

Business & Professional Skills

Curriculum	Series	Course Title	Duration
Administrative Support			
Advanced Skills for Administrative Support Professionals			
		Behavior: Putting Your Best Foot Forward	4 Hour(s)
		Communicating with Power and Confidence	3 Hour(s)
		Managing Yourself and Those Around You	4 Hour(s)
		Partnering with Your Boss	3 Hour(s)
		<i>Simulation</i>	
		Advanced Administrative Support Simulation	.5 Hour(s)
The Effective Administrative Support Professional			
		Administrative Functions	3 Hour(s)
		Advancing Your Administrative Career	3 Hour(s)
		Getting Started - Administrative Support	3 Hour(s)
		Overview to Effective Business Communication	3 Hour(s)
		Using Effective Business Communication	2 Hour(s)
		<i>Simulation</i>	
		Effective Administrative Support Professional Simulation	.5 Hour(s)
Business Analysis			
Certified Business Analysis Professional (CBAP)			
		Analyzing Requirements	3 Hour(s)
		Communicating and Implementing Requirements	3 Hour(s)
		Core Concepts in Business Analysis	1.5 Hour(s)
		Eliciting Requirements	3.5 Hour(s)
		Enterprise Analysis and Making a Business Case	2.5 Hour(s)
		Introduction to Requirements Planning	2 Hour(s)
		Refining and Documenting Requirements	1.5 Hour(s)
		Requirements Planning and Management	2.5 Hour(s)
Business Law			
Fundamentals of Business Law			
		A Manager's Introduction to Business Law	3.0 Hour(s)
		American Business Formations in the 21st Century	3.5 Hour(s)
		Contracts in Commercial Transactions	4 Hour(s)
		Employment and Labor Laws	3.5 Hour(s)
		Intellectual Property and Proprietary Rights	4 Hour(s)
		Lawsuits and Negotiations	2.5 Hour(s)
Communication			
Anger Management in the Workplace			
		Experiencing Anger	5 Hour(s)
		Managing Your Anger	5.5 Hour(s)
		<i>Simulation</i>	
		Managing Anger in the Workplace Simulation	.5 Hour(s)
Assertive Communication			
		Assertiveness from the Inside Out	3 Hour(s)
		Professional Assertiveness	3 Hour(s)
		<i>Simulation</i>	
		Assertive Communication Simulation	.5 Hour(s)
Building Better Work Relationships			
		Building Effective Intercultural Relationships	2.5 Hour(s)
		Building Effective Interfunctional Relationships	2.5 Hour(s)
		Building Effective Intergender Relationships	2.5 Hour(s)
		Working Effectively with Business Partners	3 Hour(s)
		Working Effectively with Customers	2.5 Hour(s)
		<i>Simulation</i>	
		Building Better Work Relationships Simulation	.5 Hour(s)
Business Etiquette and Professionalism			
		Communication Etiquette	2.5 Hour(s)
		Etiquette and the Business Meeting	2.5 Hour(s)

Etiquette for Supervisors	3 Hour(s)
Everyday Business Etiquette	3 Hour(s)
<i>Simulation</i>	
Business Etiquette & Professionalism Simulation	.5 Hour(s)
Business Grammar Essentials	
Foundations of Grammar	2.5 Hour(s)
Punctuating with Skill	2 Hour(s)
Sentence Construction	2 Hour(s)
Understanding Writing Mechanics	2 Hour(s)
Building Improved Work Relationships	
Building Improved Work Relationships Simulation	
Effective Intercultural Relationships	2 Hour(s)
Effective Interfunctional Relationships	2.5 Hour(s)
Effective Intergender Relationships	2 Hour(s)
Effective Relationships with Business Partners	3 Hour(s)
Effective Relationships with Customers	2 Hour(s)
<i>Simulation</i>	
Building Improved Work Relationships Simulation	.5 Hour(s)
Business Writing Essentials	
Avoiding Errors in Usage and Punctuation	4.5 Hour(s)
Avoiding Grammatical Errors in Business Writing	4.5 Hour(s)
Crisp Composition	4.5 Hour(s)
Getting the Most from Business Documents	4 Hour(s)
TestPrep Final Exam: Business Writing Essentials	N/A
The Writing Process	5 Hour(s)
Writing to Reach the Audience	3 Hour(s)
Writing with Intention	4 Hour(s)
<i>Blended Learning Toolkit</i>	
Business Writing Essentials	N/A
Communicating Assertively	
Asserting Yourself Professionally	2.5 Hour(s)
Assertiveness from Inside to Outside	2.5 Hour(s)
<i>Simulation</i>	
Communicating Assertively Simulation	.5 Hour(s)
Conflict in the Workplace	
Handling Conflict	3.5 Hour(s)
Managing Organization Conflict	3.5 Hour(s)
Perspectives on Conflict in the Workplace	3.5 Hour(s)
<i>Simulations</i>	
Conflict in the Workplace Simulation	.5 Hour(s)
Managing Workplace Conflict Simulation	.5 Hour(s)
Delivering Successful Presentations	
Delivering Your Message	4.5 Hour(s)
Presentation Resources Available To You	5 Hour(s)
Presenting To Succeed	4.5 Hour(s)
<i>Simulation</i>	
Delivering Successful Presentations Simulation	.5 Hour(s)
Effective Business Meetings	
Leading an Effective Business Meeting	2.5 Hour(s)
Participating Effectively in a Business Meeting	2.5 Hour(s)
Planning an Effective Business Meeting	2.5 Hour(s)
<i>Simulation</i>	
The Effective Business Meeting Simulation	.5 Hour(s)
Effective Feedback for Employess and Colleagues	
An Essential Guide to Giving Feedback	2.5 Hour(s)
Coping With Criticism and Feedback	5 Hour(s)
Giving Feedback to Colleagues	4.5 Hour(s)
Giving Feedback: A Manager's Guide	4 Hour(s)
Team Feedback: A Guide	4 Hour(s)
<i>Simulations</i>	
Effective Feedback for Bussiness Employees and Colleagues	.5 Hour(s)
Effective Use of Feedback for Teams Simulation	.5 Hour(s)

Effective Listening Skills		
	Enhancing Listening Skills	2 Hour(s)
	Higher Purpose Listening	1.5 Hour(s)
	Listening Basics	1 Hour(s)
	Listening to Comprehend	4 Hour(s)
	<i>Simulation</i>	
	Effective Listening Simulation	.5 Hour(s)
E-mail Essentials		
	E-mail and Organizational Communication	2.5 Hour(s)
	E-mail as a Marketing Tool	2 Hour(s)
	Essentials of Electronic Communication	1.5 Hour(s)
	Optimizing E-mail at Work	2 Hour(s)
Emotional Intelligence at Work		
	Defining Emotional Intelligence	2 Hour(s)
	Emotional Intelligence and Teamwork	2 Hour(s)
	Emotional Intelligence in the Workplace	1.5 Hour(s)
	Emotionally Intelligent Leadership	2 Hour(s)
	Increasing Emotional Intelligence	2 Hour(s)
	<i>Simulation</i>	
	Emotional Intelligence at Work Simulation	.5 Hour(s)
Emotional Intelligence in the WorkPlace		
	Emotional Intelligence at Work	2.5 Hour(s)
	Increasing Your Emotional Intelligence	2.5 Hour(s)
	Teamwork and Emotional Intelligence	2.5 Hour(s)
	The Emotionally Intelligent Leader	2.5 Hour(s)
	What is Emotional Intelligence?	2.5 Hour(s)
	<i>Simulation</i>	
	Emotional Intelligence in the Workplace Simulation	.5 Hour(s)
Getting Results Without Authority		
	Building Relationships to Get Results	2.5 Hour(s)
	Gaining Allies. Creating Change	3 Hour(s)
	Getting Results from the Boss	3 Hour(s)
	Getting Results through Communication	3 Hour(s)
	Leadership Without Authority	3 Hour(s)
	Teamwork and Results Without Authority	2.5 Hour(s)
	<i>Simulation</i>	
	Getting Results without Authority Simulation	.5 Hour(s)
How to Write an Effective Internal Business Case		
	Preparing a Business Case	2.5 Hour(s)
	Presenting Your Case	2.5 Hour(s)
	Writing a Business Case	2.5 Hour(s)
	<i>Simulation</i>	
	Preparing an Effective Internal Business Case Simulation	.5 Hour(s)
International Communications		
	Improving Your Cross-cultural Communications	3 Hour(s)
	The Art of Global Communication	3.5 Hour(s)
	The Impact of Culture on Communication	2.5 Hour(s)
	<i>Simulations</i>	
	Cross-cultural Communications Simulation	.5 Hour(s)
	International Communications Simulation	.5 Hour(s)
Interpersonal Communication Skills for Business		
	Communicating for Contacts	3 Hour(s)
	Communicating for Results	3.5 Hour(s)
	Interpersonal Communications: The Process	3 Hour(s)
	Leadership Communication Skills	3.5 Hour(s)
	Resolving Conflict with Communication Skills	3 Hour(s)
	The Mechanics of Communicating Effectively	3 Hour(s)
	Workplace Communication Skills	3 Hour(s)
	<i>Simulation</i>	
	Business Interpersonal Communication Skills Simulation	.5 Hour(s)
	Team Interpersonal Communication Skills Simulation	.5 Hour(s)
Managing and Working with Difficult People		
	Difficult People in the Workplace	3.5 Hour(s)

Working with Aggressive People	3 Hour(s)
Working with Arrogant and Duplicitous People	2 Hour(s)
Working with Negative People and Procrastinators	3 Hour(s)
<i>Simulations</i>	
Communicating Effectively with Difficult Coworkers Simulation	.5 Hour(s)
Managing and Working with Difficult People Simulation	.5 Hour(s)
Negotiating To Win: Getting Results You Want	
Connecting and Communicating	2 Hour(s)
Crafting Deals	2.5 Hour(s)
Mastering Negotiation	1.5 Hour(s)
Negotiating Inclusively	2 Hour(s)
The Dynamics of Interacting	2 Hour(s)
The Process of Negotiation	2 Hour(s)
What to Do When the Going Gets Tough	2 Hour(s)
<i>Simulations</i>	
Winning Negotiation Simulation	.5 Hour(s)
Obtaining Results without Authority	
Communicating to Get Results	2.5 Hour(s)
Creating Change, Gaining Allies	2.5 Hour(s)
Getting Results by Building Relationships	2 Hour(s)
Leading without Authority	3 Hour(s)
Obtaining Results from the Boss	3 Hour(s)
Results and Teamwork without Authority	2.5 Hour(s)
<i>Simulations</i>	
Getting Results with No Authority Simulation	.5 Hour(s)
Professionalism and Business Etiquette	
Business Etiquette for Supervisors	2.5 Hour(s)
Communication Business Etiquette	2.5 Hour(s)
Etiquette at the Business Meeting	3 Hour(s)
Standard Business Etiquette	2.5 Hour(s)
<i>Simulations</i>	
Professionalism and Business Etiquette Simulation	.5 Hour(s)
Telephone Skills For Business Professionals	
Effective Telephone Techniques	3.5 Hour(s)
Making Telephone Calls Count	5 Hour(s)
<i>Simulation</i>	
Telephone Skills for Business Professionals Simulation	.5 Hour(s)
Working with and Managing Difficult People	
Available Presentation Resources	3.5 Hour(s)
Delivering the Message	3 Hour(s)
Difficult People in the Workplace Environment	3 Hour(s)
How to Work with Aggressive People	3 Hour(s)
How to Work with Arrogant and Duplicitous People	2 Hour(s)
How to Work with Negative People and Procrastinators	3 Hour(s)
Presenting Successfully	3 Hour(s)
<i>Simulation</i>	
Effective Communication with Difficult Coworkers Simulation	.5 Hour(s)
Giving Successful Presentations Simulation	.5 Hour(s)
Working with and Managing Difficult People Simulation	.5 Hour(s)

Consulting

Consulting with the External Client	
Diagnosing and Planning	4 Hour(s)
Essentials of External Consulting	5 Hour(s)
Evaluation and Review	4 Hour(s)
Managing Delivery	3.5 Hour(s)
The Client-Consultant Relationship	5 Hour(s)
<i>Simulation</i>	
Consulting with the External Client Simulation	.5 Hour(s)
Consulting with the Internal Client	
A Workable Solution for Internal Clients	4 Hour(s)
Essentials of Internal Consulting	4 Hour(s)
Establishing a Relationship with Internal Clients	4 Hour(s)
Evaluating Internal Assignments	4.5 Hour(s)

Internal Consulting Skills <i>Simulation</i>	3.5 Hour(s)
Consulting with the Internal Client Simulation	.5 Hour(s)

Internal Consulting for the Technical Professional

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

Finance & Accounting

Accounting 101

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

Accounting 102

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

Accounting 106

TestPrep Final Exam: Accounting 101	N/A
TestPrep Final Exam: Accounting 102	N/A

Advanced Business Finance

Corporate Restructuring	2.5 Hour(s)
Financial Risk Management	1.5 Hour(s)
International Finance	2 Hour(s)
Introduction to Advanced Finance	3 Hour(s)
Investment Project Analysis and Selection	2 Hour(s)
Managing Working Capital	4 Hour(s)
Raising Capital and Financing Decisions	3 Hour(s)
TestPrep Final Exam: Advanced Business Finance	N/A

Auditing: A Practical Approach

Introduction to Auditing	3 Hour(s)
Introduction to External Auditing	3.5 Hour(s)
Introduction to Internal Auditing	4.5 Hour(s)
Principles of External Auditing	4 Hour(s)
Principles of Internal Auditing	3 Hour(s)

Finance Fundamentals for Non-financial Professionals

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

Fundamental Finance for non-Finance Professionals

Financial Statements	2 Hour(s)
Management of Cash Flows	2 Hour(s)
The Basics of Budgeting	2 Hour(s)
The Principles of Financial Management	2.5 Hour(s)

Managerial Accounting

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

Practical Budgeting Skills for Business

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

Using Financial Statements (Co-Developed with Wharton)

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

Human Resources

Behavioral Interviewing

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

Effective Hiring and Interviewing Skills

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

German Laws for Equality of Treatment

AGG (GETA) - Information for Management	1.5 Hour(s)
AGG (GETA) - Information for Employees	1 Hour(s)

HRCI/PHR Certification Program

Affirmative Action and the EEO (HRCI/PHR)	2.5 Hour(s)
Compensating Employees (HRCI/PHR)	3 Hour(s)
Developing Employees (HRCI/PHR)	1.5 Hour(s)
Developing Human Resources (HRCI/PHR)	1.5 Hour(s)
Employment Management (HRCI/PHR)	2.5 Hour(s)
Employment Relations (HRCI/PHR)	1.5 Hour(s)
Health and Safety in the Workplace (HRCI/PHR)	1.5 Hour(s)
Human Resources Fundamentals (HRCI/PHR)	2 Hour(s)
Non-Unionized Workplaces (HRCI/PHR)	1.5 Hour(s)
Offers, Contracts, and Exit from the Organization (HRCI/PHR)	3 Hour(s)
Programs to Benefit Employees (HRCI/PHR)	1.5 Hour(s)
Recruiting and Selecting Candidates (HRCI/PHR)	2 Hour(s)
Risk Assessment and Prevention (HRCI/PHR)	2.5 Hour(s)
Sexual Harassment at Work (HRCI/PHR)	1.5 Hour(s)
Strategic Management (HRCI/PHR)	2.5 Hour(s)
Unionized Workplaces (HRCI/PHR)	1.5 Hour(s)

HRCI Senior Professional in Human Resources (SPHR)

HR's Strategic Role in the Organization (HRCI/SPHR)	1 Hour(s)
Management of the HR Process (HRCI/SPHR)	2 Hour(s)
Strategic Approaches to Human Resource Development (HRCI/SPHR)	2.5 Hour(s)
Strategic Approaches to Labor Relations (HRCI/SPHR)	4.5 Hour(s)
Strategic Approaches to Risk Management (HRCI/SPHR)	2 Hour(s)
Strategic Approaches to Total Rewards (HRCI/SPHR)	3 Hour(s)
Strategic Approaches to Workforce Planning and Employment (HRCI/SPHR)	3 Hour(s)

Managing Diversity

<i>Simulation</i>	
Managing Diversity in the Workplace Simulation	.5 Hour(s)
Managing Diversity Simulation	.5 Hour(s)

New Employee Orientation

Health, Safety and Security Challenges	5.5 Hour(s)
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Recruiting & Retention Strategies for the Tight Labor Market

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

Industry

Industry Overviews 2006

The Automotive Industry Overview	3 Hour(s)
The Banking Industry Overview	2.5 Hour(s)
The Food and Beverage Industry Overview	2.5 Hour(s)
The Health Care Industry Overview	1.5 Hour(s)
The Insurance Industry Overview: Version 2	3 Hour(s)
The Manufacturing Industry Overview	2.5 Hour(s)
The Oil and Gas Industry Overview	2.5 Hour(s)
The Pharmaceutical Industry Overview	2.5 Hour(s)
The Retail Industry Overview	2.5 Hour(s)
The Telecommunications Industry Overview: Version 2	2.5 Hour(s)

Knowledge Management

Achieving Measurable Performance Impact from Training

Training for Business Results	2.5 Hour(s)
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Knowledge Management Fundamentals

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

The 21st Century Learning Curve

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

Marketing

Competitive Marketing Strategies

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

Online Branding Strategy

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

Principles of Marketing

Principles of Marketing - Distribution Strategy	4 Hour(s)
Principles of Marketing - Fundamentals of Marketing	2 Hour(s)
Principles of Marketing - Pricing Strategy	4 Hour(s)
Principles of Marketing - Product Strategy	4 Hour(s)
Principles of Marketing - Promotion Strategy	4 Hour(s)
Principles of Marketing - Writing a Marketing Plan	2 Hour(s)

Product Management Essentials

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

Strategic Brand Management

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

Strategic Marketing in Action

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

Netg Business Skills Courses

Communication Skills Curriculum

Advanced Business Communication

Advanced Business Communication - Business Writing for Results	3 Hour(s)
Advanced Business Communication - Effective Business Communication	3 Hour(s)
Advanced Business Communication - Enhanced Business Communication	3 Hour(s)

Organizational Communication

Organizational Communication - Communicating in the Workplace	4 Hour(s)
Organizational Communication - Managing Communication	3 Hour(s)
Organizational Communication - The Fundamentals	2.5 Hour(s)

Economics

Economics Curriculum

Economics - Producers and Markets	4 Hour(s)
Economics - The Foundations of Macroeconomics	4 Hour(s)
Economics Part 2 - Basic Concepts in Microeconomics	4 Hour(s)

Government

Government Curriculum

Government Contracting: Overview of Government Contracts	1 Hour(s)
Government Contracting: Working with Government Contracts	3 Hour(s)

Human Resources Curriculum

Exit Interviewing Skills

Exit Interviewing Skills - Conducting an Exit Interview	3 Hour(s)
Exit Interviewing Skills - Preparing for an Exit Interview	2 Hour(s)
Exit Interviewing Skills - The Termination Process	3 Hour(s)

Knowledge Management Curriculum

E-Learning Essentials

E-Learning Essentials Pt. 1 - E-Learning and Successful Strategy	3 Hour(s)
E-Learning Essentials Pt. 2 - Marketing to Your Key Players	3 Hour(s)
E-Learning Essentials Pt. 3 - Deploying and Measuring Your Solution	3 Hour(s)

Organizational Learning

Organizational Learning - Developing a Knowledge Management System	4 Hour(s)
Organizational Learning - Transferring Knowledge Within an Organization	4 Hour(s)
Organizational Learning - Deploying a Knowledge Management System	4 Hour(s)

Operations Curriculum

ISO 9001:2000

ISO 9001:2000 - Implementing Standards	4 Hour(s)
ISO 9001:2000 - Overview of Standards	4 Hour(s)
ISO 9001:2000 - The Auditing Process	4 Hour(s)

Operations Management

Operations Management - Fundamentals of Operations Management	4 Hour(s)
Operations Management - Operations Components	2 Hour(s)
Operations Management - Operations Management Tools	2 Hour(s)

Quality Management

Quality Management - Business Process Improvement	4 Hour(s)
Quality Management - Quality Management Tools	3 Hour(s)
Quality Management - The Quality Management Process	2 Hour(s)

Total Quality Management

Total Quality Management - Essentials of TQM	3 Hour(s)
Total Quality Management - Managing TQM Rollouts	2 Hour(s)
Total Quality Management - Principles	3 Hour(s)

Personal Development Curriculum

Business Travel Safety

Business Travel Safety - Developing a Corporate Travel Program	4 Hour(s)
Business Travel Safety - Domestic Travel	1.5 Hour(s)
Business Travel Safety - International Travel	1.5 Hour(s)
Business Travel Safety - Safety Measures for Travelers	4 Hour(s)

Remote Employee Practices

Remote Employee Practices - Working as a Telecommuting Employee	3 Hour(s)
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Project Management Curriculum

Advanced Project Leadership

Advanced Project Leadership - Bringing Home the Value	3 Hour(s)
Advanced Project Leadership - Navigating Corporate Structures	2 Hour(s)
Advanced Project Leadership - Organization, Strategy and Business Needs	2 Hour(s)
Advanced Project Leadership - Selling Project Management to the Organization	2 Hour(s)

Advanced Project Management

Advanced Project Management - Building Productive Stakeholder Relationships	3 Hour(s)
Advanced Project Management - Building Stakeholder Relationships	N/A
Advanced Project Management - Managing Accelerated Projects	3 Hour(s)
Advanced Project Management - Portfolio Management	3 Hour(s)
Advanced Project Management - Project Estimating Techniques	2 Hour(s)
Advanced Project Management - Project Management Maturity	4 Hour(s)
Advanced Project Management - Setting Up a Project Office	2 Hour(s)

Project Leadership

Project Leadership - Communicating Within a Project Team	2 Hour(s)
Project Leadership - Leading the Project Team	3 Hour(s)
Project Leadership - Overcoming Obstacles	3 Hour(s)

Project Management for Verticals

Project Management for Verticals: Government	2 Hour(s)
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Strategic Management Curriculum

Strategic Management

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

Team Building Curriculum

Cross Functional Teams

Cross-Functional Teams - Cross-Functional Team Development	2 Hour(s)
Cross-Functional Teams - Goal Setting in a Cross-Functional Team	2 Hour(s)
Cross-Functional Teams - Selecting Cross-Functional Team Members	1.5 Hour(s)

Project Teams

Project Teams - Applying Team Building Techniques	4 Hour(s)
Project Teams - Building a Project Team	4 Hour(s)
Project Teams - Participating on a Project Team	2 Hour(s)

Team Leadership

Team Leadership - Conducting Productive Team Meetings	2 Hour(s)
Team Leadership - Developing a High-Performance Team	2 Hour(s)
Team Leadership - Promoting Your Team's Effectiveness	2 Hour(s)

Virtual Team Management

Virtual Team Management - Coaching Virtual Team Members	3 Hour(s)
Virtual Team Management - Developing Virtual Teams	3 Hour(s)
Virtual Team Management - Managing Virtual Team Relationships	2.5 Hour(s)

Operations

Certified Manager of Quality/Organizational Excellence

Communication Skills and Project Management	2 Hour(s)
Customer Focused Management	2 Hour(s)
Developing and Deploying Strategic Plans	2.5 Hour(s)
Leadership	2.5 Hour(s)
Managerial Skills and Abilities	2.5 Hour(s)
Measurement: Assessment and Metrics	1.5 Hour(s)
Problem Solving and Process Management Tools	2.5 Hour(s)

Quality Systems, Models, and Theories	2 Hour(s)
Supply Chain Management	1.5 Hour(s)
Team Dynamics	2 Hour(s)
Training and Development	2 Hour(s)
Lean Manufacturing	
Lean Logic	4 Hour(s)
Lean Strategies	4.5 Hour(s)
Lean Techniques	6 Hour(s)
Lean Value	4 Hour(s)
TestPrep Final Exam: Lean Manufacturing	N/A
Logistics Management	
Overview of Logistics Management	3.5 Hour(s)
Inventory Management	3 Hour(s)
Supply Chain Management	3 Hour(s)
Managing Customer-Driven Quality Improvement	
Identifying What the Customer Wants	3 Hour(s)
Implementing Improvements	2.5 Hour(s)
Managing Process Improvements	3 Hour(s)
Translating Requirements into Process Goals	3.5 Hour(s)
Understanding Processes	2.5 Hour(s)
Why Customer Driven?	2.5 Hour(s)
<i>Simulation</i>	
Managing Customer-driven Process Improvement Simulation	.5 Hour(s)
Overview ISO 9000:2000	
Building a Quality Management System	2 Hour(s)
Continual Quality Improvement	4 Hour(s)
Customer Satisfaction Through Resource Management	2.5 Hour(s)
Processes for Quality Products and Services	4 Hour(s)
Quality-minded Management	2.5 Hour(s)
Steps for Successful ISO Registration	3 Hour(s)
The Who, What & Why of ISO 9000:2000	2 Hour(s)
Transitioning from ISO 9000:1994 to ISO 9001:2000	2.5 Hour(s)
Six Sigma: Champion Training	
Introduction to Six Sigma	3 Hour(s)
Managing and Deploying Six Sigma	3.5 Hour(s)
Six Sigma Process Improvement	3 Hour(s)
Six Sigma Projects and Project Teams	2.5 Hour(s)
Six Sigma Deployment	
History of Organizational Improvement and the Foundations of Six Sigma	2 Hour(s)
Leadership in Six Sigma	3 Hour(s)
Organizational Goals and Objectives	2 Hour(s)
Six Sigma and the Corporate Enterprise	2.5 Hour(s)
The Importance of Metrics to Six Sigma	1.5 Hour(s)
Six Sigma Foundations	
Introduction to Six Sigma	2 Hour(s)
Six Sigma Foundations	3.5 Hour(s)
TestPrep Final Exam: Six Sigma Foundations	N/A
Six Sigma: Statistical Process Control	
Six Sigma--Statistical Process Control	1.5 Hour(s)
Six Sigma Team Implementation	
Six Sigma DMAIC: Analyzing the Data	5.5 Hour(s)
Six Sigma DMAIC: Analyzing the Process	3 Hour(s)
Six Sigma DMAIC: Controlling the Improved Process	4 Hour(s)
Six Sigma DMAIC: Defining the Problem	4 Hour(s)
Six Sigma DMAIC: Improving the Process	4.5 Hour(s)
Six Sigma DMAIC: Measuring the Process	5 Hour(s)
Six Sigma: Listening to the Voice of the Customer	5.5 Hour(s)
Six Sigma: Reducing Variation to Improve Quality	4 Hour(s)
TestPrep Final Exam: Six Sigma Team Implementation	N/A
Six Sigma: The Analyze Phase	
Common Tests	3.0 Hour(s)

Exploratory Data Analysis	2.5 Hour(s)
Hypothesis Testing	2.5 Hour(s)
Six Sigma: The Define Phase	
Define the Six Sigma Opportunity	3 Hour(s)
Defining and Mapping the Six Sigma Process	2.5 Hour(s)
Six Sigma and Critical Customer Requirements	2 Hour(s)
Six Sigma Management and Planning Tools	1.5 Hour(s)
Six Sigma Team Dynamics and Performance	3 Hour(s)
Six Sigma Team Leadership	3 Hour(s)
The Six Sigma Change Agent	2.5 Hour(s)
The Six Sigma Project Charter and Plan	2 Hour(s)
Six Sigma: The Improve Phase	
Design of Experiments (DOE)	2 Hour(s)
Six Sigma: The Measurement Phase	
Collecting and Summarizing Data	2.5 Hour(s)
Properties and Applications of Probability Distributions	1.5 Hour(s)
Six Sigma Black Belt: Deployment	
Overview of Business Process Management	2.5 Hour(s)
Six Sigma Black Belt: Design for Six Sigma Black Belt	
Design for X	2 Hour(s)
Failure Mode and Effect Analysis	2 Hour(s)
Quality Function Deployment	2 Hour(s)
Robust Design and Process	3 Hour(s)
Special Design Tools	2 Hour(s)
Six Sigma Black Belt: The Analyze Phase	
Variance, Contingency Tables, and Nonparametric Tests	2.5 Hour(s)
Six Sigma Black Belt: The Control Phase	
Control Charts and the Pre-control Process	2 Hour(s)
Six Sigma--Lean Tools for Control	2 Hour(s)
Six Sigma--Measurement System Re-analysis	2.5 Hour(s)
Six Sigma Black Belt: The Define Phase	
Scoping the Six Sigma Project	3 Hour(s)
Six Sigma and the Voice of the Customer	2 Hour(s)
Six Sigma Black Belt: The Improve Phase	
Design and Analysis	2 Hour(s)
Experimenting for Process Improvement	2 Hour(s)
Taguchi and Quality Improvement	2 Hour(s)
Six Sigma Black Belt: The Lean Enterprise	
Lean Concepts	3.5 Hour(s)
Lean Tools	3 Hour(s)
Non-value-added Steps and Tasks	3 Hour(s)
Total Productive Maintenance	2.5 Hour(s)
Six Sigma Black Belt: The Measurement Phase	
Calculating Process Capability	1.5 Hour(s)
Measurement Systems	2 Hour(s)
Probability and Statistics	2 Hour(s)
Process Analysis and Documentation	2.5 Hour(s)
Six Sigma Green Belt: Analyze	
Exploratory Data Analysis in Six Sigma	1.5 Hour(s)
Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	1.5 Hour(s)
Introduction to Hypothesis Testing and Testing for Means in Six Sigma	2 Hour(s)
Six Sigma Green Belt: Define	
Basics of Six Sigma Projects and Teams	2.5 Hour(s)
Processes and Customer Analysis in Six Sigma Proje	2.5 Hour(s)
Tools for Planning and Managing Six Sigma Project Opportunities	2.5 Hour(s)
Using Six Sigma Analysis Tools and Metrics for Project Decisions	1.5 Hour(s)
Six Sigma Green Belt: Improve and Control	

Design of Experiments and Validation of Solutions in Six Sigma	1.5 Hour(s)
Statistical Process Control and Control Plans in Six Sigma	1.5 Hour(s)
Using Basic Control Charts in Six Sigma	2.5 Hour(s)
Six Sigma Green Belt: Measure	
Data Classification and Collection in Six Sigma	1.5 Hour(s)
Measuring Process Capability and Performance in Six Sigma	2 Hour(s)
Modeling and Analyzing Processes in Six Sigma	2 Hour(s)
Probability Distributions and Measurement Systems Analysis in Six Sigma	2 Hour(s)
Statistics and Probability in Six Sigma	2 Hour(s)
Summarizing and Presenting Data in Six Sigma	1.5 Hour(s)
Six Sigma Green Belt: Six Sigma and the Organization	
Design for Six Sigma in the Organization	2 Hour(s)
Supply Chain Management	
Supply Chain Management and e-Business	4 Hour(s)
Supply Chain Management Strategies	5.5 Hour(s)
Supply Chain Planning and Inventory Management	5 Hour(s)
Supply Chain Transportation and Facility Design	4.5 Hour(s)
The Fundamentals of Supply Chain Management	2 Hour(s)

Personal Development

Achieving Organizational Excellence Through Critical Thinking	
Critical Thinking Skills for Managing	3.5 Hour(s)
Developing Fundamental Critical Thinking Skills	3 Hour(s)
Organizational Scope of Critical Thinking	3.5 Hour(s)
Strategies for Facilitating Critical Thinking	4.5 Hour(s)
The Role of Critical Thinking in Organizations	4 Hour(s)
<i>Simulation</i>	
Critical Thinking Strategies Simulation	.5 Hour(s)
Basic Business Math Skills	
Decimals and Percents	2 Hour(s)
Ratios and Averages	2 Hour(s)
Whole Numbers, Fractions, and Equations	4 Hour(s)
Business Ethics	
Business Ethics for Managers	1.5 Hour(s)
Making Decisions Ethically	2.5 Hour(s)
Social Responsibility in Corporations	3 Hour(s)
Understanding Organizational Ethics	3 Hour(s)
<i>Simulation</i>	
Business Ethics Simulation	.5 Hour(s)
Business Professionalism	
Business Professionalism	.5 Hour(s)
Developing a Positive Attitude	2.5 Hour(s)
Goals and Goal Setting	2 Hour(s)
Personal Accountability: Working for Your Inner Boss	2.5 Hour(s)
Self-empowerment: Managing from Within	2.5 Hour(s)
Successful Lifelong Learning	2.5 Hour(s)
<i>Simulation</i>	
Professionalism in Business Simulation	.5 Hour(s)
Creativity and Innovation in the Workplace	
Evaluating Creative and Innovative Ideas	3.5 Hour(s)
Generating Creative and Innovative Ideas	3.5 Hour(s)
Implementing Creative and Innovative Ideas	5 Hour(s)
The Foundations of Creativity and Innovation	4.5 Hour(s)
<i>Simulation</i>	
Creativity and Innovation in the Workplace Simulation	.5 Hour(s)
Dealing with Organizational Change	
Being Prepared for Change	3.5 Hour(s)
Communicating during Organizational Change	3.5 Hour(s)
Perspectives on Organizational Change	3 Hour(s)
<i>Simulation</i>	
Dealing with Organizational Change Simulation	.5 Hour(s)

Decision-making and Problem-solving for Business		
Decision Making: Implementation and Evaluation		2.5 Hour(s)
Group Problem Solving and Decision Making		2.5 Hour(s)
Making Decisions Dynamically		2.5 Hour(s)
Problem Framing		3 Hour(s)
Problem Solving: Generating Alternatives		2 Hour(s)
The Fundamentals of Effective Thinking		3 Hour(s)
<i>Simulation</i>		
Effective Thinking and Creative Problem Solving Simulation		.5 Hour(s)
Rational Decision-making and Problem Solving Simulation		.5 Hour(s)
Doing Business Professionally		
Creating a Positive Attitude		2 Hour(s)
Goals and Setting Goals		2 Hour(s)
Managing from Within: Self-empowerment		2 Hour(s)
Pursuing Successful Lifelong Learning		2 Hour(s)
Working for Your Inner Boss: Personal Accountability		2 Hour(s)
<i>Simulation</i>		
Doing Business Professionally Simulation		.5 Hour(s)
Ethics in Business		
Corporate Social Responsibility		.5 Hour(s)
Ethical Decision Making		3.5 Hour(s)
Managerial Business Ethics		2.5 Hour(s)
Organizational Ethics		3.5 Hour(s)
<i>Simulation</i>		
Ethics in Business Simulation		.5 Hour(s)
Fast-tracking Your Career		
Basic Business Skills to Get You on the Fast Track		2.5 Hour(s)
Communication Skills to Fast-track Your Career		2.5 Hour(s)
Get Your Career on the Fast Track		2.5 Hour(s)
Improving Your Image		3 Hour(s)
Interpersonal Skills on the Fast Track		2.5 Hour(s)
The Boss Factor		3 Hour(s)
<i>Simulation</i>		
Fast-tracking Your Career Simulation		.5 Hour(s)
Handling Organizational Change		
Communication during Organizational Change		3.5 Hour(s)
Preparing for Change		3 Hour(s)
Views on Organizational Change		2.5 Hour(s)
<i>Simulation</i>		
Handling Organizational Change Simulation		.5 Hour(s)
Living a Balanced Life		
Finding Your Life Balance		4.5 Hour(s)
Living a Balanced Life Simulation		.5 Hour(s)
Strategies for Better Balance		5 Hour(s)
Success over Stress		4.5 Hour(s)
Problem-solving and Decision-making for Business		
Dynamic Decision Making		2.5 Hour(s)
Foundations of Effective Thinking		3.5 Hour(s)
Framing the Problem		3 Hour(s)
Generating Alternatives in Problem Solving		2.5 Hour(s)
Implementing and Evaluating a Decision		3 Hour(s)
Problem Solving and Decision Making in Groups		2.5 Hour(s)
<i>Simulations</i>		
Creative Problem Solving and Effective Thinking Simulation		.5 Hour(s)
Rational Problem Solving and Decision-making Simulation		.5 Hour(s)
<i>Blended Learning Toolkit</i>		
Problem-solving & Decision-making for Business		N/A
Strategies for Better Balance		
Finding Your Life's Balance		4.5 Hour(s)
Strategies for Better Balance		5 Hour(s)
Success Over Stress		4.5 Hour(s)
<i>Simulation</i>		
Living a Balanced Life Simulation		.5 Hour(s)

Take Control of Your Time by Working More Effectively	
Developing Excellent Time Management Habits	3.5 Hour(s)
Techniques for Improved Time Management	2 Hour(s)
Your Time and You	3 Hour(s)
<i>Simulation</i>	
Taking Control of Your Time Simulation	.5 Hour(s)
Working More Effectively - Taking Control of Your Time	
Developing Good Time Management Habits	4.5 Hour(s)
Techniques for Better Time Management	4.5 Hour(s)
You and Your Time	5 Hour(s)
<i>Simulation</i>	
Working More Effectively Simulation	.5 Hour(s)
Working without a Net - The Business of Risk	
Approaches to Risk Management	2 Hour(s)
Decisions and Risk	2 Hour(s)
Risk Basics	2 Hour(s)
Risk Strategies -The Cutting Edge	2.5 Hour(s)
Strategic Planning and Risk Management	2.5 Hour(s)
<i>Simulation</i>	
Working without a Net: Decisions Simulation	.5 Hour(s)

Project Management

Managing Software Project Outsourcing	
Determining Project Quality Standards and Milestones	2.75 Hour(s)
Making the Right Outsourcing Decision	2.25 Hour(s)
Measuring Project Outsourcing Success	3 Hour(s)
Planning the Outsourcing Deal	1.75 Hour(s)
The Outsourcing Project	3.25 Hour(s)
Portfolio Management (PMI® Standard-aligned)	
Introduction to Portfolio Management	2 Hour(s)
Portfolio Management Processes	2 Hour(s)
Portfolio Management Processes and the Organization	2 Hour(s)
Program Management (PMI Standard-aligned)	
Introduction to Program Management	2 Hour(s)
Monitoring, Controlling, and Closing Programs	2 Hour(s)
Program Lifecycle and Organization	2.5 Hour(s)
Program Management Processes and the Initiating Process Group	1.5 Hour(s)
Program Planning	2.5 Hour(s)
The Execution Process Group	1.5 Hour(s)
Project Communications Management (PMBOK® Third Edition aligned)	
Communications Planning and Information Distribution	2.5 Hour(s)
Performance Reporting and Stakeholder Management	2 Hour(s)
<i>Simulation</i>	
Project Communications Management Simulation	.5 Hour(s)
Project Cost Management (PMBOK® Third Edition aligned)	
Budgeting and Controlling Costs	2 Hour(s)
Estimating Activity Costs	1.5 Hour(s)
Project Human Resource Management (PMBOK® Guide - Third Edition-aligned)	
Elements of Project Human Resource Management	1.5 Hour(s)
Implementing Project Human Resource Management	3 Hour(s)
<i>Simulation</i>	
Project Human Resources Management Simulation	.5 Hour(s)
Project Integration Management (PMBOK® Third Edition aligned)	
Initiation a Project and Preparing the Project Plan	2.5 Hour(s)
Project Integration: Executing and Completing a Project	2 Hour(s)
Project Management Essentials (PMBOK® Third Edition aligned)	
Executing, Monitoring & Controlling, and Closing a Project	1.5 Hour(s)
Introduction to Project Management	2.5 Hour(s)
Introduction to Project Process Groups and Initiating a Project	1.5 Hour(s)
Project Lifecycles and Stakeholders	2 Hour(s)
Project Planning	2.5 Hour(s)

<i>Simulation</i>		
Project Management Essentials Simulation		.5 Hour(s)
Project Management for IT Professionals		
Functions of IT Project Managers		4.5 Hour(s)
Introduction to IT Project Management		4 Hour(s)
Managing Efficiencies of IT Projects		4.5 Hour(s)
Managing the Execution and Control of IT Projects		5.5 Hour(s)
TestPrep Final Exam: Project Management for IT Professionals		N/A
The Life Cycle of an IT Project		5 Hour(s)
<i>Simulations</i>		
Project IT Management Simulation - Design to Rollout		.5 Hour(s)
Project IT Management Simulation - The Early Stages		.5 Hour(s)
Project Management for Non-Project Managers		
Initiating and Planning a Project		2 Hour(s)
Managing a Project		2.5 Hour(s)
Project Management for Non-Project Managers		.5 Hour(s)
Project Management Fundamentals		2.5 Hour(s)
Transitioning into a Project Management Role		3 Hour(s)
Troubleshooting and Closing the Project		2 Hour(s)
Project Management Foundations (PRINCE2-aligned)		
Controlling, Managing and Closing a PRINCE2-aligned Project		2 Hour(s)
Initial and Ongoing Processes in a PRINCE2-aligned Project		2 Hour(s)
Managing Quality and Risk in a PRINCE2-aligned Project		2 Hour(s)
Overview of Project Managing a PRINCE2-aligned Project		1 Hour(s)
Project Planning and Controlling a PRINCE2-aligned Project		2 Hour(s)
Techniques for Managing a PRINCE2-aligned Project		1.5 Hour(s)
Project Quality Management (PMBOK® Guide - Third Edition-aligned)		
Performing Quality Assurance and Control		2.5 Hour(s)
Planning for Quality		2 Hour(s)
Project Procurement Management (PMBOK® Guide - Third Edition-aligned)		
Choosing Sellers and Administering and Closing Contracts		2.5 Hour(s)
Planning Project Procurement and Requesting Seller Responses		2.5 Hour(s)
<i>Simulation</i>		
Project Procurement Management Simulation		.5 Hour(s)
Project Risk Management (PMBOK® Third Edition aligned)		
Analyzing Project Risk		2 Hour(s)
Planning and Identifying Project Risk		2.5 Hour(s)
Responding to and Controlling Project Risk		2.5 Hour(s)
Project Scope Management (PMBOK® Third Edition aligned)		
Controlling Project Scope		2 Hour(s)
Planning a Project Scope		1.5 Hour(s)
Project Time Management (PMBOK® Third Edition aligned)		
Elements of Project Time Management		2.5 Hour(s)
Project Scheduling		3 Hour(s)
Strategic Project Management for IT Projects		
Cost Management and Project Trade-offs		4.5 Hour(s)
Estimating the IT Project Work Effort		5.5 Hour(s)
IT Project Leadership, Authority & Accountability		6 Hour(s)
Managing Multiple IT Projects		5.5 Hour(s)
Strategic Approaches to Managing IT Projects		5 Hour(s)
Strategic Planning and Positioning for IT Projects		5 Hour(s)
TestPrep Final Exam: Strategic Project Management for IT Projects		N/A
<i>Simulation</i>		
Planning Strategic IT Projects Simulation		.5 Hour(s)