

EL9098	Operations Management: Operations Scheduling	Operations scheduling involves the distribution and use of an organization's resources – in other words, its human resources, equipment, and facilities – to produce the goods and services needed to meet forecasted customer demand.	eLearning	0
EL9099	Operations Management: Management of Quality	Quality means different things to different people, organizations, and industries.	eLearning	0
EL9100	Operations Management: Facilities Planning and Management	Managing facilities plays an important role in integrating employees, work processes, and work locations with an organization's production system.	eLearning	0
EL9112	Six Sigma and Organizational Goals	Six Sigma is a data-driven improvement program that focuses on process, product, and service quality and aims to reduce defects, variation, and costs.	eLearning	0
EL9113	Lean Principles and Six Sigma Projects	Lean is a continuous improvement initiative that streamlines processes and improves overall performance by reducing waste and cycle time.	eLearning	0
EL9114	Design for Six Sigma and FMEA	Design for Six Sigma (DFSS) is an innovative approach for the design or redesign of a process, product, or service from the ground up.	eLearning	0
EL9115	Six Sigma Project Identification	Six Sigma deployments demand major investments of time, effort, and money on behalf of an organization.	eLearning	0
EL9116	Voice of the Customer in Six Sigma	A high quality process that follows Six Sigma standards will create and deliver goods and services that meet and exceed customer requirements and expectations.	eLearning	0
EL9117	Basics of Six Sigma Project Management	Effective management of a Six Sigma project is critical to delivering expected organizational results. It requires a disciplined approach to managing schedules, costs, and deliverables.	eLearning	0
EL9118	Six Sigma Management and Planning Tools	In the early stages of a Six Sigma project, a set of management and planning tools are used to analyze and understand the quality and improvement issues at hand.	eLearning	0
EL9119	Performance Metrics for Six Sigma	In the Define phase of Six Sigma DMAIC, teams identify improvement projects that have the maximum potential for return on time, money, and resource investments.	eLearning	0
EL9120	Six Sigma Project Team Dynamics and Performance	Six Sigma needs both effective leadership and management to deliver its promised results to an organization.	eLearning	0
EL9121	Process Documentation and Analysis in Six Sigma	During the Define stage of a Six Sigma project, the Six Sigma team identifies process areas that require analysis and improvement. During the Measure stage, the team maps the processes and procedures that were identified.	eLearning	0

EL9122	Basic Probability and Statistical Distributions in Six Sigma	To make accurate inferences about populations from sample data, you need to be able to determine the probability that an event or a combination of events will occur.	eLearning	0
EL9123	Data Classification, Sampling, and Collection in Six Sigma	Before a Six Sigma team can begin to improve an organization's processes, it must measure key performance indicators. In doing so, the team identifies, collects, and analyzes data related to the processes.	eLearning	0
EL9124	Statistics and Graphical Presentation in Six Sigma	Basic graphs and tables can be used to summarize and assess performance-related data in a meaningful way.	eLearning	0
EL9125	Measurement System Analysis in Six Sigma	The adequacy and accuracy of measurement systems is vital to the success of any data collection and analysis, and therefore critical to the overall success of any Six Sigma initiatives in an organization.	eLearning	0
EL9126	Process and Performance Capability Measurement in Six Sigma	Organizations should regularly evaluate existing processes to make sure they meet targets and specifications set by their customer and business requirements.	eLearning	0
EL9127	Multi-vari Studies, Correlation, and Linear Regression in Six Sigma	In the Analyze stage of the Six Sigma DMAIC process, project teams carefully analyze process output and input variables.	eLearning	0
EL9128	Introduction to Hypothesis Testing and Tests for Means in Six Sigma	During the Analyze phase of a Six Sigma improvement project, the team conducts a number of statistical analyses to determine the nature of variables and their interrelationships in the process under study	eLearning	0
EL9130	Design of Experiments in Six Sigma	In the Improve stage of Six Sigma DMAIC, Six Sigma teams design and conduct experiments to investigate the relationships between input variables and response variables.	eLearning	0
EL9131	Root Cause Analysis and Waste Elimination in Six Sigma	Getting to the source of why something has gone wrong in a system or process is critical to identifying the changes necessary for resolving the problem.	eLearning	0
EL9132	Cycle Time Reduction and Kaizen in Six Sigma	During the Improve stage of a project, the Six Sigma team uses tools to address the causes of problems in the process	eLearning	0
EL9133	Statistical Process Control and Control Plans in Six Sigma	Ensuring a process is in control and it's behaving in the manner it was intended to is critical to any Six Sigma improvement initiative.	eLearning	0
EL9137	Working for Your Inner Boss: Personal Accountability	Most employees in business organizations must answer to someone else.	eLearning	0
EL9138	Managing from Within: Self-empowerment	Have you ever thought that you could be the best boss you've ever had?	eLearning	0
EL9139	Goals and Setting Goals	Most achievements, great or small, begin with an important first step: setting a goal.	eLearning	0

EL9140	Creating a Positive Attitude	Oftentimes your success or failure depends not only on the situation you are in,	eLearning	0
EL9141	Pursuing Successful Lifelong Learning	Today's successful individual understands that the business world is constantly changing the way peo	eLearning	0
EL9147	Telecommuting Basics: Maximizing Productivity as a Remote Employee	Telecommuting is a widely adopted work arrangement. Globalization, work-life balance, and even green	eLearning	0
EL9148	Telecommuting Basics: Communication Strategies for the Remote Employee	With the trend toward telecommuting on the rise in many sectors, employees are faced with the	eLearning	0
EL9149	Generating Creative and Innovative Ideas: Enhancing Your Creativity	What makes a person creative? Do you consider yourself creative? Certain personal characteristics	eLearning	0
EL9150	Generating Creative and Innovative Ideas: Maximizing Team Creativity	Is creativity within everyone's grasp? Does creativity come naturally within a team, or is this a	eLearning	0
EL9151	Generating Creative and Innovative Ideas: Verifying and Building on Ideas	Generating creative ideas can be a very exciting and stimulating process. This is particularly true	eLearning	0
EL9152	Managing Your Career: Creating a Plan	Getting and keeping your career on track takes careful planning. Those who wait for opportunities to	eLearning	0
EL9153	Managing Your Career: Getting on the Right Track	Is your career on automatic pilot? When was the last time you took a look around to see if the	eLearning	0
EL9154	Managing Your Career: Professional Networking Essentials	Do you have a strong professional network of people who can help you move forward professionally?	eLearning	0
EL9155	Managing Your Career: You and Your Boss	Your boss can be the lifeline to your future. Typically, no one has more influence over your	eLearning	0
EL9156	Managing Your Career: Leveraging the Performance Appraisal	The performance appraisal process just may be the most valuable tool you have to advance your career.	eLearning	0
EL9160	Problem Solving: The Fundamentals	'The problem,' says author and psychiatrist Theodore Rubin, 'is not that there are problems.	eLearning	0
EL9161	Problem Solving: Determining and Building Your Strengths	Achieving your problem-solving goals typically involves applying problem-solving skills and tools	eLearning	0
EL9162	Problem Solving: Digging Deeper	Norman Vincent Peale, who stressed the need for analyzing a problem at a granular level, once said,	eLearning	0
EL9163	Decision Making: The Fundamentals	To emphasize the need of a formal decision-making process, C. Wright Mills, an American sociologist	eLearning	0
EL9164	Decision Making: Tools and Techniques	Napoleon Bonaparte once said, 'Nothing is more difficult, and therefore more precious, than to be ab	eLearning	0
EL9165	Decision Making: Making Tough Decisions	Making decisions in your personal and professional life is not always easy, especially when you're	eLearning	0
EL9169	Critical Thinking Essentials: What Is Critical Thinking?	Critical thinking is something everyone does, to some degree or another, in their professional	eLearning	0

EL9170	Critical Thinking Essentials: Applying Critical Thinking Skills	Your thinking can have a significant effect on the quality of your life – it determines how well	eLearning	0
EL9173	Personal Productivity Improvement: Managing Your Workspace	Business professionals know how difficult it can be to juggle multiple tasks, and often deal with an	eLearning	0
EL9174	Personal Productivity: Self-organization and Overcoming Procrastination	How is organization related to procrastination? In fact, the two often go hand in hand. A lack of	eLearning	0
EL9175	Personal Productivity Improvement: Managing Tasks and Maximizing Productivity	Do highly productive people have some innate skill that others do not?	eLearning	0
EL9179	Introduction to Workplace Ethics	Ethics don't just apply to senior executives. While upper management does have a responsibility to	eLearning	0
EL9180	Developing a Code of Ethical Conduct	Become a better employee by understanding that honoring shared values and beliefs will gain you a	eLearning	0
EL9181	Ethical Decision-making in the Workplace	How do you go about making the best ethical decision possible? Sometimes there are gray areas	eLearning	0
EL9182	American Work Culture and Values	Most American workplaces appear similar in some ways, particularly from the perspective of people	eLearning	0
EL9183	Key Aspects of the American Work Environment	Relocating abroad to the United States can be a rewarding and exciting experience. However, going in	eLearning	0
EL9184	Communicating Successfully in the American Workplace	When you start working in an American workplace, you may be surprised by some of the differences in	eLearning	0
EL9185	Succeeding in the American Workplace	Efficiency, achievement, and action are important workplace values in the United States.	eLearning	0
EL9188	Campus to Corporate: Meeting New Expectations	Campus life is now behind you, and you are taking the first steps along your career path. The better	eLearning	0
EL9189	Campus to Corporate: Developing a Professional Image	Projecting a professional image is vital to career success. Knowing how to dress is part of it, but	eLearning	0
EL9190	Public Speaking Strategies: Preparing Effective Speeches	The phrase natural born speaker is misleading. While some people are more outgoing and	eLearning	0
EL9191	Public Speaking Strategies: Confident Public Speaking	Effective speech delivery is crucial to public speaking, as it allows you to showcase your work and	eLearning	0
EL9195	Developing Your Reputation of Professionalism with Business Etiquette	Your reputation often precedes you in any work environment. It can define your creditability, impact	eLearning	0
EL9196	Professionalism, Business Etiquette, and Personal Accountability	Taking responsibility for meeting your objectives, including deadlines and work targets, is an	eLearning	0
EL9197	Communicating with Professionalism and Etiquette	Organizations rely on proper communications to build strong relationships among employees and develop	eLearning	0
EL9198	Using Business Etiquette to Build Professional Relationships	Business etiquette is a fundamental element for building positive professional relationships.	eLearning	0

EL9204	Writing under Pressure: Preparing for Success	Certain professions are inextricably tied to writing under pressure, such as the newspaper journalist or the magazine columnist.	eLearning	0
EL9205	Writing under Pressure: The Writing Process	When a writing project is time sensitive, it becomes all the more valuable to have a reliable, systematic writing process.	eLearning	0
EL9208	PRINCE2® Practitioner Exam Information	This course provides an overview of the PRINCE2® Practitioner certification exam including the expected learning levels for individuals preparing for the exam, and the question formats to expect on the exam.	eLearning	0
EL9214	The Role of Ethics in Project Management	Do the right thing but make sure you do it on time, under budget, and within scope, all the while maintaining your professional integrity in a constantly evolving global business environment.	eLearning	0
EL9215	Core PMI® Values and Ethical Standards	As a project manager, you will inevitably be called upon to address ethical dilemmas.	eLearning	0
EL9216	Introduction to Program Management	The relationship between program and project management can be thought of in terms of climbing a ladder.	eLearning	0
EL9217	Program Life Cycle and Benefits Management	Regardless of the industry, programs and program management help organizations effectively implement corporate strategies.	eLearning	0
EL9254	Project Stakeholder Management (PMBOK® Guide Fifth Edition)	A project can be worthless if the right people aren't involved from the beginning.	eLearning	0
EL9255	Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	Stakeholders are critical to your project's success.	eLearning	0
EL9256	Introduction to Sales	Sales is arguably the most important function in any business, yet it's one of the most difficult areas to master and manage successfully.	eLearning	0
EL9257	Strategic Sales Planning	Who are your target customers? What value propositions are you offering them and why? How do you plan effectively in order to maximize revenues and develop strong customer relationships?	eLearning	0
EL9258	Preparing for Successful Sales	Selling can be a demanding, even daunting task. How do you develop a persuasive sales pitch? What makes for an effective sales presentation? What do you do when customers raise objections during a sales pitch? How do you close a sale?	eLearning	0
EL9259	Developing Strong Customer Relationships	Developing strong customer relationships is essential for sustained sales success. Understanding your customers' needs and what they value is arguably the most important aspect of successfully developing and nurturing these relationships.	eLearning	0

EL9260	Working within the Sales Culture of Your Organization	How is your sales team organized? Do you know the goals, principles, and culture that drive your sales efforts? To succeed in sales, you must understand the importance of your sales culture and how it influences your overall sales effectiveness.	eLearning	0
EL9261	Developing a Customer-focused Sales Approach	Many organizations base their sales approaches on their own products and services, the duration and scope of their sales cycle, and other internal considerations that do not effectively meet the needs of their customers.	eLearning	0
EL9262	Negotiation Skills for Sales Professionals: Preparing to Negotiate	Effective sales negotiation skills are essential for any successful sales professional. However, being able to maximize the value of your proposal for both you and your customer isn't an easy task.	eLearning	0
EL9263	Negotiation Skills for Sales Professionals: Value Exchange	Negotiating concessions and exchanging value are integral aspects of any sales negotiation process. But when is the best time to make concessions?	eLearning	0
EL9264	Negotiation Skills for Sales Professionals: Reaching Agreement	One of the most difficult tasks in sales negotiations is overcoming barriers to agreement and closing the deal. Being able to understand and anticipate certain barriers is an essential skill for every sales professional.	eLearning	0
EL9265	Solution Selling: Mastering the Essentials	Today's sales professionals are trained to be effective purveyors of products and services. However, standalone sales often represent missed opportunities because customers rarely think beyond their immediate need.	eLearning	0
EL9266	Solution Selling: Meeting an Active Need	One of the most difficult aspects of solution selling is managing active sales opportunities.	eLearning	0
EL9267	Solution Selling: Creating New Opportunities	For most sales professionals, prospecting for new customers and making those initial sales calls is a big part of their job. But that doesn't mean it's easy. Conducting prospecting calls is one of the most difficult skills to learn.	eLearning	0
EL9268	Essential Selling Skills: Mastering Cold Calling	Cold calling is a fundamental part of sales. However, it's also one of the most difficult skills to master. How do you get past the gatekeepers and ensure you reach the right people? What should you say when you do? How can you counter objections?	eLearning	0
EL9269	Essential Selling Skills: Qualifying Sales Prospects	Qualifying sales prospects or leads is an essential step in the sales cycle. Before you begin extolling the virtues of your product or solution, you need to ensure that it's something the prospect needs and is in a position to buy.	eLearning	0

EL9270	Essential Selling Skills: Closing the Sale	One of the most difficult steps in any sales effort is securing the sale. When is the best time to ask for the order? What if the prospect doesn't seem interested or challenges the merits of your proposal?	eLearning	0
EL9271	Introduction to Green Business and Sustainability	While the concepts of green business and sustainable enterprise are not new, they are becoming increasingly vital in today's business climate.	eLearning	0
EL9272	Final Exam: Leading and Implementing Sustainable Green Business Strategies	Generally taken near the end of a program, Final Exam: Leading and Implementing Sustainable Green Business Strategies enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9273	Green Business: Planning Sustainability Strategies	Environmental sustainability holds a different meaning for every organization and every individual, and although it's implemented in a multitude of ways across industries, there is little disagreement about the urgency and importance that surrounds it.	eLearning	0
EL9274	Green Business: Implementing Sustainability Strategies	A plan for implementing a sustainability strategy stands a much greater chance of success if the essential players in an organization back it.	eLearning	0
EL9275	The Fundamentals of Globalization: The Global Context	Globalization has been defined in many ways, but a common theme is the freer movement of people, goods, services, and ideas around the world.	eLearning	0
EL9276	Final Exam: The Fundamentals of Globalization	Generally taken near the end of a program, Final Exam: The Fundamentals of Globalization enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9277	Fundamentals of Globalization: Analyzing the Global Environment	A global organization needs to be sensitive to the environmental factors that shape national and global markets.	eLearning	0
EL9278	The Fundamentals of Globalization: Strategies for Globalization	Global strategies can range from adapting your standard products or services for local needs to obtaining cost advantages by producing in low-cost bases and selling in the most lucrative markets.	eLearning	0
EL9279	Fundamentals of Globalization: Managing in a Global Environment	Global managers work in a complex, constantly changing environment. They have to consider different economic, political, legal, and cultural factors as they plan, make decisions, and lead others in different international contexts.	eLearning	0
EL9281	Final Exam: IT Strategy Essentials	Generally taken near the end of a program, Final Exam: IT Strategy Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0

EL9285	Final Exam: Business Law Essentials	Generally taken near the end of a program, Final Exam: Business Law Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9289	Final Exam: Developing Strategic Thinking Acumen	Generally taken near the end of a program, Final Exam: Developing Strategic Thinking Acumen enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9291	Using Strategic Thinking Skills	To think strategically, you must engage in both creative and analytical thinking.	eLearning	0
EL9296	Business Planning Essentials: Preparing a Business Plan	Anyone who wants to gain support for an idea or initiative needs a well-prepared business plan.	eLearning	0
EL9297	Final Exam: Business Planning Essentials	Generally taken near the end of a program, Final Exam: Business Planning Essentials enables the learner to test their knowledge in a testing environment.	eLearning	0
EL9298	Business Planning Essentials: Performing Key Analyses	Business plans are created for many different reasons – to get funding for a project, to evaluate future growth, or to fulfill strategic initiatives. But many plans go out of date before they're even complete.	eLearning	0
EL9299	Business Planning Essentials: Preparing for Implementation	One of the most difficult aspects of business planning is moving from strategic thinking to action.	eLearning	0
EL9518	Microsoft Windows Server 2012 R2: Server Infrastructure - AD Design	Understanding the Active Directory forest structure; the mechanics of domain controllers, hosted services and strategic placement,	eLearning	0
EL9519	TestPrep 70-413 Designing and Implementing a Server Infrastructure	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL9520	Microsoft Windows Server 2012 R2: Server Infrastructure - AD DS	An Active Directory site is best defined as a group of Active Directory resources that are hosted on a fast, reliable, and very well-connected network.	eLearning	0
EL9521	Microsoft Windows Server 2012 R2: Server Infrastructure - OU and Group Policy	Planning and design of the Organization Unit structure within each forest domain is a primary task in support of a operationally optimized Active Directory infrastructure “	eLearning	0
EL9522	Microsoft Windows Server 2012 R2: Server Infrastructure – Server Deployment	The strategic design and implementation of an operating system (OS) solution deployment requires a comprehensive understanding of all of the available tools involved in the OS design, customization, encapsulation, distribution and deployment process.	eLearning	0
EL9523	Microsoft Windows Server 2012 R2: Server Infrastructure - DHCP Design	The Dynamic Host Configuration Protocol (DHCP) service and its interoperation with other key services is important in the planning, strategic design, and implementation and maintenance of key Active Directory infrastructural services.	eLearning	0

EL9524	Microsoft Windows Server 2012 R2: Server Infrastructure - DNS, File and Storage	The designing and planning of end-user and system supporting file and storage solutions is the first step in provisioning an optimized network service solution “	eLearning	0
EL9525	Microsoft Windows Server 2012 R2: Server Infrastructure - IPAM and VPN	The planning, strategic design, and implementation and maintenance of key Active Directory infrastructural services include network services such as an IP address management solution and a virtual private network.	eLearning	0
EL9526	Microsoft Windows Server 2012 R2: Server Infrastructure – DirectAccess	In this course the other main remote access solution technology In Windows Server 2012 R2 is reviewed; DirectAccess.	eLearning	0
EL9527	Microsoft Windows Server 2012 R2: Server Infrastructure - Network Protection	The Server 2012 Network Policy and Access Services (NPAS) server role is deployed to support network security, and optionally to examine and maintain the health of the client computer that request access to the network and its protected resources.	eLearning	0
EL9528	Microsoft Windows Server 2012 R2: Server Infrastructure - Implement NPS and WAP	You can protect private system resources by deploying the Network Policy Server as a client health policy checking and remediation service using Network Access Policy (NAP).	eLearning	0
EL9529	Installing and Configuring a Microsoft IIS Server Service	Microsoft IIS has been designed to allow for scalability, security, manageability, and above all reliability.	eLearning	0
EL9530	Microsoft System Center 2012 R2 – Monitor and Operate: Private Cloud Overview	In recent years IT operations have transitioned from standalone servers, to data centers, and now to private clouds.	eLearning	0
EL9531	TestPrep 70-246 Monitoring and Operating a Private Cloud, System Center 2012	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL9532	Microsoft System Center 2012 R2 – Monitor and Operate: Deploying Cloud Services	Virtualization is one of the core technologies that distinguishes traditional IT provisioning from private cloud provisioning.	eLearning	0
EL9533	Microsoft System Center 2012 R2 – Monitor and Operate: Monitoring Cloud Services	One of the keys to achieving the cloud ideals of always-on and high-availability is proper monitoring.	eLearning	0
EL9534	Microsoft System Center 2012 R2 – Monitor and Operate: Service Management	A key distinction between the traditional data center and the cloud data center is the concept of self-service.	eLearning	0
EL9535	Microsoft System Center 2012 R2 – Monitor and Operate: Problem Management	Private clouds differentiate themselves from traditional IT by being more holistic to use and manage.	eLearning	0
EL9536	Microsoft System Center 2012 R2 – Monitor and Operate: Backup and Recovery	Provisioning is an area where clouds distinguish themselves from standard data center IT. Clouds are provisioned as a unit, and this holistic approach feeds into other areas of configuration and manageability.	eLearning	0
EL9537	Microsoft System Center 2012 R2 – Monitor and Operate: Compliance	Clouds cover multiple geographies and jurisdictions in a way that traditional IT does not. Therefore, it becomes critical to measure, manage and maintain compliance.	eLearning	0

EL9538	Microsoft System Center 2012 R2 – Monitor and Operate: SLAs Widgets & Dashboards	The structure of costing in the cloud data center is very different from traditional IT costing. Service levels are always important in the main costing approaches.	eLearning	0
EL9539	Ajax: Requesting Data and Retrieving Responses	Rather than a singular technology, Ajax, or Asynchronous JavaScript and XML, is a collection of technologies that enables web pages to make server requests without having to reload the page.	eLearning	0
EL9540	Implementing OpenStack	OpenStack is a collaboration between cloud technology experts and developers, resulting in a highly scalable open standard cloud operating system.	eLearning	0
EL9541	Configuring OpenStack	OpenStack uses core software components such as OpenStack Compute, OpenStack Image Service, and OpenStack Object Storage to provide an operating system and logical architecture for private and public clouds.	eLearning	0
EL9542	CompTIA Linux+ 2014 Powered By LPI: LX0-104 Scripting and Administrative Tasks	The ability to manipulate the shell is a very powerful tool for any administrator of a Linux system. In this course, you will learn how to use and	eLearning	0
EL9543	CompTIA Linux+ 2014 Powered By LPI: LX0-104 Security, Data, and Accessibility	Security, data management, and accessibility are huge fields; however, a system administrator should know enough to understand the roles and features available when configuring a Linux system.	eLearning	0
EL9544	CompTIA Server+ SK0-004: Security	Because so much work is done electronically, businesses and governments generate vast amounts of information, most of which needs to be safe.	eLearning	0
EL9545	CompTIA Server+ SK0-004: Networking and Disaster Recovery	Almost everywhere you go, from large businesses to people's homes, networks are in place to facilitate the movement of data between computers and other devices, such as printers or the Internet.	eLearning	0
EL9546	CompTIA Server+ SK0-004: Troubleshooting I	Troubleshooting skills are something that everyone, from the server or network administrator to the everyday user, should possess.	eLearning	0
EL9547	CompTIA Server+ SK0-004: Troubleshooting II	Troubleshooting skills are something that everyone from the server or network administrator to the everyday user should possess.	eLearning	0
EL9548	Application Skills in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 is a Customer Relationship Management application with an in-built platform designed to facilitate it being customized and extended to meet a broad range of requirements.	eLearning	0

EL9549	Marketing Automation in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 Marketing Module is a Customer Relationship Management application that enables you to automate the marketing process.	eLearning	0
EL9550	Customer Service Automation in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 is a Customer Relationship Management application that you can use to automate and improve your organization's customer service.	eLearning	0
EL9551	Web API Essentials	The application programming interface for both the web server and web browser is referred to as Web API.	eLearning	0
EL9552	Responsive Web Design: Flexible Grids, Images, and Media Queries	With the rise of hand-held devices and mobile browsing, web applications have needed to become responsive to the accessing device.	eLearning	0
EL9553	Getting Started with Mac OS X Lion for End Users	OS X Lion is version 10.7 of Apple Inc.'s OS X desktop and server operating system for Macintosh com	eLearning	0
EL9555	Using Mac OSX Lion to Interact with the World	OS X Lion is a powerful operating system which allows users to interact with the world using a varie	eLearning	0
EL9556	Under the Hood with Mac OS X Lion	OS X Lion provides many ways to configure the operating system, customize preferences, protect files	eLearning	0
EL9557	Adobe Acrobat Pro XI Fundamentals	Adobe Acrobat is the standard for cross-platform document creation. The application-independent PDF	eLearning	0
EL9558	Adobe Reader X	Adobe Reader X, or Reader for short, is a free downloadable tool required to read Portable Document	eLearning	0
EL9559	Adobe Air 3 for Flash CS5.5 Developers	Adobe AIR is an application deployment extension used to make applications traditionally destined fo	eLearning	0
EL9560	Adobe Captivate 7 Fundamentals	This course introduces learners to basic tasks in Adobe Captivate 7 like creating a project, applyin	eLearning	0
EL9561	Adobe Captivate 7 Editing Project Files	This course introduces learners to editing options in Adobe Captivate 7 such as editing software sim	eLearning	0
EL9562	Adobe ColdFusion 10 Fundamentals	Adobe ColdFusion is a web application platform designed to facilitate quick and easy creation of dat	eLearning	0
EL9563	Adobe Dreamweaver CC - Essentials	This course introduces learners to the fundamentals of Adobe Dreamweaver CC including the interface,	eLearning	0
EL9564	Setting up a Site and Adding Content in Dreamweaver CS5	Adobe Dreamweaver CS5 is a versatile web site development application, suitable for personal and ent	eLearning	0
EL9565	Adding Links and Images in Dreamweaver CS5	Using Adobe Dreamweaver CS5 in conjunction with other products, such as Adobe Photoshop CS5, you can create web sites that are media rich and visually appealing	eLearning	0
EL9566	Tables, Accessibility, and Standards in Dreamweaver CS5	When designing a web site, it's important that your content is engaging, but it's also crucial that it is structured in an intuitive and accessible manner	eLearning	0

EL9567	Reusing Content in Dreamweaver CS5	Adobe Dreamweaver CS5 provides web developers with a variety of tools that allow them to reuse existing content and assets when developing web sites.	eLearning	0
EL9568	Creating Interactive Web Pages in Dreamweaver CS5	Adding interactivity to web pages enhances the functionality and overall appeal of a site. Dreamweaver CS5 allows developers to increase web site interactivity by using forms and behaviors.	eLearning	0
EL9569	Cascading Style Sheets in Dreamweaver CS5	Cascading Style Sheets, commonly referred to as CSS, are a set of formatting conventions allowing you to standardize and enhance the appearance of a web site	eLearning	0
EL9570	Adobe Flash Professional CC - Introduction and Basic Tools	This course introduces learners to navigational features in Adobe Flash Professional CC, including the interface, workspaces, and the stage.	eLearning	0
EL9571	Adobe Flash Professional CC - Working with ActionScript	This course introduces learners to adding and formatting objects with ActionScript in Adobe Flash Professional CC, including how to draw, add color, and modify and animate objects.	eLearning	0
EL9572	Adobe Flash Professional CC - Additional Tools and Features	This course introduces learners to components of Adobe Flash Professional CC, including organization applications, working with layers, importing objects, creating text, embedding fonts, and publishing movies.	eLearning	0
EL9573	Adobe Illustrator CC Fundamentals	This course introduces learners to performing basic tasks in Adobe Illustrator CC such as creating new documents, working with files, navigating and configuring workspaces, grouping and arranging, erasing and cutting, and working with toolbars and tabs.	eLearning	0
EL9574	Adobe Illustrator CC Tools and Techniques	This course introduces learners to essential Adobe Illustrator CC tools like the paintbrush, pencil, magic wand, and pen.	eLearning	0
EL9575	Adobe Illustrator CC Modifying with Effects	This course introduces learners to modifying with effects in Adobe Illustrator CC.	eLearning	0
EL9576	Adobe Illustrator CC Advanced Tools and Effects	This course introduces learners to using some advanced tools and effects in Adobe Illustrator CC, including crystallizing and wrinkling, puckering, bloating, and scalloping; using artboards, the blob brush, line art, and symbols tools.	eLearning	0
EL9577	Adobe InDesign CC Essentials	This course introduces learners to basic tools and features to get started in Adobe InDesign CC, including the toolbars and tabs, navigating and configuring workspaces, and creating new documents.	eLearning	0

EL9578	Adobe InDesign CC Essential Tools	This course introduces learners to how to use common tools in Adobe InDesign CC, such as Selection, Transform, Pen, Pencil, Scissors, Eyedropper, and Measure tools.	eLearning	0
EL9579	Adobe InDesign CC Advanced Features	This course introduces learners to advanced Adobe InDesign CC features and options, including master pages, leading, kerning, setting margins and gutters, working with layers, creating and using templates, and creating and using libraries	eLearning	0
EL9580	Adobe InDesign CS5: Fundamentals	Adobe InDesign is a popular design application used for page layout and desktop publishing	eLearning	0
EL9581	Adobe CC Overview of New Features	This course introduces learners to the new features for the Design, Web, and Video tools in Adobe Creative Cloud	eLearning	0
EL9582	Adobe Photoshop CC Fundamentals	This course introduces learners to navigational features of Adobe Photoshop CC including the toolbars and tabs, workspaces, and rulers and guides	eLearning	0
EL9583	Adobe Photoshop CC Essential Elements	This course introduces learners to options for working with text, layers, and shapes in Adobe Photoshop CC.	eLearning	0
EL9584	Adobe Photoshop CC Color and Transforming	This course introduces learners to some of the color options and features available in Adobe Photoshop CC including gradients, duotones, color replacement, and the Mixer Brush tool.	eLearning	0
EL9585	Adobe Photoshop CC Tools and Features	This course introduces learners to some of the transformational features and effects available in Adobe Photoshop CC including cloning, History Brush tools, Lasso tools, the Magic Wand, Pen tool, refining, slicing, and photo restoration.	eLearning	0
EL9586	Adobe Photoshop CC Advanced Tools and Features	This course introduces learners to some of the advanced tools and effects available in Adobe Photoshop CC including advanced layer features, advanced paragraph text features, and advanced Magic Wand Tool techniques.	eLearning	0
EL9587	Photoshop CS5: Getting Started	Adobe Photoshop CS5 is one of the most popular digital imaging toolsets used by professional graphic designers, and photographers.	eLearning	0
EL9588	Photoshop CS5: Beyond the Basics	Adobe Photoshop CS5 enables you to manipulate digital photos and projects in a variety of ways: from subtly correcting photo flaws to creating dynamic original artwork.	eLearning	0
EL9589	Adobe Premiere Elements 12 Essentials	This course introduces learners to the Organizer Interface in Adobe Premiere Elements 12, including navigating, and adding files and applying calendar elements.	eLearning	0
EL9590	TestPrep 640-916 Introducing Cisco Data Center Technologies (DCICT)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0

EL9591	TestPrep 640-911 Introducing Cisco Data Center Networking (DCICN)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL9592	Cisco ROUTE 2.0: Basic Network and Routing Concepts	Dynamic routing protocols play an important role in the enterprise networks of today. There are several different protocols available, with each having its advantages and limitations.	eLearning	0
EL9593	TestPrep 300-101 Implementing Cisco IP Routing (ROUTE)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL9594	Cisco ROUTE 2.0: Understanding the RIP and EIGRP Routing Protocols	RIP is an interior gateway protocol that is used in smaller networks. It is a distance-vector routing protocol that uses hop count as a routing metric.	eLearning	0
EL9595	Cisco ROUTE 2.0: EIGRP Topology Table and Optimizing EIGRP Behavior	Once EIGRP neighbor relationships are established, the exchange of routing information begins. EIGRP uses Update packets to exchange this information.	eLearning	0
EL9596	Cisco ROUTE 2.0: Configuring EIGRP for IPv6 and Named EIGRP	Originally created to route for IPv4, IPX, and AppleTalk, EIGRP was easily extended to advertise IPv6 routes.	eLearning	0
EL9597	Cisco ROUTE 2.0: Establishing OSPF Neighbor Relationships	OSPF is a link-state protocol based on the open standard. At a high level, OSPF operation consists of three main elements: neighbor discovery, link-state information exchange, and best-path calculation.	eLearning	0
EL9598	Cisco ROUTE 2.0: Link-State Database and Optimizing OSPF Behavior	OSPF as a link state protocol uses several different packets to exchange information about network topology between routers.	eLearning	0
EL9599	Cisco ROUTE 2.0: Configuring OSPFv3	Open OSPF is a widely used IGP in IPv4, IPv6, and dual-stack (IPv4/IPv6) environments. The OSPF upgrade to support IPv6 generated a number of significant changes to how the protocol behaves.	eLearning	0
EL9600	Cisco ROUTE 2.0: Configuring Routing Protocol Redistribution	Simple routing protocols work well for simple networks, but as networks grow and become more complex	eLearning	0
EL9601	Cisco ROUTE 2.0: Redistribution Using Distribute and Prefix Lists	Many IP routing challenges can be solved using route redistribution. Having a method to manipulate t	eLearning	0
EL9602	Cisco ROUTE 2.0: Path Control Implementation	Given that bandwidth of modern networks is continually increasing at a steady rate, packet switching	eLearning	0
EL9604	Cisco ROUTE 2.0: Implementing Basic BGP Operations	After successful configuration, BGP will be able to establish a neighbor relationship, set the next-	eLearning	0
EL9605	Cisco ROUTE 2.0: BGP Path Manipulation, Control, and BGP in the IPv6 Environment	BGP can be used to perform PBR. To manipulate the best paths that are chosen by BGP, you need to und	eLearning	0
EL9606	Cisco ROUTE 2.0: Routers and Routing Protocol Hardening	This course consists of two parts. The first part explains how to secure Cisco routers using recomme	eLearning	0

EL9607	Cisco ROUTE 2.0: Redistribution Using Route Maps and Tags	Many IP routing challenges can be solved using route redistribution. Having a method to manipulate t	eLearning	0
EL9608	Cisco ROUTE 2.0: Enterprise Internet Connectivity II	The use of BGP as a routing protocol requires that an administrator understand how to correctly conf	eLearning	0
EL9609	Cisco ROUTE 2.0: Optimizing and Tuning OSPF	OSPF is a link-state protocol based on the open standard. At a high level, OSPF operation consists o	eLearning	0
EL9610	Cisco ROUTE 2.0: Network Principles and Layer 2 Technologies	Understanding the purpose of some of the commonly used Layer1 and Layer 2 technologies, as well as n	eLearning	0
EL9611	Cisco ROUTE 2.0: Layer 3 Technologies	Many networking technologies work at layer 3 to help you deploy and manage scalable, efficient, inte	eLearning	0
EL9612	Cisco ROUTE 2.0: VPN Technologies	An IP Security (IPsec) VPN uses the Internet to connect branch offices, remote employees, and busine	eLearning	0
EL9613	Cisco ROUTE 2.0: Securing Access	The need for comprehensive remote access security policies is driven by mobility and consumer trends	eLearning	0
EL9614	Cisco ROUTE 2.0: Infrastructure Services	In order to operate and ensure availability of a network, it is critical to have visibility and awar	eLearning	0
EL9615	SENSS 1.0: Secure Design Principles	This course is intended to assist network architects and security practitioners with the appropriate placement of services into Network Security Zones.	eLearning	0
EL9616	TestPrep 300-206 Implementing Cisco Edge Network Security Solutions (SENSS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode	eLearning	0
EL9617	SENSS 1.0: Deploying Cisco IOS Control and Management Plane Security Controls	The control plane in an OSI Layer 3 device provides traffic-routing functions by building the device routing and forwarding tables, and often involves cooperation with nearby devices using dynamic routing protocols.	eLearning	0
EL9618	SENSS 1.0: Deploying Cisco Traffic Telemetry Methods	In order to operate and ensure availability of a network, it is critical to have visibility and awareness into what is occurring on the network at any given time.	eLearning	0
EL9619	SENSS 1.0: Deploying Cisco IOS Layer 2 and Layer 3 Data Plane Security Controls	Cisco IOS Software on Cisco switches provides data plane security controls that can mitigate the risks that are associated with OSI Layer 2 attacks inside a VLAN.	eLearning	0
EL9620	SENSS 1.0: NAT Deployment on Cisco IOS Software and Cisco ASA	Network address translation features allows you to establish connectivity between different networks, when IP addresses between the networks are not routable or are overlapping.	eLearning	0
EL9621	SENSS 1.0: Firewall Threat Controls and Basic Cisco ASA Policy Configuration	Firewall systems are the mainstream threat defense method based on network zoning and zone interface points filtering.	eLearning	0

EL9622	SENSS 1.0: Deploying Advanced Cisco ASA Access Policies	Advanced Cisco Adaptive Security Appliance access policies allow security administrators to apply different policies to different types of traffic	eLearning	0
EL9623	SENSS 1.0: Deploying Reputation and Identity-Based Cisco ASA Access Policies	The Cisco ASA 5500-X Series Next-Generation Firewalls use the Botnet Traffic Filter feature to detect and prevent botnet activity that is detected in transit traffic.	eLearning	0
EL9624	SENSS 1.0: Threat Controls Deployment on Cisco IOS Software	Cisco IOS Software Threat Control features provide security controls that can establish flexible network access control policies between security domains (zones), into which enterprise networks are often partitioned.	eLearning	0
EL9625	Cisco SISAS 1.0: Identity Services Overview and 802.1X	The most secure solution at the access edge is to leverage the intelligence of the network. Cisco offers a host of services designed to enable secure user and host access to enterprise networks	eLearning	0
EL9626	TestPrep 300-208 Implementing Cisco Secure Access Solutions (SISAS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL9627	Cisco SISAS 1.0: EAP and Logging into Cisco Identity Services Engine (ISE)	To protect against unauthorized access to controlled or confidential information, enterprise networks require an effective network access control embedded within the network infrastructure.	eLearning	0
EL9628	Cisco SISAS 1.0: Cisco ISE Technologies	The Cisco Identity Services Engine is a next-generation identity and access control policy platform that enables enterprises to enforce compliance, enhance infrastructure security, and streamline their service operations.	eLearning	0
EL9629	Cisco SISAS 1.0: Certificate-based Authentication and Authorization	Certificate-based client authentication is used in EAP-TLS environments. An advantage of using EAP-TLS is the openness of the standard, wide vendor support, and high security.	eLearning	0
EL9630	Cisco SISAS 1.0: Cisco TrustSec, MACsec, and WebAuth Access	The Cisco Identity Services Engine (ISE) has support for features that provide enhanced access control capabilities in the Cisco ISE solution such as	eLearning	0
EL9631	Cisco SISAS 1.0: Endpoint Access Control Enhancements and Troubleshooting	The Cisco Identity Services Engine offers a range of advanced endpoint access control features. You can use them to enforce compliance and enhance infrastructure security.	eLearning	0
EL9632	Cisco SITCS 1.0: Cisco ASA (CX) NGFW Services I	Cisco Adaptive Security Appliance Context Aware Next-Generation Firewalls, or ASA (CX) NGFW provide context-aware security functionality on the Cisco ASA adaptive security appliance platform.	eLearning	0

EL9633	TestPrep 300-207 Implementing Cisco Threat Control Solutions (SITCS)	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL9635	Cisco SITCS 1.0: Cisco Web Security Appliance	Determining how web traffic will be sent to the Cisco Web Security Appliance (WSA) is often perceive	eLearning	0
EL9636	Cisco SITCS 1.0: Configuring Cisco Web Security Appliance	Cisco Web Security Appliance (WSA) enables you to control user access based on the web server catego	eLearning	0
EL9637	Cisco SITCS 1.0: Cisco Cloud Web Security	Web security threats have become more sophisticated, targeted, and harder to avoid, yet the use of p	eLearning	0
EL9638	Cisco SITCS 1.0: Cisco Email Security Appliance	Cisco E-mail Security Appliance (ESA) protects the e-mail infrastructure and employees who use e-mai	eLearning	0
EL9640	Cisco SITCS 1.0: Cisco Intrusion Prevention Systems II	The Cisco SensorBase correlates real-time data from more than 1.5 million devices around the world t	eLearning	0
EL9641	Cisco SITCS 1.0: Configuring Cisco Email Security	The Cisco ESA uses two different sets of mail policies for message content security allowing differe	eLearning	0
EL9642	TestPrep 300-209 Implementing Cisco Secure Mobility Solutions (SIMOS)	To test your knowledge on the skills and competencies being measured by the vendor certification exa	eLearning	0
EL9643	Cisco SWITCH 2.0: Basic Concepts and Network Design	Your company should have a scalable and flexible network, and you can achieve that goal by having a	eLearning	0
EL9644	TestPrep 300-115 Implementing Cisco IP Switched Networks (SWITCH)	To test your knowledge on the skills and competencies being measured by the vendor certification exa	eLearning	0
EL9646	Cisco SWITCH 2.0: Campus Network Architecture II	Configuring IPv4 IP addresses on every device in the network can be a burdensome task. DHCP greatly	eLearning	0
EL9647	Cisco SWITCH 2.0: Spanning Tree Implementation	A redundant topology can eliminate the possibility of a single point of failure causing a loss of function for the entire network;	eLearning	0
EL9648	Cisco SWITCH 2.0: Spanning Tree Tuning and MST Implementation	STP is a very mature protocol, benefiting from years of development and production deployment. However, STP makes assumptions about the quality of the network, and the protocol can fail.	eLearning	0
EL9649	Cisco SWITCH 2.0: Inter-VLAN Routing	To transport packets among VLANs, you need a Layer 3 device. This device can be either a router or a switch with Layer 3 capabilities.	eLearning	0
EL9650	Cisco SWITCH 2.0: High-Availability Networks	Continuous access to applications, data, and content demands a network wide resilience to increase IP network availability.	eLearning	0
EL9651	Cisco SWITCH 2.0: Layer 3 Redundancy with HSRP	FHRP is a networking protocol that is designed to protect the default gateway by allowing two or more routers or Layer 3 switches to provide a backup for that address.	eLearning	0

EL9653	Cisco SWITCH 2.0: Campus Network Security II	While much attention focuses on security attacks from outside the walls of an organization and at the upper OSI layers, campus access devices and Layer 2 communication are largely unconsidered in most security discussions.	eLearning	0
EL9654	Cisco SWITCH 2.0: STP Tuning and PVST and RSTP Implementation	Redundant topology can eliminate the possibility of a single point of failure causing a loss of function for the entire network. While it has benefits, redundant topology also causes problems, such as loops.	eLearning	0
EL9655	Cisco SWITCH 2.0: Configuring Layer 3 Redundancy with VRRP and GLBP	FHRP is a category of protocols that includes HSRP, as well as VRRP and GLBP. All three protocols have versions that support first-hop redundancy not only in IPv4 environments, but also in IPv6 environments.	eLearning	0
EL9656	Apache Hadoop	Apache Hadoop is a set of algorithms for distributed storage and distributed processing of very large data sets on computer clusters built from commodity hardware.	eLearning	0
EL9657	MapReduce Essentials	MapReduce programming is a framework for processing parallelizable problems across huge datasets. This course will define MapReduce programming and explain the basics of programming in MapReduce and Hive.	eLearning	0
EL9658	The Big Data Technology Wave	A number of tools are available for working with Big Data. Many of the tools are open source and Linux distribution based.	eLearning	0
EL9659	Big Data Opportunities and Challenges	Big Data requires a holistic approach and a change to regular working practices. This course covers the way teams work in Big Data organizations, some projects and use cases for Big Data, and challenges and opportunities that Big Data presents.	eLearning	0
EL9660	MySQL: Database Concepts, Design, and Installation	MySQL is fast, reliable, easy to use, free to download and supports standard SQL. In this course, you'll be introduced to MySQL and learn how to initially configure My SQL using the MySQL Workbench.	eLearning	0
EL9661	MySQL: Querying Data Using the SELECT Statement	MySQL is fast, reliable, easy to use, free to download and supports standard SQL. In this course, you'll be introduced to MySQL and learn how to initially configure My SQL using the MySQL Workbench.	eLearning	0
EL9662	MySQL: Using the Data Manipulation and Definition Statements	It's essential as a database administrator to understand how to use data definition and data manipulation statements in order to manage and modify database objects.	eLearning	0
EL9663	MySQL: General Syntax, Advanced Queries, and Stored Programs	As a MySQL Database Developer, you need to understand the overall general syntax in order to obtain the correct information and provide information in the code, such as comments.	eLearning	0

EL9664	MySQL: Advanced Routines, Optimization, and DCL	Writing advanced routines can be a big part of being a database developer as well as optimizing the database to ensure queries are running efficiently for end users.	eLearning	0
EL9665	MySQL: Storage Engines, Advanced Indexing, and Maintenance	A well designed and high performance database depends on its storage engine and index structure.	eLearning	0
EL9666	MySQL: Administration, Transactions, Optimization, Scaling, Backup, and Recovery	As an organization grows, so will its database requirements.	eLearning	0
EL9667	MySQL: Performance Monitoring, Database Health and Integrity, and Security	The performance, integrity, and security of your MySQL servers is key to maintaining stable, consistent, and secure databases.	eLearning	0
EL9668	NoSQL Concepts and Background	NoSQL databases are increasingly used in real-time web applications and big data.	eLearning	0
EL9669	NoSQL Models and Applications	creasingly used in real-time web applications and with big data.	eLearning	0
EL9670	Programming with NoSQL	NoSQL databases are attractive to developers due to their simplicity of design and finer control over availability.	eLearning	0
EL9671	In Depth with NoSQL	NoSQL databases provide a mechanism for retrieval and storage of data other than RDBMS.	eLearning	0
EL9672	Introducing iOS 8 for iPad	The Apple iPad straddles the line between an entertainment device and a business organizer tool, and if used properly can revolutionize the way you organize and plan your personal and business life.	eLearning	0
EL9673	Introducing iOS 8 for iPhone	The Apple iPhone is an all-in-one communications and organizer device.	eLearning	0
EL9674	Introducing Mac OS X Yosemite	The integration of messaging systems is a big focus of Mac OS X Yosemite.	eLearning	0
EL9675	Working with Mac OS X Yosemite	Mac OS X Yosemite is made for productivity.	eLearning	0
EL9676	Networking Fundamentals: Configuring Wired and Wireless Networks and Firewalls	Networking provides a way for devices and users within a network to be able to communicate and share data.	eLearning	0
EL9677	Networking Fundamentals: Remote Connections, Shares, and Mac OSX Networking	The sharing of files and folders over wired and wireless networks is a big part of how users access information throughout different types of networks.	eLearning	0
EL9678	NFPA 70E Electrical Safety in the Workplace 2015 Edition	This course provides a comprehensive overview of the basic criteria for electrical safety-related work practices stipulated in the National Fire Protection Agency (NFPA) 70E Standard for Electrical Safety in the Workplace.	eLearning	0

EL9679	Microsoft Dynamics CRM 2013: Forms, Marketing, Contacts, and Processes	In Microsoft Dynamics CRM 2013, you can use marketing campaigns to introduce new products or services, or to simply create some buzz to get people talking about your products or services.	eLearning	0
EL9680	Microsoft Dynamics CRM 2013 - Customization and Configuration: Introduction	Microsoft Dynamics CRM 2013 integrates with SharePoint for enhanced collaboration and management facilities.	eLearning	0
EL9681	Microsoft Dynamics CRM 2013 - Customization and Configuration: Entities	Entities are a powerful feature of Dynamics CRM used to model business data.	eLearning	0
EL9682	Microsoft Dynamics CRM 2013 - Customization and Configuration: Relationships	At the heart of Dynamics CRM is relationships.	eLearning	0
EL9683	Sales Automation in Microsoft Dynamics CRM 2013	Microsoft Dynamics CRM 2013 is a Customer Relationship Management application that makes it possible to automate much of the sales process.	eLearning	0
EL9684	Microsoft SharePoint Server 2013 - Core Solutions: Information Architecture	SharePoint Server 2013 builds upon previous releases to provide new ways of sharing information, organizing projects, and discovering people and information.	eLearning	0
EL9685	TestPrep 70-331 Core Solutions of Microsoft SharePoint Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL9686	Microsoft SharePoint Server 2013 - Core Solutions: Logical and Physical Design	When rolling out SharePoint 2013, logical and physical design aspects must be carefully planned and documented.	eLearning	0
EL9687	Microsoft SharePoint Server 2013 - Core Solutions: Installation	SharePoint Server 2013 builds upon previous releases to provide new ways of sharing information, organizing projects, and discovering people and information.	eLearning	0
EL9688	Microsoft SharePoint Server 2013 - Core Solutions: Web and Service Applications	SharePoint Server 2013 builds upon previous releases to provide new ways of sharing information, organizing projects, and discovering people and information.	eLearning	0
EL9689	Microsoft SharePoint Server 2013 - Core Solutions: Authentication	SharePoint Server 2013 includes a variety of built-in security features to help secure sensitive and confidential information.	eLearning	0
EL9690	Microsoft SharePoint Server 2013 - Core Solutions: Security and Taxonomy	SharePoint Server 2013 includes a variety of built-in security features to help secure sensitive and confidential information.	eLearning	0
EL9691	Microsoft SharePoint Server 2013 - Core Solutions: User Profiles and Search	SharePoint Server 2013 social features enable organizations to quickly gain information on projects, team processes, and development schedules.	eLearning	0
EL9692	Microsoft SharePoint Server 2013 - Core Solutions: Maintenance and Monitoring	SharePoint Server 2013 includes a variety features used to help monitor and optimize a SharePoint Server 2013 environment.	eLearning	0
EL9693	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Upgrading	What's new in SharePoint 2013 installation? In this course, you'll learn about what's new, and what's changed, with a SharePoint Server 2013 installation and upgrade.	eLearning	0

EL9694	TestPrep 70-332 Advanced Solutions of Microsoft SharePoint Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL9695	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Continuity	High availability inside SharePoint is all about ensuring that there's a certain amount of uptime. If you're maintaining a 99.999% uptime, you are looking at 5 minutes of downtime per year.	eLearning	0
EL9696	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Search Services	Social networking has become increasingly integrated and rolled out throughout network enterprises.	eLearning	0
EL9697	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Content Support	SharePoint 2013 has improvements as well as new features for implementing and supporting web	eLearning	0
EL9698	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Applications	SharePoint Server 2013 allows for the creation, configuration, and management of service applications that can be shared across farms or hosted web applications.	eLearning	0
EL9699	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Support Service	Designing Advanced Solutions in SharePoint 2013 involves being able to plan for Business Intelligence operations and integration. In this course, you will obtain an understanding of what is new when it comes to planning for Business Intelligence.	eLearning	0
EL9700	Microsoft SharePoint Server 2013 - Designing Advanced Solutions: Solutions	Understanding SharePoint solution architecture involves being able to plan, deploy, and maintain farm solutions as well as sandbox solutions.	eLearning	0
EL9701	Microsoft Exchange Server 2013 - Advanced Solutions: Availability	Exchange Server 2013 offers some new enhancements when it comes to high availability, storage, and site resiliency.	eLearning	0
EL9702	TestPrep 70-342 Advanced Solutions of Microsoft Exchange Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL9703	Microsoft Exchange Server 2013 - Advanced Solutions: Site-resilience Solutions	Exchange Server 2013 offers a variety of improvements and some new features for planning and implementing site resiliency solutions.	eLearning	0
EL9704	Microsoft Exchange Server 2013 - Advanced Solutions: Advanced Security	It is important to protect your Exchange Server 2013 messaging infrastructure devices and end-points against unauthorized access.	eLearning	0
EL9705	Microsoft Exchange Server 2013 - Advanced Solutions: Compliance and Discovery	There are many new features in Exchange 2013 when it comes to compliance, archiving, and discovery.	eLearning	0
EL9706	Microsoft Exchange Server 2013 - Advanced Solutions: Migration and Federation	Federation with AD FS and Exchange Server enables the sharing of Exchange information, such as calendars and availability information, between organizations.	eLearning	0

EL9707	Microsoft Exchange Server 2013 - Advanced Solutions: Troubleshooting	Exchange Server 2013 has a number of complex features which all interrelate, and so troubleshooting can be difficult when something goes wrong.	eLearning	0
EL9708	Microsoft Exchange Server 2013 - Advanced Solutions: Unified Messaging	Unified Messaging in Exchange Server is a highly desirable feature that enables integration between voice communication and e-mail for improved communication.	eLearning	0
EL9709	TestPrep 70-341 Core Solutions of Microsoft Exchange Server 2013	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL9710	Microsoft Exchange Server 2013 - Core Solutions: Mailbox Server Management	Microsoft Exchange Server 2013 Mailbox servers are used to host mailbox databases and address books, as well as provide unified messaging services, and message transport and routing	eLearning	0
EL9711	Microsoft Exchange Server 2013 - Core Solutions: High Availability and DR	Microsoft Exchange Server 2013 offers a variety of features to help ensure systems can survive failure and prevent data loss.	eLearning	0
EL9712	Microsoft Exchange Server 2013 - Core Solutions: Monitoring and Troubleshooting	Microsoft Exchange Server 2013 offers a variety of features to help monitor and troubleshoot messaging systems.	eLearning	0
EL9714	Microsoft Lync Server 2013: Configuration and Maintenance	Microsoft Lync Server offers enterprise-level collaboration requirements. Lync Server 2013 offers many features to enhance collaboration and communication in your organization.	eLearning	0
EL9715	Microsoft SharePoint Server 2013 - Developing Core Solutions: Planning Sites	Planning and designing Microsoft SharePoint Server 2013 sites involves creating and managing content, provisioning sites, and managing site lifecycles.	eLearning	0
EL9716	Microsoft SharePoint Server 2013 - Developing Core Solutions: Implement Security	Implementing authorization and authentication is essential for Microsoft SharePoint Server 2013 deployments. This course covers the principles for user and application authentication and authorization.	eLearning	0
EL9717	Microsoft SharePoint Server 2013 - Developing Core Solutions: Managing Data	Microsoft SharePoint Server 2013 data must be managed and made accessible. This course demonstrates how to design solutions to store, access, and handle large amounts of data.	eLearning	0
EL9718	Microsoft SharePoint Server 2013 - Developing Core Solutions: Manage Solutions	Microsoft SharePoint Server 2013 objects, features, and solutions evolve and must be managed. This course demonstrates how to manage SharePoint object life cycles, determine a solution structure, and upgrade solutions and features.	eLearning	0
EL9719	Microsoft SharePoint Server 2013 - Developing Core Solutions: User Experience	Creating an engaging user experience is important for Microsoft SharePoint Server 2013 sites. This course demonstrates how to implement branding and navigation, and how to create custom user interface elements.	eLearning	0
EL9720	Microsoft SharePoint Server 2013 - Developing Core Solutions: Business Processes	Microsoft SharePoint Server 2013 can provide a platform on which to build business processes.	eLearning	0

EL9721	Microsoft SharePoint Server 2013 - Developing Core Solutions: Create Office Apps	Microsoft SharePoint Server 2013 can provide a platform on which to build applications to support business processes. This course demonstrates how plan, design, create, package, and deploy applications. It also explains how to manage app lifecycles.	eLearning	0
EL9722	Mentoring 1Z0-060 Upgrade to Oracle Database 12c	Skillsoft Mentors are available to help students with their studies for exam 1Z0-060 Upgrade to Oracle Database 12c.	eLearning	0
EL9743	Mentoring 70-414 Implementing an Advanced Server Infrastructure	Skillsoft Mentors are available to help students with their studies for exam 70-414 Implementing an Advanced Server Infrastructure.	eLearning	0
EL9744	Mentoring 70-464 Developing Microsoft SQL Server 2012 Databases	Skillsoft Mentors are available to help students with their studies for exam 70-464 Developing Microsoft SQL Server Databases.	eLearning	0
EL9745	Mentoring 70-482 Advanced Windows Store App Development, HTML5 and JavaScript	Skillsoft Mentors are available to help students with their studies for exam 70-482 Advanced Windows Store App Development, HTML5 and JavaScript.	eLearning	0
EL9746	Mentoring 70-483 Programming in C#	Skillsoft Mentors are available to help students with their studies for exam 70-483 Programming in C#.	eLearning	0
EL9747	Mentoring 70-484 Essentials of Developing Windows Store Apps Using C#	Skillsoft Mentors are available to help students with their studies for exam 70-484 Essentials of Developing Windows Store Apps Using C#.	eLearning	0
EL9751	Getting Started with Crystal Reports 2011	Business data comes from a variety of sources and is stored in various formats.	eLearning	0
EL9752	CompTIA Network+ N10-006: Network Architecture Part 1	Networks are the basic interconnections for all computers from home computer systems, to multinational businesses, to the Internet.	eLearning	0
EL9753	TestPrep N10-006 CompTIA Network+	To test your knowledge on the skills and competencies being measured by the vendor certification exam.	eLearning	0
EL9754	CompTIA Network+ N10-006: Network Architecture Part 2	With all the things that need to function correctly and together in networks, there are an equal number of things that can go wrong.	eLearning	0
EL9755	CompTIA Network+ N10-006: Network Operations Part 1	Managing and monitoring are routine tasks performed on every network, regardless of its size.	eLearning	0
EL9756	CompTIA Network+ N10-006: Network Operations Part 2	Networks are the basic structure behind modern communication design.	eLearning	0
EL9757	CompTIA Network+ N10-006: Network Security	A network's security is only as strong as the security of its individual systems.	eLearning	0
EL9758	CompTIA Network+ N10-006: Troubleshooting Part 1	Troubleshooting skills are required by everyone who has responsibility for a network.	eLearning	0

EL9759	CompTIA Network+ N10-006: Troubleshooting Part 2	Troubleshooting by managing and resolving network issues is a routine task performed on every network, regardless of its size.	eLearning	0
EL9760	CompTIA Network+ N10-006: Industry Standards, Practices, and Network Theory	Networks provide a way to centrally manage devices and to apply much needed security.	eLearning	0
EL9786	Getting Started with Java Hibernate	Java Hibernate allows you to create, save, and update data objects in a supported database. You can update or read back these objects into a Java program.	eLearning	0
EL9787	Customized Mapping and Basic Querying in Java Hibernate	Java Hibernate enables you to map Java objects to database tables using annotations or XML files.	eLearning	0
EL9788	Advanced Querying in Java Hibernate	The Hibernate Query Language enables advanced querying of Hibernate data objects, including detailed searches across multiple tables, classes, joins, and selects.	eLearning	0
EL9789	JUnit Fundamentals	JUnit is a framework for writing and running unit tests for Java. This course covers how to get started with JUnit, key members of the API, and how to create a test case and use fixtures.	eLearning	0
EL9790	Working with JUnit Tests	There are a number of features in JUnit for enhancing and expanding tests.	eLearning	0
EL9791	Java Spring: Spring Application Basics	The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning	0
EL9792	Java Spring: Annotation Configuration and Java Configuration in Spring	The Spring Framework is an open source framework and an inversion of controller container for the Java platform. The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning	0
EL9793	Java Spring: Working with Data in Spring	The Spring Framework is an open source framework and inversion of controller container for the Java platform. The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning	0
EL9794	Java Spring: Aspect-Oriented Programming Using Spring AOP	The Spring Framework is an open source framework and inversion of controller container for the Java platform.	eLearning	0
EL9795	Java Spring: Adding Security Using the Spring Security Project	The Spring Framework is an open source framework and inversion of controller container for the Java platform. The Spring Framework is one of the most popular application development frameworks for creating enterprise Java applications.	eLearning	0

EL9796	Unix OS Fundamentals: An Introduction to Unix	Unix is one of the most widely used operating systems in the world. It has gained success in personal use markets, such as desktop PCs (with Unix-based operating systems like Linux and Mac OS X), and in smartphones with the Android operating system.	eLearning	0
EL9797	Unix OS Fundamentals: Managing Files and Directories	Unix has powerful file system features for working with files and directories.	eLearning	0
EL9798	Unix OS Fundamentals: Security	One of the things that makes Unix so popular is its sophisticated security features. System administrators can exert precise controls over Unix systems, both locally (workstation) and remotely (network and Internet).	eLearning	0
EL9799	Unix OS Fundamentals: Network Administration	A standout feature of Unix is its sophisticated network administration. Administrators can exert precise controls over Unix systems, both locally (workstation) and remotely (network and Internet).	eLearning	0
EL9800	Microsoft SQL Server 2014 - Designing Solutions: Planning Infrastructure	Planning SQL Server infrastructure includes planning from the hardware up all the way to individual table configurations.	eLearning	0
EL9801	Microsoft SQL Server 2014 - Designing Solutions: Windows Azure SQL Database	Microsoft Windows Azure is a cloud computing offering which includes cloud storage, VMs, and applications. Windows Azure SQL Database is the public cloud SQL service.	eLearning	0
EL9802	Microsoft SQL Server 2014 - Designing Solutions: High Availability	In addition to Windows Azure SQL Database, Windows Azure enables you to configure and manage a VM dedicated to running an instance of SQL Server.	eLearning	0
EL9803	Microsoft SQL Server 2014 - Designing Solutions: Clustering and AlwaysOn	SQL Server AlwaysOn Availability Groups are built on Windows Server Failover Clusters and AlwaysOn Failover Cluster Instances (FCI).	eLearning	0
EL9804	Microsoft SQL Server 2014 - Designing Solutions: Backup and Recovery	Backup and recovery planning are key to any organizations who implement SQL Server 2014. This course covers backup and recovery, how to create and maintain a disaster recovery plan, and configuration and management of SQL Server replication.	eLearning	0
EL9805	TestPrep 70-464 Developing Microsoft SQL Server Databases	To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode.	eLearning	0
EL9806	Microsoft SQL Server 2014 - Developing Databases: New Features	Microsoft SQL Server 2014 builds from version 2012 to provide optimal performance for applications using In-Memory OLTP, which is a memory-optimized database engine integrated into the SQL Server engine.	eLearning	0

EL9807	Microsoft SQL Server Data Warehousing and Business Intelligence Overview	As capabilities and capacities of modern computers continue to proliferate, data warehousing, and business intelligence more broadly, have become fundamental to maintaining business competitiveness.	eLearning	0
EL9809	Mentoring 1Z0-062 Oracle Database 12c: Installation and Administration	Skillsoft Mentors are available to help students with their studies for exam 1Z0-062 Oracle Database 12c: Installation and Administration. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9810	Mentoring 300-101 Implementing Cisco IP Routing (ROUTE)	Skillsoft Mentors are available to help students with their studies for exam 300-101 Implementing Cisco IP Routing (ROUTE). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9811	Mentoring 300-115 Implementing Cisco IP Switched Networks (SWITCH)	Skillsoft Mentors are available to help students with their studies for exam 300-115 Implementing Cisco IP Switched Networks (SWITCH). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9812	Mentoring 300-135 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	Skillsoft Mentors are available to help students with their studies for exam 300-135 Troubleshooting and Maintaining Cisco IP Networks (TSHOOT). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9813	Mentoring 300-206 Implementing Cisco Edge Network Security Solutions (SENSS)	Skillsoft Mentors are available to help students with their studies for exam 300-206 Implementing Cisco Edge Network Security Solutions (SENSS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9814	Mentoring 300-207 Implementing Cisco Threat Control Solutions (SITCS)	Skillsoft Mentors are available to help students with their studies for exam 300-207 Implementing Cisco Threat Control Solutions (SITCS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9815	Mentoring 300-208 Implementing Cisco Secure Access Solutions (SISAS)	Skillsoft Mentors are available to help students with their studies for exam 300-208 Implementing Cisco Secure Access Solutions (SISAS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9816	Mentoring 300-209 Implementing Cisco Secure Mobility Solutions (SIMOS)	Skillsoft Mentors are available to help students with their studies for exam 300-209 Implementing Cisco Secure Mobility Solutions (SIMOS). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL9817	Mentoring 640-911 Introducing Cisco Data Center Networking (DCICN)	Skillsoft Mentors are available to help students with their studies for exam 640-911 Introducing Cisco Data Center Networking (DCICN). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9818	Mentoring 640-916 Introducing Cisco Data Center Technologies (DCICT)	Skillsoft Mentors are available to help students with their studies for exam 640-916 Introducing Cisco Data Center Technologies (DCICT). You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9819	Mentoring 70-178 Microsoft Project 2010, Managing Projects	SkillSoft Mentors are available to help students with their studies for exam 70-178 Microsoft Project 2010, Managing Projects. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
EL9820	Mentoring 70-246 Monitoring and Operating a Private Cloud, System Center 2012	Skillsoft Mentors are available to help students with their studies for exam 70-246 Monitoring and Operating a Private Cloud, System Center 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9821	Mentoring 70-247 Configuring and Deploying a Private Cloud, System Center 2012	Skillsoft Mentors are available to help students with their studies for exam 70-247 Configuring and Deploying a Private Cloud, System Center 2012. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9822	Mentoring 70-331 Core Solutions of Microsoft SharePoint Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-331 Core Solutions of Microsoft SharePoint Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9823	Mentoring 70-332 Advanced Solutions of Microsoft SharePoint Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-332 Advanced Solutions of Microsoft SharePoint Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9824	Mentoring 70-341 Core Solutions of Microsoft Exchange Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-341 Core Solutions of Microsoft Exchange Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL9825	Mentoring 70-342 Advanced Solutions of Microsoft Exchange Server 2013	Skillsoft Mentors are available to help students with their studies for exam 70-342 Advanced Solutions of Microsoft Exchange Server 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9826	Mentoring 70-346 Managing Office 365 Identities and Requirements	Skillsoft Mentors are available to help students with their studies for exam 70-346 Managing Office 365 Identities and Requirements. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9827	Mentoring 70-347 Enabling Office 365 Services	Skillsoft Mentors are available to help students with their studies for exam 70-347 Enabling Office 365 Services. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9828	Mentoring 70-413 Designing and Implementing a Server Infrastructure	Skillsoft Mentors are available to help students with their studies for exam 70-413 Designing and Implementing a Server Infrastructure. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9829	Mentoring 70-485 Advanced Windows Store App Development Using C#	Skillsoft Mentors are available to help students with their studies for exam 70-485 Advanced Windows Store App Development Using C#. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9830	Mentoring 70-486 Developing ASP.NET MVC Web Applications	Skillsoft Mentors are available to help students with their studies for exam 70-486 Developing ASP.NET MVC Web Applications. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9831	Mentoring 70-487 Developing Microsoft Azure and Web Services	Skillsoft Mentors are available to help students with their studies for exam 70-487 Developing Microsoft Azure and Web Services. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9832	Mentoring 77-418 Word 2013	Skillsoft Mentors are available to help students with their studies for exam 77-418 Word 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0
EL9833	Mentoring 77-419 SharePoint 2013	Skillsoft Mentors are available to help students with their studies for exam 77-419 SharePoint 2013. You can reach them by entering a Mentored Chat Room or by using the Email My Mentor service.	eLearning	0

EL9834	Mentoring PRINCE2: Foundation	SkillSoft Mentors are available to help students with their studies for the PRINCE2: Foundation exam. You can reach them by entering a Mentored Chat Room or by using the E-mail My Mentor service.	eLearning	0
ELM100	ELM Test Course	test course for division training coordinators	ILT	0
ENV102	Maintaining Project Consistency	Project consistency refers to the Federal and state requirement that transportation projects must be described consistently in all applicable plans, programs, project cost, and estimated letting date.	ILT	6
ENV103	Storm Water Pollu Prevent Plan	This course consists of on-site inspection of field installed storm water erosion and sediment control best management practices (BMPs)The course includes training on how to complete the associated documentation (TxDOT inspection form) to comply with th	ILT	8
ENV104	Legal Sufficiency	This workshop will focus on the process and legal standards required to provide legal sufficiency for environmental documents. These standards will be part of the review of Environmental Assessments and Environmental Impact Statements.	ILT	8
ENV106	TPWD and TCEQ MOUs Compliance	This course is designed to provide a basic overview of the MOUs that TxDOT has with TPWD and the TCEQ. This course will also provide guidance on the project file documentation standards required for compliance with these MOUs.	ILT	5
ENV107	Indirect/Cumulative Impacts	This interactive workshop will provide Texas participants with an overview of the requirements for Indirect Effects and Cumulative Impact Analysis (ICI) and how these requirements can be efficiently addressed in the NEPA process.	ILT	16
ENV108	AQ101 for Roadways - Light	This training provides air quality compliance requirements for highway transportation projects. It includes identifying where to locate and how to use appropriate air quality toolkit guidance. Training is specific to low traffic volume districts.	ILT	2
ENV109	AQ101 for Roadways - Medium	AQ compliance requirements for highway transportation projects. Includes process for CO, TAQA, and MSAT analysis. Also learn about AQ toolkit. Specific to attainment Districts with relatively high traffic volumes (>140,000 vehicles per day).	ILT	4

ENV110	Section 7 - ESA and Interagency Cooperation	The workshop will provide an in-depth overview of the Endangered Species Act Section 7 consultation requirements for highway projects with emphasis on lead agency role and legal responsibilities. Compliance issues will be reviewed through case studies.	ILT	16
ENV111	AQ101 for Roadways - Heavy	AQ compliance requirements for highway transportation projects. Includes process for project level conformity determinations, hot-spots, CO TAQA, MSAT analyses, and CMP. Learn to use AQ toolkit. Specific to non-attainment and maintenance Districts.	ILT	8
ENV112	EPD-Public Involvement	The class will prepare staff to develop an effective public involvement program and how to better conduct public involvement efforts for transportation projects.	ILT	16
ENV113	NEPA/Transportation Decision Making	Participants will get a better perspective of the vital role NEPA plays in the FHWA Project Development process. It has a brief legislative and regulatory history of NEPA and an overview of related laws that fall under NEPA.	ILT	16
ENV114	EPD-Hazardous Materials Mgtmnt	The course will prepare staff to conduct more effective initial site assessments for hazardous materials issues relating to transportation projects and to prepare the appropriate documentation of the findings.	ILT	16
ENV115	EPD-Hwy Traffic Noise Analysis	The course will prepare staff to accomplish and document highway traffic noise analyses for transportation improvement projects. Students should review TxDOT's Noise Guidelines before attending the course, and bring a personal copy of the guidelines t	ILT	24
ENV116	EPD-Air Quality Training	This course will prepare staff to gain knowledge of air quality issues and be able to run air quality models. With the knowledge they gain, students will learn air quality details to sufficiently address air quality issues in environmental documents and	VideoTele	16
ENV117	NHPA Section 4(f) Section 106	The workshop will provide participants with a comprehensive overview of Section 4(f) of the Department of Transportation Act of 1966 tailored to the needs of TxDOT in preparing to assume FHWA's environmental review responsibilities.	ILT	24
ENV120	Intermediate to ArcGIS for NDD	This is a two day course covering Geographic Information Systems (GIS). Two days will include an introduction to geographic information systems technology and the use of ArcGIS software for mapping and analyzing spatial data.	ILT	16

ENV121	USACE Section 404/10	Introduction to identifying wetlands and assessing their function/values, types of authorization (nationwide/regional/individual permits), the permitting process, and requirements the Clean Water Act Section 404 and Rivers and Harbors Act Section 10.	ILT	12
ENV122	Mging Rd Impct on Streams -NHI	Managing Road Impacts on Stream Ecosystems: introduction to the basic concepts related to the impacts that roadways have on streams and stream ecosystems. Includes how to identify, monitor, avoid & mitigate the effects of these impacts.	ILT	24
ENV200	Negotiation Skills for Project Delivery	This workshop is designed to support TxDOT employees' successful delivery by strengthening their interpersonal communications skills, introducing the application of effective negotiation principles, practices, and managing interpersonal conflict.	ILT	12
ENV201	Wetland Plant - ID	This course provides participants with in-depth information about hydrophytic plants presnt in wetlands. With this information, students are better prepared to correctly identify and further delineate wetlands, resulting in avoiding or minimizing impact	ILT	32
ENV202	404 Permit Application & Compl	This course educates staff regarding water quality issues and trains staff to submit a U.S. Army Corps fo Engineers (USACE) 404 permit application package complete with wetland delineation data forms.	ILT	12
ENV203	Wetland Delineation	This course provides participants with in-depth information about hydrology, hydrophytic vegetation, and hydric soils present in wetlands, the physical delineation of wetlands, and jurisdictional determinations. With this information students will be pre	ILT	36
ENV205	Stream Assessmnt & Restoration	Discussions including Stream mechanics, geomorphology, stream and riparian ecology, site assessment and data collection, hydrologic, hydraulic, and stability analysis, channel design, issues including erosion and deposition, and construction consideratio	ILT	27
ENV206	UST Facility Operator Course	Introduces the student to the safe operation of underground storage tank (UST) systems	eLearning	2
ENV207	Environmental Basics	The workshop will provide participants with a comprehensive overview of the general NEPA process for newly hired District environmental staff. This overview includes a hands-on demonstration of how tasks need to be performed in ECOS.	ILT	12

ENV208	NEPA Air Quality Analysis for Highway Projects	Participants will get: up-to-date information on air quality analysis requirements and documentation for highway projects at both the federal and state level. FHWA will provide options to address issues raised such as GHG analysis and health.	ILT	16
ENV209	Advanced CRM Seminar	This class prepares the participant for requirements of the NEPA Assignment MOU with FHWA regarding Section 106/4(f) regulations. It specifically addresses strategies to integrate CRM issues into standard NEPA consultation and planning efforts.	ILT	12
ENV210	Intermediate CRM Seminar	This class prepares the participant for requirements of the NEPA Assignment MOU with FHWA regarding Section 106/4(f) regulations. It specifically addresses strategies to integrate CRM issues into standard NEPA consultation and planning efforts.	ILT	16
ENV211	ECOS Training	This class prepares users for new functions/features to the TX Environmental Compliance Oversight System (ECOS) application. It specifically trains the user how to utilize the system in efforts to capture required information for environmental projects.	ILT	0
ENV300	Stormwater Eros & Sedimn Day 1	This course is designed to qualify field inspectors and design personnel in the appropriate preparation, inspection and implementation of suitable site-specific erosion and sediment control techniques. The course includes storm water design techniques.	ILT	8
ENV301	Stormwater Erosion & Sediment Control (Day 2)	This course is, designed to qualify field inspectors and design personnel in the appropriate preparation, inspection and implementation of the suitable site specific erosion and sediment control techniques. The course includes storm water design techniq	ILT	8
ENV402	Public Inv In Trans Decisions - NHI 142036	Public involvement is creative thinking, willingness & ability to interact openly & sensitively to the public during transportation decisionmaking. Focus is on successfully addressing the public's needs while gathering useful information.	ILT	24
ENV405	Field ENV Emergency Compliance	Field Environmental Emergency Compliance highlights potential environmental emergencies encountered on a construction or maintenance project. The course provides the basic steps for properly handling and solving issues in each environmental discipline.	eLearning	1

ENV414	Environmental Mgt System	Course provides an overview of TxDOT's Environmental Management System (EMS) program for those involved in the road construction activities of planning, design and construction of earth disturbing activities.	eLearning	1
ENV415	HAZMAT Mgmt-Intro ISA Process	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This is the 1st module in the series & provides an overview of the Initial Site Assessment process.	eLearning	1
ENV416	HAZMAT Mgmt- Reg/Legal Issues	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This 2nd module provides an overview of the major federal & state laws driving the ISA process.	eLearning	1
ENV417	HAZMAT Mgmt-Define Site Assess	This course was originally part of the instructor led ENV114 Hazardous Materials Management course; now divided into a series of 9 smaller modules. This 3rd module provides an overview of ISA Components & introduces the ISA Standard of Uniformity (SOU).	eLearning	1
ENV418	HAZMAT Management	This module provides specific guidance on using the ISA Standards of Uniformity (SOU).	WBT	1
ENV419	HAZMAT Mgmt-Land Use Concerns	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 5th module covers the determination of existing & previous land use & the potential of hazardous materials at a site.	eLearning	1
ENV420	HAZMAT Mgmt-Using Reg Database	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 6th module covers fed & state hazmat regulatory databases & using them for detecting potential hazardous materials.	eLearning	1
ENV421	HAZMAT Mgmt-Conduct Field Surv	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This 7th module covers site surveys and project site survey standard of uniformity.	eLearning	1
ENV422	HAZMAT Mgmt-Prepare NEPA Doc	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This is the 8th module in the series & covers the documentation that may be required for ISA & NEPA compliance.	eLearning	1

ENV423	HAZMAT Mgmt-Preparing Recommen	This was originally part of the instructor led ENV114 Haz Materials Mgt course; now divided into a series of 9 smaller modules. This is the 8th module in the series & covers the Phase II ESA & continual environmental management.	eLearning	1
ENV425	NEPA -Determine Trans Needs	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This is the 1st module in the series & provides an overview of the NEPA process.	eLearning	1
ENV426	NEPA-Evaluate Trans Needs	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 2nd module is a high level overview of evaluating "Purpose and Need" for a TxDOT construction or maintenance project.	eLearning	1
ENV427	NEPA-Launching a Project	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 3rd module is a high level overview of studies, surveys & other requirements used in environmental investigations.	eLearning	1
ENV428	NEPA- Refining Alernatives	This was originally part of the instructor led ENV120 Environmental Process course; now divided into a series of smaller modules. This 4th module is a high level overview of alternatives, public involvement & other info about the environmental process.	eLearning	1
ENV431	Indirect/Cumul Impact Analysis	This training module is designed to be an overview of the Indirect and Cumulative Impact (ICI) Analysis process. This is an introductory course to familiarize students about the process.	eLearning	1
ENV432	CGP Compliance/Enforcement	This course is an overview of the Texas Pollutant Discharge Elimination System (TPDES) permit including permit application and compliance requirements.	eLearning	1
ENV433	Storm Water ENV Req During CON	This course provides awareness on Storm Water Environmental Requirements during Construction & is in compliance with the requirements of the EPA Consent Agreement and Final Order (CAFO)	eLearning	1
ENV436	Triggers-Community Impacts	Covers those activities that trigger community impact rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning	1

ENV437	Triggers- Noise Assessment	Covers those issues or conditions that trigger noise rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning	1
ENV439	Triggers - Archeology	Covers issues or conditions that trigger archeology rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning	1
ENV440	Triggers-Haz Materials Impacts	Covers activities that trigger hazardous materials rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning	1
ENV442	Triggers - Biological Impacts	Covers activities that trigger biology rules & regulations for various types of construction projects. Trigger courses quickly transfer info to decision makers on whether a particular environmental discipline applies to a project or not.	eLearning	1
ENV445	Predecessor -Archeology	Course defines the information required (predecessors) to start the archeology process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	eLearning	1
ENV446	Predecessor -Community Impacts	Course defines the information required (predecessors) to start the community impacts process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	eLearning	1
ENV447	Predecessor Training - Noise	Course defines the information required (predecessors) to start the noise assessment process. Predecessor courses cover knowing when an environmental process can begin & what information is required to start that process.	eLearning	1
ENV457	404 Compliance During Construction	This course covers the requirements of Section 404 of the Clean Water Act specifically as they pertain to construction activities in a manner that is accessible and understandable to non-environmental personnel.	eLearning	1
ENV500	ENV Conferences	Environmental Affairs Division hosted conferences.	ILT	0
ENV601	Conflict Management-Enviro NHI	This course teaches basic conflict management skills, including interest-based negotiation, communication, facilitation skills, leadership behaviors & applying these skills in transportation decision making where there are environmental issues.	ILT	24

ENV700	Natural Diversity Database Training	Natural Diversity Database Training is a course designed to teach TxDOT staff how to use the GIS-ARCVIEW and Crystal Reports Database to research and find rare and threatened/endangered species on proposed TxDOT projects.	ILT	8
EPC101	Fundamentals of Engineering (FE) Exam Preparation	A 96-hour course to prepare Engineering Assistants (EAs) for the Fundamentals of Engineering (FE) examination. Required for EAs in the Engineering Assistant Career Development Program who have not achieved certification as Engineer in Training (EIT).	VideoTele	96
EPC102	Principles and Practice of Engineering (PE) Exam Preparation - Breadth	A 96-hour course to prepare Engineering Assistants (EAs) for the Principles of Engineering (PE) Breadth exam. Required for EAs in the Engineering Assistant Career Development Program who have not achieved licensure as a Professional Engineer.	VideoTele	96
EPC103	Principles and Practice of Engineering (PE) Exam Preparation - Depth	A 96-hour course to prepare Engineering Assistants (EAs) for the Principles and Practice of Engineering (PE) Depth exam. Required for EAs in the Engineering Assistant Career Development Program who have not achieved licensure as a Professional Engineer.	VideoTele	96
EPC104	PE Exam Prep - Mechanical	PE Exam Prep - Mechanical	ILT	96
EPC105	PE Exam Prep - Electrical	PE Exam Prep - Electrical	ILT	96
EPC106	PE Exam Prep - Structural	PE Exam Prep - Structural	ILT	96
EPC107	EIT Exam Prep – Electrical	EIT Exam prep-Electrical on Mathematics, Probability and Statistics, Computers and Engineering Economics	ILT	2
EPC111	PE Exam Prep - Chemical	PE Exam Prep - Chemical	ILT	72
ETH101	TxDOT Ethics Policy	This module on TxDOT's Ethics Policy was developed to increase department employees' awareness and how to properly report policy violations.	WBT	1
FIN100	Bond Funding for Const Project	This course provides the participants an overview of bonds and their basic components, terminology related to bond funded construction projects, various reports produced in the Financial Information Management System (FIMS) and other systems, and an anal	eLearning	3
FIN101	Monitor Bond Fund- FIMS Report	This course provides the participants a more practical application of using the Financial Information Management System(FIMS) to monitor and control bond funding for construction projects, to analyze and use the various reports produced in FIMS and other	ILT	4

FOD100	MNT/Rpr John Deere 330 CLC Exc	The Maintenance and repair of John Deere 330CLC Excavator course is designed to provide department mechanics and shop repair coordinators with the skill sets to safely diagnose, troubleshoot, repair, and maintain the excavator. Participants must bring	ILT	8
FOD110	John Deere Pneu Tire Load-R&M	The maintenance and repair of the John Deere pneumatic tired loader course for models 444E, 544E, 544G, 544H, 544K, 624H, 644D and 644E is designed to safely diagnose, troubleshoot, repair and maintain the loader. Participants must bring and wear all re	ILT	8
FOD120	JD Crawler Loader - Repr/Maint	The maintenance and repair of the John Deere crawler loader course for models 455G, 555G, 655B and 655C is designed to safely diagnose, troubleshoot, repair and maintain the crawler loader. Participants must bring and wear all required PPE for a working	ILT	8
FOD130	JD Motor Grader - Repair/Maint	John Deere Motor Grader - Repair & Maintenance The maintenance and repair of the John Deere motor grader course for models 570A, 570B, 670B, 670G, 770B and 770C is designed to safely diagnose, troubleshoot, repair and maintain the motor grader. This c	ILT	8
FOD140	JD Crawler Dozer -Repair/Maint	John Deere Crawler Dozer - Repair & Maintenance he maintenance and repair of the John Deere crawler dozer course for models 450E, 450G, 450H, 450J, 550H, 750, 750B, 850 and 850B is designed to safely diagnose, troubleshoot, repair and maintain the craw	ILT	8
FOD150	JD Backhoe - Repair & Maint	John Deere Backhoe - Repair & Maintenance The maintenance and repair of the John Deere backhoe course for models 310D, 310E, 310SK, 410E, 410G, 510C and 510D is designed to safely diagnose, troubleshoot, repair and maintain the backhoe. Participants m	ILT	8
FOD160	JD Excavator-Repair & Maint	John Deere (JD) Excavator- Repair & Maintenance The maintenance and repair of the JD excavator course for models 120C, 260CLC, 330CLC, 490D and 490E is designed to safely diagnose, troubleshoot, repair and maintain the excavator. Participants must bring	ILT	8
FOD200	FNAV Trng for Fleet Ops Person	FNAV Training for Fleet Operations Personnel This is the introductory course for the use of the FNAV system that covers MS applications, Fuel Focus, Key Valet, and Network Fleet interfaces. FNAV replaces multiple legacy systems, and provides for a singl	ILT	12

FOD210	FNAV Trng for MNT Section User	FNAV Training for MNT Section Users This is the introductory course for use of the FNAV system that covers MS applications for maintenance section based users. FNAV replaces multiple legacy systems and provides for a single data source to service and t	ILT	12
FOD220	FNAV MS for FOD equip Menchani	FNAV MS for FOD Equipment Managers. This is the introductory course for the use of the FNAV system that covers MS applications for Fleet Operations equipment mechanics.FNAV replaces multiple legacy systems and provides for a single data source to track	ILT	4
FOD230	FNAV MS for MNT sect equip mec	FNAV MS for MNT Section Equipment Mechanics This is the introductory course for the use of the FNAV system that covers MS applications for maintenance section equipment mechanics. FNAV replaces multiple legacy systems and provides for a single data sour	ILT	4
FOD240	FNAV Trainng Prevent MNT Coord	FNAV Training for Preventive MNT Coordinators (PMC) This is the introductory course for use of the FNAV system that covers MS applications for preventive maintenance coordinators. FNAV replces multiple legacy systems and provides a single data source t	ILT	24
FOD250	FNAV Refresher for FNAV Users	This is a refresher course for prior attendees who completed FOD200 or FOD210or FOD220 or FOD230. This is not a substitute course to gain knowledge of FNAV. The first 4 hours of the course will focus on A-Z functionality of Work Orders. The second 4 hou	ILT	8
FOD260	Ad Hoc Reporting for NAV Users	This course is an intensive hands-on session for prior trained FNAV users who will be generating reports from NAV. This is not a substitute course to gain knowledge of NAV. You must be an authorized NAV user in oder to attand this course.Course prere	ILT	8
FOD270	Fleet Navigator (FNAV) v15 for FOD Office Administrators	This course is an overview of FNAV v15 as it relates to the daily operations performed by FOD Office Administrators.	ILT	4
FOD271	Fleet Navigator (FNAV) v15 for Section Mechanics	This course is an overview of FNAV v15 as it relates to the daily operations performed by District Maintenance Section Mechanics.	ILT	4
FOD272	Fleet Navigator (FNAV) v15 for Section Administrators	This course is an overview of FNAV v15 as it relates to the daily operations performed by District Maintenance Section Adminstrators.	ILT	4

FOD273	Introduction to Fleet Navigator (FNAV) v15	This course is an introduction to Fleet Navigator (FNAV version 15) and KeyValet, TxDOT system of record for fleet management and pool vehicle reservations.	ILT	8
FOD274	Fleet Navigator (FNAV) v15 for Fleet Mechanics	This course is an overview of FNAV v15 as it relates to the daily operations performed by FOD Mechanics..	ILT	4
FOD400	Fleet Forum	OD is please to invite non-FOD district supervisors and employees to attend this newly established program delivered in a Forum setting discussing 11 current topics revolving around Fleet systems, work processes, and best practices.	ILT	8
FOD500	Network Fleet (GPS) User Training	This instructor Led Training is designed for authorized users of the departments FNAV-Finder (Network Fleet GPS Telematics) system. It is designed to enhance skills previously learned through the Network Fleet Training Center portal.	ILT	4
FOD600	Gradall XL Service and Repair-Basic	This course focuses on the Gradall XL series excavators on how to service, reapir and troubleshoot. Course involves hands-on diagnostics, use of the BODAS software system and schematic tracing.	ILT	8
FOD900	NEXIQ Diagnose Integrated Tool	NEXIQ Diagnostic Integrated Tool This course is designed to provide department mechanics and shop repair coordinators wiht the skill sets to properly use the NEXIQ Diagnostic Integrated Tool for troubleshooting engine, brake, transmission, and off-road	ILT	24
FOD910	Bobcat S850 T870 PM Mech Trng	Bobcat S850 T870 PM Mechanic Training. This course is designed to provide department mechanics and preventative maintenance coordinators with the safety aspects, basic operations, and preventative maintenance of Bobcat skid steer loders S850 and compa	ILT	8
FOD911	Bobcat S850/T870 Operator Trng	This course is designed to provide department maintenance personnel with the safety aspects, operational controls, procedures, and preventive maintenance of the Bobcat skid-steer loader-models S850 and T870. The course will cover the proper mthod of atta	ILT	4
GEO101	Basic Geotechnical Engineering for Roadways	Presents geotechnical engineering fundamentals relative to the design, construction and maintenance of pavement systems and transportation structures. Addresses the relationship between soil conditions and roadway elements.	ILT	24
GEO201	Drilled Shafts - NHI 132014	This course covers specific technical guidance on all aspects of designing, installing, and monitoring the construction of drilled shafts.	ILT	24

GEO202	Soils And Foundations Wksp-NHI 132012	Geared towards a foundation field engineer who routinely deals with soils & foundation problems, but has little theoretical background in soil mechanics or foundation engineering. Uses a project-oriented approach from conception to completion.	ILT	32
GEO203	Drilled Shaft Foundation Inspection (NHI-132070)	Basis for local, regional or national qualification of drilled shaft foundation inspectors. Provides practical knowledge & standard industry practices. Follows FHWA specifications. Participants are encouraged to complete NHI-132070B first.	ILT	20
GEO203	Drilled Shaft Foundation Inspection (NHI-132070)	Basis for local, regional or national qualification of drilled shaft foundation inspectors. Provides practical knowledge & standard industry practices. Follows FHWA specifications. Participants are encouraged to complete NHI-132070B first.	ILT	20
IOD100	Advanced GPS for GIS Mapping	Advanced instruction for users of Trimble mapping grade equipment; expands on material covered in DES720. Covers GPS mapping techniques using Trimble handheld GPS equipment by utilizing laser measuring devices, bar code readers, and digital cameras.	ILT	28
LGP101	Local Government Project Procedures Qualification for TxDOT	This course trains & qualifies local government (LG) individuals to work on projects performed through an Advanced Funding Agreement. Also trains TxDOT employees on oversight of LG managed project development tasks. FORMER COURSE CODE CON812.	ILT	12
MNT111	Maintenance Management System Training	Review tools offered by the Maintenance Management System (MMS) for budget monitoring, planning, scheduling maintenance work, recording work performed and reporting for maintenance employees and supporting offices.	ILT	24
MNT112	Wildland Fire Workshop	Six part workshop which consists of Introduction, Organization & Communication, Resources and Equipment, Safety, Documentation & Data Collection, Training Programs. The workshop was developed by research project 5-6735-01est Practices for TxDOT on Handli	ILT	6
MNT113	Grnd Penetrate Radar Operator	Ground Penetrating Radar Operator Training This course trains district and division employees to operate and maintain calibration of a Ground Penetrating Radar (GPR) unit; to conduct basic analysis of the data collected from the GPR unit.	ILT	8

MNT114	Maint Office Managers Course	Course focuses on techniques & tools to meet the responsibilities of the maintenance office. Modules address leadership, communication, conflict resolution, systems, budget, purchasing, time management, safety, reporting & record keeping.	ILT	24
MNT120	Asphalt Distributor Operator	This course covers the safety practices, preventive maintenance procedures, and operation techniques of an asphalt distributor.	ILT	32
MNT121	Access Reports for Maint Sups	This course focuses on the skills and knowledge needed to locate and access different PC based reports used by a TxDOT maintenance supervisor. Learners should complete this course 30 days prior to attending the MNT123 MSSC class.	eLearning	0
MNT123	Maintenance Section Supervisor Course	This course provides maintenance section supervisors, assistant supervisors & specifically identified maintenance employees with information, practical applications & resources to help them perform their jobs more efficiently, effectively & safely.	ILT	32
MNT125	Maintenance Contract Inspectors Course	Introduces & reinforces TxDOT maintenance contract inspection policies & guidelines. Includes monitoring maintenance contractor work; ensuring that work meets contract requirements & ensuring that contractors meet applicable specifications.	ILT	24
MNT126	Maintenance Crew Leaders Course	An overview of the Transportation Maintenance Crew Chief job duties (daily operations, organization, management, leadership, etc.). Builds and promotes effective crew leader skills to successfully meet & exceed mission requirements.	ILT	24
MNT127	Maintenance Bridge Inspection Course	Provides training on performing bridge inspections, utilizing safety and operational requirements to recognize potential structural problems. Participants will complete an end-of-course exam.	ILT	16
MNT128	Advanced Maintenance Operation	Designed to provide Maint Section Supvsrs, Area Engrs, Drctrs of Maint, Drctrs of Operations & District Maint Mgrs with advanced information, new & innovative concepts, tools, resources & skills to perform jobs more efficiently, effectively & safely.	ILT	24
MNT129	Maintenance Leadership Academy (NHI-134063)	Covers planning, scheduling, quality control, customer focus, program presentation, asset management, contract management & performance improvement for maintaining bridge & highway systems. Consists of self-paced lessons via Web & classroom sessions.	ILT	108

MNT130	Maintainer Operator Basic	This course covers safety practices, preventive maintenance, operations and transportation of a maintainer. It is the prerequisite to MNT134.	ILT	8
MNT130	Maintainer Operator Basic	This course covers safety practices, preventive maintenance, operations and transportation of a maintainer. It is the prerequisite to MNT134.	ILT	32
MNT134	Maintainer Operator Advanced	This advanced skills course is for operators who have completed MNT130 and have 1 year experience with operating a maintainer.	ILT	32
MNT140	Telescopic Hydraulic Excavator	This course covers safety practices, preventive maintenance, operations, and transportation of a telescopic hydraulic excavator.	ILT	32
MNT145	Dozer Operator	This course covers the skills needed to safely operate, maintain and transport a dozer.	ILT	32
MNT148	Snowplow Operator	Designed to provide advanced skill sets for snowplow operators; each participant will complete a series of progressively more difficult simulations on the L-3 Driver Training Solutions Snowplow Simulator accompanied by coaching from instructors.	ILT	4
MNT149	Anti-icing/De-icing Equipment Training	1 hour classroom training on anti-icing, de-icing materials and proper application rates and calibration techniques. 3 hour equipment inspection and calibration with hands on training.	ILT	4
MNT150	Dragline/Crane	This course covers the techniques to safely and properly operate a dragline/crane. Participants will receive a knowledge base upon which potential operators can further develop operating skills.	ILT	32
MNT155	Backhoe Operator	This course is designed to provide department personnel with the proper skills to safely operate, maintain, and transport a backhoe.	ILT	32
MNT160	Loader Operator	This course covers the proper operation of a loader and cost-saving maintenance requirements and techniques.	ILT	16
MNT164	Sweeper Operator	This course covers the safety practices, preventive maintenance procedures, operation techniques, and transporting procedures for a sweeper.	ILT	24
MNT166	Rotary Broom Operator	This course covers the knowledge and skills to safely operate, maintain, and transport a rotary broom sweeper.	ILT	16

MNT171	Cable Barrie Sys-Maint/ Repair	Cable Barrier Systems - Maintenance and Repair This course is designed to provide employees and understanding of how cable barrier systems wor and emphasize the safety issues involved with working on and around the tensioned cables.To be delivered	ILT	4
MNT172	Equipment Load & Tie Down	This course covers safe transportation of construction equipment and materials over public roads and highways. Emphasis will be on available equipment at the training location. Equipment Needed: For every five participants provide at least one 10-ya	ILT	8
MNT175	Profiler Operator	This course covers the safety practices, preventive maintenance procedures, operations, and transporting procedures of the Profiling Machine.	ILT	32
MNT180	Bucket Truck & Digger Derrick	This course covers the safe operation and preventive maintenance of the various bucket trucks and digger derrick trucks used by the department.	ILT	24
MNT181	Bucket Truck & Crane	This course covers the safe operation and preventive maintenance of the various bucket trucks and digger derrick trucks used by the department.	ILT	16
MNT192	Skid-Steer Operator	This course covers the safety practices, preventive maintenance procedures, operation techniques, and transporting procedures for a skid steer.	ILT	16
MNT193	Roller Operator	This course covers the knowledge and skills to safely operate, maintain, and transport a pneumatic and a metal flat wheel roller.	ILT	8
MNT208	Heavy Equipment Hydraulics	This course covers the skills and knowledge for safely testing, repairing and maintaining hydraulic systems on heavy equipment.	ILT	32
MNT209	Heavy Equipmt Basic Electronic	This course covers the basic electronic theory of the types of engines in TxDOT's fleet. This helps the learner perform diagnostics, troubleshoot and repair electronic systems on heavy equipment employing electronic fuel and operating systems.	ILT	32
MNT210	Equip Preventive Maintenance	PM is scheduled inspections, services, & repairs recommended by the equip mfr & those required by law or TxDOT policy. This course uses the periodic inspection process to identify maintenance problems & provides guidance on correcting minor problems.	ILT	24

MNT215	Intro to Heavy Equipment	This is an introduction to the safe operation, maintenance, & transportation of heavy equipment. Participants receive guidelines for preventive maintenance, pre-trip & post-trip inspections, mandatory safety requirements & transporting heavy equipment.	ILT	8
MNT300	Dump Truck Driver 4-6 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 4 - 6 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	ILT	32
MNT300	Dump Truck Driver 4-6 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 4 - 6 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	ILT	32
MNT301	Dump Truck Driver 10-12 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 10 - 12 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	ILT	32
MNT301	Dump Truck Driver 10-12 Yd	Course covers the operation of a power unit (dump truck), trailer & equipment for transportation. Focus is on TxDOT, state/federal laws & safety practices for 10 - 12 yd dump trucks pulling a loaded straight tongue trailer. Participants must have CDL.	ILT	32
MNT303	Semi-Tractor/Trailer Driver	Course covers the operation of a tractor/trailer combination. Focus is on TxDOT, state/federal laws & safety practices for tractor-trailer rigs. Participants must have CDL.	ILT	24
MNT305	CDL Preparatory Exam Training	This course provides classroom and hands-on training to help the participant successfully pass the 5 written exams and skills tests required by the state for a CDL. NOTE: Participants are responsible for all CDL license related fees.	ILT	32
MNT306	Truck Driving Simulation Train	This course is designed to expedite and enhance the skill sets for inexperienced and experienced dump truck operators. Each participant will complete a series of progressive simulations on the MPRI dump truck simulator followed by coaching from the instr	ILT	4

MNT400	Homeland Security Training	This course trains employees to identify and report suspicious activities or objects or possible terrorist incidents; to know the different roles in system security, types of terrorist weapons and why terrorists do what they do.	eLearning	8
MNT401	Intro to NIMS/ICS IS700/IS100	The National Management Incident System is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functions disciplines. The intent of NIMS is to: Be applicable across a full spectrum of	ILT	4
MNT402	Homeland Security	This course teaches employees how to spot suspicious activities and packages, how to hold group exercises to discuss possible terrorist targets in their areas of responsibility, how to report suspicious activities, how to report possible terrorist incide	ILT	4
MNT410	Herbicide Certification	The current Agriculture Code requires TxDOT employees to possess a valid, non-commercial, pesticide applicator's license prior to applying herbicide on the transportation system right-of-way, or on the grounds of any TxDOT building. This classroom tr	ILT	78
MNT411	Herbicide Equipment Training	This hands-on training focuses on the proper operation and maintenance of herbicide equipment used by maintenance personnel who already possess a pesticide applicator's license. The course will ensure proper application of herbicide equipment and decrea	ILT	16
MNT412	Revegetation Training	1. Designer training introduces roadway design engineers to the design concepts and tasks necessary to develop plans and specifications that lead to successful revegetation. 2. Inspector training instructs construction inspectors how to effectively	ILT	7
MNT413	Revegetation During Construct.	This environmental training provides an overview of the importance of revegetation to ensure compliance with Clean Water Act, Section 102 and the Texas Pollution Discharge Elimination System (TPDES), Construction General permit. The training includes:	ILT	1
MNT414	Const Thin Hot Mix Asp Overlay	This course will provide instruction on the proper construction, quality control, and inspection methods for thin, hot mix asphalt overlays. This course is sponsored by the Texas Department of Transportation through funding from the Texas Pavement Preser	ILT	4

MNT415	Revegetation During Construction	This environmental requirement training will provide an overview of the importance of re-vegetation to ensure compliance with the Clean Water Act, Section 102, and the Texas Pollution Discharge Elimination System (TPDES), Construction General Permit.	eLearning	1
MNT507	Alternative Fuel Orientation	This course provides demonstration-performance type training on operating alternative fuel vehicles.	ILT	3
MNT508	Fueling with Alternative Fuel	This course provides demonstration-performance type training on how to safely fuel alternative fuel vehicles.	ILT	4
MNT512	ABS/Hydraulic Brake System	Course covers skills and working knowledge of ABS/Hydraulic brake systems on light duty vehicles and heavy equipment. Material includes diagnostics, troubleshooting, and performing routine and basic repairs.	ILT	32
MNT516	ABS/Pneumatic Brake System	Course covers skills and working knowledge of ABS/Pneumatic brake systems on light duty vehicles and heavy equipment.	ILT	32
MNT517	LPG Vehcl Diag & Trbl (A-104)	The course will provide instruction to TxDOT technicians on how to troubleshoot, diagnose, and repair problems associated with the liquefied petroleum gas (LPG) system on Alternative Fuel Vehicles (AFVs). It will include classroom instruction and hands o	ILT	8
MNT518	Ford F-150 Bi-Fuel (LPG) Fleet	The course will provide instruction to TxDOT technicians on how to trouble shoot, diagnose, and repair problems associated with the liquefied petroleum gas (LPG) system on the Ford OEM Alternative Fuel Vehicles. It will include classroom instruction and	ILT	16
MNT519	Ford F-150 Bi-Fuel Fleet	The course will provide instruction to TxDOT technicians on how to trouble shoot, diagnose, and repair problems associated with the liquefied petroleum gas (LPG) system and the compressed natural gas (CNG) system on the Ford OEM Alternative Fuel Vehicles	ILT	24
MNT600	Welding, General Shop	Introduces basic TxDOT shop safety, identification and proper handling of hazardous materials, elementary interpretation of blueprints, operation of oxy-fuel cutting and welding equipment, and operation of Shielded Metal Arc Welding (SMAW) equipment.	ILT	32
MNT602	Welding, Shield Metal Arc (Basic)	Introduces the beginning welder to the basic requirements and fundamentals of the Shielded Metal Arc Welding (SMAW) process. Provides a review of shop safety and oxy-fuel cutting techniques.	ILT	32

MNT603	Welding, Shield Metal Arc (Advanced)	Further advances welding techniques in the Shielded Metal Arc Welding (SMAW) process. Participants will be required to produce welds in the vertical and overhead positions on plate, T joint (multiple passes) and V groove with backing bar on mild steel.	ILT	32
MNT604	Welding, Gas Metal Arc (GMAW)	Introduction to the principles of Gas Metal Arc Welding (GMAW), equipment setup, use & safety. Will produce fillet welds in flat, vertical & horizontal positions on plate, T-joint & V-groove with backing bar on mild steel. Includes aluminum welding.	ILT	32
MNT605	Welding, Gas Tungsten (GTAW)	An introduction and comprehensive course on the principles of Gas Tungsten Arc Welding (GTAW), setup and use of GTAW equipment, and safe use of tools and equipment. During the class, each student will be required to produces welds in the flat, horizonta	ILT	32
MNT606	Bridge Welding Training	This course is designed for the experienced welder with a good foundation in the basics of welding. The course will focus on welding requirements and techniques necessary to obtain a TxDOT Bridge Welders Certification issued by the Bridge Division.	ILT	32
MNT702	Seal Coat Inspection & Applications	Provides instruction on the proper inspection methods and equipment used in seal coat construction.	ILT	8
MNT703	Seal Coat Planning & Design	Provides engineering guidelines for planning, designing and constructing seal coats.	ILT	8
MNT801	Bridge Maintenance Training (NHI-134029)	Focuses on cost-effective bridge maintenance and repair procedures performed by typical transportation agency crews. Includes step-by-step maintenance and repair instructions on common bridge elements. Bridge preservation is emphasized throughout.	ILT	32
MNT803	Rehab Strategies for Flex Pave	This is a three day class introducing the students to the methods of nondestructively testing (NDT) pavements to identify the causes of pavement distress. This is the first step in deciding upon the optimum repair strategy for the highway. Students will	ILT	24
MNT812	Winter Weather Operations	It is important that each District and its maintenance sections provide an acceptable level of service during snow and ice events that permit traffic movement to take place under varying weather conditions.	ILT	12

NIM100	Incident Command System, Intro	This course introduces the principles of the Incident Command System (ICS). ICS is a standardized, on-scene emergency management construct that involves the combination of facilities, equipment, personnel, procedures, and communications, all operating w	eLearning	4
NIM110	Incident Command System, Intro	This course introduces the principles of the Incident Command System (ICS). ICS is a standardized, on-scene emergency management construct that involves the combination of facilities, equipment, personnel, procedures, and communications, all operating w	ILT	4
NIM200	ICS for Single Resources	This course is the second in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. This course is designed to enable personnel	eLearning	4
NIM210	ICS for Single Resources	This course is the second in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. This course is designed to enable personnel	ILT	12
NIM300	ICS, Intermediate	This course is the third in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. It is intermediate level training. This course	ILT	2
NIM400	ICS, Advanced	This course is the fourth in a series of Incident Command System (ICS) courses designed to meet the all-hazard, all agency National Incident Management System (NIMS) ICS requirement for operational personnel. It is advanced level training. This course is	ILT	2
NIM700	National Incident Mgmt System	The National Management Incident System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functions disciplines. The intent of NIMS is to: * Be applicable across a full spect	eLearning	4
NIM710	National Incident Mgmt System	The National Management Incident System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functions disciplines. The intent of NIMS is to: * Be applicable across a full spect	ILT	4

NIM800	Intro to National Respons Plan	The National Response Plan (NRP), a cornerstone of the National Incident Management System (NIMS), outlines how this nation will respond to disasters. This course describes the National Response Plan and its contents. The purpose of this training is to	eLearning	4
NIM810	Intro to National Respons Plan	The National Response Plan (NRP), a cornerstone of the National Incident Management System (NIMS), outlines how this nation will respond to disasters. This course describes the National Response Plan and its contents. The purpose of this training is to	ILT	4
OPI100	Effective Public Involvement	This course is designed to teach district staff new and innovative ways to involve and engage citizens in early, continuous, transparent and effective access to the state's transportation planning and implementation process.	ILT	8
PLN210	Plan Work Zone Trf Control	Covers evaluation & use of traffic control plans (TCP) or typical applications (TA) for different scenarios. Includes edge drop off, mobile operations, crack seal, guard rail replacement, incident management & night work.	ILT	16
PLN212	Advanced Freight Planning -NHI	Expands on freight topics covered in other FHWA freight planning courses; focusing on skills needed to identify, prioritize, develop and implement freight supportive projects. Participant must complete NHI #139001 or #139006 & bring proof of completion.	ILT	2
PLN216	Geospatial Inventory Database (GRID)	Introduction to GRID training. Course must be completed prior to GRID access being granted.	ILT	16
PLN302	Hwy Program Financing-NHI 152072	This course covers the various aspects of federal-aid highway financing unique to the FHWA program. Topics include Highway Trust Fund, legislation, apportionment process, obligation limitation, allocations, deductions, earmarking & transferability.	ILT	12
PLN302	Hwy Program Financing-NHI 152072	This course covers the various aspects of federal-aid highway financing unique to the FHWA program. Topics include Highway Trust Fund, legislation, apportionment process, obligation limitation, allocations, deductions, earmarking & transferability.	ILT	16
PLN304	Intro Urban Trvl Dmd Forecast	An introduction to the traditional four-step modeling process of trip generation, trip distribution, mode choice & trip assignment. Includes presentations on land use inputs, network & zone structures, time of day factoring & reasonableness checking.	ILT	32

PMD100	Proj Mgt Related Communication	In this half day course, we focus on project management related communications. We teach the available communication methods, how to choose which method to use as well as the frequency with which to communicate with the project team, stakeholders, and ot	ILT	4
PMD101	Understand Proj Mngt at TxDOT	Understanding Project Management at TxDOT In this half day course, we focus on managing transportation projects. We define TxDOT project management, and teach the basic skills and abilities expected of a TxDOT project manager. You will be provided wit	ILT	4
PMD140	Risk-Based Construction Cost Estimating	This course will introduce the attendee to the Risk-Based Cost Estimating foundational knowledge and practice related to estimating construction costs.	ILT	8
PMD171	Monitoring and Communicating Project Progress	This course will explore life cycle project monitoring and communicating project progress and status reporting with project team and stakeholders. Students will discover useful project management tools.	ILT	4
PMD200	Design Build Program Training	Presentation of the fundamental concepts required to implement Design-Build projects forTxDOT. The course will describe the organizations/interfaces expected for this work, explain differences between Design-Bid-Build and Design-Build projects.	ILT	0
PMD201	PMP Lunch and Learn - Integration	Project integration management involves coordinating all other processes of project management to ensure that the project is completed efficiently. The Project Integration Management knowledge area includes 6 of the 47 processes.	VTC/Instru	2
PMD201	PMP Preparation: Project Integration Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	0
PMD202	PMP Lunch and Learn-Cost Management	This session focuses on project cost management includes the processes involved in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget.	ILT	2
PMD202	PMP Preparation: Project Cost Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	0
PMD203	PMP Lunch and Learn-Communication Management	Project communication management covers the processes required to ensure timely & appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of the project information.	ILT	2

PMD203	PMP Preparation: Project Communication Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	0
PMD204	PMP Lunch and Learn-Procurement Management	Project Procurement Management includes the process necessary to purchase or acquire products, services, or results needed from outside the project team. It also includes the contract management, change control processes and controlling the contract.	ILT	2
PMD204	PMP Preparation: Project Procurement Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	0
PMD205	PMP Lunch and Learn - Quality Management	Project quality management ensures a project will satisfy stakeholder needs. This curriculum will set the foundation for understanding quality management, how to deploy it, and what results can be expected when quality management is used.	ILT	2
PMD205	PMP Preparation: Project Quality Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	0
PMD206	PMP Lunch and Learn-Scope Management	This is the second course in the Project Management Professional Certification lunch and learn series. The topic is Scope Management.	VTC/Instru	2
PMD206	PMP Preparation: Project Scope Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	1
PMD207	PMP Lunch and Learn-Stakeholder Management	Stakeholder Management includes the processes required to identify people, groups or organizations that could impact or be impacted by the project, The class will also cover stakeholder analysis and developing stakeholder management strategies.	ILT	2
PMD207	PMP Preparation: Project Stakeholder Management	This course assists participants pursuing project management skills development and potentially Project Management Professional (PMP) certification.	WBT	0
PMD209	PMP Lunch and Learn-Ethics & Professional	Project management requires a range of knowledge, skills, abilities & competencies and a foundation in ethical conduct. When stakeholder interests conflict, PMs must behave according to a standard of conduct in line with TxDOT values.	ILT	2
PMD210	PMP Certification Boot Camp	This course is designed for employees who will soon take the PMP exam. It is a test-prep course and should be taken prior to taking the exam. The course is an intense review of the five process groups, ten knowledge areas & 47 processes.	ILT	40

PUR700	Payment Card Training	To provide all State of Texas Procurement Cardholders information to help them fulfill their responsibilities and comply with TxDOT policies and procedures.	eLearning	2
PUR800	Request & Approve G&S (PUR800)	TxDOT relies on goods & services to accomplish its mission & goals. Participants will learn how to request & approve necessary goods & services, according to state law & department policy.	eLearning	4
QLT100	Lean and Six Sigma	The five day course will provide a foundational methodology, as well as the necessary Quality Tools that you can apply and improve TxDOT's future state. This course will also prepare you for the American Society for Quality (ASQ) Yellow Belt exam.	ILT	36
ROW201	Adv Relocation Workshop - NHI 141030	Beyond the basics of relocation assistance; focusing on mortgage differential payments, settlement costs, partial acquisitions, comparability, last resort housing, multiple use, tenants & nonresidential moves. Must 1st complete NHI #141029 & #141045.	ILT	24
ROW202	Basic Relocation - NHI 141029	Designed for a beginning relocation agent or those interested in basic knowledge of the Uniform Act of 1970. Covers functional areas of the relocation asst program, with emphasis on residential displacements from a Federal or Federally-funded project.	ILT	24
SFH003	New Employee Safety Orientatio	This course provides an overview of the Mmission Zero Safety Initiative at TxDOT. Various resources are detailed to aid employees in their on-going safety; such as the Occupational Safety Division (OCC) Safety Manual, the Handbook of Safe Practices, the O	ILT	4
SFH004	NEO Safety Brief Part 2-Local	New Employee Safety Orientation Part 2-Local Training Local Safety officer/coordinator will conduct a safety orientation for approximately two or more hours. Topics of discussion will be TxDOT policies and procedures with emphasis on local safety prog	ILT	4
SFH110	Confined Space Safety	Course covers OSHA 1910.146, TxDOT standards, & OSHA 1910.47. Material covers identifying a confined space, recognizing hazards, atmospheric testing, entry permitting, & lockout/tagout.	ILT	24

SFH205	OSHA 502 CST Trainer Update	OSHA 502 Update for Construction Industry Outreach Trainers This course is designed for Outreach Training Program trainers who have completed OSHA #500 Trainer Course in Occupational Safety and Standards and Health Standards for the Construction Indus	ILT	20
SFH210	Hazwoper For Clean Up Operations	Course covers classification, detection, and monitoring of hazardous materials, the use of PPE, and safety practices. Many hands-on exercises and simulations which reference 40CFR311.1, 29CFR1910.120(e), RCRA, & CERCLA.	ILT	40
SFH215	Hazwoper Refresher	Annual refresher for employees in hazardous waste clean-up operations. Provides updates on classification, detection & monitoring hazardous materials, the use of PPE, & safety practices.	ILT	8
SFH305	OSHA 503 Gen Industry Trainer Update	OSHA 503 Update for General Industry Outreach Trainers This course is designed for Outreach Training Program trainers who have completed course #501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized	ILT	20
SFH397	Electrical Safety-Qual Person	Electrical Safety - Qualified Person Arc flash and shock hazard for maintenance personnel. The purpose of this session is to provide training on NFPA 70E Article 130 to personnel who are required to examine, adjust, service, or maintain electrical equi	ILT	4
SFH398	Intro to Occupational Safety & Health	A prerequisite to SFH401 FOCUS on Safety IV; this course covers an intro to OSHA, electrical safety, struck by, caught in between & health hazards associated with the construction industry.	eLearning	2
SFH401	Focus on Safety IV	Course covers TxDOT specific safety topics and required OSHA topics identifying hazards in the workplace & prevention of unsafe work practices. After successful completion, an OSHA 10-hour construction card is issued.	ILT	8
SFH405	OSHA 510 Construction Industry	OSHA 510 Occupational Safety and Health Standards for the Construction Industry This course covers OSHA standards, policies, and procedures in construction industry. Topics include scope and application of the OSHA Construction Standards, construction	ILT	30
SFH410	Small Quantity Spill Response	Course covers the necessary information for safe responses to small spills of toxic materials in TxDOT laboratories or workplace situations.	ILT	16

SFH411	Oil Spill Clean-Up	Educates workers assisting with oil spill clean-up on the clean-up process & the potential hazards from oil by-products, dispersants, detergents, degreasers, drowning, heat illness, insects, snakes and other wild species native to the impacted areas.	ILT	4
SFH419	Qualified Fire Extinguisher Inspection	Qualified Fire Extinguisher Inspector Core Competencies of Monthly and Yearly Fire Extinguisher Inspections is the focus of this course; the course material covers the State Fire Marshal rules for State Office buildings and property as it relates to p	ILT	4
SFH420	Hazard Communication (Comprehensive)	This course fulfills the Texas Hazard Communication Act requirements, patterned after the federal Occupational Safety & Health Administration (OSHA) Hazard Communication Standard. It includes regulation requirements & the safety data sheet.	eLearning	8
SFH421	HazCom/Environmental Refresher	This course is a refresher for SFH420 Hazard Communication (Comprehensive). It reinforces the principles and tools used to communicate the dangers of hazardous chemicals used in the workplace. Refresher training is required every 5 years.	eLearning	5
SFH431	Maritime Security Awareness	Meets IMO requirements for personnel having specific security duties & other personnel that should have sufficient knowledge & ability to perform assigned duties & be familiar with the responsibilities of the Security Plan regarding Ferry operations.	ILT	12
SFH432	Company/Ship Security Officer	The course is designed to exceed the IMO Model Course requirements for those who may be designated to perform the duties and responsibilities of a Company Security Officer or a Ship Security Officer as defined in the ISPS Code.	ILT	20
SFH433	OSHA 500 OSH Stds for Construction	OSHA 500 - Occupational Safety and Health Standards for the Construction Industry details how the OSHA Act may be implemented on the jobsite, with a focus on the most frequently referenced standards. Additionally, the class authorizes successful individ	ILT	36
SFH500	Forklift Operator	SFH 500 (Initial Training) This course utilizes National Safety Council Forklift training materials. It is an Instructor Led Training (ILT) course. It includes classroom instruction and hands-on forklift driving/maneuvering skills exercises. The trainin	ILT	40

SFH501	Forklift Refresher Training	Performance certification is required every three years. A qualified forklift instructor shall review forklift safe operating procedures and then the employee must successfully demonstrate safe forklift operation and maneuvering skills. Results are docu	ILT	8
SFH502	Forklift Train-the-Trainer	This is a forklift instructor course that utilizes National Safety Council training materials. Instructors learn how to teach initial forklift training to employees who have never driven a forklift. Instructors also learn how to conduct recertification t	ILT	8
SFH503	Employee Emergency Response	This course is designed to inform TxDOT personnel on safe operating procedures during incident management and incident response activities on the roadway. This course will outline employee safety measures to help prevent serious incidents and injuries	VideoTele	2
SFH504	Forklift Safety Awareness	This course is a combination of virtual classroom instruction and demonstrating proficiency on a forklift. After completing EL1022, the participant must successfully demonstrate to the instructor proper forklift driving/maneuvering skills. The hands-on	ILT	8
SFH505	OSHA 511 for General Industry	OSHA 511 Occupational Safety and Health Standards for General Industry This course covers OSHA standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry princ	ILT	30
SFH520	Surveying Safety on the ROW	This course is designed to be taken in conjunction with TRF520 Work Zone Traffic Control. This course fulfills the safety orientation portion required of all persons who will be working on survey crews on the Right of Way (ROW). This course is delivere	ILT	8
SFH521	Surveying Safety in the Right of Way (CBT)	To be taken in conjunction with TRF520 Work Zone Traffic Control, this course fulfills the safety orientation portion required of all persons working on survey crews in the Right of Way (ROW). This is the CBT equivalent of SFH520.	eLearning	0
SFH610	Excavation & Shoring Safety	This course provides an overview of the OSHA Excavation Safety Standards and state legislation in order to familiarize employees with the hazards and safety precautions for excavation and shoring.	ILT	8
SFH710	Respirator Fit Test & Training	Respirator Fit Test & Training	ILT	8

SFH811	Principles of Occupational Safety and Health	This course, POSH, is a contemporary and comprehensive training program on fundamental occupational safety and health terminology, principles and practices.	ILT	0
SFH812	Safety Management Techniques	Based on sound safety, management, quality and performance technology principles, Safety Management Techniques is a course that will help you manage employees and/or projects in your safety and health efforts.	ILT	0
SFH813	Safety Training Methods	This course focuses on the knowledge and skills required to assess your training needs, as well as plan, organize, create, and deliver performance-based safety and health training programs.	ILT	0
SFH814	Safety Leadership for Crew Leaders	Case studies presented to maintain and improve TxDOT's safety culture through hazard recognition exercises. Discussions held on TxDOT's best safety practices used while driving, working in work zones, PPE usage, injury and vehicle incident prevention.	ILT	4
SFH844	Hearing Conservation	Hearing Conservation	ILT	1
SFH849	First Aid/CPR/Blood borne Pathogens	This course is administered by an outside vendor for individuals who are required to have CPR certifications.	ILT	0
SFH853	First Aid/CPR	This general information, non-certified course provides general First Aid & CPR principles for TxDOT employees. It is not a "hands on" course. Scenarios used simulate potential emergencies & responses prior to the arrival of EMT or First Responders.	eLearning	8
SFH901	Defensive Driving-ILT	This course is a classroom based instructor led training (ILT) and is intended to provide defensive driving information and techniques to all employees who drive for the department in the course of their official duties. Refresher training is required ev	ILT	8
SFH902	Defensive Driving	This National Safety Council course covers the knowledge & techniques for preventing collisions & violations. It focuses on hazard recognition, collision avoidance techniques, common driving violations & changing driving habits.	eLearning	6
SFH903	Smith System Driver Training	This course combines classroom and on-the-road training. Students will be given the opportunity to get behind the wheel for positive reinforcement and critiquing of driving habits and skills. Mistakes are corrected as they occur. The course focuses o	ILT	68

SFH904	Smith System Instructor Course	This course is designed to train prospective candidates who desire to teach the Smith System Driver training program. The course is designed and administered by Smith System. The training is administered by Smith System either at their training center in	ILT	40
SFH905	Smith System Instructor Recert	This course is designed to re-train and refresh the skills of instructors who are teaching the Smith System Driver training program. The course is designed and administered by Smith System. The training is administered by Smith System either at their tra	ILT	16
SFH920	First Aid/CPR	Basic first aid and CPR training for emergency care to the injured until professional medical attention is available. After successful completion, students receive a 2 - 3 year certification card.	ILT	12
SFH933	Safety Point of Contact Trng	Overview of qualifications, duties, and role of a Safety Point of Contact (SPOC). Safety leadership is defined and discussed. Safety self-inspection forms are explained and discussed. Material Safety Data SHEets (MSDS) are explained and discussed. Work z	ILT	4
SSD100	Online Manuals Templates Wksp	Online Manuals Templates Workshop This course informs and teaches administrative assistants, subject matter experts, and the lay-person in the formal submission process using specific chapter and Appendix Word templates when changes are required for t	ILT	6
TRF110	Highway Capacity Analysis	Provides instruction on the latest highway capacity analysis techniques and procedures as detailed in the Highway Capacity Manual and Highway Capacity Software.	ILT	32
TRF201	Intro to Traffic Operations	The emphasis of this training is to address the internal, day-to-day operation of the Department, the Department's traffic functions and how traffic engineering principles are incorporated into the operation.	ILT	24
TRF203	Risk Management & Tort Liability	Provides an overview of the basic principles of project risk management that are applied to TxDOT projects to avoid traffic incidents and liability. Legal principles, the Texas Tort Claims Act and the lifecycle of a lawsuit are also covered.	ILT	24
TRF301	Practical Traffic Signal Design	Introduces basic traffic signal design concepts and the preparation of traffic signal plans and specifications. Focuses on the practical applications of traffic signal operation and design with some related theoretical discussion.	ILT	24

TRF302	Signal Tech Tng-Beginning Cls	This course will cover safe installation, maintenance, and troubleshooting techniques of traffic control devices such as traffic controllers and controller cabinets. Course will cover NEMA TS-1, and NEMA TS-2 requirements as well as compliance with secti	ILT	16
TRF303	Signal Tech Training-Advanced	This course will cover safe installation, maintenance, and troubleshooting techniques of traffic control devices such as traffic controllers and controller cabinets. Course will cover NEMA TS-1, and NEMA TS-2 requirements as well as compliance with secti	ILT	16
TRF314	PASSER V Signal Optimization	This course provides practicing traffic engineers and signal technicians with the background information and skills necessary to use the PASSER V signal optimization software. The two-day workshop will review signal optimization theory and present the b	ILT	12
TRF318	Intersection Safety Workshop	This workshop is based on the AASHTO Strategic Highway Safety Plan NCHRP Volume 500 Implementation Guide for Intersection Safety. Examples and case studies are provided for the application of proven intersection operation practices and crash reduction m	ILT	8
TRF319	Red-Light Running Handbk Wkshp	This workshop presents an engineering approach to the diagnosis and treatment of potential red-light violation related problems. Hence, it's content is directed primarily toward traffic engineers and is focused on the application of engineering counterme	ILT	7
TRF326	Diamond Interchg Signal Timing	This one-day course reviews the evolution of various stages of diamond interchange signal operations and the advantages and disadvantages of each stage.	ILT	8
TRF331	Trf Signal Ops-Hwy Rail Inter	The course provides the practicing transportation engineer with the concepts, methodology, and issues involved in the design of signal timings for interconnection of highway-rail grade crossing warning systems and traffic control signals. The 1.5 day cou	ILT	16
TRF334	Lightening & Surge Protection	This course is designed to give TxDOT engineers and technicians a better understanding of the magnitude of lightning and electrical surges that can cause expensive catastrophic damage to traffic control and ITS equipment. It also includes the fuction of	ILT	4

TRF450	TxDOT Roadway Illumination & Electrical Installations	Introduces the complete electrical system supplying a roadway illumination project that is to be installed by a contractor. Includes TxDOT specifications, electrical details, construction plans and the National Electrical Code® (NEC) handbook.	ILT	24
TRF452	Qualified Person in Electric Arc Flash	The course provides training on NFPA 70E Article 130 to personnel who are required to examine, adjust, service, or maintain electrical equipment.	ILT	0
TRF453	TxDOT Elect Requirements Install Traffic Signals	Course examines TxDOT construction project plans, Tx Standard Specifications, NEC and concerns in the areas of traffic signals and electrical installation for those signals. Course will not cover phasing or timing requirements of traffic signal cabinets.	ILT	24
TRF502	Design Work Zone Traffic Control Plans	Provides the basic fundamentals and sequential process for planning and designing work zone traffic control plans.	ILT	24
TRF503	Older Driver Hwy Design Wkshp	The workshop assists individuals involved in highway design and operations in accommodating older drivers' needs and capabilities. Areas covered in the workshop are: human factors to consider with older drivers and recommendations and guidelines (geome	ILT	6
TRF510	Install & Maint of Pave Mark	This course has been designed to provide training in the technology, application, and maintenance of pavement markings. Pavement markings guide the movement of traffic and enhance traffic flow driving comfort, and traffic safety.	ILT	4
TRF515	Installation and Maintenance of Signs	Provides current practices in the application, installation and operation of signs used on streets and roads.	ILT	12
TRF516	Sign Crew Workshop	The workshop provides demonstrations and instructions on retroreflectivity inspection procedures and sign support issues. It also includes a nighttime visual inspection of sign reflectivity.	ILT	24
TRF520	Work Zone Traffic Control	This course reviews basic principles and standards for the design, application, installation, and maintenance of traffic control devices required for construction and maintenance work as set forth in Part VI of the Texas Manual on Uniform Traffic Control	ILT	16
TRF521	Flaggers in Work Zone	This course is designed to ensure employees use proper techniques and equipment while flagging in work zones.	ILT	4

TRF522	Flagger - Instr Certification	Designed to teach instructors the essential elements and safety standards of proper flagging procedures. Successful completion authorizes TxDOT trainer to train TxDOT employees in flagging procedures that meet or exceed FHWA/OSHA requirements.	ILT	12
TRF525	Work Zone Trf Ctrl Refresh	Course reviews basic and updated work zone traffic control information. It addresses areas of concern while working in and around a work zone. This course is mandatory every four (4) years.	ILT	8
TRF603	RF Safety Awareness Refresher	Emphasis of the seminar is possible health effects from overexposure to RF, hazard recognition, hazard avoidance, and hazard abatement techniques in connection with working at an RF site.	ILT	8
TRF701	Roadside Safety Design (NHI-380032A)	Overview of the AASHTO Roadside Design Guide; includes applying the clear zone concept, recognizing unsafe roadside design elements & making appropriate changes, identifying need for a traffic barrier & applying other highway hardware core competencies.	ILT	24
TRF702	Des Con Maint Hwy Safety Appur	Covers the design, construction & maintenance of highway safety appurtenances & features. Includes break-away sign supports, breakaway utility poles, traffic barriers, impact attenuators, traversable terrain & hardware features such as drainage inlets.	ILT	16
TRF705	RR-Hwy Grade Cross Imp Prgm	Covers rail-highway crossings, grade crossing components, program/project development & admin, historical background, data collection, safety & operations, alternate improvements, maintenance & others (i.e., private crossings, operation lifesaver).	ILT	16
TRF804	The Grounding Electrode System	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation & material requirements for grounding electrode systems on TxDOT's illumination & traffic signal systems.	eLearning	1
TRF805	Trblshtng Problems Illum Sys	A part of TxDOT's continuing education program for Certified Persons. Troubleshooting Common Problems in Illumination Systems focuses on identifying & repairing common problems found on TxDOT's illumination systems.	eLearning	1
TRF806	Elec Cond Splic Opt Acce TxDOT	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation & material requirements for splicing electrical conductors used in TxDOT's illumination & traffic signal systems.	eLearning	1

TRF807	Instl Req for Temporary Wiring	A part of TxDOT's continuing education program for Certified Persons. Installation Requirements for Temporary Wiring focuses on the requirements for the temporary wiring of illumination & traffic signal systems.	eLearning	1
TRF808	TxDOT's Ground & Bonding Req	A part of TxDOT's continuing education program for Certified Persons. TxDOT's Grounding and Bonding Requirements focuses on the installation & material requirements for grounding & bonding on TxDOT's illumination & traffic signal systems.	eLearning	1
TRF809	Ground Box Installations	A part of TxDOT's continuing education program for Certified Persons. This course studies the various types of ground boxes & their installation requirements for TxDOT's illumination & traffic systems.	eLearning	1
TRF810	Contr Equip Testing Requiremnt	A part of TxDOT's continuing education program for Certified Persons. Contractor's Equipment Testing Requirements focuses on electrical testing requirements & the equipment needed when testing is done on TxDOT illumination & traffic signal systems.	eLearning	1
TRF811	Conduit Installation Requirmnt	A part of TxDOT's continuing education program for Certified Persons. Conduit Installation Requirements studies the installation & material requirements for installing conduit on TxDOT's illumination & traffic signal systems.	eLearning	1
TRF812	Common Mistakes on TxDOT Elect	A part of TxDOT's continuing education program for Certified Persons. Common Mistakes on TxDOT Electrical Installations analyzes the common mistakes made during installation of illumination & traffic signal systems.	eLearning	1
TRF813	Using the Material Producers	A part of TxDOT's continuing education program for Certified Persons. This course studies the material producer's list (MPL), material specifications & special provisions for electrical installations of illumination & traffic signal systems.	eLearning	1
TRF814	Conduct Install Illum/Signal	A part of TxDOT's continuing education program for Certified Persons. This course studies the conductor installation of illumination & traffic signal systems. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF815	Install Req for TRF Sig Contr	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of traffic signal controller cabinets. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning	2

TRF816	Underpass Illumination	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of underpass illumination. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF817	Install of Breakaway Pole Base	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements for breakaway illumination pole bases. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF818	Types of Svc Sup/Install Req	A part of TxDOT's continuing education program for Certified Persons. This course studies the service support types & installation requirements for electrical services. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF819	Concrete Barrier Illum Inst Re	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of concrete barrier illumination. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF820	High Mast Pole Install Req	A part of TxDOT's continuing education program for Certified Persons. This course studies the installation requirements of high mast pole lighting. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF821	High Pole Mast Lighting Ring	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the high mast pole lighting ring with obstruction lighting. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF822	Ped Poles/Road Flash Beacons	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the ped poles & roadside flashing beacon. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF823	Illumin/Signal Pole Foundation	A part of TxDOT's continuing education program for Certified Persons. This course studies the requirements of the illumination & signal pole foundations. Participants must have TRF450, TEEEX or TRF453 card to be eligible for the course.	eLearning	2
TRF824	Left Turn/PED Signal Safety	This course provides an overview of safety and operational issues associated with interactions between pedestrians and left-turning vehicles at signalized intersections. The course also gives detailed description and demonstration of the guidelines and t	ILT	7

TRF825	TxDOT Elect Service Type A & C	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's Type A and C electrical Services. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning	1
TRF826	TxDOT Elect Service Type D & T	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's Type D and T electrical services. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning	1
TRF827	Mntn High Mast Pol Winch/Brake	A part of TxDOT's continuing education program for Certified Persons. This course studies TxDOT's High Mast Pole Winch. Participants must have TRF450, TEEX or TRF453 card to be eligible for the course.	eLearning	1

APPENDIX E

NICET PROGRAM

HIGHWAY CONSTRUCTION PROGRAM

WORK ELEMENT LISTING

Highway Construction Inspection

LEVEL I - GENERAL WORK ELEMENTS

(Work at Level I Is Performed Under Direct Supervision)

<u>ID #</u>	<u>Work Element Title and Description</u>
11001	BASIC SAMPLING AND FIELD TESTING OF MATERIALS Collect samples in field as directed or per standard practices. Identify samples. Place in containers or protect for laboratory analyses. Preserve "in situ" conditions as required by specifications or by ASTM or AASHTO. Perform basic field control tests to determine density, grading, moisture content, and depth of materials. Determine air entrainment percentage of PC concrete and basic characteristics of bituminous mixtures (temperature, etc.), or other materials used in construction.
11002*	BASIC SURVEYING Perform basic surveying, including rodman and chainman duties to required precision. Make corrections for temperature, tension, etc. Reduce and check field book notes of simple survey to detect possible errors. Use approved procedures to correct and compute needed information. Determine, plot and check basic cross sections from field book notes. Proofread computer printout of earthwork computations (if applicable).
11003*	SIMPLE PLANS AND SPECIFICATIONS Use simple plans and specifications to determine dimensions, types of materials, elevations, slopes, densities, locations and other information for inspection of work items during and after construction.
11004*	TOPOGRAPHIC MAPS Determine ground distances and areas from maps. Determine elevations and differences of elevations and slopes. Determine direction of drainage from maps.
11005^	BASIC MATHEMATICS Solve mathematical problems requiring simple addition, subtraction, multiplication, and division and raising numbers to exponential powers. Round to the correct number of significant figures, calculate percentages, read graphs, and use simple geometric definitions and formulas. (See general math textbooks.)
11006^	BASIC METRIC UNITS AND CONVERSIONS Understand basic metric (SI) units and perform conversions to and from metric units (E-380).
11007^	BASIC COMMUNICATIONS Use proper punctuation, vocabulary, spelling, and sentence structure. Follow written instructions. (See basic grammar references.)
11008^	BASIC PHYSICAL SCIENCE Apply terms, definitions, and concepts from mechanics, electricity, heat, and chemistry. (Solutions may involve simple formulas found in basic physics texts, but will not involve algebraic manipulation or trigonometry.)

General Note: See "Selected General References" page in this manual for information on listed publications.

(^) Generic crossover credit exists in other fields/subfields for this work element. Read information on crossover work elements on page 4.

(*) Crossover credit exists in selected other fields/subfields for this work element. Read information on crossover work elements on page 4.

LEVEL I - SPECIAL WORK ELEMENTS

- 12001* **BASE AND SUBBASE MATERIALS**
Determine quantities of base and subbase materials delivered to site. Assure placement as required by specifications and compaction in manner specified in lift depths as approved. Check shaping by eye or straight-edge. Record findings.
- 12002 **CLEARING AND GRUBBING**
Observe clearing and grubbing work to be sure that "save" items are not disturbed, that removals are complete and that work is completed within specified limits. Record findings.
- 12003* **BACKFILLING**
Observe backfilling to assure use of proper materials, moisture content, lift depths and compaction methods. Assure compliance with final grade requirements. Report on quantities of materials used and compliance with specifications on all operations. Assure protection of buried materials to avoid perforation or collapsing of pipes, tanks, etc. Record findings.
- 12004* **FENCING**
Inspect to assure construction as staked out. Check type of fencing used, compliance with specifications for setting of posts, corners, gates, and bracing. Check alignment and work to assure quality. Record findings.
- 12005* **MEDIAN BARRIERS AND GUARDRAILS**
Inspect to assure compliance with specifications, plans and staking. Verify materials used, workmanship, curing (if necessary), and cleanup. Check alignment and grade for compliance with requirements relative to surface tolerance, etc. Record findings.
- 12006 **STRUCTURAL PAINTING**
Inspect to assure compliance with plans and specifications on materials used, application to clean bright surfaces, temperatures of air & surfaces, number of coats, drying time, and complete coverage. Check coating thickness using thickness gauge, and check final appearance. Record findings.
- 12007 **PROTECTIVE TREATMENT OF CONCRETE STRUCTURES**
Inspect to assure compliance with plans and specifications on materials used, application to sound surfaces, proper time of application for maximum effectiveness, temperatures of air and surfaces, drying time and complete coverage. Check on final appearance and quality of work. Record findings.
- 12008 **PROTECTIVE TREATMENT OF CONCRETE PAVEMENT**
Inspect to assure compliance with plans and specifications regarding materials used, application to sound surfaces at proper time to assure maximum effectiveness, rate of application, temperature of air and surfaces, drying and absorption time and complete coverage. Check on final appearance and quality of work. Record findings.
- 12009 **SIMPLE DRAINAGE STRUCTURES**
Inspect to assure use of pipes or approved materials in compliance with size and type specified. Check for identifying marks such as heat numbers or departmental stamps. Assure proper and uniform bedding of structures; proper depth and compaction of backfill and cover; proper slope, approaches and outfall of conduits; and proper construction of headwalls and wingwalls. Check on final appearance and quality of work. Record findings.
- 12010 **AGGREGATE SURFACING**
Inspect to assure compliance with plans and specifications on materials used, depth and compaction of lifts, moisture content at time of placement, uniformity and quality of finish, grading and preservation of drainage and erosion control provisions. Check on final appearance and quality of work and keep proper records of quantities. Record findings.

LEVEL II - GENERAL WORK ELEMENTS

(Work at Level II Is Performed Under General Supervision)

- 13001 STANDARD SAMPLING AND FIELD TESTING OF MATERIALS
Assure compliance with specifications through actual performance of field tests on portland cement, concrete, bituminous mixtures, and aggregates using standard methods established by AASHTO, ASTM or other agency and adopted by authority under which work is being performed. If sampling is performed for delivery to lab, assure recording of sample locations and proper preparation for delivery. Read and record test results and deliver reports to proper authority for evaluation and project files.
- 13002* STANDARD CONSTRUCTION SURVEYING
Perform standard construction surveying, including instrumentman duties. Select appropriate instrument, set up and adjust instrument properly, make and record readings or oversee recorder. Set up field book columns properly; check notes; include all necessary information; correct notes in legal manner in accordance with good practice. Make math checks and balance readings. Confirm staking of ROW per plans and specifications. Provide adequate stakes and monuments. Check with ROW maps. Reduce and check field book notes of standard surveys. Determine, plot and check standard cross sections from field book notes. Compute and balance cut and fill and compute overhaul. Make corrections in approved manner, if required.
- 13003* STANDARD PLANS AND SPECIFICATIONS
Use plans and specifications of standard jobs to determine dimensions, types of materials, elevations, slopes, densities, locations and other information. Calculate required information from dimensions, curves, angles and other data on plans and specifications. Utilize designated tech manuals, charts and tables referenced in plans and specifications.
- 13004^ BASIC INDIVIDUAL SAFETY REQUIREMENTS
Follow standard safety practices in performing job tasks. Recognize and call attention to improper safety practices at the work site. (OSHA 2202)
- 13005* TRAFFIC CONTROLS
Know basic requirements of traffic safety during construction. Practice required controls of traffic and work force during a simple construction project (see MUTCD-Part VI). Assure adequate signs, signals, marking and protective equipment on job. Keep traffic moving safely in effective manner with no danger to work force or to motorists, pedestrians or bystanders. Enforce rigid controls during use of explosives.
- 13006^ FIRST AID PROCEDURES
Understand the basic rules and procedures of first aid. (See general handbooks on first aid.)
- 13007* COMPUTE AND RECORD AREAS, VOLUMES AND COST EXTENSIONS
Perform math computations to determine areas and volumes of work items. Determine volumes of trucks (loose and compacted or in-place volumes and weights or densities). Compute costs from unit prices.
- 13008^ INTERMEDIATE MATHEMATICS
Perform mathematical calculations using basic algebra (fundamental laws, algebraic expressions), geometry, and the trigonometric functions of right triangles. (See basic textbooks on algebra and trigonometry.)

LEVEL II - SPECIAL WORK ELEMENTS

- 14001* **RIGID PAVEMENTS**
Inspect to assure that base upon which pavement is placed complies with plans and specifications. Run portland cement concrete trial mix and adjust for moisture in aggregate stockpile. Assure proper rotation rate of mixer and mixing time. Assure adequacy of forms or slip forming methods, and verify alignment, grade and cross-section. Check placement of reinforcing, dowels and joint materials. Assure proper surface finishing, curing, surface treatment and cleanup. Check and report on final appearance and compliance with plans and specifications. Provide accurate quantity records.
- 14002* **FLEXIBLE PAVEMENTS**
Inspect to assure that base upon which pavement is placed complies with plans and specifications. Adjust prime and tack coat application to provide optimum cover. Adjust application of asphalt and aggregate in chip seals. Assure proper texture, surface, tolerance, thickness and density of ACHM base and surface courses. Check design and control of asphalt mix to assure compliance with specifications. Run extraction and gradation tests; verify temperature at time of placement; verify lift thickness, grade, cross-section, rolling methods, finishing and cleanup. Provide accurate records of quantities placed.
- 14003* **DETOURS AND TEMPORARY ROADS**
Inspect to assure that temporary roads comply with plans and specifications regarding location, alignment, type, width and grade. Check detours to assure adequacy and safety of signing and/or signalling and special provisions for peak traffic and work periods. Maintain appropriate records.
- 14004* **LANDSCAPING AND SLOPE PROTECTION**
Inspect to assure proper preparation of soils for seeding, sodding or planting; proper slopes and drainage provisions; use of specified fertilizer, seeds or plants; installation of required supports or protection. Record areas covered, plants placed, etc. Assure cleanup and provision for watering to establish growth as specified.
- 14005 **TOPSOIL REMOVAL, DEMOLITION AND CLEARING**
Inspect to assure proper separation of topsoil and stockpiling or use; safety practices during demolition; selection of proper demolition items; preservation of features to be retained; and cleanup. Check and report final grades; areas completed; and final appearance of job.
- 14006 **FINAL PROJECT CLEANUP**
Assure compliance with plans and specs on final appearance of job; removal of waste items to properly designated disposal sites; dust control; compliance with environmental standards; and safety to workforce and public.
- 14007 **SURFACE TOLERANCES**
Use approved straight-edging equipment to assure compliance with plans and specifications on surfaces requiring adherence to specified standards.
- 14008 **SMALL BUILDINGS**
Inspect to assure compliance with plans and specifications concerning dimensions of structure and materials used; quality of materials and workmanship by crafts on job; adherence to tolerances and clearances; use of licensed craftsmen as required by laws, plans or specifications; grading around structure to provide drainage with erosion control; and backfilling and compaction as required. Record findings.
- 14009 **PILES**
Inspect to assure placement and batter of piles according to plans and specifications; including proper vertical alignment, hammer selection, penetration, bearing, load testing, and splicing. Record tests observed and indicate types of piles, tip elevations and cut-off elevations.
- 14010 **GUARDRAILS AND/OR MEDIAN BARRIERS**
Inspect to assure compliance with plans and specifications concerning materials used; alignment; length; setting of posts, braces and anchors; end protection; glare shields; finishing and cleanup. Check and report on final appearance.

- 14011 **STRUCTURAL MATERIALS AND MEMBERS**
Inspect to assure compliance with plans, specifications and AASHTO or ASTM standards for materials and structural members. Determine adequacy and completeness of shop inspection reports and certificates. Cross-reference standards as required and utilize certificates in project files.
- 14012* **CULVERTS**
Inspect to assure compliance with plans and specifications on sizing and materials used on culverts; bedding; backfilling (to include lift depths, methods and protection of culverts from damage); cover; approach and outfall slopes; headwalls and wingwalls; finishing and cleanup. Check and report on final work.
- 14013* **TRAFFIC CONTROL DEVICES**
Inspect to assure compliance with plans and specifications on material delivered for installation (manufacturers' certificates, model numbers, dimensions, hookup hardware and wiring, etc.); locations of installations; work of installers; adequacy of mounting; breakaway requirements of standards; clearances from traffic and pedestrians; painting; etc. Report on final project and include certificates and guarantees in project file.
- 14014 **FINAL MEASUREMENT/RIGID PAVEMENTS**
Verify all materials and other line item costs included on job. Perform cost extension calculations as required and verify allowable costs. Check inspection reports to be sure work was performed in full compliance with plans and specifications and calculate cost changes due to variances.
- 14015 **FINAL MEASUREMENT/FLEXIBLE PAVEMENTS**
Same as 14014.
- 14016 **FINAL MEASUREMENT/SMALL BUILDINGS**
Same as 14014.
- 14017 **FINAL MEASUREMENT/PILES**
Same as 14014.
- 14018 **FINAL MEASUREMENT/GUARDRAILS AND/OR MEDIAN BARRIERS**
Same as 14014.
- 14019 **FINAL MEASUREMENT/LANDSCAPING AND SLOPE PROTECTION**
Same as 14014.
- 14020 **FINAL MEASUREMENT/TOPSOIL REMOVAL, DEMOLITION AND CLEARING**
Same as 14014.
- 14021 **FINAL MEASUREMENT/CULVERTS AND/OR MINOR DRAINAGE STRUCTURES**
Same as 14014.
- 14022 **FINAL MEASUREMENT/TRAFFIC CONTROL DEVICES**
Same as 14014.
- 14023 **OFFICE CHECKS OF AS-BUILT PLANS**
Verify completion and adequacy of as-built inspection and posting. Confirm certification of dimensions, workmanship and materials by authorized inspector or engineer. Assure conformance to standards or acceptability of modifications to original plans. Obtain engineer sign-off and transmit to files.
- 14024 **OFFICE CHECKS OF PAYROLLS**
Verify completeness of payrolls and job classifications by checks with project engineer and/or inspectors. Check wages and fringes and insurance payments against Davis Bacon or other requirements. Compute extensions to check accuracy. Include checked payrolls in project files or transmit as required.
- 14025 **OFFICE CHECKS OF MATERIALS**
Collect certificates on materials inspections (shop, plant and field) and on load or volume counts to assure all required items are covered. Check to be sure that specifications were met and that quantities claimed are accurate and actually received or included in construction. Compute cost extensions from contract unit prices. Include in proper files.

LEVEL III - GENERAL WORK ELEMENTS

- 15001 MATERIALS TESTING IN FIELD
Perform, supervise, and coordinate material testing in the field to assure compliance with plans and specifications pertaining to soils, aggregates, portland cement concrete mixes, bituminous mixes, subgrades, bases, structural members, etc. by application of required field tests or by collection, preparation and transmittal of samples to designated laboratories. Verify adequacy of number of samples and locations at which samples are collected to assure representative coverage of sites. Verify use of appropriate, properly calibrated testing equipment. Record the determinations and certificates properly and see that they get to the designated persons.
- 15002* CONSTRUCTION SURVEYS
Perform, supervise and coordinate construction surveys to assure compliance with plans and specifications by accurate use of surveys. Act as chief of party. Layout and stake job in accordance with plans and specifications, including drainage, grade, line, earth work, curbs and gutters. Place sufficient stakes to permit accurate work and in locations that will not be knocked down. Use and care for survey instruments and EDM instruments properly; utilize crew effectively; read angles and distances to designated precision; oversee recording in professional manner; check accuracy of notes. Prepare as built reports and quantity surveys. Verify dimensions and volumes by trigonometric and quantity survey methods. (Example: Determine quantities removed from borrow pits.)
- 15003* COMPLEX PLANS AND SPECIFICATIONS
Use complex plans and specifications to assure compliance during and after construction with intent and quality of project. Use plans and specifications to plan inspection program and check stake-outs and preliminary work.
- 15004* OSHA AND OTHER SAFETY REQUIREMENTS
Assure compliance with OSHA, organizational, state and local safety requirements. Recognize violations and report violations to project engineer. (OSHA 2207)
- 15005* FIRST AID AND EMERGENCY SERVICES
Assure availability of adequate first aid material suited to the type of project and number of persons involved. Set up cyclic review of material to assure continuing availability. Provide means to transport injured persons safely to ambulance pick-up point and arrange for availability of emergency ambulance and hospital service.
- 15006* TRAFFIC CONTROLS AND DETOURS
Provide adequate measures to protect workers and the public during all phases of a project. Coordinate activities with other offices and agencies as required. Arrange in advance for detours and traffic maintenance procedures.
- 15007* COMPLIANCE WITH GOVERNMENTAL PROGRAMS
Know requirements of federal, state, and local programs (EEO, OJT, Davis-Bacon, Environmental, etc.) and assure compliance on-the-job by scheduled and non-scheduled inspections. Work with contractors, municipalities, other agencies, etc. to set up a workable system of inspection and verification.
- 15008* ACTIVITY COORDINATION
Disseminate pertinent information to appropriate groups (utilities, local governments, and citizen interest groups). Arrange work schedules to permit effective accomplishment of work by others. Assure compliance with laws and regulations in area of job. Advise local community and citizens of methods to deal with problems and/or grievances.
- 15009 BASIC EROSION CONTROLS
Assure compliance with requirements for controlling erosion and sedimentation during construction.
- 15010 QUANTITIES AND COSTS OF LINE ITEMS
Check and verify compliance with plans, specifications and contractual requirements by performing necessary visual and data checks by computing necessary information.

15011 STEEL AND CONCRETE STRUCTURES

Inspect and record steel and concrete structures to assure compliance with plans and specifications by verification of the following activities: staking and layout (as required by contract) to assure proper line, grade and dimensions on structure during work and after completion; forming, curing, stripping and finishing concrete structures (in all weather); placement of reinforcing steel for concrete structures; erection and safe removal of falsework for steel structures; and fastenings and seating on steel structures. Check work against appropriate AASHTO, ASTM, and manufacturers' specifications and verify quality of workmanship. Record work and place in files as required.

15012^ BUSINESS COMMUNICATIONS

Use the rules of syntax and style to write clear sentences and paragraphs in preparing routine correspondence and reports. Follow standard business communications procedures. (See basic grammar and writing handbooks.)

15013* MATERIALS AND EQUIPMENT ACCOUNTABILITY

Implement and enforce effective equipment and materials procedures. Comply with requirements for completing property records which are current and reflect location, condition and use of equipment and instruments. Assure proper control of instruments, equipment and supplies. Investigate loss or damage of equipment or instruments and complete necessary report forms.

LEVEL III - SPECIAL WORK ELEMENTS

- 16001 **CONSTRUCTION OF CONCRETE STRUCTURES**
Assure compliance with plans, specifications and safety requirements by supervision, inspection, and recording of the following activities: staking and layout; erection and removal of temporary supports or bracing (verify compliance with standard requirements before permitting forms or braces to be stripped and assure placement of concrete under safe conditions and in temperatures permitted within specifications); forming, curing, stripping, finishing and treating concrete; placing, fastening and covering of reinforcing steel, dowels and joint materials; and conformance to final line, grade, and dimensions. Use correct courses of action to bring errors or inaccuracies to attention of appropriate persons. Prepare complete and accurate reports on proper forms to reflect work accomplished.
- 16002 **CONSTRUCTION OF STEEL STRUCTURES**
Assure compliance with plans, specifications and safety requirements by supervision, inspection and recording of the following activities: staking and layout; erection and removal of falsework; placing, fastening and seating members; conformance to final line, grade, and dimensions. Inspect all structural steel members for proper size, shape and fit. Have working knowledge of radiographic and magnetic particle weld inspection. Check all beams for camber sweep and bearing points. Utilize correct course of action to bring errors or inaccuracies to attention of appropriate persons. Prepare complete and accurate reports on proper forms to reflect work accomplished.
- 16003 **CONSTRUCTION OF COMPOSITE STRUCTURES**
Assure compliance with plans, specifications and safety requirements by supervision, inspection, and recording of the following activities: staking and layout; erection and removal of temporary supports, bracing, or falsework; placing, fastening and seating steel members; forming, curing, stripping, finishing and treating concrete; placing, fastening and covering of reinforcing steel, joint materials and dowels in concrete; and conformance to final line, grade, and dimensions. Utilize correct courses of action to bring errors or inaccuracies to attention of proper persons. Prepare complete and accurate reports on proper forms to reflect work accomplished. Composite structures require a combination of the activities noted in Work Elements 16001 and 16002.
- 16004 **MAJOR PAVING PROJECT**
Compile all reports; verify necessary certificates, shop inspection reports, progress payments and payrolls; and consolidate claims and decisions and furnish all background information concerning possible future claims. Prepare final project report in conformance with required forms; submit to proper authority for review, approval and filing, as necessary.
- 16005 **MAJOR STRUCTURAL PROJECT**
Same as 16004.
- 16006 **REST AREA WITH SANITARY FACILITIES**
Same as 16004.
- 16007 **MAJOR GRADING AND DRAINAGE PROJECT**
Same as 16004.
- 16008 **MAJOR SAFETY IMPROVEMENT PROGRAM**
Same as 16004.
- 16009 **BASIC COST ANALYSIS DATA FOR CONTRACT CHANGES**
Obtain cost data from contractors, manuals and from previous contracts to determine unit prices. Apply factors to recognize conditions and prepare cost analyses of proposed contract changes for review and approval by engineer.
- 16010 **OJT TRAINING PROGRAMS**
Plan and conduct OJT in any of the technical fields covered in this career field.

LEVEL IV - GENERAL WORK ELEMENTS

NOTE: Certification at Level IV requires that the candidate must have occupied a senior-level position of responsibility throughout the duration of one major, comprehensive highway construction project. There are no exceptions to this requirement and documentation must be present in the work history listed on the application form.

17001 MAJOR CONSTRUCTION PROJECT

Act as chief inspector or assistant to project engineer on all aspects of a major construction project for at least one season in duration. Supervise inspectors, survey parties, soils and materials samplers and testers, and other technicians and workers on job. Assure full compliance with plans, specifications and contract provisions. Supervise and coordinate safety and traffic movement. Supervise submittal of required reports, certificates, payrolls, etc., and maintain project files in good order. Keep current records of work to permit ready preparation of as-built plans and records. Have all data in shape to permit acceptance of job by designated authority.

17002* EXTERNAL WORKING RELATIONS

Establish effective and safe working relations with contractors, sub-contractors, suppliers, consultants, utility companies, government agencies, municipalities, property owners, design personnel and the public.

17003 REGULATORY REQUIREMENTS

Knowledge of, and on-the-job implementation of OSHA, EEO, OJT, environmental protection, erosion control, traffic maintenance and Davis-Bacon laws and application of management and judgmental factors in bringing projects to successful completion.

17004 EQUIPMENT REPORTS

Utilize designated forms (or in absence of forms, establish effective reporting system) to assure effective and economical utilization of equipment in good operating order. Assure required cyclic maintenance, lubrication and fuel availability.

17005 AC AND PC CONCRETE MIX DESIGN

Know design of portland cement and bituminous concrete mixes that fit the specialized criteria for various types of service using aggregates, additives and cold or hot weather provisions to fit required conditions. Understand influence of cost and availability of local materials.

17006 STRUCTURAL STEEL SHOP INSPECTION

Comply with plans and specifications by review of certificates from manufacturers, fabricators, private laboratories of inspectors representing using agency. Verify size, type of steel, weld quality, fastening data, etc. If possible, perform shop inspection.

17007 ALTERATIONS TO DESIGN

Review plans and specifications to determine applicability to specific jobs. Recognize design deficiencies and/or mistakes or changed conditions in plans and specifications; analyze needs of job to determine appropriate corrective action, and to prepare detailed recommendations for delivery to appropriate authority.

17008 CHANGE ORDERS

Gather information from subordinates or from personal inspection and review. Prepare, in final format, complete contract change order with clear justifications and cost estimates for approval of a contracting officer.

17009 SPECIAL TRAINING NEEDS

Use experience and knowledge of performance factors to determine performance of subordinates. Evaluate need for training programs to increase the skills of workers performing special duties. If program is needed, get approval; select subject matter; recruit and supervise instructors; and work with instructor on course program. Evaluate OJT and other training programs.

17010^ TECHNICAL PRESENTATIONS AND REPORTS

Organize and deliver oral presentations and prepare detailed technical reports and correspondence.

APPENDIX F

NICET PROGRAM

HIGHWAY SYSTEM MAINTENANCE AND PRESERVATION

WORK ELEMENT LISTING

Highway System Maintenance and Preservation

LEVEL I - GENERAL WORK ELEMENTS

(Work at Level I Is Performed Under Direct Supervision)

CORE WORK ELEMENTS (See Note 1)

ID# Work Element Title and Description

141001 BASIC COMMUNICATIONS SKILLS * (See Note 2)

Communication effectively using basic punctuation, vocabulary, spelling, and sentence structure. Follow written instructions. (See basic grammar references.)

141002 BASIC MATHEMATICS *

Solve mathematical problems requiring simple addition, subtraction, multiplication, and division. Round to the correct number of significant figures, calculate percentages, read graphs, and use simple geometric definitions and formulas. (See general math textbooks.)

141003 FIRST AID PROCEDURES *

Practice the basic rules and procedures of first aid. (See general handbooks on first aid.)

141004 BASIC INDIVIDUAL SAFETY PRACTICES *

Follow standard safety practices in performing job tasks. Recognize and call the attention of the project supervisor to improper safety practices at the work site.

141005 WORKSITE PROTECTION AND TRAFFIC REGULATION *

Perform traffic control setup and flagging duties. Move traffic through or around the work zone in a manner that is conducive to the safety of motorists and workers. Use a two-way radio. Inform supervisors of road conditions and provide for reassignment of units when necessary. Arrange aid for disabled vehicles and maintenance units. Recognize potential unsafe conditions at worksite and reports suspected violations to project supervisor or manager. (OSHA)

141006 PUBLIC IMAGE/CUSTOMER SERVICE/LIABILITY

Understand the importance of providing an image to the public of a maintenance worker who obeys the same laws as the public and respects the rights of others. Be courteous to all people and avoid arguments, respect the environment by keeping worksite free of trash, and obey all traffic laws at the worksite and en route to and from the worksite. Use interpersonal skills to consider and respond tactfully to the feelings and needs of different people with different complaints and concerns.

Note 1: All General work elements are categorized as either Core or Non-Core Work Elements. Read the Examination Requirements Chart on page 5 and the Personal Tally Worksheet at the back of this manual carefully to see when the Core elements are mandatory for certification.

Note 2: An asterisk (*) follows the title of work elements that are crossovers to the Highway Construction Inspection program. For more information about crossovers to the Highway Construction Inspection program, please see pages 4 and 24.

NON-CORE WORK ELEMENTS

141007 BASIC SURVEYING *

Describe the various types of survey benchmarks and temporary survey aids set up during a construction project. Utilize cut sheets. Confirm field notes of simple surveys to detect possible errors. Perform pipe alignment checks and grade checks from and between offset hub layouts.

141008 BASIC EROSION PROCESSES AND CONTROLS

Recognize the types of erosion, the principle causes of various types of erosion, the factors that influence the amount of erosion, and the indicators of the active erosion process.

141009 ROADWAY SURFACE DISTRESS INSPECTION AND EMERGENCY REPAIR

Visually survey existing pavement conditions, recognizing the type, severity, and amount of distress. Repair potholes and basic failures, depressions, or sharp breaks in a pavement surface using hand tools to compact and level asphalt as needed.

141010 BASIC RECORDKEEPING

Keep accurate records and daily work reports such as payrolls and equipment logs pertaining to equipment materials and personnel. Assist in maintaining various maintenance reports detailing labor, material and equipment cost of repairs.

141011 DRAINAGE PIPE CHARACTERISTICS

Define the engineering characteristics of commonly used pipes and other drainage system components including RCP, PVC, DI, and CMP and typical handling, bedding, jointing, and backfill of system components. Recognize the types of highway drainage devices/designs and know their functions, such as the difference between subsurface and surface systems and their components (pipes, culverts, ditches, etc.)

141012 ASPHALT PAVEMENTS AND SURFACE TREATMENTS

List the basic types of asphaltic pavements and surface treatments, including the basic purposes of prime and tack coats, Check the compaction (rolling) of asphalt paving mixtures and surface treatments. Describe the requirements for acceptance during maintenance and rehabilitation operations. Record and report findings.

141013 GUIDERAIL AND MEDIAN BARRIER INSTALLATION AND REPAIR

Repair guardrails, barriers, and fences, assuring necessary safety and traffic control on job. Provide proper personnel, tools, equipment and materials. Check workmanship, ensure proper alignment of guardrails and barriers, and adhere to standard practices and cleanup procedures. Maintain proper records to enable determination of job man hours, materials, and equipment hours.

141014 MAINTENANCE EQUIPMENT

Define the basic types of hand tools and mechanized equipment used in maintenance and repair work. Define what factors to consider in selecting the proper type and size of equipment for efficient job completion. Apply the safety rules for special large equipment and vehicles such as cranes, hydraulic shovels and grabs, large dump trucks and spreaders on public roads. Select proper equipment type and size for efficient job completion. Monitor production rates and equipment operating costs.

141015 BASIC MAINTENANCE MATERIALS

Define the basic materials used in maintenance activities and know how they are classified (aggregates, asphalt, portland cement, paints, chemicals, metals, lumber, fuels, lubricants, grass, seeds and reflectorized sheeting).

141016 FUNDAMENTALS OF SNOW PLOWING AND ICE CONTROL

Performs the basic fundamentals of snow plowing procedures, including direction, timing, frequency, and route considerations. Recognizes that conditions will be different from one locality to another because of latitude, prevailing temperature, and precipitation. Selects the proper equipment for specific snow/ice conditions.

LEVEL I - SPECIAL WORK ELEMENTS

- 142001 INSPECTION OF PREFABRICATED DRAINAGE COMPONENTS *
Perform basic inspections of pipe, inlets and precast concrete drainage system components, including all manhole elements, fittings, and connections. Record findings.
- 142002 AGGREGATE SURFACING INSPECTION *
Compute base and subbase materials quantities delivered to site. Ensure the materials are placed in the lifts required by the specifications and compacted in the manner specified. Check surface smoothness using eye or straight-edge.
- 142003 BASIC MATERIALS SAMPLING *
Collect and identify samples in field as directed or per standard practices. Place samples in containers or protect them for laboratory analyses. Preserve "in situ" conditions as required by specifications or by ASTM or AASHTO. Sample liquid, semisolid, or solid bituminous materials at the point of manufacture, supply terminal, or at the point of shipment delivery. (T40, T168, D140, D979). Define procedures for representative sampling of fresh concrete as delivered to project site. Describe slump and air content tests, and how to cast and store concrete specimens for subsequent testing.
- 142004 WETLANDS RECOGNITION
Recognize the basic attributes and in-situ conditions associated with wetlands.
- 142005 FUNDAMENTALS OF MATERIALS AND CHEMICALS APPLICATIONS
Defines the types of materials, chemicals, spreaders, application and equipment calibration procedures. Selects the proper materials for specific snow/ice conditions.

LEVEL II - GENERAL WORK ELEMENTS

(Work at Level II Is Performed Under General Supervision)

CORE WORK ELEMENTS (See Note 1)

- 143001 **QUANTITY ESTIMATING, MEASUREMENT AND VERIFICATION ***
Compute volumetric and weight (tonnage) quantities of materials delivered to site or ordered for delivery to the site. Verify quantities required by the specifications and properly incorporated into the work are accurately measured. Perform sewage and drainage system construction computations and quantity verifications. Compute reservoir full and draw-down rates, trench excavation, and pipe backfill volumes, etc. Compare constructed with estimated quantities and document reasons for variances.
- 143002 **CONSTRUCTION/MAINTENANCE ZONE TRAFFIC CONTROL ***
Implement and maintain traffic control plans around repair and construction sites. Recognize hazards on special jobs and use signalmen, signals, signs and other controls to maintain safe movement of traffic. Describe the advantages and disadvantages of using detours or by-pass routes.
- 143003 **BASIC SUPERVISION**
Define the fundamentals of authority and supervision. Define the supervisor's authority and responsibility. Consistently perform assigned tasks in accordance with established policies and procedures. Communicate explicit expectations and standards of performance to employees.
- 143004 **INTERMEDIATE COMMUNICATIONS SKILLS ***
Communicate effectively when explaining project to customers and media representatives using intermediate verbal communication skills. Prepare internal and external draft written correspondence. Keep essential discussion and meeting records, including highlighting issues needing follow-up.

NON-CORE WORK ELEMENTS

- 143005 **RECOGNIZE UNSAFE CONDITIONS ON THE WORKSITE**
Recognize and report possible violations of federal, state and governing safety regulations. Recognize hazards associated with working in confined space and apply governing safety regulations.
- 143006 **CONSTRUCTION EROSION CONTROL BMPs**
Describe the basics of accepted practices and procedures for controlling erosion and sedimentation during construction. Demonstrate knowledge of control principles, determine areas needing attention, recognize potential problems, and develop strategies to solve problems that have arisen or will arise.
- 143007 **BASIC COMPACTION TESTING**
Perform, compute and report soils and aggregates proctor and compaction tests.
- 143008 **STRUCTURE INSPECTION BASICS**
Recognize the basic bridge types, components and structural members including arch, beam, cantilever, girder, suspension, truss, and decks, parapets, wingwalls, abutments, stringers, girders, diaphragms, bearings, etc. Describe the definitions, explanations, and procedures in the current AASHTO "Manual for Maintenance Inspection of Bridges" and the National Bridge Inspection Standards (NBIS).
- 143009 **LANDSCAPING AND CLEAN-UP ***
Inspect the proper preparation of soils for seeding, sodding or planting; proper slopes, irrigation, and drainage provisions; use of specified fertilizer, seeds or plants; installation of required supports or protection. Record areas covered, plants placed, etc. Inspect cleanup and watering to establish growth as specified. Ensure that final appearance of job complies with plans and specifications.
- 143010 **COMPUTER USES IN HIGHWAY MAINTENANCE AND CONSTRUCTION**
Describe the function and use (actual and potential) of computers and electronic networks in the field of highway maintenance operations documentation, data collection, data entry, data transfer and reporting as would be normally taught in an Introduction to Computers class.

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143011 STANDARD PLANS AND SPECIFICATIONS *

Read and interpret, under supervision, standard plans and specifications such as location, grading, erosion control, traffic control, utility plans, NPDES construction activity permits and post construction stormwater management plans.

143012 PIPE BEDDING AND TRENCH BACKFILL INSPECTION *

Use the proper techniques and materials to provide proper pipe trench backfill under a variety of field conditions. Observe backfilling to assure use of proper materials, moisture content, lift depths, and compaction methods. Assure compliance with final grade requirements. Report quantities of materials and equipment used.

143013 EMERGENCY MEDICAL PREPAREDNESS AND FIRST RESPONSE *

Provide for the jobsite safety of maintenance personnel, public traffic and pedestrians during emergency maintenance operations including emergency first aid materials suited to the type of project and number of persons involved. Set up cyclic review of material to assure continuing availability. Provide means to transport injured persons safely to ambulance pick-up point and arrange for availability of emergency ambulance and hospital service. (OSHA, EPA, MSHA).

143014 EMBANKMENT PLACEMENT PREPARATION AND INSPECTION

Ensure the proper inspection and testing of embankments including foundation preparation, embankment placement, finishing and acceptance of earthwork construction. Ensure that special preparations required prior to and during embankment placement, including subdrains, grubbing, culverts, organic material removal, benches and keys, are properly installed.

143015 CRACK SEALING AND JOINT REPAIR

Recognize the pavement distress that requires this maintenance repair. Describe the basic types of sealant materials and the appropriate techniques to properly repair cracking in bituminous and concrete pavements and concrete joint re-sealing. Operate an asphalt distributor (backend) to seal cracked surfaces.

143016 HMA MILLING, RECYCLING, AND OVERLAYS

Explain both cold and hot recycling methods. Inspect milling operations, and the reuse of millings including acceptance of recycled mixes. Inspect overlay operations and apply quality principles based on experience and knowledge of the specifications and good practices.

143017 EQUIPMENT INSPECTION AND ACCEPTANCE

Check work order to determine what work was done after major equipment repairs or overhaul of vehicles and mechanical equipment. Perform road or job test and physical inspection to determine performance and quality of repair work. Inform shop superintendent if corrections are needed.

143018 ON-THE-JOB TRAINING AND SPECIAL TRAINING NEEDS *

Implement on-the-job training programs using experience and knowledge of performance factors to increase the skills of workers. Evaluate progress and capabilities of trainees and others in on-the-job training situations.

143019 ANTI-ICING, PREWETTING AND DE-ICING PROCEDURES USING MATERIALS AND CHEMICALS

Describes the differences between anti-icing and deicing materials and chemicals. Describes the procedures for prewetting chemicals. Demonstrates the proper spreading of these materials including calibration of the spreader.

143020 STORM/EVENT OPERATIONS

Demonstrates knowledge of pre-storm/event preparations, storm/event operations, and post-storm/event operations.

LEVEL II - SPECIAL WORK ELEMENTS

- 144001 **REFERENCE MATERIALS**
Recognize basic maintenance reference materials including maintenance operation manuals, pertinent publications and standard operation procedures.
- 144002 **DRAINAGE INSTALLATION LAYOUT, LINE AND GRADE CONTROL**
Uses plans, specifications, and local jurisdiction information to locate and stake drainage culverts, pipelines and collection facilities. Indicate appropriate excavation information on stakes and provide reference stakes for checking depth, gradient, alignment, and location.
- 144003 **LINE AND GRADE INSPECTIONS**
Demonstrate accepted surveying practices including the use of laser line; perform quality control inspection of earthwork and structures to ensure proper alignment and grade. Apply the accepted procedures for checking lines and grades from stakes and references hubs.
- 144004 **HAZARDOUS MATERIALS AND PROBABLE CONSEQUENCES**
Recognize the types and probable consequences of hazardous materials likely to be encountered during maintenance operations.
- 144005 **MEDIAN BARRIER AND GUIDERAIL PLACEMENT INSPECTION ***
Inspect the installation of median barriers and guiderails to assure compliance with specifications, plans and staking. Verify materials used, workmanship, curing (if necessary), and cleanup. Check barrier and rail alignment and grade for compliance with specifications requirements. Document and submit findings.
- 144006 **RIGID PAVEMENT CONSTRUCTION INSPECTION ***
Inspect to assure that the base upon which pavement is placed complies with plans and specifications. Evaluate portland cement concrete trial mix and adjust for moisture in aggregate stockpile. Assure proper mixer rotation rate and mixing time. Assure adequacy of forms or slip forming methods, and verify alignment, grade and cross section. Check placement of reinforcing, dowels and joint materials. Assure proper surface finishing, curing, surface treatment and cleanup. Check and report on final appearance and compliance with plans and specifications. Provide accurate quantity records.
- 144007 **FLEXIBLE PAVEMENT CONSTRUCTION INSPECTION ***
Inspect to assure that the base upon which pavement is placed complies with plans and specifications. Adjust prime and track coat application to provide optimum cover. Adjust application of asphalt and aggregate in chip seals. Assure proper texture, surface, tolerance, thickness and density of asphalt and aggregate in chipped seals. Assure proper texture, surface, tolerance, thickness and density of ACHM base and surface courses. Check design and control of asphalt mix to assure compliance with specifications. Run extraction and gradation tests; verify temperature at time of placement; verify lift thickness, grade cross section, rolling methods, finishing and cleanup. Provide accurate records of quantities placed.
- 144008 **BASIC SOILS AND AGGREGATES TESTING**
Perform, compute and report basic soils and aggregates tests including sample preparation and sieve analysis.
- 144009 **BASIC HOT MIX ASPHALT MATERIALS TESTING**
Perform, compute and report basic HMA tests including extraction of bitumen, degree of compaction of bituminous – aggregate mixtures and sieve analysis of extracted aggregates.
- 144010 **BASIC PCC MATERIALS TESTING**
Perform, compute and report basic PCC tests including slump, air content, unit weight, molding cylinders and determining compressive strength.

144011 RIGID PAVEMENT BLOWUPS AND JACKING

Supervise the repair of concrete pavement blowups. Provide for traffic bypass as soon as blowup is discovered and provide signs, signals, or flaggers to protect vehicles, drivers, and crews. Ensures proper trimming of blowup area. Maintain availability and supply of replacement materials. Provide necessary traffic-free period to permit set up and clean up of repair area. Assign properly trained and experienced personnel to pavement jacking and leveling jobs. Assure proper final grade of slab (use proper instruments to verify). Provide adequate traffic or load-free period to permit set-up according to specifications for materials used and provide adequate cleanup and reporting.

144012 CONCRETE STRUCTURE INSPECTION AND MAINTENANCE

Describe the behavior of plain, reinforced and prestressed concrete bridges relating to sound and deteriorated concrete, rebars and prestressed tendons. Define the methods and devices that accommodate expansion and contraction of entire concrete bridges and bridge components such as rollers and rockers, elastomeric pads, sliding plates, roadway joints and joint fillers. Establish maintenance schedules using preventive maintenance concepts.

144013 STEEL STRUCTURE INSPECTION AND MAINTENANCE

Define the behavior of steel, especially in relation to sound and unsound steel, steel wire and cable. Inspect and document the extent and severity of damage or deterioration in the overall structure, including load repetitions (fatigue), fire, and heat that accommodate expansion and contraction of entire bridges and bridge components. Establish maintenance schedules using preventive maintenance concepts.

144014 TIMBER STRUCTURE INSPECTION AND MAINTENANCE

Demonstrate the methods used to inspect, detect, maintain and repair decayed and damaged timber structure members including sounding, core sampling and field preservative treatments.

144015 CHEMICAL SPRAYING

Calibrate chemical spray equipment in accordance with manufacturers' directions to assure delivery of proper concentrations on targeted areas. Make minor adjustments as required or returns faulty equipment for repair. Supervise spraying operations to assure safety to crew and public in accordance with licensing requirements.

144016 VEGETATION CONTROL SURVEYS

Conduct vegetation control surveys to observe and note growth of weeds, shrubbery, trees, and roots that might constitute a safety hazard by obstructing vision or by being too close to the road. Determine if obstruction growth is within ROW and note hazards beyond ROW for action by designated office. Perform removal of hazardous shrubs, trees, and roots. Identify noxious weeds and perform specified removal.

144017 ACCIDENT PRONE LOCATIONS AND CORRECTIVE MEASURES

Investigate and collect perishable accident/incident data. Record and report findings. Recommend corrective measures.

144018 RELATIONSHIP BETWEEN WEATHER FORECASTS & WINTER MAINTENANCE OPERATIONS

Defines the relationship between weather forecast parameters and the choice between the use of anti-icing or deicing materials or chemicals and the effectiveness of prewetting agents and its effect on pre-storm/event preparations and storm/event operations.

LEVEL III - GENERAL WORK ELEMENTS

CORE WORK ELEMENTS (See Note 1)

- 145001 **COMPUTER APPLICATIONS IN HIGHWAY MAINTENANCE AND CONSTRUCTION**
Demonstrate the use of computers for routine maintenance and construction operations including data collection, data entry, computations and analyses, materials test data entry and analysis, and data transfer.
- 145002 **CONSTRUCTION TRAFFIC CONTROL PLANS ***
Establish Traffic Control Plans with adequate signs, signals, markings, and protective barriers, to protect workers and the public during all phases of a construction project. Coordinate activities with other offices and agencies as required. Arrange in advance for detours and traffic maintenance procedures. Enforce rigid traffic controls during use of explosives.
- 145003 **DAILY OBSERVATIONS, REPORTS, AND PRESENTATIONS**
Effectively review or maintain daily, weekly and monthly reports of observations/inspections/quantities and prepare summary reports for submittal to the supervisor. Develop and give short internal project reports and summary presentations.
- 145004 **MAINTENANCE RESPONSIBILITIES AND LIABILITIES**
Describe how maintenance work is authorized and accomplished within maintenance unit. Define correct channels for authorizing changes and know who to contact to perform work and gain access to sites. Describe procedures for authorizing traffic controls; locations of required records; and limits of geographic and technical responsibilities. List all pertinent governmental organizations and divisions of maintenance responsibilities.

NON-CORE WORK ELEMENTS

- 145005 **PIPE HANDLING & INSTALLATION ***
Perform basic inspection to assure compliance with contract requirements on sizes and materials used for unloading culverts, job storage culverts, bedding, cover, approach and outfall slopes, headwalls and wingwalls, finishing and cleanup. Check and report on final work.
- 145006 **MAJOR PAVING PROJECT ***
Compile all reports; verify necessary certificates, shop inspection reports, progress payments and payrolls; and consolidate claims and decisions and furnish all background information concerning possible future claims. Prepare final project report in conformance with required forms; submit to proper authority for review, approval, and filing, as necessary.
- 145007 **EQUIPMENT SELECTION, ASSIGNMENT AND MAINTENANCE**
Assign appropriate heavy equipment, trucks and hand tools to facilitate prompt, safe, and economical job performance. Analyze the associated costs and be able to select an economical combination of materials, equipment and tools for each job. Schedule periodic maintenance of equipment to minimize downtime, maximize equipment utilization and minimize operating costs.
- 145008 **COMPACTION TESTING OF HMA MIXTURES**
Calculate the degree of pavement compaction of a bituminous-aggregate mixture as related to standard specimens composed of the same materials and with the tolerances of the job mix formula. (T230)
- 145009 **SLOPE EROSION AND REPAIR**
Use the proper procedures for collecting and preserving water samples. Describe the basic requirements for slope surface subsurface drainage systems, surface preparation, and planting for natural and compacted earth fill slopes. Define the procedures and techniques used in restoring shallow, non-complex slumped or failed earthen slopes back to a condition similar to that existing prior to the failure. Perform inspection to assure proper preparation of soils for seeding, sodding or planting, proper slopes and drainage provisions, use of specified fertilizer, seeds or plants, and installation of required supports or protection. Record areas covered, plants placed, etc. Enforce cleanup and provisions for watering to establish growth as specified. Ensure that the final appearance of job complies with plans and specifications.

Note 1: All General work elements are categorized as either Core or Non-Core Work Elements. Read the Examination Requirements Chart on page 5 and the Personal Tally Worksheet at the back of this manual carefully to see when the Core elements are mandatory for certification.

145010 SEAL TREATMENTS (CHIP AND FOG SEALS)

Explain the various sealing operations and equipment requirements. Ensure the use of proper procedures to efficiently perform these operations including calibration of the equipment.

145011 PAVEMENT PATCHING

Describe bituminous and portland cement concrete patching materials and the appropriate conditions for their use. Trim distressed area and apply patch materials in the prescribed manner under acceptable conditions. Provide for the necessary traffic-free period to permit curing or set-up. Ensure safety of maintenance crews, public traffic and property. Keep proper records to summarize costs, man hours equipment hours and materials used.

145012 MATERIALS AND SUPPLIES MANAGEMENT *

Use project plans, specifications and periodic work programs to determine the quantity, quality and specifications of materials and supplies, allowing for timely and efficient requisition. Schedule delivery times and locations to minimize additional material handling and stockpiling. Inspect delivered materials and supplies for compliance with the order specifications and purchasing requirements. Check delivered quantities and dimensions of metal sign stock for compliance with specifications. Measure thickness (gauge) and check finish. Check shop inspection certificates, if available. Record and report deficiencies.

145013 MANAGEMENT TECHNIQUES

Define the role of the supervisor as the link between employees and upper management. Establish and implement performance standards. Apply sound management techniques to manage and improve work efficiency and crew productivity. Demonstrate how to build consensus and cooperation.

145014 WORK CREW SCHEDULING

Analyze recurring and specialized maintenance and repair work needs. Prepare schedules for accomplishment of work by recurring and specialized crews to assure effective use of personnel, equipment and materials. Monitor work performance rates and modify schedules if appropriate. Maintain record of milestones achieved in accordance with the schedule.

145015 PRE-STORM/EVENT PREPARATION AND REVIEW

Analyzes existing snow removal and ice control records to plan and organize for future storm/events. Calculates future manpower, equipment and materials projections to maximize use of resources. Develops and provides specialized crews and new contractor personnel with training in the proper use of equipment and materials and instruction in their duties and responsibilities. Supervises storm/event operations elements including crew scheduling and monitoring, communications, radio procedures, dispatcher priorities, snow plowing routes, material applications procedures, snow disposal, storage, and post-storm clean-up. Supervises post-storm cleanup operations including when to switch from plowing to cleaning, intersection/ramp cleanup priorities, and push back procedures.

145016 ANTI-ICING AND DE-ICING MATERIALS MANAGEMENT

Establishes and maintains an inventory and location information system on the various anti-icing, prewetting and de-icing materials and chemicals. Analyzes records of past storm/event materials and chemicals use records to develop a future quantity order and inventory level system. Maintains stockpiles of materials and chemicals at optimum levels while complying with environmental and safety regulations.

145017 PLACEMENT AND CURING OF CONCRETE

Demonstrate the inspection requirements for placement, consolidation, and curing of concrete. (ACI 301 and 318)

LEVEL III - SPECIAL WORK ELEMENTS

- 146001 **APPLIED MATHEMATICS ***
Perform mathematical calculations utilizing fundamental distance measurements, and geometric and trigonometric functions involving lengths, angles, triangles and other geometric shapes.
- 146002 **INTERMEDIATE PLANS, AS-BUILT PLANS AND SPECIFICATIONS ***
Use intermediate plans and specifications to determine dimensions, types of materials, grades, slopes, cut and fill, surfaces, densities, and quantities. Verify completion and adequacy of as-built inspection and posting. Describe as-built ties and their conformance to standards or to original plans.
- 146003 **HAZARDOUS SPILLS & OTHER HIGHWAY INCIDENTS**
Use the most expedient response to the hazard to ensure the safety of the public and the highway workers and to protect any property involved. Define the rules and procedures pertaining to different types of emergency situations on the highway. Verify that all required maintenance tools and devices are available for emergency situations.
- 146004 **CONCRETE AND STEEL STRUCTURE CONSTRUCTION INSPECTION ***
Ensure compliance with plans, specifications and safety requirements by supervision, inspection, and recording of the following activities: staking and layout; erection and removal of temporary supports or bracing (verify compliance with standard requirements before permitting forms or braces to be stripped, and assure placement of concrete under safe conditions and in temperatures permitted within specifications); forming, curing, stripping, finishing and treating concrete; placing, fastening and covering of reinforcing steel, dowels and joint materials; and conformance to final line, grade, and dimensions. Determine correct courses of action to bring errors or inaccuracies to attention of appropriate persons. Prepare complete and accurate reports on proper forms to reflect work accomplished.
- 146005 **SURFACE TOLERANCES AND PAVEMENT SMOOTHNESS ***
Describe the proper operation of an Inertial Profiler in accordance with manufacturer's instructions to determine a pavement profile. Operate a profile measuring equipment over a specified section of roadway to determine International Roughness Index (IRI) measurements of surface smoothness. Prepare necessary reports and recommend percent compliance with established standards.
- 146006 **STORMWATER MANAGEMENT POST-CONSTRUCTION BMPs**
Demonstrate the design and proper usage of permanent practices to control erosion and sedimentation during and after construction.
- 146007 **BITUMINOUS MIXING PLANT INSPECTIONS**
Ensure compliance with specifications covering materials produced by a plant by verifying accuracy of automatic controls on quantities, weights, or other characteristics of final products. Define applicable specs or published standards as necessary. Test samples on random basis to assure quality control. (T172, D290)
- 146008 **SURFACE TREATMENTS (SLURRY AND MICROSURFACE)**
Describe the basic types of surface treatments and equipment requirements. Use the proper procedures to efficiently perform these operations.
- 146009 **STRUCTURAL PAINTING**
Inspect existing structural painted surfaces and inspect or perform structural painting; assign personnel and equipment in accordance with predetermined schedules (or prepare adequate schedule). Ensure specification compliance of materials used, condition of surfaces painted, temperature when surfaces are primed and painted, and adequacy of drying time and paint coverage.
- 146010 **WELD INSPECTION**
Perform weld inspection with full responsibility for qualifying welders and welding procedures. Check weld preparation, welding equipment, and welding electrodes. Ensure compliance with welding procedures. Perform visual inspection. Determine and witness appropriate non-destructive testing. (AASHTO or AWS standard specifications for welding)

146011 WATERWAY PROTECTION AND COASTAL BRIDGES

Recognize and explain the significance of waterway conditions such as channel stability, (pools, shoals, siltation, erosion and scour) current velocity, discharge rate, ice dam, floods, and protective measures such as embankment protection (dikes, revetments) and substructure protection (fenders, dolphins). Observe and report waterway influences such as scour and debris build-up. Describe the special environment problems associated with bridges located in sea water areas. Detect and assess superstructure and substructure deterioration and damage.

146012 CHEMICAL HERBICIDES

Select a proper chemical herbicide for the specific jobs to be accomplished. Comply with environmental regulations and licensing requirements issued by local, state and federal agencies. Following directions of your designated supervisor. Refer to appropriate published guidelines. Prepare the proper dilution and select the distribution devices best suited to the work. Investigate the types of weeds to be controlled and consider whether spraying will fall on any open water and whether humans or animals will come in contact with sprayed areas. Complete the work in a safe manner.

146013 TRAFFIC CONTROL DEVICES *

Establish temporary or permanent traffic control signs and devices in accordance with plans and specifications, assuring locations are in conformance with requirements for safety and visibility. Observe safety requirements during installation. Record installations and perform inspections to see if installed devices are functioning properly. Report malfunctions and/or make minor adjustments as authorized. Select proper device for specific requirement on basis of MUTCD or State equivalent standard. Describe the retroreflectivity requirements of installed warning, guide, and regulatory signs and pavement markings. Determine from plans and/or from on-site inspections the manner in which vehicle lights will strike reflectorized devices. Make recommendations about the suitability of the reflectorized devices in their present or proposed locations; recommend changes in location or orientation as necessary.

146014 LABOR RELATIONS AND GRIEVANCE PROCEDURES

Uniformly apply policies and regulations to local and statewide labor relations contracts and issues. Soundly hear, investigate, and resolve grievances.

146015 WEATHER FORECAST-BASED WINTER MAINTENANCE OPERATION DECISIONS

Demonstrates the use of RWIS and other system information relating to weather forecasting of critical humidity and temperature parameters. Selects and uses the appropriate individual or combination of anti-icing, prewetting and deicing materials and chemicals during the various stages of the storm/event for maximum removal at minimum cost.

147011 RISK AND ASSET MANAGEMENT SYSTEMS

Establish asset management systems, including the review of recurring maintenance requirements and their priorities for area of responsibility; the development of inventories, condition levels, minimum standards; and establishment of prioritized scheduling. Apply strategic maintenance management techniques to improve the efficiency of work programs and overall productivity of crews. Analyze and determine the need for and effective use of maintenance contracting for overall asset management efficiency. Apply the principles of risk management to operate an effective highway maintenance program which will reduce liability risks during all phases of maintenance operations. Apply maintenance standards for various installations and repairs to such items as guardrails, highway signs, slopes, and pavements.

147012 STRUCTURE MAINTENANCE AND PRESERVATION SYSTEMS

Develop and implement a strategic structure maintenance and preservation program using currently available preventive maintenance techniques and accommodating different structures, treatment frequencies and adjustments for extreme weather events resulting in budget constraints.

APPENDIX G

AASHTO PROGRAM

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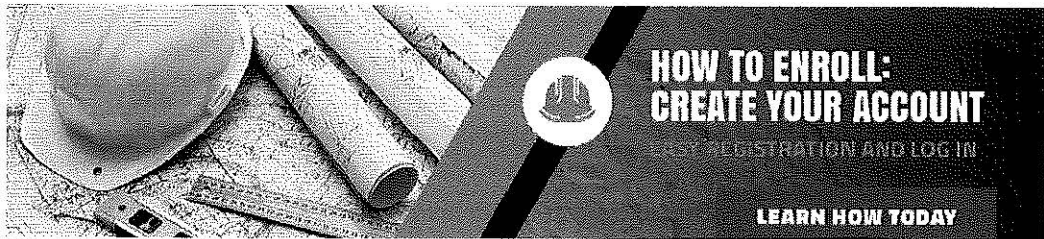
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CONSTRUCTION

	Advanced Self-Consolidating Concrete (1.5 hours) Non-Member Price: \$75.00 Member Price: \$38.00 Subscribed Member Price: \$0.00	Detail
	Aggregate Sampling Basics (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00	Detail
	Basic Construction Surveying (3 hours) Non-Member Price: \$150.00 Member Price: \$75.00 Subscribed Member Price: \$0.00	Detail
	Basic Materials for Highway and Structure Construction (3 hours) Non-Member Price: \$150.00 Member Price: \$75.00 Subscribed Member Price: \$0.00	Detail
	Bolted Connections (4 hours) Non-Member Price: \$200.00 Member Price: \$100.00 Subscribed Member Price: \$0.00	Detail
	Bridge Construction Inspection Safety (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00	Detail
	CDL Air Brakes (1.5 hours) Non-Member Price: \$75.00 Member Price: \$38.00 Subscribed Member Price: \$0.00	Detail
	CDL General Knowledge (3 hours) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00	Detail
	CDL Pre-Trip Inspection (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00	Detail
	Change Orders, Claims, and Dispute Resolutions (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00	Detail
	Chip Seal Best Practices (3 hours)	

Pavement Resurfacing

	<p>Non-Member Price: \$150.00 Member Price: \$75.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series (12 hours) Non-Member Price: \$450.00 Member Price: \$225.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Basics of Cement Hydration (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Construction of Concrete Pavements (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Design of Pavement (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Early Age Cracking (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Fresh Properties (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Fundamentals of Materials Used for Concrete Pavements (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Hardened Concrete Properties - Durability (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Incompatibility in Concrete Pavement Systems (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Mix Design Principles (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: QCQA for Concrete Pavements (1 hour) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Concrete Series: Troubleshooting for Concrete Pavements (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Construction of Mechanically Stabilized Earth (MSE) Walls (6 hours) Non-Member Price: \$250.00 Member Price: \$125.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Construction of PCC Pavements Series (6 hours) Non-Member Price: \$300.00 Member Price: \$150.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Construction of PCC Pavements Series: Curing, Sawing, and Joint Sealing (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail

Materials

	<p>Construction of PCC Pavements Series: Paving Process (2.5 hours) Non-Member Price: \$125.00 Member Price: \$63.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Construction of PCC Pavements Series: Production (2.5 hours) Non-Member Price: \$125.00 Member Price: \$63.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Earthwork Series (13 hours) Non-Member Price: \$480.00 Member Price: \$240.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Earthwork Series: Earth Materials as Engineering Materials (1.5 hours) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Earthwork Series: Excavation (3 hours) Non-Member Price: \$150.00 Member Price: \$75.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Earthwork Series: Fill Placement (4 hours) Non-Member Price: \$209.00 Member Price: \$100.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Earthwork Series: Grades and Grading (3 hours) Non-Member Price: \$150.00 Member Price: \$75.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Earthwork Series: Site Preparation (1.5 hours) Non-Member Price: \$75.00 Member Price: \$38.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Ethics Awareness for the Transportation Industry (3.5 hour) Non-Member Price: \$175.00 Member Price: \$88.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Flagger Training (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Full Depth Reclamation (FDR) (4.5 hours) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>GPS Technology (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>High Visibility Garments (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>HMA Paving Field Inspection (4.5 hours) Non-Member Price: \$225.00 Member Price: \$112.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Hot In-Place Recycling (HIR) (2.5 Hours) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00</p>	Detail
	<p>Improving the Daily Diary (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	


















CONSTRUCTION

EMPLOYEE DEVELOPMENT

Drillies/
~~Asphalt~~
 Safety

MAINTENANCE

			Detail
M		<p>Inspector Training for Cold-In-Place Recycling (CIR) (4 hours) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00</p>	Detail
3		<p>Job Hazard Analysis (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00</p>	Detail
IS		<p>Maintenance of Traffic for Supervisors (5 hours) Non-Member Price: \$250.00 Member Price: \$125.00 Subscribed Member Price: \$0.00</p>	Detail
X		<p>Maintenance of Traffic for Technicians (5 hours) Non-Member Price: \$250.00 Member Price: \$125.00 Subscribed Member Price: \$0.00</p>	Detail
ED		<p>Math Module (6 hours) Non-Member Price: \$300.00 Member Price: \$150.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series (14 hours) Non-Member Price: \$450.00 Member Price: \$225.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Concrete Overlays (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Concrete Pavement Evaluation (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Diamond Grinding and Grooving (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Full-Depth Repairs (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Joint Resealing and Crack Sealing (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Load Transfer Restoration (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Partial-Depth Repairs (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Preventive Maintenance and Pavement Preservation Concepts (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	Detail
		<p>PCC Pavement Preservation Series: Retrofitted Edge Drains (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>	

	Detail
	<p>PCC Pavement Preservation Series: Slab Stabilization and Slab Jacking (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>PCC Pavement Preservation Series: Strategy Selection (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Personal Protective Equipment (PPE) (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Pile Driving Inspector Tutorial (4 hours) Non-Member Price: \$200.00 Member Price: \$100.00 Subscribed Member Price: \$0.00</p>
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	<p>Pipe Installation, Inspection, and Quality (7 hours) Non-Member Price: \$350.00 Member Price: \$175.00 Subscribed Member Price: \$0.00</p>
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	<p>Plan Reading Series (8 hours) Non-Member Price: \$300.00 Member Price: \$150.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Plan Reading: Bridge Plans (1.5 hours) Non-Member Price: \$75.00 Member Price: \$38.00 Subscribed Member Price: \$0.00</p>
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	<p>Plan Reading: County Plans (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>
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	<p>Plan Reading: Culvert Plans (1.5 hours) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Plan Reading: Erosion and Sediment Control Plans (0.5 hour) Non-Member Price: \$25.00 Member Price: \$13.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Plan Reading: Grading Plans (1.5 hours) Non-Member Price: \$75.00 Member Price: \$38.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Plan Reading: Highway Plan Reading Basics (1 hour) Non-Member Price: \$0.00 Member Price: \$0.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Plan Reading: Right-of-Way Plans (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Plan Reading: Traffic Control Plans (0.5 hour) Non-Member Price: \$25.00 Member Price: \$13.00 Subscribed Member Price: \$0.00</p>
	Detail
	<p>Portland Cement Concrete Paving Inspection (5 hours) Non-Member Price: \$250.00 Member Price: \$125.00 Subscribed Member Price: \$0.00</p>

	Rockfall Stabilization (4 hours) Non-Member Price: \$200.00 Member Price: \$100.00 Subscribed Member Price: \$0.00	Detail
	Roller Compacted Concrete Pavements (6 hours) Non-Member Price: \$300.00 Member Price: \$150.00 Subscribed Member Price: \$0.00	Detail
	Safe Use of Basic Carpentry Tools (3 hours) Non-Member Price: \$150.00 Member Price: \$75.00 Subscribed Member Price: \$0.00	Detail
	Safe Use of Hand and Power Operated Tools (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00	Detail
	Safety Orientation (2 hours) Non-Member Price: \$100.00 Member Price: \$50.00 Subscribed Member Price: \$0.00	Detail
	Superpave for Construction (3.5 hours) Non-Member Price: \$175.00 Member Price: \$88.00 Subscribed Member Price: \$0.00	Detail
	Test Self-Consolidating Concrete (1 hour) Non-Member Price: \$50.00 Member Price: \$25.00 Subscribed Member Price: \$0.00	Detail



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APPENDIX H

NHI PROGRAM

NATIONAL HIGHWAY INSTITUTE

The Complete NHI Catalog
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