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Business and Professional Development Courses Library 2006

Accounting and Finance Curriculum

- **Financial Management Series**
48601 Financial Management: Accounting Fundamentals
- **Business Finance Series**
48511 Business Finance: Risk Analysis
- **Budgeting Series**
48541 Budgeting: Creating and Analyzing a Budget
48543 Budgeting: Capital Budgeting

Communication Curriculum

- **Interpersonal Communication Series**
45002 Interpersonal Communication: Effective Communication
45003 Interpersonal Communication: Listening Skills
- **Grammar Skills Series**
45105 Grammar Skills - Writing Effectively
- **Business Writing Series**
45107 Business Writing - The Fundamentals
45108 Business Writing - Writing Effective Proposals
- **Effective Presentations Series**
45015 Effective Presentations: Planning a Presentation
45016 Effective Presentations: The Presentation Process
- **Advanced Interpersonal Communication Series**
45101 Advanced Interpersonal Communication: Building Relationships
- **Communicating with Difficult People Series**
45203 Communicating with Difficult People: Communicating With Your Manager
- **Cross-Cultural Business Communication Series**
45221 Cross-Cultural Business Communication: Understanding Cultural Differences
- **Advanced Business Communications Series**
45271 Advanced Business Communication: Guidelines for Effective Communication
45272 Advanced Business Communication: Business Writing for Results

Customer Service Curriculum

- **Excellence in Service Series**
44105 Excellence in Service: Solving Customer Problems
- **Customer Relationship Management Series**
44031 Customer Relationship Management: Fundamentals of CRM
44032 Customer Relationship Management: Implementing CRM

Human Resources Curriculum

- **Interviewing Series**
47010 Interviewing Skills: Preparing for an Interview

International Business Curriculum

- **International Business Essentials Series**
46501 International Business Essentials: The Global Business Environment

Project Management Curriculum

- **Project Management Essentials Series**
41551 Project Management Essentials: Planning a Project
- **Managing IT Projects Series**
41531 Managing IT Projects: Project Fundamentals and Initiation

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Leadership Curriculum

- **Decision Making and Problem Solving Series**
46001 Decision Making and Problem Solving: Decision Making Fundamentals
- **Leadership Development Series**
46002 Leadership Development: Delegation
46003 Leadership Development: Goal Setting
46004 Leadership Development: Leading the Way
46005 Leadership Development: Motivation
- **Managerial Leadership Series**
46111 Managerial Leadership: Creating a Vision
46112 Managerial Leadership: Leading Through Change
46113 Managerial Leadership: Motivating Employees
- **Motivation Series**
46121 Motivation: Fostering Employee Motivation
- **Business Problem Solving Series**
46021 Business Problem Solving: Problem Solving Fundamentals
46022 Business Problem Solving: The Problem-Solving Process
46023 Business Problem Solving: Critical Thinking and Information Analysis
46024 Business Problem Solving: Problem Solving Teams
- **Goal Setting Series**
46031 Goal Setting: Reaching Individual Goals

Personal Development Curriculum

- **Organizational Skills Series**
43001 Organizational Skills: Managing Information
43004 Organizational Skills: Time Management
- **Creativity and Innovation Series**
43003 Creativity and Innovation: Thinking Creatively
43031 Creativity and Innovation: Increasing Personal Creativity
- **Self Development Series**
43012 Self Development: Increasing Your Assertiveness
43013 Self Development: Developing Rapport Through Communication
- **Time Management Series**
43021 Time Management: Developing a Plan
- **Career Development Series**
43041 Career Development: Developing a Career Strategy

Strategic Planning Curriculum

- **Strategic Management Series**
42501 Strategic Management: Establishing Strategic Focus

Business Law Curriculum

- **Essentials of Business Law Series**
46604 Essentials of Business Law: Cyber law

Business Code of Conduct Curriculum

- **Business Code of Conduct Series**
46610 Business Code of Conduct: Ethical Responsibility

Operations Curriculum

- **Six Sigma Series**
44751 Six Sigma Part 1: Six Sigma Essentials
44752 Six Sigma Part 2: Deploying Six Sigma

Consulting Curriculum

- **Consulting Skills Series**
44551 Consulting Skills: Building Consulting Relationships



IT Skills Development Courses Library 2006

Web-based Courses

- **Java Technology**
 - Fundamentals of the Java Programming Language
 - Java Programming Language
 - Java Practice Certification Exam
 - Object Oriented Programming with Java Technology
 - Web Component Development with Java Technology
 - Distributed Programming with Java Technology
 - Java Servlets: A Technical Introduction
 - Java 2 Platform, Enterprise Edition (J2EE) Platform Overview for Managers
 - Mobile Desktop Development with Java Technologies
 - Consumer Devices Learning Suite
 - Programming with the Java 3D API: A Technical Overview
 - J2SE Internals and Troubleshooting
 - Java 2 Platform, Enterprise Edition (J2EE Platform) Technology Overview Sample
 - Working with the Java 2 Platform, Micro Edition Wireless Toolkit 2.0
- **Networking and Security**
 - Web Server and Security
 - Directory Services
- **Server and Storage Systems**
 - Server and Storage Systems
- **Solaris 10 Operating Environment**
 - New Features of the Solaris[tm] 10 Operating System
 - UNIX Essentials Featuring the Solaris[tm] 10 Operating System
 - Intermediate System Administration for the Solaris[tm] 10 Operating System
 - Intermediate System Administration for the Solaris[tm] 10 Operating System on x64/x86-Based Systems
 - Advanced System Administration for the Solaris 10 Operating System (SPARC platform)
 - Advanced System Administration for the Solaris 10 Operating System (x64/x86 platform)
 - Network Administration for the Solaris 10 Operating System
- **Solaris 8 Operating Environment**
 - Solaris 8 System Administration I
 - Solaris 8 System Administration II
 - Solaris 8 Operating Environment TCP/IP Network Administration
 - Fundamentals of Solaris 8 Operating Environment
- **Solaris 9 Operating Environment**
 - UNIX Essentials Featuring the Solaris 9 Operating Environment
 - Intermediate System Administration for the Solaris 9 Operating Environment
 - Advanced System Administration for the Solaris 9 Operating Environment
 - Network Administration for the Solaris 9 Operating Environment
 - Solaris 9 Practice Certification Exam
 - New Features of the Solaris 9 Operating Environment
- **StarOffice Software**
 - StarOffice 6.0 End User
 - StarOffice 7.0 End User
 - Getting Started with Sun Jave Desktop
- **Sun Java Enterprise System Middleware**
 - Identity Management Services
 - Web & Application Services
 - Collaboration and Communication Services



- **Sun Java Enterprise System Studio and Solaris OE Development**
Sun ONE Studio 4 for Java
Real-Time Programming for the Solaris Operating Environment
- **Sun Java Enterprise System Middleware**
Communications Services
Portal Services
Web and Application Services
Wireless Technologies
- **XML, Perl and Web Publishing**
A Developers Introduction to Web Programming
A Developers Introduction to Java Script Programming
A Developers Introduction to PERL Programming
A Developers Introduction to Advanced PERL Programming
A Developers Introduction to HTML Programming
A Developers Introduction to Web Processing

ILT Courses

- **Java**
SL-110 Java Fundamentals
SL-275 Java Programming
SL-285 Java Program Language Workshop
- **UNIX**
Solaris 8
 - SA-118 UNIX Fundamentals
 - SA-238 UNIX Administration I With Solaris
 - SA-288 UNIX Administration II With SolarisSolaris 9
 - SA-119 UNIX Fundamentals
 - SA-239 UNIX Administration I with Solaris
 - SA-299 UNIX Administration II with Solaris
 - SA-399 TCP/IP Network Administration with SolarisSolaris 10
 - SA-100-S10 UNIX Essentials Featuring the Solaris 10 Operating System
 - SA-200-S10 Intermediate System Administration for the Solaris 10 Operating System
 - SA-202-S10 Advanced System Administration for the Solaris 10 Operating Environment
 - SA-300-S10 Network Administration for the Solaris 10 Operating System
- **StarOffice**
STR-1650 StarOffice Kickstart