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improving the performance of their people.**

September 2018

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SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

PRODUCTIVITY & COLLABORATION TOOLS

ADOBE

■ Adobe Acrobat Pro XI

Adobe Acrobat Pro XI Fundamentals
Skillsoft Course at_adat_a01_dt_enus

■ Adobe Captivate 7

Adobe Captivate 7 Fundamentals
Skillsoft Course at_capt_a01_dt_enus
Adobe Captivate 7 Editing Project Files
Skillsoft Course at_capt_a02_dt_enus

■ Adobe Dreamweaver CC

Adobe Dreamweaver CC - Essentials
Skillsoft Course at_dcsc_a01_dt_enus

■ Adobe Flash Professional CC

Adobe Flash Professional CC - Introduction and Basic Tools
Skillsoft Course at_fscs_a01_dt_enus
Adobe Flash Professional CC - Working with ActionScript
Skillsoft Course at_fscs_a02_dt_enus
Adobe Flash Professional CC - Additional Tools and Features
Skillsoft Course at_fscs_a03_dt_enus

■ Adobe CC Overview New Features

Adobe CC Overview of New Features
Skillsoft Course at_nfcs_a01_dt_enus

■ Adobe ColdFusion 10

Adobe ColdFusion 10 Fundamentals
Skillsoft Course at_cfus_a01_it_enus

■ Adobe Captivate 8 Fundamentals

Adobe Captivate 8: Getting Started
Skillsoft Course at_adca_a01_dt_enus
Adobe Captivate 8: Media and Interactivity
Skillsoft Course at_adca_a02_dt_enus

■ Adobe Acrobat DC

Adobe Acrobat DC Fundamentals
Skillsoft Course at_aadc_a01_dt_enus
Working with Adobe Acrobat DC
Skillsoft Course at_aadc_a02_dt_enus

■ Adobe Dreamweaver CC

Adobe Dreamweaver CC 2015 Fundamentals
Skillsoft Course at_adcc_a01_dt_enus
Basic Coding with Adobe Dreamweaver CC 2015
Skillsoft Course at_adcc_a02_dt_enus
The Adobe Dreamweaver CC 2015 Interface
Skillsoft Course at_adcc_a03_dt_enus
Adobe Dreamweaver CC 2015 Browsers and HTML
Skillsoft Course at_adcc_a04_dt_enus
Adobe Dreamweaver CC 2015 Web Design
Skillsoft Course at_adcc_a05_dt_enus

■ Adobe Flash Professional CC

Adobe Flash Professional CC 2015 Fundamentals
Skillsoft Course at_afpc_a01_dt_enus
Drawing with Adobe Flash Professional CC 2015
Skillsoft Course at_afpc_a02_dt_enus
Adobe Flash Professional CC 2015 Tools
Skillsoft Course at_afpc_a03_dt_enus
Adobe Flash Professional CC 2015 Animations
Skillsoft Course at_afpc_a04_dt_enus
Adobe Flash Professional CC 2015 Programming
Skillsoft Course at_afpc_a05_dt_enus

■ Adobe Illustrator CC

Adobe Illustrator CC 2015 Introduction and New Features
Skillsoft Course at_aicc_a01_dt_enus
Adobe Illustrator CC 2015 Fundamentals
Skillsoft Course at_aicc_a02_dt_enus
Drawing in Adobe Illustrator CC 2015
Skillsoft Course at_aicc_a03_dt_enus
Working with Text in Adobe Illustrator CC 2015
Skillsoft Course at_aicc_a04_dt_enus
Adobe Illustrator CC 2015 Tools
Skillsoft Course at_aicc_a05_dt_enus
Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
Skillsoft Course at_aicc_a06_dt_enus
Adobe Illustrator CC 2015 Gradients and Bitmap Images
Skillsoft Course at_aicc_a07_dt_enus
Adobe Illustrator CC 2015 Advanced Tools and Effects
Skillsoft Course at_aicc_a08_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Adobe InDesign CC

Adobe InDesign CC 2015 Fundamentals
Skillsoft Course at_aind_a01_dt_enus

Adobe InDesign CC 2015 Basic Navigation and Tools
Skillsoft Course at_aind_a02_dt_enus

Working with Images and Exporting Files in Adobe InDesign CC 2015
Skillsoft Course at_aind_a03_dt_enus

Working with Objects and Editing Tools in Adobe InDesign CC 2015
Skillsoft Course at_aind_a04_dt_enus

Working with Text in Adobe InDesign CC 2015
Skillsoft Course at_aind_a05_dt_enus

Working with Pages in Adobe InDesign CC 2015
Skillsoft Course at_aind_a06_dt_enus

■ Adobe Photoshop CC

Adobe Photoshop CC 2015 Basics
Skillsoft Course at_aphc_a01_dt_enus

Adobe Photoshop CC 2015: File Types and Color Editing
Skillsoft Course at_aphc_a02_dt_enus

Adobe Photoshop CC 2015: Selection Tools and Techniques
Skillsoft Course at_aphc_a03_dt_enus

Adobe Photoshop CC 2015: Layers and Type
Skillsoft Course at_aphc_a04_dt_enus

Adobe Photoshop CC 2015 Enhancement Tools and Techniques
Skillsoft Course at_aphc_a05_dt_enus

Adobe Photoshop CC 2015 Cloning and Editing
Skillsoft Course at_aphc_a06_dt_enus

Adobe Photoshop CC 2015 Paths and Techniques
Skillsoft Course at_aphc_a07_dt_enus

■ Adobe Premiere Elements 13

Adobe Premiere Elements 13 Essentials
Skillsoft Course at_prth_a01_dt_enus

■ Adobe Premiere Pro CC

Adobe Premiere Pro CC 2015 Fundamentals
Skillsoft Course at_prpc_a01_dt_enus

Adobe Premiere Pro CC 2015 Panels and Effects
Skillsoft Course at_prpc_a02_dt_enus

Adobe Premiere Pro CC 2015 Movies and Application Extensibility
Skillsoft Course at_prpc_a03_dt_enus

■ Adobe Captivate 9 Fundamentals

Adobe Captivate 9: Getting Started
Skillsoft Course at_adcn_a01_dt_enus

Adobe Captivate 9: Media and Recording
Skillsoft Course at_adcn_a02_dt_enus

Adobe Captivate 9: Questions and Pools
Skillsoft Course at_adcn_a03_dt_enus

Adobe Captivate 9: Publishing and Actions
Skillsoft Course at_adcn_a04_dt_enus

■ Adobe Edge Animate CC

Adobe Edge Animate CC: Exploring the Interface
Skillsoft Course at_adea_a01_it_enus

Adobe Edge Animate CC: Creating and Animating Artwork
Skillsoft Course at_adea_a02_it_enus

Adobe Edge Animate CC: Importing Artwork, Text Animation and Typeface Properties
Skillsoft Course at_adea_a03_it_enus

Adobe Edge Animate CC: Transitions, Symbols, and Synchronizing Motion
Skillsoft Course at_adea_a04_it_enus

Adobe Edge Animate CC: Interactive Compositions
Skillsoft Course at_adea_a05_it_enus

Adobe Edge Animate CC: Publishing Compositions
Skillsoft Course at_adea_a06_it_enus

Adobe Edge Animate CC: Working with Video and Audio
Skillsoft Course at_adea_a07_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

APPLE MAC OS X

■ Mac OS X Lion for End Users

Getting Started with Mac OS X Lion for End Users
Skillsoft Course ao_ameu_a01_it_enus

Getting Organized with Mac OS X Lion
Skillsoft Course ao_ameu_a02_it_enus

Using Mac OSX Lion to Interact with the World
Skillsoft Course ao_ameu_a03_it_enus

Under the Hood with Mac OS X Lion
Skillsoft Course ao_ameu_a04_it_enus

■ Getting Started with Mac OS X Yosemite

Introducing Mac OS X Yosemite
Skillsoft Course ds_maco_a01_dt_enus

Working with Mac OS X Yosemite
Skillsoft Course ds_maco_a02_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Mac OS X Yosemite Essentials

Installing Mac OS X Yosemite
Skillsoft Courseds_macp_a01_dt_enus

Managing and Configuring Mac OS X Yosemite
Skillsoft Courseds_macp_a02_dt_enus

Enhancing the User Experience in Mac OS X Yosemite Applications
Skillsoft Courseds_macp_a03_dt_enus

Collaborating and Communicating Using Mac OS X Yosemite
Skillsoft Courseds_macp_a04_dt_enus

■ Mac OS X El Capitan: First Look for End Users

Mac OS X El Capitan First Look
Skillsoft Courseds_mosx_a01_dt_enus

■ Mac OS Sierra for End Users

Mac OS Sierra: Navigating the Environment
Skillsoft Course ds_macoss_01_enus

Mac OS Sierra: Using Finder Windows
Skillsoft Course ds_macoss_02_enus

Mac OS Sierra: Installing & Using Apps
Skillsoft Course ds_macoss_03_enus

Mac OS Sierra: Setting & Managing Reminders
Skillsoft Course ds_macoss_04_enus

Mac OS Sierra: Accessing & Managing Files
Skillsoft Course ds_macoss_05_enus

Mac OS Sierra: Using Siri & Search
Skillsoft Course ds_macoss_06_enus

Mac OS Sierra: Managing User Accounts
Skillsoft Course ds_macoss_07_enus

Mac OS Sierra: Protecting User Data
Skillsoft Course ds_macoss_08_enus

Mac OS Sierra: Customizing Appearance
Skillsoft Course ds_macoss_09_enus

Mac OS Sierra: Monitoring, Configuring, & Optimizing
Skillsoft Course ds_macoss_10_enus

Mac OS Sierra: Configuring Network & Share Settings
Skillsoft Course ds_macoss_11_enus

PRODUCTIVITY & COLLABORATION TOOLS

APPLE SAFARI X

■ Apple Safari for End Users

Getting Started with Safari
Skillsoft Courseid_apsa_a01_dt_enus

Up and Running with Safari 5.1
Skillsoft Courseid_apsa_a02_dt_enus

Sharing Content and Browsing the Web Privately and Securely using Safari
Skillsoft Courseid_apsa_a03_dt_enus

■ Safari 10 for End Users

Safari 10: Browsing the Web
Skillsoft Course ds_saf10_01_enus

Safari 10: Saving, Bookmarking & Sharing Websites
Skillsoft Course ds_saf10_02_enus

Safari 10: Browsing Securely & Safely
Skillsoft Course ds_saf10_03_enus

Safari 10: Customizing the Browser
Skillsoft Course ds_saf10_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

BEST PRACTICES FOR DESKTOP USERS

■ IT Security for End Users

IT Security for End Users: IT Security Fundamentals
Skillsoft Courseds_sfeu_a01_dt_enus

IT Security for End Users: Using Corporate Devices Securely
Skillsoft Courseds_sfeu_a02_dt_enus

IT Security for End Users: Secure Corporate Communications and Networking
Skillsoft Courseds_sfeu_a03_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2016

■ Office 2016 First Look

Microsoft Office 2016: First Look Modern Productivity
Skillsoft Coursemo_wnot_a01_dt_enus

Microsoft Office 2016: First Look Functionality and Collaboration
Skillsoft Coursemo_wnot_a02_dt_enus

■ Microsoft Office 2016: Beginning PowerPoint

Introduction to the PowerPoint 2016 Interface and Basic Tasks
Skillsoft Coursemo_bepw_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Modifying and Formatting Slides in PowerPoint 2016
Skillsoft Course mo_bepw_a02_dt_enus

Formatting Text Boxes and Working with Graphic
Content in PowerPoint 2016
Skillsoft Course mo_bepw_a03_dt_enus

Working with Graphic, Audio, and Video Content in
PowerPoint 2016
Skillsoft Course mo_bepw_a04_dt_enus

Constructing and Modifying Tables and Charts in
PowerPoint 2016
Skillsoft Course mo_bepw_a05_dt_enus

■ Microsoft Office 2016: Beginning Word

Working with the Interface and Performing Basic Tasks
in Word 2016
Skillsoft Course mo_bewo_a01_dt_enus

Formatting Text in Word 2016
Skillsoft Course mo_bewo_a02_dt_enus

Customizing Options and Using Document Views in
Word 2016
Skillsoft Course mo_bewo_a03_dt_enus

Creating and Formatting Tables in Word 2016
Skillsoft Course mo_bewo_a04_dt_enus

Headers, Footers, Page Numbering, and Layout in Word
2016
Skillsoft Course mo_bewo_a05_dt_enus

Using the Navigation Pane and Creating Lists in Word
2016
Skillsoft Course mo_bewo_a06_dt_enus

■ Microsoft Office 2016: Intermediate PowerPoint

Creating Photo Albums, Sections, Transitions, and
Animations in PowerPoint 2016
Skillsoft Course mo_inpw_a01_dt_enus

Using Hyperlinks, Actions, and Comments in
PowerPoint 2016
Skillsoft Course mo_inpw_a02_dt_enus

Using Slide Show Presentation Tools in PowerPoint
2016
Skillsoft Course mo_inpw_a03_dt_enus

Customizing Proofing and Default Options in
PowerPoint 2016
Skillsoft Course mo_inpw_a04_dt_enus

Sharing and Protecting Presentations in PowerPoint
2016
Skillsoft Course mo_inpw_a05_dt_enus

Exporting Presentations and Compressing Media in
PowerPoint 2016
Skillsoft Course mo_inpw_a06_dt_enus

■ Microsoft Office 2016: Intermediate Word

Using Illustrations, Styles, and Themes in Word 2016
Skillsoft Course mo_inwo_a01_dt_enus

Designing and Formatting Illustrations in Word 2016
Skillsoft Course mo_inwo_a02_dt_enus

Advanced Table Customization in Word 2016
Skillsoft Course mo_inwo_a03_dt_enus

Maintaining, Protecting, and Reviewing Documents in
Word 2016
Skillsoft Course mo_inwo_a04_dt_enus

References, Proofing, Mail Merges, and Forms in Word
2016
Skillsoft Course mo_inwo_a05_dt_enus

Sharing and Collaborating on Documents in Word 2016
Skillsoft Course mo_inwo_a06_dt_enus

■ Microsoft Office 2016: Beginning Excel

Microsoft Excel 2016 Essentials: Creating, Editing, and
Saving Workbooks
Skillsoft Course mo_beel_a01_dt_enus

Microsoft Excel 2016 Essentials: Formatting Data
Skillsoft Course mo_beel_a02_dt_enus

Microsoft Excel 2016 Essentials: Data Presentation
Strategies
Skillsoft Course mo_beel_a03_dt_enus

Microsoft Excel 2016 Essentials: Formulas and
Functions
Skillsoft Course mo_beel_a04_dt_enus

Microsoft Excel 2016 Essentials: Charts, Tables, and
Images
Skillsoft Course mo_beel_a05_dt_enus

■ Microsoft Office 2016: Intermediate Excel

Microsoft Excel 2016 Intermediate: Customizing Views,
Styles, and Templates
Skillsoft Course mo_inel_a01_dt_enus

Microsoft Office 2016 Intermediate Excel: Creating
Custom Visual Effects
Skillsoft Course mo_inel_a02_dt_enus

Microsoft Office 2016 Intermediate Excel: Working with
Data
Skillsoft Course mo_inel_a03_dt_enus

Microsoft Office 2016 Intermediate Excel: Macros and
Advanced Queries
Skillsoft Course mo_inel_a04_dt_enus

Microsoft Office 2016 Intermediate Excel: PivotTables
and Advanced Charts
Skillsoft Course mo_inel_a05_dt_enus

Microsoft Office 2016 Intermediate Excel: Share,
Review, and Collaborate
Skillsoft Course mo_inel_a06_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Microsoft Office 2016: Beginning Outlook

Getting to Know Outlook 2016
Skillsoft Coursemo_beou_a01_dt_enus

Managing Conversations and E-mail in Outlook 2016
Skillsoft Coursemo_beou_a02_dt_enus

Managing Attachments, and Inserting Items and Signatures in Outlook 2016
Skillsoft Coursemo_beou_a03_dt_enus

Organizing Contacts in Outlook 2016
Skillsoft Coursemo_beou_a04_dt_enus

Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016
Skillsoft Coursemo_beou_a05_dt_enus

Configuring and Managing Meetings and Notes in Outlook 2016
Skillsoft Coursemo_beou_a06_dt_enus

■ Microsoft Office 2016: Intermediate Outlook

Formatting E-mail in Outlook 2016
Skillsoft Coursemo_inou_a01_dt_enus

Configuring Message Options in Outlook 2016
Skillsoft Coursemo_inou_a02_dt_enus

Customizing and Managing Outlook 2016
Skillsoft Coursemo_inou_a03_dt_enus

Managing Automation, Storage, and Tidying Up in Outlook 2016
Skillsoft Coursemo_inou_a04_dt_enus

Managing Contacts, Tasks, and the Calendar in Outlook 2016
Skillsoft Coursemo_inou_a05_dt_enus

Viewing and Configuring Outlook 2016 Backstage Options
Skillsoft Coursemo_inou_a06_dt_enus

■ Microsoft Office 2016: Advanced Excel

Microsoft Excel 2016 Advanced: Apps and What-if Analysis
Skillsoft Course mo_adve_a01_dt_enus

Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms
Skillsoft Course mo_adve_a02_dt_enus

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors
Skillsoft Course mo_adve_a03_dt_enus

■ Microsoft Office 2016: Beginning Access

Introduction to the Access 2016 Interface, Database Management, and Tables
Skillsoft Course mo_beac_a01_dt_enus

Creating Relationships, Queries, Forms and Reports in Access 2016
Skillsoft Course mo_beac_a02_dt_enus

■ Microsoft Office 2016: Beginning OneNote

Getting to Know Microsoft OneNote 2016
Skillsoft Coursemo_beon_a01_dt_enus

Working with Microsoft OneNote 2016
Skillsoft Coursemo_beon_a02_dt_enus

■ Microsoft Office 2016: Beginning Project

Getting Started with Project 2016
Skillsoft Course mo_bepr_a01_dt_enus

Working with Tasks, Relationships, Constraints, and Milestones in Project 2016
Skillsoft Course mo_bepr_a02_dt_enus

Managing Resources and Views in Project 2016
Skillsoft Course mo_bepr_a03_dt_enus

Tracking, Managing, and Sharing Projects in Project 2016
Skillsoft Course mo_bepr_a04_dt_enus

■ Microsoft Office 2016: Beginning Visio

Getting Started with Visio 2016
Skillsoft Course mo_bevis_a01_dt_enus

Creating and Managing Diagrams In Visio 2016
Skillsoft Course mo_bevis_a02_dt_enus

Designing and Enhancing Diagrams in Visio 2016
Skillsoft Course mo_bevis_a03_dt_enus

Collaborating, Evaluating, and Saving Diagrams in Visio 2016
Skillsoft Course mo_bevis_a04_dt_enus

■ Microsoft Office 2016: SharePoint for End Users

Navigating, Customizing, Lists and Libraries in SharePoint 2016
Skillsoft Course mo_sheu_a01_dt_enus

Managing Libraries and Lists in SharePoint 2016
Skillsoft Course mo_sheu_a02_dt_enus

Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016
Skillsoft Course mo_sheu_a03_dt_enus

Social Networking and Collaboration in SharePoint 2016
Skillsoft Course mo_sheu_a04_dt_enus

Tags, Notes, Community Sites, and Search in SharePoint 2016
Skillsoft Course mo_sheu_a05_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016
Skillsoft Course mo_sheu_a06_dt_enus

Microsoft PowerPoint 2016 for iPad: Preparing and Delivering Slideshows
Skillsoft Course ds_msppip_05_enus

■ Microsoft Office 2016: New Features

New and Improved Features in Office 2016, Word and Outlook
Skillsoft Course mo_monf_a01_dt_enus
Features in Office 2016, PowerPoint, Excel, Visio, Project and Access, OneNote
Skillsoft Course mo_monf_a02_dt_enus

■ Microsoft Office 2016: PowerPoint Best Practices

Designing Effective PowerPoint Presentations
Skillsoft Course mo_bppw_a01_dt_enus
Using Slide Masters and Slide Elements to Optimize Impact
Skillsoft Course mo_bppw_a02_dt_enus

■ Microsoft Office 2016: Word for iPad

Microsoft Word 2016 for iPad: Creating, Opening, and Saving Documents
Skillsoft Course ds_mswip_01_enus
Microsoft Word 2016 for iPad: Editing Documents
Skillsoft Course ds_mswip_02_enus
Microsoft Word 2016 for iPad: Formatting Documents
Skillsoft Course ds_mswip_03_enus
Microsoft Word 2016 for iPad: Shaping and Structuring Documents
Skillsoft Course ds_mswip_04_enus
Microsoft Word 2016 for iPad: Adding Graphics to Documents
Skillsoft Course ds_mswip_05_enus
Microsoft Word 2016 for iPad: Using Collaboration Tools
Skillsoft Course ds_mswip_06_enus

■ Microsoft Office 2016: PowerPoint for iPad

Microsoft PowerPoint 2016 for iPad: Building Presentations
Skillsoft Course ds_msppip_02_enus
Microsoft PowerPoint 2016 for iPad: Formatting Presentations
Skillsoft Course ds_msppip_03_enus
Microsoft PowerPoint 2016 for iPad: Illustrating Presentations
Skillsoft Course ds_msppip_04_enus

■ Microsoft Office 2016: OneNote for iPad

Microsoft OneNote 2016 for iPad: Creating Notebooks
Skillsoft Course ds_msonip_01_enus
Microsoft OneNote 2016 for iPad: Creating Notes
Skillsoft Course ds_msonip_02_enus
Microsoft OneNote 2016 for iPad: Formatting Notes
Skillsoft Course ds_msonip_03_enus
Microsoft OneNote 2016 for iPad: Illustrating Notes
Skillsoft Course ds_msonip_04_enus
Microsoft OneNote 2016 for iPad: Using Collaboration Tools
Skillsoft Course ds_msonip_05_enus

■ Microsoft Office 2016: Sharepoint for iOS

Microsoft Sharepoint 2016 for iOS: Signing in and Navigating
Skillsoft Course ds_msshios_01_enus
Microsoft Sharepoint 2016 for iOS: Collaborating
Skillsoft Course ds_msshios_02_enus
Microsoft Sharepoint 2016 for iOS: Blogging
Skillsoft Course ds_msshios_03_enus

■ Microsoft Office 2016: Excel for iPad

Microsoft Excel 2016 for iPad: Using Workbooks
Skillsoft Course ds_msexip_01_enus
Microsoft Excel 2016 for iPad: Inserting and Manipulating Data
Skillsoft Course ds_msexip_02_enus
Microsoft Excel 2016 for iPad: Formatting Data
Skillsoft Course ds_msexip_03_enus
Microsoft Excel 2016 for iPad: Visualizing Data in Tables and Charts
Skillsoft Course ds_msexip_04_enus
Microsoft Excel 2016 for iPad: Using Formula Tools
Skillsoft Course ds_msexip_05_enus
Microsoft Excel 2016 for iPad: Using Collaboration Tools
Skillsoft Course ds_msexip_06_enus

■ Microsoft Office 2016: Excel for iPhone

Microsoft Excel 2016 for iPhone: Using Workbooks
Skillsoft Course ds_msexiph_01_enus
Microsoft Excel 2016 for iPhone: Inserting and Manipulating Data
Skillsoft Course ds_msexiph_02_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Excel 2016 for iPhone: Inserting Tables and Illustrations
Skillsoft Courseds_msexiph_03_enus
Microsoft Excel 2016 for iPhone: Using Collaboration Tools
Skillsoft Courseds_msexiph_04_enus

■ Microsoft Office OneDrive

Microsoft Office Online OneDrive: Sign-in and Setup
Skillsoft Course ds_msodco15_01_enus
Microsoft Office Online OneDrive: Storage Services
Skillsoft Course ds_msodco15_02_enus
Microsoft Office Online OneDrive: File Organization
Skillsoft Course ds_msodco15_03_enus
Microsoft Office Online OneDrive: OneDrive for iOS
Skillsoft Course ds_msodco15_04_enus

■ Outlook Mail for Web

Microsoft Outlookfor Web: Getting Started
Skillsoft Courseds_msouma15_01_enus
Microsoft Outlookfor Web: Sending and Receiving Email
Skillsoft Courseds_msouma15_02_enus
Microsoft Outlookfor Web: Formatting Email
Skillsoft Courseds_msouma15_03_enus
Microsoft Outlookfor Web: Organizing Email
Skillsoft Courseds_msouma15_04_enus
Microsoft Outlookfor Web: Contact Tools
Skillsoft Courseds_msouma15_05_enus
Microsoft Outlookfor Web: Calendar Tools
Skillsoft Courseds_msouma15_06_enus
Microsoft Outlookfor Web: Configuring the App
Skillsoft Courseds_msouma15_07_enus

■ Skype for Windows

Skype for Windows: Sign-in and Setup
Skillsoft Course ds_mssky723_01_enus
Skype for Windows: Chat Tools
Skillsoft Course ds_mssky723_02_enus
Skype for Windows: Voice and Video Tools
Skillsoft Course ds_mssky723_03_enus
Skype for Windows: Managing Contacts
Skillsoft Course ds_mssky723_04_enus

■ Skype for Business 2016

Skype for Business 2016: Getting Started
Skillsoft Course ds_msskb16_01_enus
Skype for Business 2016: Chatting and Calling
Skillsoft Course ds_msskb16_02_enus

Skype for Business 2016: Organizing and Hosting Meetings
Skillsoft Course ds_msskb16_03_enus
Skype for Business 2016: Meeting Tools
Skillsoft Course ds_msskb16_04_enus

■ Skype for iOS

Skype for iOS
Skillsoft Course ds_mssky723_06_enus

■ Skype for Web

Skype for Web
Skillsoft Course ds_mssky723_05_enus

■ Microsoft Office 2016: PowerPoint for iPhone

Microsoft PowerPoint 2016 for iPhone: Creating & Opening Presentations
Skillsoft Course ds_msppiph_01_enus
Microsoft PowerPoint 2016 for iPhone: Building Presentations
Skillsoft Course ds_msppiph_02_enus
Microsoft PowerPoint 2016 for iPhone: Formatting Presentations
Skillsoft Course ds_msppiph_03_enus
Microsoft PowerPoint 2016 for iPhone: Illustrating Presentations
Skillsoft Course ds_msppiph_04_enus
Microsoft PowerPoint 2016 for iPhone: Preparing & Delivering Slideshows
Skillsoft Course ds_msppiph_05_enus

■ Microsoft Office 2016: Word for iPhone

Microsoft Word 2016 for iPhone: Creating, Opening & Saving Documents
Skillsoft Courseds_mswiph_01_enus
Microsoft Word 2016 for iPhone: Editing Documents
Skillsoft Courseds_mswiph_02_enus
Microsoft Word 2016 for iPhone: Shaping & Formatting Documents
Skillsoft Courseds_mswiph_03_enus
Microsoft Word 2016 for iPhone: Adding Graphics to Documents
Skillsoft Courseds_mswiph_04_enus
Microsoft Word 2016 for iPhone: Using Collaboration Tools
Skillsoft Courseds_mswiph_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE FOR MAC 2016

■ Microsoft Office for Mac 2016 - Excel

Microsoft Excel 2016 for Mac: Opening and Setting Up Excel	
Skillsoft Course	ds_msex16mc_01_enus
Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks	
Skillsoft Course	ds_msex16mc_02_enus
Microsoft Excel 2016 for Mac: Manipulating Data	
Skillsoft Course	ds_msex16mc_03_enus
Microsoft Excel 2016 for Mac: Formatting Data	
Skillsoft Course	ds_msex16mc_04_enus
Microsoft Excel 2016 for Mac: Custom and Conditional Formatting	
Skillsoft Course	ds_msex16mc_05_enus
Microsoft Excel 2016 for Mac: Illustrating Documents	
Skillsoft Course	ds_msex16mc_06_enus
Microsoft Excel 2016 for Mac: Finding, Sorting, and Filtering Data	
Skillsoft Course	ds_msex16mc_07_enus
Microsoft Excel 2016 for Mac: Referencing Data	
Skillsoft Course	ds_msex16mc_08_enus
Microsoft Excel 2016 for Mac: Basic Formulas	
Skillsoft Course	ds_msex16mc_09_enus
Microsoft Excel 2016 for Mac: Working with Formulas	
Skillsoft Course	ds_msex16mc_10_enus
Microsoft Excel 2016 for Mac: Charts and Graphs	
Skillsoft Course	ds_msex16mc_11_enus
Microsoft Excel 2016 for Mac: PivotTables	
Skillsoft Course	ds_msex16mc_12_enus
Microsoft Excel 2016 for Mac: Extracting Information with Formulas	
Skillsoft Course	ds_msex16mc_13_enus
Microsoft Excel 2016 for Mac: Configuring Excel	
Skillsoft Course	ds_msex16mc_14_enus

■ Microsoft Office for Mac 2016 - OneNote

Microsoft OneNote 2016 for Mac: Creating and Opening Notebooks	
Skillsoft Course	ds_mso16m_01_enus
Microsoft OneNote 2016 for Mac: Working with Notebooks	
Skillsoft Course	ds_mso16m_02_enus
Microsoft OneNote 2016 for Mac: Creating Notes	
Skillsoft Course	ds_mso16m_03_enus
Microsoft OneNote 2016 for Mac: Illustrating Notes	
Skillsoft Course	ds_mso16m_04_enus
Microsoft OneNote 2016 for Mac: Protecting and Sharing Notebooks	
Skillsoft Course	ds_mso16m_05_enus

Microsoft OneNote 2016 for Mac: Configuring the Application	
Skillsoft Course	ds_mso16m_06_enus

■ Microsoft Office for Mac 2016 - Outlook

Microsoft Outlook 2016 for Mac: Opening and Setting Up the Client	
Skillsoft Course	ds_msout16m_01_enus
Microsoft Outlook 2016 for Mac: Sending and Receiving Email	
Skillsoft Course	ds_msout16m_02_enus
Microsoft Outlook 2016 for Mac: Formatting Email	
Skillsoft Course	ds_msout16m_03_enus
Microsoft Outlook 2016 for Mac: Organizing Email	
Skillsoft Course	ds_msout16m_04_enus
Microsoft Outlook 2016 for Mac: Using the Contact Tools	
Skillsoft Course	ds_msout16m_05_enus
Microsoft Outlook 2016 for Mac: Using the Calendar Tools	
Skillsoft Course	ds_msout16m_06_enus
Microsoft Outlook 2016 for Mac: Configuring the Client	
Skillsoft Course	ds_msout16m_07_enus

■ Microsoft Office for Mac 2016 - PowerPoint

Microsoft PowerPoint 2016 for Mac: Configuring PowerPoint	
Skillsoft Course	ds_mspp16m_01_enus
Microsoft PowerPoint 2016 for Mac: Building and Structuring a Presentation	
Skillsoft Course	ds_mspp16m_02_enus
Microsoft PowerPoint 2016 for Mac: Saving, Exporting, and Sharing Presentations	
Skillsoft Course	ds_mspp16m_03_enus
Microsoft PowerPoint 2016 for Mac: Inserting and Manipulating Text	
Skillsoft Course	ds_mspp16m_04_enus
Microsoft PowerPoint 2016 for Mac: Formatting your Presentation	
Skillsoft Course	ds_mspp16m_05_enus
Microsoft PowerPoint 2016 for Mac: Illustrating your Presentation	
Skillsoft Course	ds_mspp16m_06_enus
Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your Presentation	
Skillsoft Course	ds_mspp16m_07_enus
Microsoft PowerPoint 2016 for Mac: Organizing your Presentation Assets	
Skillsoft Course	ds_mspp16m_08_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft PowerPoint 2016 for Mac: Adding Animation to your Presentation
Skillsoft Courseds_mspp16m_09_enus
Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your Slideshow
Skillsoft Courseds_mspp16m_10_enus

■ Microsoft Office for Mac 2016 - Word

Microsoft Word 2016 for Mac: Opening and Setting Up
Skillsoft Courseds_msw16m_01_enus
Microsoft Word 2016 for Mac: Creating, Opening, and Saving Documents
Skillsoft Courseds_msw16m_02_enus
Microsoft Word 2016 for Mac: Editing Documents
Skillsoft Courseds_msw16m_03_enus
Microsoft Word 2016 for Mac: Formatting Documents
Skillsoft Courseds_msw16m_04_enus
Microsoft Word 2016 for Mac: Shaping and Structuring Documents
Skillsoft Courseds_msw16m_05_enus
Microsoft Word 2016 for Mac: Using the Find and Replace Tool
Skillsoft Courseds_msw16m_06_enus
Microsoft Word 2016 for Mac: Illustrating Documents
Skillsoft Courseds_msw16m_07_enus
Microsoft Word 2016 for Mac: Using Table Tools
Skillsoft Courseds_msw16m_08_enus
Microsoft Word 2016 for Mac: Creating Graphics and Diagrams
Skillsoft Courseds_msw16m_09_enus
Microsoft Word 2016 for Mac: Creating Forms and Bulk Mailings
Skillsoft Courseds_msw16m_11_enus
Microsoft Word 2016 for Mac: Using Research Tools
Skillsoft Courseds_msw16m_10_enus
Microsoft Word 2016 for Mac: Using Sharing and Collaboration Tools
Skillsoft Courseds_msw16m_12_enus
Microsoft Word 2016 for Mac: Configuring the Application
Skillsoft Courseds_msw16m_13_enus

■ Microsoft Office 2016: Outlook Web App for iPad

Microsoft Outlook 2016 for iPad: Sign-in and Setup
Skillsoft Courseds_owa16m_01_enus
Microsoft Outlook 2016 for iPad: Working with Email
Skillsoft Courseds_owa16m_02_enus
Microsoft Outlook 2016 for iPad: Organizing Email
Skillsoft Courseds_owa16m_03_enus
Microsoft Outlook 2016 for iPad: Calendar Tools
Skillsoft Courseds_owa16m_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE SWAY

■ Microsoft Office Sway Web App

Microsoft Office Sway for Web: Signing in and Creating Presentations
Skillsoft Courseds_swaywapp_01_enus
Microsoft Office Sway for Web: Building Presentations
Skillsoft Courseds_swaywapp_02_enus
Microsoft Office Sway for Web: Delivering and Publishing Presentations
Skillsoft Courseds_swaywapp_03_enus

■ Sway for Windows

Sway for Windows
Skillsoft Courseds_swayw10_01_enus
Sway for Windows: Building Presentations
Skillsoft Courseds_swayw10_02_enus
Sway for Windows: Delivering & Publishing Presentations
Skillsoft Courseds_swayw10_03_enus

■ Sway for iOS

Microsoft Office Sway for iOS
Skillsoft Courseds_swaywapp_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2013

■ Microsoft Office 2013: Beginning Word

Performing Basic Tasks in Word 2013
Skillsoft Coursemo_bgwo_b01_dt_enus
Editing and Formatting in Word 2013
Skillsoft Coursemo_bgwo_b02_dt_enus
Structuring a Document in Word 2013
Skillsoft Coursemo_bgwo_b03_dt_enus
Adding Lists and Objects in Word 2013 (Update Avail.)
Skillsoft Coursemo_bgwo_b04_dt_enus
Adding Lists and Objects in Word 2013
Skillsoft Coursemo_bgwo_c04_dt_enus
Using Tables in Word 2013
Skillsoft Coursemo_bgwo_b05_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Microsoft Office 2013: Beginning Access

Creating and Populating a Database in Access 2013
Skillsoft Course mo_bgas_b01_dt_enus

Modifying Tables in Access 2013
Skillsoft Course mo_bgas_b02_dt_enus

Creating and Modifying Queries in Access 2013
Skillsoft Course mo_bgas_b03_dt_enus

Creating and Modifying Forms in Access 2013
Skillsoft Course mo_bgas_b04_dt_enus

Creating and Modifying Reports in Access 2013
Skillsoft Course mo_bgas_b05_dt_enus

■ Microsoft Project 2013

Setting up a Project in Project 2013
Skillsoft Course mo_bgpj_b01_dt_enus

Task-based Scheduling in Project 2013
Skillsoft Course mo_bgpj_b02_dt_enus

Resource Management in Project 2013
Skillsoft Course mo_bgpj_b03_dt_enus

Tools for Tracking Project Performance in Project 2013
Skillsoft Course mo_bgpj_b04_dt_enus

Communicate and Finalize Project Information Using Project 2013
Skillsoft Course mo_bgpj_b05_dt_enus

■ Microsoft Office 2013: Advanced Outlook

Formatting E-mail and Configuring Message Options in Outlook 2013
Skillsoft Course mo_adou_b01_dt_enus

Management and Customization in Outlook 2013
Skillsoft Course mo_adou_b02_dt_enus

Mail Automation, Cleanup, and Storage in Outlook 2013
Skillsoft Course mo_adou_b03_dt_enus

Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013
Skillsoft Course mo_adou_b04_dt_enus

■ Microsoft Office 2013: Power User Excel

Sharing and Linking Data, and Adding Office Apps to Excel 2013
Skillsoft Course mo_puel_b01_dt_enus

Reviewing and Protecting Content in Excel 2013
Skillsoft Course mo_puel_b02_dt_enus

Advanced Formats and Layouts in Excel 2013
Skillsoft Course mo_puel_b03_dt_enus

Advanced Formulas and Functions in Excel 2013
Skillsoft Course mo_puel_b04_dt_enus

Using Financial Functions and What-If Analysis in Excel 2013
Skillsoft Course mo_puel_b05_dt_enus

Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013
Skillsoft Course mo_puel_b06_dt_enus

■ Microsoft Office 2013: SharePoint for Power Users

Configuring Pages, Sites, and Content in SharePoint 2013
Skillsoft Course mo_sppu_b01_dt_enus

Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013
Skillsoft Course mo_sppu_b02_dt_enus

Managing Templates, Views, and Versioning in SharePoint 2013
Skillsoft Course mo_sppu_b03_dt_enus

Managing Web Parts, Users, and Groups in SharePoint 2013
Skillsoft Course mo_sppu_b04_dt_enus

Using and Configuring Search in SharePoint 2013
Skillsoft Course mo_sppu_b05_dt_enus

Workflows, Collaboration, and Analysis in SharePoint 2013
Skillsoft Course mo_sppu_b06_dt_enus

■ Microsoft Office 2013: Advanced Excel

Creating and Customizing Visual Elements in Excel 2013
Skillsoft Course mo_adel_b01_dt_enus

Customizing Options and Views in Excel 2013
Skillsoft Course mo_adel_b02_dt_enus

Manipulating Data in Excel 2013
Skillsoft Course mo_adel_b03_dt_enus

Data Search, Data Validation, and Macros in Excel 2013
Skillsoft Course mo_adel_b04_dt_enus

■ Microsoft Office 2013: Advanced PowerPoint

Advanced Slide Shows Tools in PowerPoint 2013
Skillsoft Course mo_adpw_b01_dt_enus

Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013
Skillsoft Course mo_adpw_b02_dt_enus

■ Microsoft Office 2013: Advanced Word

Advanced Formatting in Word 2013
Skillsoft Course mo_adwo_b01_dt_enus

Customizing Document Layout in Word 2013
Skillsoft Course mo_adwo_b02_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Advanced Table Customization in Word 2013 (Update Avail.)
Skillsoft Coursemo_adwo_b03_dt_enus

Advanced Table Customization in Word 2013
Skillsoft Course mo_adwo_c03_dt_enus

Inserting and Formatting Graphics in Word 2013 (Update Avail.)
Skillsoft Coursemo_adwo_b04_dt_enus

Inserting and Formatting Graphics in Word 2013
Skillsoft Course mo_adwo_c04_dt_enus

Navigating and Reviewing Documents in Word 2013
Skillsoft Coursemo_adwo_b05_dt_enus

Reference Tools and Mail Merge in Word 2013
Skillsoft Coursemo_adwo_b06_dt_enus

Adjusting Document Views and Customizing the Appearance of Word 2013
Skillsoft Coursemo_adwo_b07_dt_enus

Sharing and Collaboration in Word 2013
Skillsoft Coursemo_adwo_b08_dt_enus

■ Microsoft Office 2013: Beginning Excel

Creating Workbooks, Worksheets, and Data in Excel 2013
Skillsoft Coursemo_bgel_b01_dt_enus

Saving and Printing Data in Excel 2013
Skillsoft Coursemo_bgel_b02_dt_enus

Formatting Cells and Worksheets in Excel 2013
Skillsoft Coursemo_bgel_b03_dt_enus

Formatting Data in Excel 2013
Skillsoft Coursemo_bgel_b04_dt_enus

Presenting Data using Conditional Formatting and Sparklines in Excel 2013
Skillsoft Coursemo_bgel_b05_dt_enus

Performing Calculations Using Functions in Excel 2013
Skillsoft Coursemo_bgel_b06_dt_enus

Presenting Data in Tables and Charts in Excel 2013
Skillsoft Coursemo_bgel_b07_dt_enus

■ Microsoft Office 2013: Beginning Outlook

Working with E-mail in Outlook 2013
Skillsoft Course mo_bgou_b01_dt_enus

Managing E-mail in Outlook 2013
Skillsoft Course mo_bgou_b02_dt_enus

Working with Contacts in Outlook 2013
Skillsoft Course mo_bgou_b03_dt_enus

Scheduling with Appointments, Events, and Tasks in Outlook 2013
Skillsoft Course mo_bgou_b04_dt_enus

Working with Meetings in Outlook 2013
Skillsoft Course mo_bgou_b05_dt_enus

■ Microsoft Office 2013: Beginning PowerPoint

Creating Presentations in PowerPoint 2013
Skillsoft Coursemo_bgpw_b01_dt_enus

Enhancing PowerPoint 2013 Presentations
Skillsoft Coursemo_bgpw_b02_dt_enus

Animations and Media in PowerPoint 2013
Skillsoft Coursemo_bgpw_b03_dt_enus

Finalizing a PowerPoint 2013 Presentation
Skillsoft Coursemo_bgpw_b04_dt_enus

■ Microsoft Office 2013: SharePoint for End Users

Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
Skillsoft Coursemo_speu_b01_dt_enus

My Site and Social Features in SharePoint 2013
Skillsoft Coursemo_speu_b02_dt_enus

Community Sites, Search, and Office Integration in SharePoint 2013
Skillsoft Coursemo_speu_b03_dt_enus

■ Microsoft OneNote 2013

The Microsoft OneNote 2013 Interface
Skillsoft Course mo_onnt_a01_dt_enus

Getting Started with Microsoft OneNote 2013
Skillsoft Course mo_onnt_a02_dt_enus

Working With and Sharing Content in Microsoft OneNote 2013
Skillsoft Course mo_onnt_a03_dt_enus

OneNote 2013 Integration with Other Microsoft Applications
Skillsoft Course mo_onnt_a04_dt_enus

■ Microsoft Lync 2013

Microsoft Lync 2013
Skillsoft Course mo_lynd_a01_dt_enus

■ Skype for Business

Skype for Business: New Features, Profile, and Contacts
Skillsoft Course ds_skfb_a01_dt_enus

Skype for Business: Calls, IMs, and Meeting features
Skillsoft Courseds_skfb_a02_dt_enus

Skype for Business: Sharing, Collaboration, and Video Calls
Skillsoft Courseds_skfb_a03_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Managing Projects with Microsoft Project 2013

Setting Up a Project in Microsoft Project 2013
Skillsoft Course mo_prbe_a01_dt_enus

Creating a Task-Based Schedule in Microsoft Project 2013
Skillsoft Course mo_prbe_a02_dt_enus

Managing Resources and Assignments in Microsoft Project 2013
Skillsoft Course mo_prbe_a03_dt_enus

Tracking and Analyzing Projects Using Microsoft Project 2013
Skillsoft Course mo_prbe_a04_dt_enus

Communicating Project Information Using Microsoft Project 2013
Skillsoft Course mo_prbe_a05_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2010

■ Microsoft Office 2010: New Features

Office 2010 New Core Features
Skillsoft Course mo_otnf_a01_dt_enus

New Messaging and Collaboration Features in Office 2010
Skillsoft Course mo_otnf_a02_dt_enus

Office 2010 Web Apps and New Features in Publisher and Mobile
Skillsoft Course mo_otnf_a03_dt_enus

■ Microsoft Office 2010 New Features for Users Migrating from Office 2003

The New Office 2010 Interface, Word 2010, and Excel 2010
Skillsoft Course mo_nfum_a01_dt_enus

Outlook 2010 and Collaboration in Office 2010
Skillsoft Course mo_nfum_a02_dt_enus

New Features for PowerPoint, Publisher, and Access in Office 2010
Skillsoft Course mo_nfum_a03_dt_enus

■ Microsoft Office 2010: Beginning Word

Getting Started with Word 2010
Skillsoft Course mo_bwr_d_a01_dt_enus

Formatting and Working with Text in Word 2010
Skillsoft Course mo_bwr_d_a02_dt_enus

Organizing and Arranging Text in Word 2010
Skillsoft Course mo_bwr_d_a03_dt_enus

Moving Around in Word 2010
Skillsoft Course mo_bwr_d_a04_dt_enus

Structuring Word 2010 Documents
Skillsoft Course mo_bwr_d_a05_dt_enus

Reviewing Documents in Word 2010
Skillsoft Course mo_bwr_d_a06_dt_enus

Saving, Sharing, and Printing in Word 2010
Skillsoft Course mo_bwr_d_a07_dt_enus

Customizing the Behavior and Appearance of Word 2010
Skillsoft Course mo_bwr_d_a08_dt_enus

Drawing and Inserting Graphics in Word 2010
Skillsoft Course mo_bwr_d_a09_dt_enus

■ Microsoft SharePoint 2010: New Features for End Users

SharePoint 2010 New Features for End Users
Skillsoft Course mo_nspe_a01_dt_enus

■ Microsoft SharePoint 2010 for End Users

Getting Started with SharePoint 2010
Skillsoft Course mo_ospe_a01_dt_enus

Using SharePoint 2010 with Office 2010
Skillsoft Course mo_ospe_a02_dt_enus

■ Microsoft SharePoint 2010: New Features for Power Users

Microsoft SharePoint 2010: New Features for Power Users
Skillsoft Course mo_nspp_a01_dt_enus

■ Microsoft SharePoint 2010 for Power Users

Managing SharePoint 2010 Sites, Lists, and Libraries
Skillsoft Course mo_ospp_a01_dt_enus

Managing SharePoint 2010 Pages and Components
Skillsoft Course mo_ospp_a02_dt_enus

SharePoint 2010 Security and Business Intelligence
Skillsoft Course mo_ospp_a03_dt_enus

■ Microsoft Office 2010: Beginning Excel

Getting Started with Excel 2010
Skillsoft Course mo_bexl_a01_dt_enus

Applying Basic Data Formatting in Excel 2010
Skillsoft Course mo_bexl_a02_dt_enus

Moving and Getting Around in Excel 2010
Skillsoft Course mo_bexl_a03_dt_enus

Moving Data and Modifying Worksheets in Excel 2010
Skillsoft Course mo_bexl_a04_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Saving, Sending, and Printing Excel 2010 Workbooks
Skillsoft Course mo_bexl_a05_dt_enus

Using Conditional Formatting, Tables, and Sparklines in Excel 2010
Skillsoft Course mo_bexl_a06_dt_enus

Reviewing and Protecting Content in Excel 2010
Skillsoft Course mo_bexl_a07_dt_enus

Using Basic Formulas in Excel 2010
Skillsoft Course mo_bexl_a08_dt_enus

Using Basic Functions with Excel 2010
Skillsoft Course mo_bexl_a09_dt_enus

Inserting Basic Charts in Excel 2010
Skillsoft Course mo_bexl_a10_dt_enus

Adding Visuals, Themes, and Styles to Excel 2010 Workbooks
Skillsoft Course mo_bexl_a11_dt_enus

■ Microsoft Office 2010: Beginning Outlook

Getting Started with Outlook 2010
Skillsoft Course mo_bout_a01_dt_enus

Managing Conversations and Organizing E-mail in Outlook 2010
Skillsoft Course mo_bout_a02_dt_enus

Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
Skillsoft Course mo_bout_a03_dt_enus

Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
Skillsoft Course mo_bout_a04_dt_enus

Managing Meetings and Customizing the Calendar in Outlook 2010
Skillsoft Course mo_bout_a05_dt_enus

Outlook 2010 Social Connector and Messaging
Skillsoft Course mo_bout_a06_dt_enus

Working with Contacts in Outlook 2010
Skillsoft Course mo_bout_a07_dt_enus

Using the Tasks, Notes, and Journal Features in Outlook 2010
Skillsoft Course mo_bout_a08_dt_enus

■ Microsoft Office 2010: Advanced Word

Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
Skillsoft Course mo_awrd_a01_dt_enus

Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
Skillsoft Course mo_awrd_a02_dt_enus

Forms, Fields, and Mail Merge in Word 2010
Skillsoft Course mo_awrd_a03_dt_enus

Managing, Inspecting, and Recovering Word 2010 Documents
Skillsoft Course mo_awrd_a04_dt_enus

Creating and Formatting Tables in Word 2010
Skillsoft Course mo_awrd_a05_dt_enus

Manipulating Tables in Word 2010
Skillsoft Course mo_awrd_a06_dt_enus

Embedding Charts and Tables into Word 2010
Skillsoft Course mo_awrd_a07_dt_enus

■ Microsoft Office 2010: Advanced Excel

Customizing Visual Elements in Excel 2010
Skillsoft Course mo_aexl_a01_dt_enus

Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010
Skillsoft Course mo_aexl_a02_dt_enus

Organizing Data and Objects in Excel 2010
Skillsoft Course mo_aexl_a03_dt_enus

Verifying Excel 2010 Data and Formulas
Skillsoft Course mo_aexl_a04_dt_enus

Automating Excel 2010 Tasks Using Macros
Skillsoft Course mo_aexl_a05_dt_enus

Analyzing Data with What-if Analysis in Excel 2010
Skillsoft Course mo_aexl_a06_dt_enus

PivotTables and PivotCharts in Excel 2010
Skillsoft Course mo_aexl_a07_dt_enus

PivotTable Filters, Calculations, and PowerPivot
Skillsoft Course mo_aexl_a08_dt_enus

■ Microsoft Office 2010: Advanced Outlook

Formatting E-mail and Configuring Message Options in Outlook 2010
Skillsoft Course mo_aout_a01_dt_enus

Customizing Outlook 2010 and Managing Accounts
Skillsoft Course mo_aout_a02_dt_enus

Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010
Skillsoft Course mo_aout_a03_dt_enus

Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010
Skillsoft Course mo_aout_a04_dt_enus

Data Files, Archiving, and Send/Receive Groups in Outlook 2010
Skillsoft Course mo_aout_a05_dt_enus

Implementing Security with Outlook 2010
Skillsoft Course mo_aout_a06_dt_enus

Accessing Exchange Remotely and Using Forms in Outlook 2010
Skillsoft Course mo_aout_a07_dt_enus

■ Microsoft Office 2010: Beginning PowerPoint

Getting Started with PowerPoint 2010
Skillsoft Course mo_bppt_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Visually Enhancing PowerPoint 2010 Presentations
Skillsoft Course mo_bppt_a02_dt_enus

Adding Images to Presentations in PowerPoint 2010
Skillsoft Course mo_bppt_a03_dt_enus

Using Multimedia and Animations in PowerPoint 2010
Skillsoft Course mo_bppt_a04_dt_enus

■ Microsoft Office 2010: Advanced PowerPoint

Using Advanced Slide Show Tools in PowerPoint 2010
Skillsoft Coursemo_appt_a01_dt_enus

Collaborating and Sharing Presentations in PowerPoint 2010
Skillsoft Coursemo_appt_a02_dt_enus

■ Microsoft Office 2010: Beginning Access

Getting Started with Access 2010
Skillsoft Coursemo_bacc_a01_dt_enus

Creating Basic Tables in Access 2010
Skillsoft Coursemo_bacc_a02_dt_enus

Data Manipulation and Simple Relationships in Access 2010
Skillsoft Coursemo_bacc_a03_dt_enus

Introduction to Forms in Access 2010
Skillsoft Coursemo_bacc_a04_dt_enus

Modifying Basic Forms in Access 2010
Skillsoft Coursemo_bacc_a05_dt_enus

Introduction to Queries in Access 2010
Skillsoft Coursemo_bacc_a06_dt_enus

Introduction to Reports in Access 2010
Skillsoft Coursemo_bacc_a07_dt_enus

■ Microsoft Office 2010: Beginning Project

Introduction to Project Management using Project 2010
Skillsoft Course mo_bprj_a01_dt_enus

Introduction to Project 2010
Skillsoft Course mo_bprj_a02_dt_enus

Initializing a Project with Project 2010
Skillsoft Course mo_bprj_a03_dt_enus

Defining Project Properties in Project 2010
Skillsoft Course mo_bprj_a04_dt_enus

Building a Schedule with Project 2010
Skillsoft Course mo_bprj_a05_dt_enus

Creating Resources in Project 2010
Skillsoft Course mo_bprj_a06_dt_enus

Managing Resource Assignments with Project 2010
Skillsoft Course mo_bprj_a07_dt_enus

Monitoring Schedule Performance with Project 2010
Skillsoft Course mo_bprj_a08_dt_enus

Communicating Project Information with Project 2010
Skillsoft Course mo_bprj_a09_dt_enus

■ Microsoft Office 2010: Advanced Access

Advanced Importing and Exporting with Access 2010
Skillsoft Coursemo_aacc_a01_dt_enus

PivotTables and PivotCharts in Access 2010
Skillsoft Coursemo_aacc_a02_dt_enus

Retrieving, Validating, and Attaching Data in Access 2010
Skillsoft Coursemo_aacc_a03_dt_enus

Subforms, Subreports, and Conditional Formatting in Access 2010
Skillsoft Coursemo_aacc_a04_dt_enus

Joins, SQL, and Action Queries in Access 2010
Skillsoft Coursemo_aacc_a05_dt_enus

Using Access 2010 with SharePoint and Access Services
Skillsoft Coursemo_aacc_a06_dt_enus

Access 2010 Macros and VBA
Skillsoft Coursemo_aacc_a07_dt_enus

Optimizing, Securing, and Sharing Access 2010 Databases
Skillsoft Coursemo_aacc_a08_dt_enus

■ Microsoft Office 2010: Power User Excel

Sharing Excel 2010 Workbooks Online and on a Network
Skillsoft Course mo_pexl_a01_dt_enus

Using Excel 2010 to Collaborate Online and with Other Office Applications
Skillsoft Course mo_pexl_a02_dt_enus

Using Lookup, Reference, Math, and Text Functions in Excel 2010
Skillsoft Course mo_pexl_a03_dt_enus

Manipulating Formulas and Using Forms in Excel 2010
Skillsoft Course mo_pexl_a04_dt_enus

Using Excel 2010 Data Connections: Web Queries, XML, and Databases
Skillsoft Course mo_pexl_a05_dt_enus

■ Microsoft Office 2010: Advanced Project

Advanced Customizing with Project 2010
Skillsoft Coursemo_aprj_a01_dt_enus

Advanced Tools for Managing Multiple Projects with Project 2010
Skillsoft Coursemo_aprj_a02_dt_enus

Advanced Resource Management with Project 2010
Skillsoft Coursemo_aprj_a03_dt_enus

Advanced Scheduling Management with Project 2010
Skillsoft Coursemo_aprj_a04_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Advanced Reporting and Management Tools in Project 2010
Skillsoft Coursemo_aprj_a05_dt_enus

■ Microsoft Office 2010: Beginning Visio

Getting Started with Visio 2010
Skillsoft Coursemo_bvis_a01_dt_enus
Working with Diagrams in Visio 2010
Skillsoft Coursemo_bvis_a02_dt_enus
Collaboration, Evaluation and Printing in Visio 2010
Skillsoft Coursemo_bvis_a03_dt_enus

■ Microsoft OneNote 2010 for End Users

Microsoft Office 2010: Managing Information with OneNote
Skillsoft Coursemo_onel_a01_dt_enus
Microsoft Office 2010: Sharing Information with OneNote
Skillsoft Coursemo_onel_a02_dt_enus

■ Microsoft Office 2010: Lync for End Users

Microsoft Office 2010: Getting Started with Lync
Skillsoft Coursemo_lync_a01_dt_enus
Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration
Skillsoft Coursemo_lync_a02_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE FOR MAC 2011

■ Microsoft Office: Beginning Word for Mac 2011

Microsoft Word for Mac 2011: Getting Started
Skillsoft Courseom_bwmc_a01_dt_enus
Microsoft Word for Mac 2011: Formatting and Working with Text
Skillsoft Courseom_bwmc_a02_dt_enus
Microsoft Word for Mac 2011: Structuring and Organizing Documents
Skillsoft Courseom_bwmc_a03_dt_enus
Microsoft Word for Mac 2011: Moving Around a Document
Skillsoft Courseom_bwmc_a04_dt_enus
Microsoft Word for Mac 2011: Adding and Formatting Images
Skillsoft Courseom_bwmc_a05_dt_enus

Microsoft Word for Mac 2011: Creating and Formatting Tables
Skillsoft Courseom_bwmc_a06_dt_enus
Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking
Skillsoft Courseom_bwmc_a07_dt_enus

■ Microsoft Office: Beginning Excel for Mac 2011

Microsoft Excel for Mac 2011: Getting Started
Skillsoft Courseom_bemc_a01_dt_enus
Microsoft Excel for Mac 2011: Applying Basic Data Formatting
Skillsoft Courseom_bemc_a02_dt_enus
Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks
Skillsoft Courseom_bemc_a03_dt_enus
Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets
Skillsoft Courseom_bemc_a04_dt_enus
Microsoft Excel for Mac 2011: Using Basic Formulas
Skillsoft Courseom_bemc_a05_dt_enus
Microsoft Excel for Mac 2011: Using Basic Functions
Skillsoft Courseom_bemc_a06_dt_enus
Microsoft Excel for Mac 2011: Inserting Basic Charts
Skillsoft Courseom_bemc_a07_dt_enus
Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks
Skillsoft Courseom_bemc_a08_dt_enus

■ Microsoft Office: Beginning Outlook for Mac 2011

Microsoft Outlook for Mac 2011: Getting Started
Skillsoft Courseom_bomc_a01_dt_enus
Microsoft Outlook for Mac 2011: Managing Conversations and E-mail
Skillsoft Courseom_bomc_a02_dt_enus
Microsoft Outlook for Mac 2011: Mastering E-mail
Skillsoft Courseom_bomc_a03_dt_enus
Microsoft Outlook for Mac 2011: Scheduling with the Calendar
Skillsoft Courseom_bomc_a04_dt_enus
Microsoft Outlook for Mac 2011: Managing Contacts
Skillsoft Courseom_bomc_a05_dt_enus
Moving Beyond E-mail to Maximize Microsoft Outlook's Potential
Skillsoft Courseom_bomc_a06_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Microsoft Office: Beginning PowerPoint for Mac 2011

Microsoft PowerPoint for Mac 2011: Getting Started
Skillsoft Courseom_bpmmc_a01_dt_enus

Microsoft PowerPoint for Mac 2011: Adding Simple
Presentation Enhancements
Skillsoft Courseom_bpmmc_a02_dt_enus

Microsoft PowerPoint for Mac 2011: Using Media Files
in a Presentation
Skillsoft Courseom_bpmmc_a03_dt_enus

Microsoft PowerPoint for Mac 2011: Animations and
Presentation Tools
Skillsoft Courseom_bpmmc_a04_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2007

■ Microsoft Office 2007: Beginning Word

Getting Started with Word 2007
Skillsoft Coursemo_bgwd_a01_dt_enus

Working with Text and Paragraphs in Word 2007
Skillsoft Coursemo_bgwd_a02_dt_enus

Structuring, Editing, Saving, and Opening Documents in
Word 2007
Skillsoft Coursemo_bgwd_a03_dt_enus

Printing, Help, and Automated Formatting in Word 2007
Skillsoft Coursemo_bgwd_a04_dt_enus

Working with Documents in Word 2007
Skillsoft Coursemo_bgwd_a05_dt_enus

■ Microsoft Office 2007: Beginning Outlook

Getting Started with Outlook 2007
Skillsoft Coursemo_bgol_a01_dt_enus

Formatting and Managing E-mail in Outlook 2007
Skillsoft Coursemo_bgol_a02_dt_enus

Using the Calendar in Outlook 2007
Skillsoft Coursemo_bgol_a03_dt_enus

Using Contacts, Tasks, Notes, and Customizing the
Interface in Outlook 2007
Skillsoft Coursemo_bgol_a04_dt_enus

Completing Searches, Printing Items, and Working with
RSS Feeds in Outlook 2007
Skillsoft Coursemo_bgol_a05_dt_enus

■ Microsoft Office 2007: Advanced Word

Advanced Formatting in Word 2007
Skillsoft Coursemo_adwd_a01_dt_enus

Advanced Document Navigation and Document
Reviews in Word 2007
Skillsoft Coursemo_adwd_a02_dt_enus

Using Tables, Charts, and Graphics in Word 2007
Skillsoft Coursemo_adwd_a03_dt_enus

■ Microsoft Office 2007: Advanced Outlook

Customizing Outlook 2007 and Using the Journal
Skillsoft Coursemo_adol_a01_dt_enus

Configuring Rules, Alerts, and Junk E-mail Settings in
Outlook 2007
Skillsoft Coursemo_adol_a02_dt_enus

Working with SharePoint, Calendars, and Forms in
Outlook 2007
Skillsoft Coursemo_adol_a03_dt_enus

■ Microsoft Office 2007: Beginning Excel

Getting Started with Excel 2007
Skillsoft Coursemo_bgex_a01_dt_enus

Manipulating and Formatting Data and Worksheets in
Excel 2007
Skillsoft Coursemo_bgex_a02_dt_enus

Reviewing and Printing in Excel 2007
Skillsoft Coursemo_bgex_a03_dt_enus

Excel 2007 Formulas and Functions
Skillsoft Coursemo_bgex_a04_dt_enus

Excel 2007 Charts, Pictures, Themes, and Styles
Skillsoft Coursemo_bgex_a06_dt_enus

■ Microsoft Office 2007: Advanced Excel

Advanced Formatting in Excel 2007
Skillsoft Coursemo_adex_a01_dt_enus

Advanced Data Management in Excel 2007
Skillsoft Coursemo_adex_a02_dt_enus

Advanced Customization in Excel 2007
Skillsoft Coursemo_adex_a03_dt_enus

■ Microsoft Office 2007: Word for the Power User

Advanced Data Manipulation Features in Word 2007
Skillsoft Coursemo_wdpu_a01_dt_enus

Advanced Document Features in Word 2007
Skillsoft Coursemo_wdpu_a02_dt_enus

Collaborative Features in Word 2007
Skillsoft Coursemo_wdpu_a03_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Microsoft Office 2007: Beginning PowerPoint

Getting Started with PowerPoint 2007
Skillsoft Coursemo_bgpp_a01_dt_enus
Adding Graphics to Presentations in PowerPoint 2007
Skillsoft Coursemo_bgpp_a02_dt_enus
Adding Multimedia and Animations to Presentations in PowerPoint 2007
Skillsoft Coursemo_bgpp_a03_dt_enus

■ Microsoft Office 2007: Excel for the Power User

Analyzing Data in Excel 2007
Skillsoft Coursemo_expu_a01_dt_enus
Protecting and Sharing Excel 2007 Workbooks
Skillsoft Coursemo_expu_a02_dt_enus
Exchanging Data with Excel 2007
Skillsoft Coursemo_expu_a03_dt_enus

■ Microsoft Office 2007: Advanced PowerPoint

Creating Custom Slide Shows in PowerPoint 2007
Skillsoft Coursemo_adpp_a01_dt_enus
Distributing Presentations in PowerPoint 2007
Skillsoft Coursemo_adpp_a02_dt_enus

■ Microsoft Office 2007: Beginning Access

Getting Started with Access 2007
Skillsoft Coursemo_bgac_a01_dt_enus
Basic Access 2007 Tables
Skillsoft Coursemo_bgac_a02_dt_enus
Basic Access 2007 Forms
Skillsoft Coursemo_bgac_a03_dt_enus
Queries and Reports in Access 2007
Skillsoft Coursemo_bgac_a04_dt_enus

■ Microsoft Office 2007: Beginning Project

Creating and Designing a Project with Project 2007
Skillsoft Coursemo_bgpr_a01_dt_enus
Specifying and Assigning Resources in Project 2007
Skillsoft Coursemo_bgpr_a02_dt_enus
Tracking and Reporting Progress with Project 2007
Skillsoft Coursemo_bgpr_a03_dt_enus

■ Microsoft Office 2007: Advanced Project

Advanced Customization with MS Project 2007
Skillsoft Coursemo_adpr_a01_dt_enus

Project Data Management and Performance with MS Project 2007
Skillsoft Coursemo_adpr_a02_dt_enus

■ Microsoft Office 2007: Collaborating, Communicating, and Sharing Information

Microsoft Office 2007: Collaborating with Groove and Communicator
Skillsoft Coursemo_ncmg_a01_dt_enus
Microsoft Office 2007: Sharing Information with OneNote 2007
Skillsoft Coursemo_ncmg_a02_dt_enus

■ Microsoft Office 2007: Advanced Access

Importing and Exporting Data and Data Presentation in Access 2007
Skillsoft Coursemo_adax_a01_dt_enus
Advanced Data Management in Access 2007
Skillsoft Coursemo_adax_a02_dt_enus

■ Microsoft Office 2007: Publisher

Creating Customized Publications with Publisher 2007
Skillsoft Coursemo_pblr_a01_dt_enus
Extending Publisher 2007 Beyond Publications
Skillsoft Coursemo_pblr_a02_dt_enus

■ Microsoft Office 2007: Outlook for the Power User

Data Security, Archiving, and Working Offline in Outlook 2007
Skillsoft Coursemo_olpu_a01_dt_enus
Instant, Text, and Unified Messaging in Outlook 2007
Skillsoft Coursemo_olpu_a02_dt_enus
Business Contact Manager with Outlook 2007
Skillsoft Coursemo_olpu_a03_dt_enus

■ Microsoft Office 2007: Access for the Power User

Programmability and Administration in Access 2007
Skillsoft Coursemo_acpu_a01_dt_enus
Database Administration in Access 2007
Skillsoft Coursemo_acpu_a02_dt_enus

■ Microsoft Office 2007: Beginning Visio

Creating Visio 2007 Diagrams
Skillsoft Coursemo_bgvs_a01_dt_enus
Enhancing and Customizing Diagrams in Visio 2007
Skillsoft Coursemo_bgvs_a02_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Collaborating and Using Visio 2007 With Other Programs
Skillsoft Coursemo_bgvs_a03_dt_enus

■ Microsoft Office 2007: Outlook Web Access

Using Outlook Web Access 2007
Skillsoft Course mo_otwa_a01_dt_enus
Outlook Web Access 2007 Advanced Features
Skillsoft Course mo_otwa_a02_dt_enus

■ Microsoft Office Live Meeting 2007 for End Users

Attending a Microsoft Office 2007 Live Meeting
Skillsoft Coursemo_lmeu_a01_dt_enus
Hosting a Microsoft Office 2007 Live Meeting
Skillsoft Coursemo_lmeu_a02_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 365

■ Microsoft Office Online and Office 365

Introducing Microsoft Office Online for Personal Use
Skillsoft Coursemo_oone_a01_dt_enus
Introducing Microsoft Office 365 Applications
Skillsoft Coursemo_oone_a03_dt_enus

■ Microsoft Office 365

Microsoft Office 365: Applications
Skillsoft Course mo_oonf_a01_dt_enus
Microsoft Office 365: Document Management
Skillsoft Course mo_oonf_a02_dt_enus

■ Microsoft Office 365 for Advanced Business Users

Microsoft Office 365 for Advanced Business Users: Portal Enhancements
Skillsoft Coursemo_oong_a01_dt_enus
Microsoft Office 365 for Advanced Business Users: Clutter and Compliance
Skillsoft Coursemo_oong_a02_dt_enus
Microsoft Office 365 for Advanced Business Users: IT Management Controls
Skillsoft Coursemo_oong_a03_dt_enus
Microsoft Office 365 for Advanced Business Users: New Presentation Features
Skillsoft Coursemo_oong_a04_dt_enus

■ Office 365: Delve

Microsoft Office 365 Delve: Using Boards to Organize Documents
Skillsoft Courseds_msde_03_enus

■ Office 365: Teams

Microsoft Office 365 Teams: Sign-in and Setup
Skillsoft Course ds_msteam17_01_enus
Microsoft Office 365 Teams: Teams and Channels
Skillsoft Course ds_msteam17_02_enus
Microsoft Office 365 Teams: Conversation Tools
Skillsoft Course ds_msteam17_03_enus
Microsoft Office 365 Teams: Creating, Finding, and Sharing Information
Skillsoft Course ds_msteam17_04_enus
Microsoft Office 365 Teams: Call and Meeting Tools
Skillsoft Course ds_msteam17_05_enus

■ Office 365: Groups

Microsoft Office 365 Groups: Creating, Joining & Managing Groups
Skillsoft Course ds_o365gp17_01_enus
Microsoft Office 365 Groups: Group Communication
Skillsoft Course ds_o365gp17_02_enus
Microsoft Office 365 Groups: Group File Sharing
Skillsoft Course ds_o365gp17_03_enus
Microsoft Office 365 Groups: Group Calendar Management
Skillsoft Course ds_o365gp17_04_enus
Microsoft Office 365 Groups: Group Applications
Skillsoft Course ds_o365gp17_05_enus

■ Office 365: Stream

Microsoft Office 365 Stream: Finding & Watching Videos
Skillsoft Courseds_msstrm17_01_enus
Microsoft Office 365 Stream: Publishing Videos & Using Channels
Skillsoft Course ds_msstrm17_02_enus

■ Office 365: Yammer

Office 365 Yammer: Setting Up
Skillsoft Courseds_msyam_01_enus
Office 365 Yammer: Posting & Reacting to Status Updates
Skillsoft Courseds_msyam_02_enus
Office 365 Yammer: Using Groups
Skillsoft Courseds_msyam_03_enus
Office 365 Yammer: Collaborating & Communicating
Skillsoft Courseds_msyam_04_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Office 365 Yammer: Configuring Networks
Skillsoft Course ds_msyam_05_enus

■ Office 365: Planner

Microsoft Office 365 Planner: Signing in & Setting Up
Skillsoft Course ds_mso365pl_01_enus
Microsoft Office 365 Planner: Planning Projects
Skillsoft Course ds_mso365pl_02_enus
Microsoft Office 365 Planner: Managing Tasks
Skillsoft Course ds_mso365pl_03_enus
Microsoft Office 365 Planner: Sharing Information
Skillsoft Course ds_mso365pl_04_enus

■ Office 365: SharePoint Online

Sharepoint Online: Signing In & Setting Up
Skillsoft Course ds_mssh2016_01_enus
Sharepoint Online: Working with the Newsfeed
Skillsoft Course ds_mssh2016_02_enus
Sharepoint Online: Working with SharePoint Apps
Skillsoft Course ds_mssh2016_03_enus
SharePoint Online: Working with Document Libraries
Skillsoft Course ds_mssh2016_04_enus
Sharepoint Online: Working with Team Sites
Skillsoft Course ds_mssh2016_05_enus
Sharepoint Online: Building Web Pages
Skillsoft Course ds_mssh2016_06_enus
SharePoint Online: Working with Blogs
Skillsoft Course ds_mssh2016_07_enus

■ Office 365: Excel Online

Excel Online: Navigating the Interface
Skillsoft Course ds_msexon_01_enus
Excel Online: Managing Workbooks
Skillsoft Course ds_msexon_02_enus
Excel Online: Inserting & Manipulating Data
Skillsoft Course ds_msexon_03_enus
Excel Online: Formatting Data
Skillsoft Course ds_msexon_04_enus
Excel Online: Visualizing Data in Tables & Charts
Skillsoft Course ds_msexon_05_enus
Excel Online: Using Collaboration Tools
Skillsoft Course ds_msexon_06_enus

■ Office 365: Forms

Microsoft Office 365 Forms: Creating Forms
Skillsoft Course ds_msfmts17_01_enus
Microsoft Office 365 Forms: Sharing & Completing
Forms
Skillsoft Course ds_msfmts17_02_enus

Microsoft Office 365 Forms: Viewing & Analyzing
Results
Skillsoft Course ds_msfmts17_03_enus

■ Office 365: OneNote Online

OneNote Online: Formatting Notebooks
Skillsoft Course ds_msoneon_03_enus
OneNote Online: Creating & Opening Notes
Skillsoft Course ds_msoneon_01_enus
OneNote Online: Formatting & Illustrating Notes
Skillsoft Course ds_msoneon_02_enus
OneNote Online: Using Collaboration Tools
Skillsoft Course ds_msoneon_04_enus

■ Office 365: Outlook Online

Outlook Online: Contact Tools
Skillsoft Course ds_msouwba_05_enus
Outlook Online: Customization
Skillsoft Course ds_msouwba_01_enus
Outlook Online: Sending & Receiving Email
Skillsoft Course ds_msouwba_02_enus
Outlook Online: Formatting Email
Skillsoft Course ds_msouwba_03_enus
Outlook Online: Organizing Email
Skillsoft Course ds_msouwba_04_enus
Outlook Online: Calendar Tools
Skillsoft Course ds_msouwba_06_enus

■ Office 365: PowerPoint Online

PowerPoint Online: Opening & Navigating
Skillsoft Course ds_msppon_01_enus
PowerPoint Online: Building Presentations
Skillsoft Course ds_msppon_02_enus
PowerPoint Online: Saving & Printing Presentations
Skillsoft Course ds_msppon_03_enus
PowerPoint Online: Formatting Presentations
Skillsoft Course ds_msppon_04_enus
PowerPoint Online: Illustrating Presentations
Skillsoft Course ds_msppon_05_enus
PowerPoint Online: Preparing & Delivering Slideshows
Skillsoft Course ds_msppon_06_enus

■ Office 365: OneDrive for Business 2017

OneDrive for Business 2017: Signing in & Setting Up
Skillsoft Course ds_msobus17_01_enus
OneDrive for Business 2017: Using the Storage Tools
Skillsoft Course ds_msobus17_02_enus
OneDrive for Business 2017: Organizing Files
Skillsoft Course ds_msobus17_03_enus

Office 365: Word Online

Word Online: Formatting Text & Paragraphs	
Skillsoft Course	ds_mswon_04_enus
Word Online: Opening & Navigating in Word Online	
Skillsoft Course	ds_mswon_01_enus
Word Online: Editing Documents	
Skillsoft Course	ds_mswon_02_enus
Word Online: Saving & Printing Documents	
Skillsoft Course	ds_mswon_03_enus
Word Online: Formatting Documents	
Skillsoft Course	ds_mswon_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT WINDOWS 10

Microsoft Windows 10 End User

Microsoft Windows 10 End User: Signing In and First View	
Skillsoft Course	mw_wdeu_a01_dt_enus
Microsoft Windows 10 End User: Hardware, Software, and Security Settings	
Skillsoft Course	mw_wdeu_a02_dt_enus
Microsoft Windows 10 End User: Customizing Windows 10	
Skillsoft Course	mw_wdeu_a03_dt_enus
Microsoft Windows 10 End User: New Features	
Skillsoft Course	mw_wdeu_a04_dt_enus
Microsoft Windows 10 End User: Browsing with Edge	
Skillsoft Course	mw_wdeu_a05_dt_enus
Microsoft Windows 10 End User: Cortana	
Skillsoft Course	mw_wdeu_a06_dt_enus

Microsoft Windows 10 Fall Creators Update

Windows 10 Fall Creators Update: Navigating in a Desktop Environment	
Skillsoft Course	ds_win10fc_01_enus
Windows 10 Fall Creators Update: Using Windows	
Skillsoft Course	ds_win10fc_02_enus
Windows 10 Fall Creators Update: Accessing & Managing Files	
Skillsoft Course	ds_win10fc_03_enus
Windows 10 Fall Creators Update: Using Cortana	
Skillsoft Course	ds_win10fc_04_enus
Windows 10 Fall Creators Update: Installing & Using Windows Universal Apps	
Skillsoft Course	ds_win10fc_05_enus

Windows 10 Fall Creators Update: Using Screenshot Tools	
Skillsoft Course	ds_win10fc_06_enus
Windows 10 Fall Creators Update: Managing Program & Files Types	
Skillsoft Course	ds_win10fc_07_enus
Windows 10 Fall Creators Update: Protecting & Backing up Data	
Skillsoft Course	ds_win10fc_08_enus
Windows 10 Fall Creators Update: Customizing System Appearance	
Skillsoft Course	ds_win10fc_09_enus
Windows 10 Fall Creators Update: Configuring & Optimizing a System	
Skillsoft Course	ds_win10fc_10_enus
Windows 10 Fall Creators Update: Configuring & Using Peripheral Devices	
Skillsoft Course	ds_win10fc_11_enus
Windows 10 Fall Creators Update: Ease of Access and Accessibility Tools	
Skillsoft Course	ds_win10fc_12_enus
Windows 10 Fall Creators Update: Managing User Accounts	
Skillsoft Course	ds_win10fc_13_enus
Windows 10 Fall Creators Update: Configuring Network & Share Settings	
Skillsoft Course	ds_win10fc_14_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT WINDOWS 8

Microsoft Windows 8: End User

Windows 8: New Features and Common Tasks	
Skillsoft Course	mw_eteu_a01_dt_enus
Files and Connectivity in Windows 8	
Skillsoft Course	mw_eteu_a02_dt_enus
Personalizing Windows 8	
Skillsoft Course	mw_eteu_a03_dt_enus
Working with Apps in Windows 8	
Skillsoft Course	mw_eteu_a04_dt_enus
Internet Explorer 10, File Sharing, and Recovery in Windows 8	
Skillsoft Course	mw_eteu_a05_dt_enus
Managing Hardware and Advanced Options in Windows 8	
Skillsoft Course	mw_eteu_a06_dt_enus

Microsoft Windows 8.1: End User

New Features and Common Tasks in Windows 8.1	
Skillsoft Course	mw_eteu_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Organizing Files and Searching for Items in Windows 8.1	
Skillsoft Course	mw_etev_a02_dt_enus
Getting Online, Sharing, and Using SkyDrive in Windows 8.1	
Skillsoft Course	mw_etev_a03_dt_enus
Personalizing Windows 8.1	
Skillsoft Course	mw_etev_a04_dt_enus
Working with Apps in Windows 8.1	
Skillsoft Course	mw_etev_a05_dt_enus
Managing Hardware and Advanced Options in Windows 8.1	
Skillsoft Course	mw_etev_a06_dt_enus

■ Microsoft Windows 8.1 Update 1: End User

Windows 8.1 Update 1: Navigating the UI	
Skillsoft Course	mw_etew_a01_dt_enus
Windows 8.1 Update 1: Working with Files and Apps	
Skillsoft Course	mw_etew_a02_dt_enus
Windows 8.1 Update 1: Windows Management and Customization Features	
Skillsoft Course	mw_etew_a03_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT WINDOWS 7

■ Microsoft Windows 7: First Look for End Users

Microsoft Windows 7: First Look for End Users	
Skillsoft Course	mw_mwfe_a01_dt_enus

■ Microsoft Windows 7: End User

Getting Started with Windows 7	
Skillsoft Course	mw_mweu_a01_dt_enus
Setting up and Securing Windows 7	
Skillsoft Course	mw_mweu_a02_dt_enus
Customizing Windows 7	
Skillsoft Course	mw_mweu_a03_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT INTERNET EXPLORER 11

■ Using Internet Explorer 11

Using Internet Explorer 11: Exploring the Interface	
Skillsoft Course	ds_inex_a01_dt_enus

Using Internet Explorer 11: Efficient Browsing	
Skillsoft Course	ds_inex_a02_dt_enus
Using Internet Explorer 11: Working with Web Content, RSS Feeds, and Downloads	
Skillsoft Course	ds_inex_a03_dt_enus
Using Internet Explorer 11: Accessibility and User Preferences	
Skillsoft Course	ds_inex_a04_dt_enus
Using Internet Explorer 11: Securing the Environment	
Skillsoft Course	ds_inex_a05_dt_enus
Using Internet Explorer 11: Security Considerations	
Skillsoft Course	ds_inex_a06_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

GOOGLE

■ Google Apps Fundamentals

Google Apps: Google Drive	
Skillsoft Course	ds_goap_a01_dt_enus
Google Apps: Gmail and Calendar	
Skillsoft Course	ds_goap_a02_dt_enus
Google Apps: Docs and Sheets	
Skillsoft Course	ds_goap_a03_dt_enus
Google Apps: Slides, Sites, and Google+	
Skillsoft Course	ds_goap_a04_dt_enus

■ Google Analytics

Google Analytics Fundamentals and Data Collection	
Skillsoft Course	ds_goan_a01_dt_enus
Google Analytics Reports	
Skillsoft Course	ds_goan_a02_dt_enus
Google Conversions and Tags	
Skillsoft Course	ds_goan_a03_dt_enus
Analytics APIs and Tools	
Skillsoft Course	ds_goan_a04_dt_enus

■ Google Drawings

Google Drawings: Creating & Sharing Drawings	
Skillsoft Course	ds_gdraw16_01_enus
Google Drawings: Using Drawing Tools	
Skillsoft Course	ds_gdraw16_02_enus
Google Drawings: Adding Text to Drawings	
Skillsoft Course	ds_gdraw16_03_enus

■ Google Keep

Google Keep: Google Keep on the Web	
Skillsoft Course	ds_gookp15_01_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Google Keep for Android
Skillsoft Course ds_gookp15_02_enus

■ Google Photos

Google Photos: Sign-in & Navigation
Skillsoft Course ds_gooph16_01_enus
Google Photos: Uploading & Editing Photos
Skillsoft Course ds_gooph16_02_enus
Google Photos: Creating Albums & Slideshows
Skillsoft Course ds_gooph16_03_enus
Google Photos for Android
Skillsoft Course ds_gooph16_04_enus
Google Photos for iOS
Skillsoft Course ds_gooph16_05_enus

■ Google Hangouts

Google Hangouts for Web: Hangouts in Gmail
Skillsoft Course ds_gooha16_01_enus
Google Hangouts on the Web
Skillsoft Course ds_gooha16_02_enus
Google Hangouts for Android: Hangouts on Android
Skillsoft Course ds_gooha16_03_enus
Google Hangouts on iOS
Skillsoft Course ds_gooha16_04_enus

■ Google Hangouts Meet

Google Hangouts Meet: Using Hangouts Meet on the Web
Skillsoft Course ds_goohamt_01_enus
Google Hangouts Meet: Using Hangouts Meet for iOS
Skillsoft Course ds_goohamt_02_enus

■ Google Sites

Google Sites for Web: Creating Sites
Skillsoft Course ds_goost17_01_enus
Google Sites for Web: Creating Site Content
Skillsoft Course ds_goost17_02_enus
Google Sites for Web: Integrating & Embedding Web Content in Sites
Skillsoft Course ds_goost17_03_enus
Google Sites for Web: Sharing & Publishing Sites
Skillsoft Course ds_goost17_04_enus

■ Google Team Drives

Google Team Drives: Using the Storage Tools
Skillsoft Course ds_gootd17_01_enus
Google Team Drives: Organizing Documents
Skillsoft Course ds_gootd17_02_enus

■ Google Docs

Google Docs: Getting Started
Skillsoft Course ds_gdocs16_01_enus
Google Docs: Creating, Opening & Saving Documents
Skillsoft Course ds_gdocs16_02_enus
Google Docs: Editing Documents
Skillsoft Course ds_gdocs16_03_enus
Google Docs: Formatting Documents
Skillsoft Course ds_gdocs16_04_enus
Google Docs: Shaping & Formatting Documents
Skillsoft Course ds_gdocs16_05_enus
Google Docs: Using Table Tools
Skillsoft Course ds_gdocs16_06_enus
Google Docs: Creating Graphics & Diagrams
Skillsoft Course ds_gdocs16_07_enus
Google Docs: Illustrating Documents
Skillsoft Course ds_gdocs16_08_enus
Google Docs: Sharing & Collaboration Tools
Skillsoft Course ds_gdocs16_09_enus

■ Google Forms

Google Forms: Creating Forms
Skillsoft Course ds_gforms16_01_enus
Google Forms: Sharing & Completing Forms
Skillsoft Course ds_gforms16_02_enus
Google Forms: Viewing & Analyzing Results
Skillsoft Course ds_gforms16_03_enus

■ Google AdWords

Google AdWords: Setting up Ad Campaigns
Skillsoft Course ds_goads18_01_enus
Google AdWords: Creating Ads & Ad Groups
Skillsoft Course ds_goads18_02_enus
Google AdWords: Using Audience, Placements & Keywords
Skillsoft Course ds_goads18_03_enus
Google AdWords: Analyzing Ads & Campaigns
Skillsoft Course ds_goads18_04_enus
Google AdWords: Managing Accounts & Settings
Skillsoft Course ds_goads18_05_enus

■ Google Analytics for Web

Google Analytics for Web: Creating & Managing Properties
Skillsoft Course ds_goanl17_01_enus
Google Analytics for Web: Analyzing Audiences & User Behavior
Skillsoft Course ds_goanl17_02_enus
Google Analytics for Web: Using Dashboards & Reports
Skillsoft Course ds_goanl17_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Google Drive

Google Drive: Getting Started
Skillsoft Course ds_goodr16_01_enus

Google Drive: Organizing Documents
Skillsoft Course ds_goodr16_02_enus

■ Gmail

Gmail for Web: Signing In & Setting Up
Skillsoft Course ds_googm17_01_enus

Gmail for Web: Sending & Receiving Emails
Skillsoft Course ds_googm17_02_enus

Gmail for Web: Formatting Emails
Skillsoft Course ds_googm17_03_enus

Gmail for Web: Organizing Emails
Skillsoft Course ds_googm17_04_enus

Gmail for Web: Using the Contact Tools
Skillsoft Course ds_googm17_05_enus

Gmail for Web: Using the Calendar Tools
Skillsoft Course ds_googm17_06_enus

Google Gmail for Web: Customizing Gmail
Skillsoft Course ds_googm17_07_enus

■ Google Slides

Google Slides: Getting Started
Skillsoft Course ds_goosl16_01_enus

Google Slides: Creating & Managing Presentations
Skillsoft Course ds_goosl16_02_enus

Google Slides: Building & Structuring Presentations
Skillsoft Course ds_goosl16_03_enus

Google Slides: Saving & Exporting Presentations
Skillsoft Course ds_goosl16_04_enus

Google Slides: Inserting & Formatting Text
Skillsoft Course ds_goosl16_05_enus

Google Slides: Inserting & Formatting Tables
Skillsoft Course ds_goosl16_06_enus

Google Slides: Illustrating Presentations
Skillsoft Course ds_goosl16_07_enus

Google Slides: Preparing & Delivering Slideshows
Skillsoft Course ds_goosl16_08_enus

Google Slides: Sharing & Collaboration
Skillsoft Course ds_goosl16_09_enus

■ Google Sheets

Google Sheets: Getting Started
Skillsoft Course ds_gshee16_01_enus

Google Sheets: Creating, Opening & Saving Documents
Skillsoft Course ds_gshee16_02_enus

Google Sheets: Inserting & Manipulating Data
Skillsoft Course ds_gshee16_03_enus

Google Sheets: Formatting Data
Skillsoft Course ds_gshee16_04_enus

Google Sheets: Illustrating Documents
Skillsoft Course ds_gshee16_05_enus

Google Sheets: Finding, Sorting & Filtering Data
Skillsoft Course ds_gshee16_06_enus

Google Sheets: Referencing Data
Skillsoft Course ds_gshee16_07_enus

Google Sheets: Basic Formulas
Skillsoft Course ds_gshee16_08_enus

Google Sheets: Charts & Graphs
Skillsoft Course ds_gshee16_09_enus

Google Sheets: Pivot Tables
Skillsoft Course ds_gshee16_10_enus

Google Sheets: Conditional Formulas
Skillsoft Course ds_gshee16_11_enus

Google Sheets: Solving Complex Problems with Formulas
Skillsoft Course ds_gshee16_12_enus

Google Sheets: Extracting Information with Formulas
Skillsoft Course ds_gshee16_13_enus

Google Sheets: Sharing & Collaboration Tools
Skillsoft Course ds_gshee16_14_enus

PRODUCTIVITY & COLLABORATION TOOLS

SOCIAL NETWORKING

■ Yammer for Business Users

Yammer for Business Users: Using Yammer
Skillsoft Course ds_yfbu_a01_dt_enus

■ Getting the Most from Social Networking

Social Networking Fundamentals
Skillsoft Course ds_gmsn_a01_dt_enus

Social Networking Services, Strategy, and Management
Skillsoft Course ds_gmsn_a02_dt_enus

■ Buffer for Business Users

Buffer: Sign-in & Account Creation
Skillsoft Course ds_buff15_01_enus

Buffer: Managing Social Media Activity
Skillsoft Course ds_buff15_02_enus

■ Flickr for End Users

Flickr: Sign-in & Setup
Skillsoft Course ds_flkr16_01_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Flickr: Photo Storage Tools	
Skillsoft Course	ds_flkr16_02_enus
Flickr: Organizing Photos & Creating Albums	
Skillsoft Course	ds_flkr16_03_enus
Flickr: Editing Photos	
Skillsoft Course	ds_flkr16_04_enus
Flickr: Interacting with the Community	
Skillsoft Course	ds_flkr16_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

MOBILE DEVICES

■ Getting Started with iOS 8 for iPad

Introducing iOS 8 for iPad	
Skillsoft Course	ds_ipae_a01_dt_enus

■ Getting Started with iOS 8 for iPhone

Introducing iOS 8 for iPhone	
Skillsoft Course	ds_iphn_a01_dt_enus

■ Windows 10 Mobile for End Users

Microsoft Windows 10 Mobile: Windows Mobile Devices	
Skillsoft Course	ds_win10mob_01_enus
Microsoft Windows 10 Mobile: Managing Windows Mobile Apps	
Skillsoft Course	ds_win10mob_02_enus
Microsoft Windows 10 Mobile: Email and Communication Tools	
Skillsoft Course	ds_win10mob_03_enus
Microsoft Windows 10 Mobile: Calendar Tools	
Skillsoft Course	ds_win10mob_04_enus
Microsoft Windows 10 Mobile: Microsoft Edge on Mobile Devices	
Skillsoft Course	ds_win10mob_05_enus
Microsoft Windows 10 Mobile: Camera and Photo Tools	
Skillsoft Course	ds_win10mob_06_enus
Microsoft Windows 10 Mobile: Listening to Music	
Skillsoft Course	ds_win10mob_07_enus
Microsoft Windows 10 Mobile: Getting and Sharing Information	
Skillsoft Course	ds_win10mob_08_enus
Microsoft Windows 10 Mobile: The Maps Application	
Skillsoft Course	ds_win10mob_09_enus
Microsoft Windows 10 Mobile: Customizing Windows Mobile Devices	
Skillsoft Course	ds_win10mob_10_enus

■ Android 6.0 for End Users

Android 6.0: Navigation & Setup	
Skillsoft Course	ds_and6_01_enus
Android 6.0: Installing & Managing Apps	
Skillsoft Course	ds_and6_02_enus
Android 6.0: Using Email	
Skillsoft Course	ds_and6_03_enus
Android 6.0: Managing Contacts	
Skillsoft Course	ds_and6_04_enus
Android 6.0: Managing Events & Alarms	
Skillsoft Course	ds_and6_05_enus
Android 6.0: Using Chrome	
Skillsoft Course	ds_and6_06_enus
Android 6.0: Using the Camera & Photo Tools	
Skillsoft Course	ds_and6_07_enus
Android 6.0: Retrieving & Sharing Information	
Skillsoft Course	ds_and6_08_enus
Android 6.0: Listening To Music	
Skillsoft Course	ds_and6_09_enus
Android 6.0: Configuring Devices	
Skillsoft Course	ds_and6_10_enus

■ Android 7.0 for End Users

Android 7.0: Navigation & Setup	
Skillsoft Course	ds_and7_01_enus
Android 7.0: Installing & Managing Apps	
Skillsoft Course	ds_and7_02_enus
Android 7.0: Using Email	
Skillsoft Course	ds_and7_03_enus
Android 7.0: Managing Contacts	
Skillsoft Course	ds_and7_04_enus
Android 7.0: Managing Events & Alarms	
Skillsoft Course	ds_and7_05_enus
Android 7.0: Using Chrome	
Skillsoft Course	ds_and7_06_enus
Android 7.0: Retrieving & Sharing Information	
Skillsoft Course	ds_and7_07_enus
Android 7.0: Using The Camera & Photo Tools	
Skillsoft Course	ds_and7_08_enus
Android 7.0: Listening to Music	
Skillsoft Course	ds_and7_09_enus
Android 7.0: Configuring Devices	
Skillsoft Course	ds_and7_10_enus

■ iOS 10 for End Users

iOS 10: Setting Up & Using your iPad	
Skillsoft Course	ds_ios10_01_enus
iOS 10: Installing & Managing your iPad Apps	
Skillsoft Course	ds_ios10_02_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

iOS 10: Using your iPad Communication Tools Skillsoft Course	ds_ios10_03_enus
iOS 10: Using the iPad Notes & Calendar Tools Skillsoft Course	ds_ios10_04_enus
iOS 10: Using Safari for iPad Skillsoft Course	ds_ios10_05_enus
iOS 10: Using the iPad Camera & Photo Tools Skillsoft Course	ds_ios10_06_enus
iOS 10: Listening to Music & Podcasts on your iPad Skillsoft Course	ds_ios10_07_enus
iOS 10: Getting & Sharing Information With Your iPad Skillsoft Course	ds_ios10_08_enus
iOS 10: Using the Maps Application Skillsoft Course	ds_ios10_09_enus
iOS 10: Customizing your iPad Settings Skillsoft Course	ds_ios10_10_enus
iOS 10: Protecting & Backing Up your Data Skillsoft Course	ds_ios10_11_enus
iOS 10: Using iOS for iPhone Skillsoft Course	ds_ios10_12_enus

■ iOS 7 for End Users

iOS 7: Setup & Navigation Skillsoft Course	ds_ios7_01_enus
iOS 7: Installing & Working with iPad Apps Skillsoft Course	ds_ios7_02_enus
iOS 7: Communication Tools Skillsoft Course	ds_ios7_03_enus
iOS 7: Notes & Calendar Tools Skillsoft Course	ds_ios7_04_enus
iOS 7: Safari for iPad Skillsoft Course	ds_ios7_05_enus
iOS 7: iPads as Multimedia Devices Skillsoft Course	ds_ios7_06_enus
iOS 7: Searching & Sharing Skillsoft Course	ds_ios7_07_enus
iOS 7: Customizing Settings Skillsoft Course	ds_ios7_08_enus
iOS 7: Protecting & Managing Data Skillsoft Course	ds_ios7_09_enus
iOS 7: iOS for iPhone Skillsoft Course	ds_ios7_10_enus

■ iOS 9 for End Users

iOS 9: Setup & Navigation Skillsoft Course	ds_ios9_01_enus
iOS 9: Installing & Working with iPad Apps Skillsoft Course	ds_ios9_02_enus
iOS 9: Communication Tools Skillsoft Course	ds_ios9_03_enus

iOS 9: Notes & Calendar Tools Skillsoft Course	ds_ios9_04_enus
iOS 9: Safari for iPad Skillsoft Course	ds_ios9_05_enus
iOS 9: Camera & Photo Tools Skillsoft Course	ds_ios9_06_enus
iOS 9: Music & Podcasts Skillsoft Course	ds_ios9_07_enus
iOS 9: Searching & Sharing Skillsoft Course	ds_ios9_08_enus
iOS 9: Customizing Settings Skillsoft Course	ds_ios9_09_enus
iOS 9: Protecting & Managing Data Skillsoft Course	ds_ios9_10_enus
iOS 9: iOS for iPhone Skillsoft Course	ds_ios9_11_enus

■ Windows Phones 8.1 for End Users

Windows 8.1: Navigating & Setting Up a Windows Mobile Device Skillsoft Course	ds_mswp81_01_enus
Windows 8.1: Installing & Managing Windows Mobile Apps Skillsoft Course	ds_mswp81_02_enus
Windows 8.1: Email Tools Skillsoft Course	ds_mswp81_03_enus
Windows 8.1: Calendar Tools Skillsoft Course	ds_mswp81_04_enus
Windows 8.1: Internet Explorer on a Mobile Device Skillsoft Course	ds_mswp81_05_enus
Windows 8.1: Camera & Photo Tools Skillsoft Course	ds_mswp81_06_enus
Windows 8.1: Listening to Music Skillsoft Course	ds_mswp81_07_enus
Windows 8.1: Retrieving & Sharing Information Skillsoft Course	ds_mswp81_08_enus
Windows 8.1: The Maps Application Skillsoft Course	ds_mswp81_09_enus
Windows 8.1: Customizing a Windows Mobile Device Skillsoft Course	ds_mswp81_10_enus

■ iOS 11 for End Users

iOS 11: Setting Up & Using your iPad Skillsoft Course	ds_ios11_01_enus
iOS 11: Installing & Managing your iPad Apps Skillsoft Course	ds_ios11_02_enus
iOS 11: Using your iPad Communication Tools Skillsoft Course	ds_ios11_03_enus
iOS 11: Using the iPad Notes & Calendar Tools Skillsoft Course	ds_ios11_04_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

iOS 11: Using Safari for iPad	
Skillsoft Course	ds_ios11_05_enus
iOS 11: Using the iPad Camera & Photo Tools	
Skillsoft Course	ds_ios11_06_enus
iOS 11: Listening to Music & Podcasts on your iPad	
Skillsoft Course	ds_ios11_07_enus
iOS 11: Finding and Sharing Information with your iPad	
Skillsoft Course	ds_ios11_08_enus
iOS 11: Using the Maps Application	
Skillsoft Course	ds_ios11_09_enus
iOS 11: Customizing your iPad Settings	
Skillsoft Course	ds_ios11_10_enus
iOS 11: Protecting & Backing Up your Data	
Skillsoft Course	ds_ios11_11_enus
iOS 11: Using iOS for iPhone	
Skillsoft Course	ds_ios11_12_enus
iOS 11: Using iOS for iPad Pro	
Skillsoft Course	ds_ios11_13_enus

PRODUCTIVITY & COLLABORATION TOOLS

SAP

■ SAP Business Suite 7 for End Users

SAP Enterprise Resource Planning (ERP)	
Skillsoft Course	sa_bseu_a01_dt_enus
SAP Customer Relationship Management (CRM)	
Skillsoft Course	sa_bseu_a02_dt_enus
SAP Product Lifecycle Management	
Skillsoft Course	sa_bseu_a03_dt_enus
SAP Supply Chain Management	
Skillsoft Course	sa_bseu_a04_dt_enus
SAP Supplier Relationship Management	
Skillsoft Course	sa_bseu_a05_dt_enus

■ SAP Business One for End Users

SAP Business One - Introduction for End Users	
Skillsoft Course	sa_boeu_a01_dt_enus

■ SAP Business Objects Business Intelligence

SAP BusinessObjects: Overview	
Skillsoft Course	sa_bobi_a01_dt_enus
SAP BusinessObjects: Crystal Reports	
Skillsoft Course	sa_bobi_a02_dt_enus
SAP BusinessObjects: Web Intelligence	
Skillsoft Course	sa_bobi_a03_dt_enus
SAP BusinessObjects: Dashboards and Analytics	
Skillsoft Course	sa_bobi_a04_dt_enus

SAP BusinessObjects: InfoView	
Skillsoft Course	sa_bobi_a05_dt_enus
SAP BusinessObjects: Business Intelligence	
Skillsoft Course	sa_bobi_a06_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

SEAGATE CRYSTAL REPORTS

■ Fundamentals of Crystal Reports 2011

Getting Started with Crystal Reports 2011	
Skillsoft Course	cr_crre_a01_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

SOCIAL NETWORKING TOOLS

■ YouTube for Web

YouTube for Web: Searching & Viewing Videos	
Skillsoft Course	ds_gooytb16_01_enus
YouTube for Web: Publishing Videos & Managing Channels	
Skillsoft Course	ds_gooytb16_02_enus
YouTube for Web: Creating & Editing Videos	
Skillsoft Course	ds_gooytb16_03_enus

■ LinkedIn for Web

LinkedIn for Web: Setting Up A Profile	
Skillsoft Course	ds_mslkin17_01_enus
LinkedIn for Web: Managing Contacts & Connections	
Skillsoft Course	ds_mslkin17_02_enus
LinkedIn for Web: Posting Updates & Messages	
Skillsoft Course	ds_mslkin17_03_enus
LinkedIn for Web: Using Networking Tools	
Skillsoft Course	ds_mslkin17_04_enus
LinkedIn for Web: Using Groups	
Skillsoft Course	ds_mslkin17_05_enus
LinkedIn for Web: Configuring an Account	
Skillsoft Course	ds_mslkin17_06_enus

■ Tumblr for Web

Tumblr for Web: Getting Started with Blogs	
Skillsoft Course	ds_tblr16_01_enus
Tumblr for Web: Blog Authoring Tools	
Skillsoft Course	ds_tblr16_02_enus
Tumblr for Web: Finding Blogs	
Skillsoft Course	ds_tblr16_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Instagram for iOS

Instagram for iOS: Sign-in & Setup
Skillsoft Course ds_insta15_01_enus
Instagram for iOS: Sharing Photos & Posts
Skillsoft Course ds_insta15_02_enus
Instagram for iOS: Editing & Tagging Photos
Skillsoft Course ds_insta15_03_enus

■ Pinterest for Web

Pinterest for Web: Finding Pins & Sharing Boards
Skillsoft Course ds_pintre17_01_enus
Pinterest for Web: Adding & Sharing Pins
Skillsoft Course ds_pintre17_02_enus

■ Pinterest for iOS

Pinterest for iOS: Using Pinterest for iOS
Skillsoft Course ds_pintre17_03_enus

■ Twitter for iOS

Twitter for iOS: Signing In & Setting Up
Skillsoft Course ds_twios16_01_enus
Twitter for iOS: Following Users
Skillsoft Course ds_twios16_02_enus
Twitter for iOS: Sending Tweets
Skillsoft Course ds_twios16_03_enus
Twitter for iOS: Sharing Photos & Videos
Skillsoft Course ds_twios16_04_enus

■ Twitter for Web

Twitter for Web: Signing In & Setting Up
Skillsoft Course ds_twiweb16_01_enus
Twitter for Web: Following Users
Skillsoft Course ds_twiweb16_02_enus
Twitter for Web: Sending Tweets
Skillsoft Course ds_twiweb16_03_enus
Twitter for Web: Finding Content
Skillsoft Course ds_twiweb16_04_enus
Twitter for Web: Configuring the Service
Skillsoft Course ds_twiweb16_05_enus

■ Twitter for Professionals

Twitter for Professionals: Promoting a Business &
Engaging with Users
Skillsoft Course ds_twpro18_01_enus
Twitter for Professionals: Analyzing Audiences & User
Behavior
Skillsoft Course ds_twpro18_02_enus

Twitter for Professionals: Using Twitter Media Studio
Skillsoft Course ds_twpro18_03_enus

■ Tumblr for Android

Tumblr for Android
Skillsoft Course ds_tblr16_04_enus

■ Tumblr for iOS

Tumblr for iOS
Skillsoft Course ds_tblr16_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

PRODUCTIVITY TOOLS

■ JIRA Fundamentals

Leveraging the JIRA Platform for Development Projects
Skillsoft Course sd_jira_a01_it_enus

■ Evernote 6

Evernote 6.0: Sign-in & Setup
Skillsoft Course ds_ever6_01_enus
Evernote 6.0: Creating & Opening Notes
Skillsoft Course ds_ever6_02_enus
Evernote 6.0: Structuring & Saving Notes
Skillsoft Course ds_ever6_03_enus
Evernote 6.0: Formatting Notes
Skillsoft Course ds_ever6_04_enus
Evernote 6.0: Illustrating Notes
Skillsoft Course ds_ever6_05_enus
Evernote 6.0: Organizing Notes
Skillsoft Course ds_ever6_06_enus
Evernote 6.0: Collaboration Tools
Skillsoft Course ds_ever6_07_enus

■ Freemind 1.0.1

FreeMind 1.0.1: Using & Customizing the Interface
Skillsoft Course ds_freem_1_01_enus
FreeMind 1.0.1: Creating, Saving, & Exporting
Documents
Skillsoft Course ds_freem_1_02_enus
FreeMind 1.0.1: Building a Mind Map
Skillsoft Course ds_freem_1_03_enus
FreeMind 1.0.1: Formatting a Mind Map
Skillsoft Course ds_freem_1_04_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ MindManager 2016

MindManager 2016: Working with the Interface	
Skillsoft Course	ds_mm2016_01_enus
MindManager 2016: Creating, Saving & Exporting Documents	
Skillsoft Course	ds_mm2016_02_enus
MindManager 2016: Adding Text to Mind Maps	
Skillsoft Course	ds_mm2016_03_enus
MindManager 2016: Illustrating Mind Maps	
Skillsoft Course	ds_mm2016_04_enus
MindManager 2016: Adding Tables, Charts, & Data to Mind Maps	
Skillsoft Course	ds_mm2016_05_enus
MindManager 2016: Adding Markers & Tags to Mind Maps	
Skillsoft Course	ds_mm2016_06_enus
MindManager 2016: Using the Project Management Tools	
Skillsoft Course	ds_mm2016_07_enus
MindManager 2016: Using Topics in Mind Maps	
Skillsoft Course	ds_mm2016_08_enus
MindManager 2016: Formatting Mind Maps	
Skillsoft Course	ds_mm2016_09_enus
MindManager 2016: Presenting Mind Maps	
Skillsoft Course	ds_mm2016_10_enus

■ Pocket for Web

Pocket for Web: Storing & Sharing Articles	
Skillsoft Course	ds_pock2016_01_enus

■ Salesforce Lightning

Salesforce Lightning: Sign-in & Setup	
Skillsoft Course	ds_salesli_01_enus
Salesforce Lightning: Leads, Opportunities, & Accounts	
Skillsoft Course	ds_salesli_02_enus
Salesforce Lightning: Keeping Track of Activities	
Skillsoft Course	ds_salesli_03_enus
Salesforce Lightning: Contact Management & Communication	
Skillsoft Course	ds_salesli_04_enus
Salesforce Lightning: Managing Sales Data	
Skillsoft Course	ds_salesli_05_enus

■ Salesforce Chatter

Salesforce Chatter: Sign-in & Profile Tools	
Skillsoft Course	ds_sfch_01_enus
Salesforce Chatter: Status Updates	
Skillsoft Course	ds_sfch_02_enus
Salesforce Chatter: Sharing Information	
Skillsoft Course	ds_sfch_03_enus

Salesforce Chatter: Communicating with Other Users	
Skillsoft Course	ds_sfch_04_enus

■ Salesforce Chatter for Lightning

Salesforce Chatter for Lightning: Sign-in & Profile Tools	
Skillsoft Course	ds_sfchl_01_enus
Salesforce Chatter for Lightning: Status Updates	
Skillsoft Course	ds_sfchl_02_enus
Salesforce Chatter for Lightning: Sharing Information	
Skillsoft Course	ds_sfchl_03_enus

■ Slack 2016

Slack 2016: Signing in & Setting Up	
Skillsoft Course	ds_slack16_01_enus
Slack 2016: Using Channels	
Skillsoft Course	ds_slack16_02_enus
Slack 2016: Private Messaging & Communication Tools	
Skillsoft Course	ds_slack16_03_enus
Slack 2016: Creating, Finding, & Sharing Information	
Skillsoft Course	ds_slack16_04_enus
Slack 2016: Configuring Slack	
Skillsoft Course	ds_slack16_05_enus
Slack 2016: Using the iOS App	
Skillsoft Course	ds_slack16_06_enus

■ Prezi Classic

Prezi Classic: Sign-in & Setup	
Skillsoft Course	ds_prezi15_01_enus
Prezi Classic: Building Presentations	
Skillsoft Course	ds_prezi15_02_enus
Prezi Classic: Saving & Managing Presentations	
Skillsoft Course	ds_prezi15_03_enus
Prezi Classic: Formatting Presentations	
Skillsoft Course	ds_prezi15_04_enus
Prezi Classic: Preparing & Delivering Slideshows	
Skillsoft Course	ds_prezi15_05_enus

■ Scoop.it for Web

Scoop.it for Web: Sign-in & Setup	
Skillsoft Course	ds_scoop16_01_enus
Scoop.it for Web: Finding & Curating Topics	
Skillsoft Course	ds_scoop16_02_enus
Scoop.it for Web: Creating & Using Scoops	
Skillsoft Course	ds_scoop16_03_enus

■ Trello

Trello: Sign-in & Setup	
Skillsoft Course	ds_trello16_01_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Trello: Creating Teams & Boards
Skillsoft Course ds_trello16_02_enus
Trello: Managing Cards
Skillsoft Course ds_trello16_03_enus
Trello: Finding & Sharing Information
Skillsoft Course ds_trello16_04_enus

Box

Box for Web: Signing In & Setting Up
Skillsoft Course ds_box17_01_enus
Box for Web: Using the Storage Tools
Skillsoft Course ds_box17_02_enus
Box for Web: Organizing Files
Skillsoft Course ds_box17_03_enus
Box for Web: Sharing Files
Skillsoft Course ds_box17_04_enus
Box for Web: Managing Users & Group Permissions
Skillsoft Course ds_box17_05_enus

Dropbox for Web

Dropbox for Web: Signing In & Setting Up
Skillsoft Course ds_dpbx17_01_enus
Dropbox for Web: Using the Storage Tools
Skillsoft Course ds_dpbx17_02_enus
Dropbox for Web: Organizing Files
Skillsoft Course ds_dpbx17_03_enus
Dropbox for Web: Managing Dropbox Teams
Skillsoft Course ds_dpbx17_04_enus
Dropbox for Web: Using the Collaboration Tools
Skillsoft Course ds_dpbx17_05_enus

Microsoft Power BI

Data Analytics using Power BI: Concepts
Skillsoft Course df_mpbi_a01_it_enus
Data Analytics Using Power BI: Data Sourcing and Preparation
Skillsoft Course df_mpbi_a02_it_enus
Data Analytics Using Power BI: Data Modeling and Visualization
Skillsoft Course df_mpbi_a03_it_enus

Data Visualization with Tableau for Beginners

Tableau Visualization
Skillsoft Course df_tabf_a01_it_enus
Tableau Charts, Maps, and Dashboards
Skillsoft Course df_tabf_a02_it_enus

Data Visualization and Analytics for Intermediate

Tableau Interface and Sharing
Skillsoft Course df_tabv_a01_it_enus
Tableau Visualization Design
Skillsoft Course df_tabv_a02_it_enus
Tableau Charts
Skillsoft Course df_tabv_a03_it_enus
Tableau Data Connections
Skillsoft Course df_tabv_a04_it_enus
Tableau Dashboards and Data Organization
Skillsoft Course df_tabv_a05_it_enus
Tableau Time Dimensions
Skillsoft Course df_tabv_a06_it_enus
Tableau Maps
Skillsoft Course df_tabv_a07_it_enus
Tableau Advanced Visualizations
Skillsoft Course df_tabv_a08_it_enus
Tableau Calculations
Skillsoft Course df_tabv_a09_it_enus
Tableau Scripting
Skillsoft Course df_tabv_a10_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

GRAPHICS AND DESIGN

Balsamiq Mockups 3

Introduction to Balsamiq Mockups
Skillsoft Course wd_usba_a01_it_enus
Working with Balsamiq Versions and Plugins
Skillsoft Course wd_usba_a02_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

MAC OS SIERRA PRODUCTIVITY TOOLS

Mac Contacts for Sierra

Mac Contacts for Sierra: Using the Contacts App
Skillsoft Course ds_sracon_01_enus
Mac Contacts for Sierra: Adding & Organizing Contacts
Skillsoft Course ds_sracon_02_enus
Mac Contacts for Sierra: Sharing & Using Contact Details
Skillsoft Course ds_sracon_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ Mac Mail for Sierra

Mac Mail for Sierra: Opening & Setting Up the Client
Skillsoft Courseds_sramail_01_enus

Mac Mail for Sierra: Sending & Receiving Emails
Skillsoft Courseds_sramail_02_enus

Mac Mail for Sierra: Formatting Emails
Skillsoft Courseds_sramail_03_enus

Mac Mail for Sierra: Organizing your Emails
Skillsoft Courseds_sramail_04_enus

Mac Mail for Sierra: Configuring the Account & Client Settings
Skillsoft Courseds_sramail_05_enus

■ Mac Photos for Sierra

Mac Photos for Sierra: Getting Started
Skillsoft Course ds_srapho_01_enus

Mac Photos for Sierra: Organizing Photos
Skillsoft Course ds_srapho_02_enus

Mac Photos for Sierra: Tagging & Editing Photos
Skillsoft Course ds_srapho_03_enus

Mac Photos for Sierra: Sharing & Exporting Photos
Skillsoft Course ds_srapho_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

COLLABORATION TOOLS

■ Basecamp 2

Basecamp 2: Sign-in & Setup
Skillsoft Courseds_bcamp2_01_enus

Basecamp 2: Setting Up Projects
Skillsoft Courseds_bcamp2_02_enus

Basecamp 2: Tracking Projects
Skillsoft Courseds_bcamp2_03_enus

Basecamp 2: Managing Project Tasks & Assets
Skillsoft Courseds_bcamp2_04_enus

Basecamp 2: Discussion & Collaboration Tools
Skillsoft Courseds_bcamp2_05_enus

■ Basecamp 3

Basecamp 3: Signing In & Setting Up
Skillsoft Courseds_bcamp3_01_enus

Basecamp 3: Using the Team Communication Tools
Skillsoft Courseds_bcamp3_02_enus

Basecamp 3: Setting Up & Tracking Projects
Skillsoft Courseds_bcamp3_03_enus

Basecamp 3: Managing your Project Tasks & Assets
Skillsoft Courseds_bcamp3_04_enus

Basecamp 3: Using the Calendar Tools
Skillsoft Courseds_bcamp3_05_enus

Basecamp 3: Using Basecamp 3 for iOS
Skillsoft Courseds_bcamp3_06_enus

■ Cisco Jabber 11.1 for Windows

Cisco Jabber 11.1 for Windows: Setting up the Client
Skillsoft Courseds_ccjabw_01_enus

Cisco Jabber 11.1 for Windows: Adding & Organizing Contacts
Skillsoft Courseds_ccjabw_02_enus

Cisco Jabber 11.1 for Windows: Chat Tools
Skillsoft Courseds_ccjabw_03_enus

Cisco Jabber 11.1 for Windows: Meeting Tools
Skillsoft Courseds_ccjabw_04_enus

■ Cisco Jabber 11.8 for Windows

Cisco Jabber 11.8 for Windows: Setting Up the Client
Skillsoft Course ds_ccjb118_01_enus

Cisco Jabber 11.8 for Windows: Adding & Organizing Contacts
Skillsoft Course ds_ccjb118_02_enus

Cisco Jabber 11.8 for Windows: Using the Chat & Voice Tools
Skillsoft Course ds_ccjb118_03_enus

Cisco Jabber 11.8 for Windows: Using the Meeting Tools
Skillsoft Course ds_ccjb118_04_enus

■ Cisco WebEx for Windows

Cisco WebEx for Windows: Sign-in & Setup
Skillsoft Course ds_ciwbex14_01_enus

Cisco WebEx for Windows: Organizing & Hosting Meetings
Skillsoft Course ds_ciwbex14_02_enus

Cisco WebEx for Windows: Using Meeting Tools
Skillsoft Course ds_ciwbex14_03_enus

■ Convo

Convo: Sign-in & Setup
Skillsoft Course ds_conv16_01_enus

Convo: Communication Tools
Skillsoft Course ds_conv16_02_enus

Convo: Working with Groups
Skillsoft Course ds_conv16_03_enus

Convo: Creating, Finding, & Sharing Information
Skillsoft Course ds_conv16_04_enus

Convo: Configuring Convo
Skillsoft Course ds_conv16_05_enus

Convo: The Convo iOS App
Skillsoft Course ds_conv16_06_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

■ LogMeIn GoToMeeting

LogMeIn GoToMeeting: Sign-in & Setup
Skillsoft Courseds_gotome16_01_enus
LogMeIn GoToMeeting: Organizing & Hosting Meetings
Skillsoft Courseds_gotome16_02_enus

■ LogMeIn GoToWebinar

LogMeIn GoToWebinar: Planning & Participating in
Webinars
Skillsoft Courseds_gotowe16_01_enus
LogMeIn GoToWebinar: Managing Webinars
Skillsoft Courseds_gotowe16_02_enus

■ Join.me for Windows

Join.me for Windows: Signing In & Setting Up an
Account
Skillsoft Courseds_joinme17_01_enus
Join.me for Windows: Organizing, Hosting & Joining
Meetings
Skillsoft Courseds_joinme17_02_enus
Join.me for Windows: Using the Meeting Tools
Skillsoft Courseds_joinme17_03_enus

PRODUCTIVITY & COLLABORATION TOOLS

FACEBOOK

■ Facebook for Web

Facebook for Web: Sign-in & Setup
Skillsoft Courseds_face2016_01_enus
Facebook for Web: Finding & Interacting with Friends
Skillsoft Courseds_face2016_02_enus
Facebook for Web: Using the News Feed
Skillsoft Courseds_face2016_03_enus
Facebook for Web: Posting Updates
Skillsoft Courseds_face2016_04_enus
Facebook for Web: Photo Tools
Skillsoft Courseds_face2016_05_enus
Facebook for Web: Group Tools
Skillsoft Courseds_face2016_06_enus
Facebook for Web: Creating & Managing Pages
Skillsoft Courseds_face2016_07_enus
Facebook for Web: Creating & Organizing Events
Skillsoft Courseds_face2016_08_enus
Facebook for Web: Private Communication Tools
Skillsoft Courseds_face2016_09_enus
Facebook for Web: Privacy & Security Settings
Skillsoft Courseds_face2016_10_enus

■ Facebook for iOS

Facebook for iPad: Sign-in & Setup
Skillsoft Courseds_faceios_01_enus
Facebook for iPad: Finding & Interacting with Friends
Skillsoft Courseds_faceios_02_enus
Facebook for iPad: Using the News Feed
Skillsoft Courseds_faceios_03_enus
Facebook for iPad: Posting Updates
Skillsoft Courseds_faceios_04_enus
Facebook for iPad: Photo Tools
Skillsoft Courseds_faceios_05_enus
Facebook for iPad: Group Tools
Skillsoft Courseds_faceios_06_enus
Facebook for iPad: Creating & Managing Pages
Skillsoft Courseds_faceios_07_enus
Facebook for iPad: Creating & Organizing Events
Skillsoft Courseds_faceios_08_enus
Facebook for iPad: Privacy & Security Settings
Skillsoft Courseds_faceios_09_enus

■ Facebook Messenger

Facebook Messenger: Sign-in & Setup
Skillsoft Courseds_facemess_01_enus
Facebook Messenger: Communication & Connections
Skillsoft Courseds_facemess_02_enus
Facebook Messenger: Using Messenger on the Web
Skillsoft Courseds_facemess_03_enus

■ Facebook Business: Facebook Pages

Pages for Facebook Business: Setting Up a Page
Skillsoft Courseds_fbkpg17_01_enus
Pages for Facebook Business: Creating Page Posts
Skillsoft Courseds_fbkpg17_02_enus
Pages for Facebook Business: Building your Page Reach
Skillsoft Courseds_fbkpg17_03_enus

■ Facebook Workplace

Facebook Workplace: Signing In & Setting Up
Skillsoft Courseds_fbwork17_01_enus
Facebook Workplace: Posting Updates
Skillsoft Courseds_fbwork17_02_enus
Facebook Workplace: Using Groups
Skillsoft Courseds_fbwork17_03_enus
Facebook Workplace: Using the Photo Tools
Skillsoft Courseds_fbwork17_04_enus
Facebook Workplace: Using the Private Communication
Tools
Skillsoft Courseds_fbwork17_05_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Facebook Workplace: Creating & Organizing Events
Skillsoft Course ds_fbwork17_06_enus
Facebook Workplace: Administering a Workplace
Network
Skillsoft Course ds_fbwork17_07_enus

PRODUCTIVITY & COLLABORATION TOOLS

QUICKBOOKS

■ QuickBooks Pro 2017 Fundamentals

Getting Started with QuickBooks Pro 2017
Skillsoft Course ds_qpro_a01_it_enus
Interface and Company Settings
Skillsoft Course ds_qpro_a02_it_enus
Vendors, Bills, Customers, and Income
Skillsoft Course ds_qpro_a03_it_enus
Employees, Banking, and Reports
Skillsoft Course ds_qpro_a04_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

IBM FOR END USERS

■ IBM Connections Cloud

IBM Connections Cloud: Signing in & Managing
Accounts
Skillsoft Course ds_ibmconn_01_enus
IBM Connections Cloud: Adding & Organizing Contacts
Skillsoft Course ds_ibmconn_02_enus
IBM Connections Cloud: Posting & Reacting to Status
Updates
Skillsoft Course ds_ibmconn_03_enus
IBM Connections Cloud: Using Meeting Tools
Skillsoft Course ds_ibmconn_04_enus
IBM Connections Cloud: Creating, Importing, &
Organizing Files
Skillsoft Course ds_ibmconn_05_enus
IBM Connections Cloud: Using Communities
Skillsoft Course ds_ibmconn_06_enus

■ IBM Notes 8.5

IBM Notes 8.5: Opening & Setting Up the Client
Skillsoft Course ds_ibmln85_01_enus
IBM Notes 8.5: Sending & Receiving Emails
Skillsoft Course ds_ibmln85_02_enus
IBM Notes 8.5: Formatting Emails
Skillsoft Course ds_ibmln85_03_enus

IBM Notes 8.5: Organizing Emails
Skillsoft Course ds_ibmln85_04_enus
IBM Notes 8.5: Contact Tools
Skillsoft Course ds_ibmln85_05_enus
IBM Notes 8.5: Calendar Tools
Skillsoft Course ds_ibmln85_06_enus
IBM Notes 8.5: Configuring the Client
Skillsoft Course ds_ibmln85_07_enus

■ IBM Sametime Connect 9

IBM Sametime Connect 9: The Sametime Interface
Skillsoft Course ds_ibmsaco9_01_enus
IBM Sametime Connect 9: Using the Chat Tools
Skillsoft Course ds_ibmsaco9_02_enus
IBM Sametime Connect 9: Using the Contact Tools
Skillsoft Course ds_ibmsaco9_03_enus
IBM Sametime Connect 9: Organizing & Hosting
Meetings
Skillsoft Course ds_ibmsaco9_04_enus
IBM Sametime Connect 9: Configuring Sametime
Connect
Skillsoft Course ds_ibmsaco9_05_enus

■ IBM Sametime Web Chat 9

IBM Sametime Web Chat 9: Sametime Configuration
Skillsoft Course ds_ibmsawb9_01_enus
IBM Sametime Web Chat 9: Chatting & Calling
Skillsoft Course ds_ibmsawb9_02_enus
IBM Sametime Web Chat 9: Organizing & Hosting
Meetings
Skillsoft Course ds_ibmsawb9_03_enus

■ IBM Verse 2016

IBM Verse 2016: Sending & Receiving Emails
Skillsoft Course ds_ibmverse_01_enus
IBM Verse 2016: Formatting Emails
Skillsoft Course ds_ibmverse_02_enus
IBM Verse 2016: Organizing Emails
Skillsoft Course ds_ibmverse_03_enus
IBM Verse 2016: Contact & Chat Tools
Skillsoft Course ds_ibmverse_04_enus
IBM Verse 2016: Calendar Tools
Skillsoft Course ds_ibmverse_05_enus

■ IBM Notes 9

IBM Notes 9: Formatting Emails
Skillsoft Course ds_ibmnote9_03_enus
IBM Notes 9: Organizing Emails
Skillsoft Course ds_ibmnote9_04_enus

IBM Notes 9: Setting Up IBM Notes	
Skillsoft Course	ds_ibmnote9_01_enus
IBM Notes 9: Sending & Receiving Emails	
Skillsoft Course	ds_ibmnote9_02_enus
IBM Notes 9: Contact Tools	
Skillsoft Course	ds_ibmnote9_05_enus
IBM Notes 9: Calendar Tools	
Skillsoft Course	ds_ibmnote9_06_enus
IBM Notes 9: Configuration	
Skillsoft Course	ds_ibmnote9_07_enus

PRODUCTIVITY & COLLABORATION TOOLS

PUBLISHER 2016

■ Publisher 2016 for Windows

Publisher 2016 for Windows: Creating, Opening & Saving Publications	
Skillsoft Course	ds_mspub16_01_enus
Publisher 2016 for Windows: Editing Publications	
Skillsoft Course	ds_mspub16_02_enus
Publisher 2016 for Windows: Designing & Structuring Publications	
Skillsoft Course	ds_mspub16_03_enus
Publisher 2016 for Windows: Illustrating Publications	
Skillsoft Course	ds_mspub16_04_enus
Publisher 2016 for Windows: Using the Merge Tools	
Skillsoft Course	ds_mspub16_05_enus
Publisher 2016 for Windows: Configuring the Application	
Skillsoft Course	ds_mspub16_06_enus

PRODUCTIVITY & COLLABORATION TOOLS

FIREFOX

■ Firefox 50 for End Users

Firefox 50: Browsing the Web	
Skillsoft Course	ds_mzff50_01_enus
Firefox 50: Searching the Web	
Skillsoft Course	ds_mzff50_02_enus
Firefox 50: Saving & Bookmarking Websites	
Skillsoft Course	ds_mzff50_03_enus
Firefox 50: Browsing Securely & Safely	
Skillsoft Course	ds_mzff50_04_enus
Firefox 50: Customizing the Browser	
Skillsoft Course	ds_mzff50_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

MENTORING ASSETS

■ Mentoring Assets

Mentoring 77-881 Word 2010	
Skillsoft Mentoring Assets	mnt77881
Mentoring 77-882 Excel 2010	
Skillsoft Mentoring Assets	mnt77882
Mentoring Using Word 2007	
Skillsoft Mentoring Assets	mntwd2007
Mentoring Using Excel 2007	
Skillsoft Mentoring Assets	mntex2007
Mentoring 77-888 Excel 2010 Expert	
Skillsoft Mentoring Assets	mnt77888
Mentoring 77-418 Word 2013	
Skillsoft Mentoring Assets	mnt77418
Mentoring 77-420 Excel 2013	
Skillsoft Mentoring Assets	mnt77420
Mentoring 77-427 Excel 2013 Expert Part One	
Skillsoft Mentoring Assets	mnt77427
Mentoring 77-428 Excel 2013 Expert Part Two	
Skillsoft Mentoring Assets	mnt77428
Mentoring 77-725 Word 2016: Core Document Creation, Collaboration, and Communication	
Skillsoft Mentoring Assets	mnt77725
Mentoring 77-727 Excel 2016: Core Data Analysis, Manipulation, and Presentation	
Skillsoft Mentoring Assets	mnt77727

BUSINESS SKILLS COURSEWARE

BUSINESS STRATEGY AND OPERATIONS

OPERATIONS CURRICULUM

■ The Foundations of Six Sigma

Are You Listening to Your Customers?
Skillsoft Business Impact Series....._pc_bi_ssbi001

Quick Wins in Six Sigma Implementation
Skillsoft Business Impact Series....._pc_bi_ssbi002

Six Sigma Versus TQM
Skillsoft Business Impact Series....._pc_bi_ssbi003

Lean Inbound Transportation
Skillsoft Business Impact Series....._pc_bi_ssbi004

A Critical-to-quality Tree - What's That?
Skillsoft Business Impact Series....._pc_bi_ssbi006

Basic Measurement Concepts in Six Sigma
Skillsoft Business Impact Series....._pc_bi_ssbi007

Does Your Business Really Need Six Sigma?
Skillsoft Challenge Series....._pc_ch_sschi001

Identifying Candidates for Key Six Sigma Roles
Skillsoft Challenge Series....._pc_ch_sschi002

■ Leading Sustainable Process Improvement

Spearheading a Process Improvement
Skillsoft Challenge Series....._pc_ch_opchi001

■ Six Sigma Black Belt (2015 BOK): Organization-wide Planning and Deployment

Fundamentals of Lean and Six Sigma and their Applications
Skillsoft Course oper_36_a01_bs_enus

Six Sigma Project Selection, Roles, and Responsibilities
Skillsoft Course oper_36_a02_bs_enus

Six Sigma Strategic Planning and Deployment
Skillsoft Course oper_36_a03_bs_enus

■ Six Sigma Black Belt (2015 BOK): Organizational Process Management and Measures

Impact on Stakeholders and Benchmarking for Six Sigma
Skillsoft Course oper_37_a01_bs_enus

Using Business and Financial Measures in Six Sigma
Skillsoft Course oper_37_a02_bs_enus

■ Six Sigma Black Belt (2015 BOK): Team Management

Six Sigma Team Dynamics, Roles, and Success Factors
Skillsoft Course oper_38_a01_bs_enus

Six Sigma Team Facilitation and Leadership
Skillsoft Course oper_38_a02_bs_enus

Six Sigma Team Dynamics and Training
Skillsoft Course oper_38_a03_bs_enus

■ Six Sigma Black Belt (2015 BOK): Define

Determining Requirements by Listening to the Voice of the Customer in Six Sigma
Skillsoft Course oper_39_a01_bs_enus

Six Sigma Business Case, Project Charter, and Tools
Skillsoft Course oper_39_a02_bs_enus

■ Six Sigma Black Belt (2015 BOK): Measure

Process Flow Metrics and Analysis Tools for Six Sigma
Skillsoft Course oper_40_a01_bs_enus

Data Types, Sampling, Collection, and Measurement in Six Sigma
Skillsoft Course oper_40_a02_bs_enus

Six Sigma Measurement Systems and Metrology
Skillsoft Course oper_40_a03_bs_enus

Using Basic Statistics and Graphical Methods in Six Sigma
Skillsoft Course oper_40_a04_bs_enus

Probability and Probability Distributions in Six Sigma
Skillsoft Course oper_40_a05_bs_enus

Determining Process Performance and Capability in Six Sigma
Skillsoft Course oper_40_a06_bs_enus

■ Six Sigma Black Belt (2015 BOK): Analyze

Measuring and Modeling Relationships between Variables in Six Sigma
Skillsoft Course oper_41_a01_bs_enus

Basics of Hypothesis Testing and Tests for Means in Six Sigma
Skillsoft Course oper_41_a02_bs_enus

Tests for Variances and Proportions, ANOVA, and Goodness-of-fit in Six Sigma
Skillsoft Course oper_41_a03_bs_enus

Multivariate Tools and Nonparametric Tests in Six Sigma
Skillsoft Course oper_41_a04_bs_enus

FMEA and Other Nonstatistical Analysis Methods in Six Sigma
Skillsoft Course oper_41_a05_bs_enus

BUSINESS SKILLS COURSEWARE

■ Six Sigma Black Belt (2015 BOK): Improve

Understanding DOE and Planning Experiments in Six Sigma
Skillsoft Course oper_42_a01_bs_enus

Designing, Conducting, and Analyzing Experiments in Six Sigma
Skillsoft Course oper_42_a02_bs_enus

Lean Improvement Methods and Implementation Planning in Six Sigma
Skillsoft Course oper_42_a03_bs_enus

■ Six Sigma Black Belt (2015 BOK): Control

Statistical Process Control (SPC) and Control Charts in Six Sigma
Skillsoft Course oper_43_a01_bs_enus

Using Lean Control Tools and Maintaining Controls in Six Sigma
Skillsoft Course oper_43_a02_bs_enus

Sustaining Six Sigma Improvements
Skillsoft Course oper_43_a03_bs_enus

■ Six Sigma Black Belt (2015 BOK): Design for Six Sigma (DFSS)

Common DFSS Methodologies, Design for X, and Robust Designs
Skillsoft Course oper_44_a01_bs_enus

■ Operations Management: Efficiency of Production

Operations Management Functions and Strategies
Skillsoft Course oper_45_a01_bs_enus

Strategic Product and Service Management
Skillsoft Course oper_45_a02_bs_enus

Supply Chain Management Basics: Cutting Costs and Optimizing Delivery
Skillsoft Course oper_45_a03_bs_enus

Inventory Management: Aligning Inventory with Production and Demand
Skillsoft Course oper_45_a04_bs_enus

Optimizing Operations Using Demand Forecasting and Capacity Management
Skillsoft Course oper_45_a05_bs_enus

■ Understanding Lean Production

Using Lean to Perfect Organizational Processes
Skillsoft Course oper_46_a01_bs_enus

Using Lean to Improve Flow and Pull
Skillsoft Course oper_46_a02_bs_enus

Using Lean to Reduce Waste and Streamline Value Flow
Skillsoft Course oper_46_a03_bs_enus

Applying Value Stream Mapping in Lean Business
Skillsoft Course oper_46_a04_bs_enus

Five Steps to Perfection: Implementing Lean
Skillsoft Business Impact Series....._pc_bi_ssbi009

Value Stream Maps for Non-manufacturing Processes
Skillsoft Business Impact Series....._pc_bi_ssbi010

Do You Share Your Organization's Values?
Skillsoft Business Impact Series....._pc_bi_pabi006

■ Six Sigma Yellow Belt - Six Sigma Fundamentals

Six Sigma and Lean: Foundations and Principles
Skillsoft Courseapr_07_a01_bs_enus

Six Sigma: Team Basics, Roles, and Responsibilities
Skillsoft Courseapr_07_a02_bs_enus

Six Sigma: Quality Tools
Skillsoft Courseapr_07_a03_bs_enus

Six Sigma: Metrics
Skillsoft Courseapr_07_a04_bs_enus

■ Six Sigma Yellow Belt - Define

Six Sigma: Identifying Projects
Skillsoft Courseapr_08_a01_bs_enus

Six Sigma: Project Management Basics
Skillsoft Courseapr_08_a02_bs_enus

■ Six Sigma Yellow Belt - Measure

Basic Six Sigma Statistics
Skillsoft Courseapr_09_a01_bs_enus

Classifying and Collecting Data
Skillsoft Courseapr_09_a02_bs_enus

Six Sigma Measurement System Analysis
Skillsoft Courseapr_09_a03_bs_enus

■ Six Sigma Yellow Belt - Analyze

Lean Tools and FMEA
Skillsoft Courseapr_10_a01_bs_enus

Data Analysis and Root Cause Analysis in Six Sigma
Skillsoft Courseapr_10_a02_bs_enus

Six Sigma Correlation, Regression, and Hypothesis Testing
Skillsoft Courseapr_10_a03_bs_enus

■ Six Sigma Yellow Belt - Improve and Control

Six Sigma Techniques for Improvement
Skillsoft Courseapr_11_a01_bs_enus

Six Sigma Control Tools and Documentation
Skillsoft Courseapr_11_a02_bs_enus

BUSINESS SKILLS COURSEWARE

■ Six Sigma Green Belt - Six Sigma and Organizational Strategy

Organizational Goals and Six Sigma
Skillsoft Courseapr_01_a01_bs_enus
Lean Principles in Six Sigma Projects
Skillsoft Courseapr_01_a02_bs_enus
FMEA and Design for Six Sigma
Skillsoft Courseapr_01_a03_bs_enus

■ Six Sigma Green Belt - Define

Identifying Six Sigma Projects
Skillsoft Courseapr_02_a01_bs_enus
Six Sigma Voice of the Customer
Skillsoft Courseapr_02_a02_bs_enus
Six Sigma Project Management Essentials
Skillsoft Courseapr_02_a03_bs_enus
Management and Planning Tools for Six Sigma
Skillsoft Courseapr_02_a04_bs_enus
Six Sigma Performance Metrics
Skillsoft Courseapr_02_a05_bs_enus
Team Dynamics and Performance for Six Sigma Projects
Skillsoft Courseapr_02_a06_bs_enus

■ Six Sigma Green Belt - Measure

Six Sigma Process Documentation and Analysis
Skillsoft Courseapr_03_a01_bs_enus
Six Sigma Probability and Statistical Distributions
Skillsoft Courseapr_03_a02_bs_enus
Six Sigma Data Classification, Sampling, and Collection
Skillsoft Courseapr_03_a03_bs_enus
Six Sigma Statistics and Graphical Presentation
Skillsoft Courseapr_03_a04_bs_enus
Six Sigma Measurement Systems Analysis
Skillsoft Courseapr_03_a05_bs_enus
Six Sigma Process and Performance Capability Measurement
Skillsoft Courseapr_03_a06_bs_enus

■ Six Sigma Green Belt - Analyze

Six Sigma Exploratory Data Analysis
Skillsoft Courseapr_04_a01_bs_enus
Six Sigma Hypothesis Testing Fundamentals
Skillsoft Courseapr_04_a02_bs_enus
Six Sigma Hypothesis Tests for Variances and Proportions
Skillsoft Courseapr_04_a03_bs_enus

■ Six Sigma Green Belt - Improve

Six Sigma Design of Experiments
Skillsoft Courseapr_05_a01_bs_enus
Six Sigma Root Cause Analysis and Waste Elimination
Skillsoft Courseapr_05_a02_bs_enus
Six Sigma Cycle-time Reduction and Kaizen Blitz
Skillsoft Courseapr_05_a03_bs_enus

■ Six Sigma Green Belt - Control

Six Sigma Statistical Process Control Basics
Skillsoft Courseapr_06_a01_bs_enus
Six Sigma Control Charts
Skillsoft Courseapr_06_a02_bs_enus
Six Sigma Process Control Tools
Skillsoft Courseapr_06_a03_bs_enus

■ Mentoring Asset

Mentoring Six Sigma Green Belt (SSGB)
Skillsoft Mentoring Assetsmntcssgb
Mentoring Six Sigma Yellow Belt (SSYB)
Skillsoft Mentoring Assetsmntcssyb

■ Test Preps

TestPrep Six Sigma Green Belt (SSGB)
Skillsoft Testprep Exams.....oper_ss gb_a02_tp_enus
TestPrep Six Sigma Yellow Belt (SSYB)
Skillsoft Testprep Exams.....oper_30_a01_tp_enus

BUSINESS STRATEGY AND OPERATIONS

STRATEGIC PLANNING CURRICULUM

■ Moving From an Operational Manager to a Strategic Thinker

Effective Critical Analysis of Business Reports
Skillsoft Business Impact Series....._pc_bi_pfb004
Leading Outside the Organization
Skillsoft Business Impact Series....._pc_bi_lsbi005
Returning to Core Competencies
Skillsoft Business Impact Series....._pc_bi_lsbi014
Competitive Awareness and Strategy
Skillsoft Challenge Series....._pc_ch_lach022

■ The Fundamentals of Globalization

Managing Expatriates' Career Development
Skillsoft Business Impact Series....._pc_bi_mgb011

BUSINESS SKILLS COURSEWARE

The Etiquette of Cross-cultural Gift Giving
Skillsoft Business Impact Series....._pc_bi_spbi015
Evaluating Globalization Opportunities
Skillsoft Challenge Series....._pc_ch_lach019

■ Fundamentals of Business Planning

Preparing and Implementing a Business Plan
Skillsoft Course ast_02_a01_bs_enus
Effective Critical Analysis of Business Reports
Skillsoft Business Impact Series....._pc_bi_pfb004
Leading Outside the Organization
Skillsoft Business Impact Series....._pc_bi_lsbi005
Returning to Core Competencies
Skillsoft Business Impact Series....._pc_bi_lsbi014
Competitive Awareness and Strategy
Skillsoft Challenge Series....._pc_ch_lach022

■ Thinking Strategically and Managing Risk

Thinking Strategically as a Manager
Skillsoft Course ast_01_a01_bs_enus
Using Strategic Thinking to Consider the Big Picture
Skillsoft Course ast_01_a02_bs_enus
Identifying Risks in Your Organization
Skillsoft Course ast_01_a03_bs_enus
Assessing Your Organization's Risks
Skillsoft Course ast_01_a04_bs_enus
Responding Effectively to Risks
Skillsoft Course ast_01_a05_bs_enus

■ Strategic Risk-taking

Knowing When to Take Strategic Risks
Skillsoft Course bs_arm01_a01_enus

■ Big Data Basics

Big Data Fundamentals
Skillsoft Course aba_01_a01_bs_enus
Big Data Interpretation
Skillsoft Course aba_01_a02_bs_enus

BUSINESS STRATEGY AND OPERATIONS

MARKETING CURRICULUM

■ Essential Marketing Strategies

The Basics of Marketing
Skillsoft Course mkt_05_a01_bs_enus

The People and Planning in Marketing
Skillsoft Course mkt_05_a02_bs_enus
Product, Pricing, and Promotion in the Marketing Mix
Skillsoft Course mkt_05_a03_bs_enus
Distribution and E-Marketing Ethics in the Marketing Mix
Skillsoft Course mkt_05_a04_bs_enus
Competitive Marketing Strategies: Analyzing Your Organization
Skillsoft Course mkt_05_a05_bs_enus
Designing Products to Fit the Channel
Skillsoft Business Impact Series....._pc_bi_spbi005
Increasing Competitiveness through Collaboration
Skillsoft Challenge Series....._pc_ch_lschi006
Using Web Analytics to Increase Sales
Skillsoft Business Impact Series....._pc_bi_spbi012
Trade Show Marketing - Planning Ahead
Skillsoft Business Impact Series....._pc_bi_spbi013

■ Essentials of Public Relations

Strategies for the Modern Public Relations Professional
Skillsoft Course amk_01_a01_bs_enus
Writing Skills for Public Relations
Skillsoft Course amk_01_a02_bs_enus

■ Marketing in the Digital Age

Reaching Customers Digitally
Skillsoft Course amk_02_a01_bs_enus
Helping Customers Find You
Skillsoft Course amk_02_a02_bs_enus
Managing Your Corporate Reputation Online
Skillsoft Course amk_02_a03_bs_enus

FINANCE, HUMAN RESOURCES AND ADMINISTRATION

FINANCE AND ACCOUNTING CURRICULUM

■ Finance and Accounting Essentials for Non-financial Professionals

Recognizing The Value of Intangible Assets
Skillsoft Business Impact Series....._pc_bi_fabi007

BUSINESS SKILLS COURSEWARE

■ Accounting for Non-Financial Professionals

Basic Accounting Concepts for Non-financial Professionals Skillsoft Course	fin_08_a01_bs_enus
Basic Budgeting for Non-financial Professionals Skillsoft Course	fin_08_a02_bs_enus
Comprehending Financials: A Guide to Financial Statements Skillsoft Course	fin_08_a03_bs_enus
Financial Statement Analysis for Non-financial Professionals Skillsoft Course	fin_08_a04_bs_enus
Increasing Cash Flow in Times of Need Skillsoft Business Impact Series.....	_pc_bi_fabi003
Attracting New Investors - Keeping Presentations Focused Skillsoft Business Impact Series.....	_pc_bi_fabi004
What's Your Gross Profit Margin Really Saying? Skillsoft Business Impact Series.....	_pc_bi_fabi006
Recognizing The Value of Intangible Assets Skillsoft Business Impact Series.....	_pc_bi_fabi007
Recession: How it Affects Business Skillsoft Business Impact Series.....	_pc_bi_fabi008
Assessing Nonrecurring Items in Income Statements Skillsoft Business Impact Series.....	_pc_bi_fabi009
The Time Value of Money: Possible Pitfalls Skillsoft Business Impact Series.....	_pc_bi_fabi011
Using Financial Analysis for Credit Decisions Skillsoft Challenge Series.....	_pc_ch_lach012

■ Accounting Basics

Key Accounting Concepts and Principles Skillsoft Course	fin_09_a01_bs_enus
Recording, Posting, and Balancing the Books Skillsoft Course	fin_09_a02_bs_enus
Preparing Financial Statements and Closing Accounts Skillsoft Course	fin_09_a03_bs_enus
Accounting for Stock Transactions Skillsoft Course	fin_09_a04_bs_enus
Outsourcing Financial Activities Skillsoft Business Impact Series.....	_pc_bi_fabi001
Deconstructing the Balance Sheet Skillsoft Business Impact Series.....	_pc_bi_fabi010

■ Cost Consciousness in the Workplace

Focusing on the Bottom Line as an Employee Skillsoft Course	afn_01_a01_bs_enus
Managing with a Cost-control Mindset Skillsoft Course	afn_01_a02_bs_enus

FINANCE, HUMAN RESOURCES AND ADMINISTRATION

HUMAN RESOURCES CURRICULUM

■ SHRM-CP/SCP: HR Competencies

HR Competencies: Leadership and Ethical Practice Skillsoft Course	hr_17_a01_bs_enus
HR Competencies: Business Acumen and Relationship Management Skillsoft Course	hr_17_a02_bs_enus
HR Competencies: Consultation and Critical Evaluation Skillsoft Course	hr_17_a03_bs_enus
HR Competencies: Global and Cultural Effectiveness and Communication Skillsoft Course	hr_17_a04_bs_enus

■ SHRM-CP/SCP: Management of People

Management of People: Talent Acquisition and Retention Skillsoft Course	hr_18_a01_bs_enus
Management of People: Employee Engagement Skillsoft Course	hr_18_a02_bs_enus
Management of People: Learning and Development Skillsoft Course	hr_18_a03_bs_enus
Management of People: Total Rewards Skillsoft Course	hr_18_a04_bs_enus

■ SHRM-CP/SCP: Organization and the HR Function

Organization and HR: Structure of the HR Function Skillsoft Course	hr_19_a01_bs_enus
Organization and HR: Organizational Effectiveness and Development Skillsoft Course	hr_19_a02_bs_enus
Organization and HR: Workforce Management and Using Technology and Data Skillsoft Course	hr_19_a03_bs_enus
Organization and HR: Employee Relations Skillsoft Course	hr_19_a04_bs_enus

■ SHRM-CP/SCP: Workplace Management and HR

Workplace Management: Global HR, Diversity, and Inclusion Skillsoft Course	hr_20_a01_bs_enus
Workplace Management: Risk Management Skillsoft Course	hr_20_a02_bs_enus

BUSINESS SKILLS COURSEWARE

Workplace Management: Corporate Social Responsibility
Skillsoft Coursehr_20_a03_bs_enus

Workplace Management: Employment Laws and Regulations
Skillsoft Coursehr_20_a04_bs_enus

■ SHRM-CP/SCP: HR Strategy Management

Human Resource Strategy Management: Strategic Planning
Skillsoft Coursehr_21_a01_bs_enus

Human Resource Strategy Management: Business and HR Strategy
Skillsoft Coursehr_21_a02_bs_enus

■ SHRM- SCP: HRM for Senior HR Professionals

Advanced HR Management: Competencies for Senior HR Professionals Part I
Skillsoft Coursehr_22_a01_bs_enus

Advanced HR Management: Competencies for Senior HR Professionals Part II
Skillsoft Coursehr_22_a02_bs_enus

Advanced Human Resources Management: People and Organization
Skillsoft Coursehr_22_a03_bs_enus

Advanced Human Resources Management: Workplace and HR Strategy
Skillsoft Coursehr_22_a04_bs_enus

■ Recruiting, Screening, and Onboarding Effectively

Ensuring Onboarding Success
Skillsoft Courseahr_01_a03_bs_enus

Hitting the Recruitment Bull's-eye
Skillsoft Courseahr_01_a01_bs_enus

Applicant Screening: The First Step in Hiring the Best
Skillsoft Courseahr_01_a02_bs_enus

Guarding Against Interviewing Biases
Skillsoft Business Impact Series....._pc_bi_hrbi003

Conducting Interviews: Asking the Right Questions
Skillsoft Business Impact Series....._pc_bi_hrbi014

Creating a Compelling Job Description
Skillsoft Business Impact Series....._pc_bi_hrbi015

Hiring Strategic Thinkers
Skillsoft Challenge Series....._pc_ch_lach011

Hiring a New Employee
Skillsoft Challenge Series....._pc_ch_lach028

Fringe Benefits: Maintaining a Competitive Hiring Advantage
Skillsoft Business Impact Series....._pc_bi_hrbi004

Aligning Recruitment to Job Requirements
Skillsoft Business Impact Series....._pc_bi_hrbi001

Preventing High Turnover Rates: How to Keep The Best
Skillsoft Business Impact Series....._pc_bi_mgb008

Disciplines of Organizational Learning: Personal Mastery
Skillsoft Business Impact Series....._pc_bi_pfb011

Surviving the Talent Crunch
Skillsoft Challenge Series....._pc_ch_lsch007

■ Transformational HR and Talent Management

Planning for Skills Needs and Managing Performance
Skillsoft Courseahr_02_a01_bs_enus

Building Career Development Programs and Succession Planning
Skillsoft Courseahr_02_a02_bs_enus

Implementing Transformational HR
Skillsoft Courseahr_02_a03_bs_enus

Individual Behavior in Organizations
Skillsoft Courseahr_02_a04_bs_enus

FINANCE, HUMAN RESOURCES AND ADMINISTRATION

ADMINISTRATIVE SUPPORT CURRICULUM

■ Administrative Support: Secrets to Success

Administrative Support: Developing Your Essential Skills
Skillsoft Courseaad_01_a01_bs_enus

Administrative Support: Working in Partnership with Your Boss
Skillsoft Courseaad_01_a02_bs_enus

Administrative Support: Interacting Effectively with Colleagues
Skillsoft Courseaad_01_a03_bs_enus

Administrative Support: Projecting a Positive Professional Image
Skillsoft Courseaad_01_a04_bs_enus

MANAGEMENT AND LEADERSHIP

MANAGEMENT CURRICULUM

BUSINESS SKILLS COURSEWARE

■ First Time Manager Essentials

The Reality of Being a First-time Manager
Skillsoft Course amg_01_a01_bs_enus

Facing Challenges as a First-time Manager
Skillsoft Course amg_01_a02_bs_enus

Managing Fairly
Skillsoft Business Impact Series....._pc_bi_mgbi016

Acting Decisively
Skillsoft Challenge Series....._pc_ch_lach034

Employee Dismissal
Skillsoft Challenge Series....._pc_ch_lach038

Making the Move Into Management
Skillsoft Challenge Series....._pc_ch_lach029

■ Managing Employee Performance

Keeping Top Performers Challenged
Skillsoft Course amg_03_a01_bs_enus

Planning an Effective Performance Appraisal
Skillsoft Course amg_03_a02_bs_enus

Creating a Plan for Performance Management
Skillsoft Course amg_03_a03_bs_enus

Detecting and Dealing with Performance Problems
Skillsoft Course amg_03_a04_bs_enus

Preparing for Your Performance Appraisal
Skillsoft Business Impact Series....._pc_bi_pfb017

Underperforming Employee – Now What?
Skillsoft Business Impact Series....._pc_bi_hrbi010

Managing Performance
Skillsoft Challenge Series....._pc_ch_lach002

Attracting and Retaining Talent
Skillsoft Challenge Series....._pc_ch_lach021

■ Advanced Management Techniques

Gauging Your Organization's High-performing Potential
Skillsoft Course amg_04_a01_bs_enus

Managing for Cross-functionality
Skillsoft Course amg_04_a02_bs_enus

Managing Your Company's Talent
Skillsoft Course amg_04_a03_bs_enus

Managing the Unique Needs of Experts
Skillsoft Course amg_04_a04_bs_enus

Fostering Mentoring Relationships
Skillsoft Course amg_04_a05_bs_enus

Managing Top Performers Is Always Easy...Right?
Skillsoft Business Impact Series....._pc_bi_hrbi013

Recognizing Natural Leaders
Skillsoft Challenge Series....._pc_ch_lsch001

Developing Adaptable Managers
Skillsoft Business Impact Series....._pc_bi_mgbi013

Employee Engagement
Skillsoft Challenge Series....._pc_ch_mgch006

Delivering Bad News Effectively
Skillsoft Challenge Series....._pc_ch_lach033

Building Upward Relationships
Skillsoft Challenge Series....._pc_ch_lach039

■ Leveraging Key Management Techniques

Effectively Directing and Delegating as a Manager
Skillsoft Course amg_02_a01_bs_enus

Managing Employee Development
Skillsoft Course amg_02_a02_bs_enus

Facing the Management Challenges of Difficult Behavior and Diverse Teams
Skillsoft Course amg_02_a03_bs_enus

Being a Fair and Caring Manager
Skillsoft Course amg_02_a04_bs_enus

■ Managing a Multigenerational Workforce

Maintaining a Cohesive Multigenerational Workforce
Skillsoft Course amg_05_a01_bs_enus

Managing Multigenerational Employees
Skillsoft Course amg_05_a02_bs_enus

Managing an Aging Workforce
Skillsoft Business Impact Series....._pc_bi_mgbi005

Developing the Next Generation
Skillsoft Business Impact Series....._pc_bi_lsb007

Understanding the Motives of Millennials
Skillsoft Business Impact Series....._pc_bi_mgbi014

■ Managing in Difficult Times

Being an Effective Manager When Times Are Tough
Skillsoft Course amg_06_a01_bs_enus

Managing Motivation during Organizational Change
Skillsoft Course amg_06_a02_bs_enus

How to Manage Difficult Conversations
Skillsoft Course amg_06_a03_bs_enus

Demonstrating Accountability in a Crisis Situation
Skillsoft Challenge Series....._pc_ch_lach007

Perseverance and Flexibility in Times of Crisis
Skillsoft Challenge Series....._pc_ch_lach026

■ Fostering Success through Coaching

Driving Change with Coaching
Skillsoft Course amg_07_a01_bs_enus

Measuring and Sustaining a Coachee's Performance
Skillsoft Course amg_07_a02_bs_enus

The Art of Effective Coaching
Skillsoft Business Impact Series....._pc_bi_lsb018

BUSINESS SKILLS COURSEWARE

Coaching
Skillsoft Challenge Series_pc_ch_lach024
Coaching to Shift Perceptions
Skillsoft Challenge Series_pc_ch_mgch007

Achieving Success through Delegation

Choosing and Preparing Your Delegate
Skillsoft Courseamg_08_a01_bs_enus
Getting What You Expect from Your Delegate
Skillsoft Courseamg_08_a02_bs_enus
Taking Your Team to the Next Level with Delegation
Skillsoft Courseamg_08_a03_bs_enus
Delegating Appropriate Tasks
Skillsoft Business Impact Series....._pc_bi_mgbi007
Developing Employees through Delegation
Skillsoft Challenge Series....._pc_ch_lach017

Final Exams

Management & Leadership Essentials
Skillsoft Final Examsast_02_a01_fe_enus

MANAGEMENT AND LEADERSHIP

LEADERSHIP CURRICULUM

Effective Succession Planning

Succession Planning
Skillsoft Business Impact Series....._pc_bi_lsbi002
Succession Planning and Management Programs
Skillsoft Challenge Series....._pc_ch_lschi004

Developing Leadership Skills

Motivating Your Employees
Skillsoft Courseald_01_a01_bs_enus
Communicating Vision to Your Employees
Skillsoft Courseald_01_a02_bs_enus
Leading through Positive Influence
Skillsoft Courseald_01_a03_bs_enus
Leveraging Emotional Intelligence
Skillsoft Courseald_01_a04_bs_enus
Communicating a Shared Vision
Skillsoft Business Impact Series....._pc_bi_lsbi001
Motivating Human Behavior
Skillsoft Challenge Series....._pc_ch_lschi002
The Emotionally Intelligent Leader
Skillsoft Challenge Series....._pc_ch_lach014
Crafting an Organizational Vision
Skillsoft Challenge Series....._pc_ch_lach040

Leader as Motivator
Skillsoft Challenge Series....._pc_ch_lach008

Leveraging Leadership Techniques

Key Elements of Business Execution
Skillsoft Courseald_02_a01_bs_enus
Building Innovation Cultures and Leaders
Skillsoft Courseald_02_a02_bs_enus
Leading Your Team through Change
Skillsoft Courseald_02_a03_bs_enus
Building a Leadership Development Plan
Skillsoft Courseald_02_a04_bs_enus
Aligning Unit Goals and Imperatives
Skillsoft Courseald_02_a05_bs_enus
Leading Teams through Change
Skillsoft Business Impact Series....._pc_bi_lsbi003
Knowing When to Take Leadership Risks
Skillsoft Business Impact Series....._pc_bi_lsbi006
Wanted - Innovation Leaders
Skillsoft Business Impact Series....._pc_bi_lsbi013
Developing a Business Execution Culture
Skillsoft Challenge Series....._pc_ch_lach001
Leading Change
Skillsoft Challenge Series....._pc_ch_lach004
Leading Innovation
Skillsoft Challenge Series....._pc_ch_lach010
Fostering a Business Execution Culture
Skillsoft Business Impact Series....._pc_bi_lsbi008
Performance Dashboard or Scorecard?
Skillsoft Business Impact Series....._pc_bi_mgbi012
Do You Share Your Organization's Values?
Skillsoft Business Impact Series....._pc_bi_pabi006

Creating a Positive Atmosphere

Positive Atmosphere: Establishing an Engaged Workforce
Skillsoft Courseald_03_a01_bs_enus
Positive Atmosphere: Establishing a Positive Work Environment
Skillsoft Courseald_03_a02_bs_enus
Positive Atmosphere: How Organizational Learning Drives Positive Change
Skillsoft Courseald_03_a03_bs_enus

Improving Leadership Skills

Becoming an Inspirational Leader
Skillsoft Courseald_04_a01_bs_enus
Assessing Your Own Leadership Performance
Skillsoft Courseald_04_a02_bs_enus

BUSINESS SKILLS COURSEWARE

■ Women In Leadership

Gender and Leadership
Skillsoft Course ald_05_a01_bs_enus
Choosing to Lead as a Woman
Skillsoft Course ald_05_a02_bs_enus
Career and Family Challenges for Women Leaders
Skillsoft Course ald_05_a03_bs_enus

■ Leading Virtual Teams

Establishing Effective Virtual Teams
Skillsoft Course ald_06_a01_bs_enus
Facing Virtual Team Challenges
Skillsoft Course ald_06_a02_bs_enus

■ Business Acumen Essentials

Developing Your Business Acumen
Skillsoft Course bs_apd20_a01_enus

■ Organizational Awareness

Gaining Insight through Organizational Awareness
Skillsoft Course bs_apd21_a01_enus

PROFESSIONAL EFFECTIVENESS

COMMUNICATION CURRICULUM

■ Getting Results without Direct Authority

Influencing Key Decision Makers
Skillsoft Business Impact Series..... _pc_bi_lsbi015
Influence and Persuasion
Skillsoft Challenge Series..... _pc_ch_lach016

■ Getting Results through Personal Power

Personal Power and Credibility
Skillsoft Course comm_42_a01_bs_enus
Building Personal Power through Influence
Skillsoft Course comm_42_a02_bs_enus
Influence Others with Political Savvy
Skillsoft Course comm_42_a03_bs_enus
Influencing Key Decision Makers
Skillsoft Business Impact Series..... _pc_bi_lsbi015
Influence and Persuasion
Skillsoft Challenge Series..... _pc_ch_lach016

■ Working with Difficult People

Difficult People: Why They Act That Way and How to Deal with Them
Skillsoft Course comm_46_a01_bs_enus
Difficult People: Can't Change Them, so Change Yourself
Skillsoft Course comm_46_a02_bs_enus
Difficult People: Strategies to Keep Everyone Working Together
Skillsoft Course comm_46_a03_bs_enus
Coping with Aggressive Behavior in the Workplace
Skillsoft Business Impact Series..... _pc_bi_pabi008
Blame Backfires--Conquer Negative Thinking
Skillsoft Business Impact Series..... _pc_bi_pfb003
Reacting to Co-workers Who Try Taking Advantage
Skillsoft Challenge Series..... _pc_ch_pfch003

■ Managing and Controlling Anger

The Essentials for Anger Management
Skillsoft Course comm_47_a01_bs_enus

■ Cross-Cultural Communication

How Culture Impacts Communication
Skillsoft Course comm_48_a01_bs_enus
Using Communication Strategies to Bridge Cultural Divides
Skillsoft Course comm_48_a02_bs_enus
Communicating with a Cross-cultural Audience
Skillsoft Business Impact Series..... _pc_bi_pfb020
Dispute Resolution in International Contracts
Skillsoft Challenge Series..... _pc_ch_ls005

■ Communicating with Senior Executives

Capturing the Attention of Senior Executives
Skillsoft Course comm_49_a01_bs_enus

■ Effective Business Meetings

Planning Meetings Fit for Purpose
Skillsoft Course comm_50_a01_bs_enus
Running Meetings in Better Directions
Skillsoft Course comm_50_a02_bs_enus
When Too Many Meetings Are Just Too Much
Skillsoft Business Impact Series..... _pc_bi_pfb008
Making Meetings Work
Skillsoft Business Impact Series..... _pc_bi_pfb018
Managing Meetings for Productivity and Effectiveness
Skillsoft Challenge Series..... _pc_ch_lach031

BUSINESS SKILLS COURSEWARE

■ Effective Business Writing

Audience and Purpose in Business Writing
Skillsoft Coursecomm_51_a01_bs_enus

Clarity and Conciseness in Business Writing
Skillsoft Coursecomm_51_a02_bs_enus

Editing and Proofreading Business Documents
Skillsoft Coursecomm_51_a03_bs_enus

Writing for Business
Skillsoft Business Impact Series....._pc_bi_pabi012

Written Communication
Skillsoft Challenge Series....._pc_ch_pach015

■ Writing a Business Case

Developing an Effective Business Case
Skillsoft Course acm_01_a01_bs_enus

■ Using E-mail Effectively in the Workplace

Writing Effective E-mails and Instant Messages
Skillsoft Course acm_02_a01_bs_enus

Sending E-mails to the Right People
Skillsoft Course acm_02_a02_bs_enus

Organizing Your E-mail
Skillsoft Course acm_02_a03_bs_enus

■ Essential Skills for Professional Telephone Calls

Keeping Business Calls Professional
Skillsoft Course acm_03_a01_bs_enus

■ Practical Grammar for Business Writing

Using the Parts of Speech
Skillsoft Course acm_04_a01_bs_enus

Getting the Details Right: Spelling Basics
Skillsoft Course acm_04_a02_bs_enus

Abbreviating, Capitalizing, and Using Numbers
Skillsoft Course acm_04_a03_bs_enus

Using Punctuation Marks
Skillsoft Course acm_04_a04_bs_enus

Creating Well-constructed Sentences
Skillsoft Course acm_04_a05_bs_enus

Troublesome Words and Phrases: Common Usage
Mistakes in Writing
Skillsoft Course acm_04_a06_bs_enus

■ Making the Most of Your Presentations

Planning an Effective Presentation
Skillsoft Course acm_05_a01_bs_enus

Building Your Presentation
Skillsoft Course acm_05_a02_bs_enus

Ensuring Successful Presentation Delivery
Skillsoft Course acm_05_a03_bs_enus

Handling Difficult Questions as a Presenter
Skillsoft Business Impact Series....._pc_bi_pabi007

■ Skills for Communication Success

The Art and Science of Communication
Skillsoft Course acm_07_a01_bs_enus

Making an Impact with Non-verbal Communication
Skillsoft Course acm_07_a02_bs_enus

Trust Building through Effective Communication
Skillsoft Course acm_07_a03_bs_enus

Choosing the Right Interpersonal Communication
Method to Make Your Point
Skillsoft Course acm_07_a04_bs_enus

Become a Great Listener
Skillsoft Course acm_07_a05_bs_enus

Do We Have a Failure to Communicate?
Skillsoft Course acm_07_a06_bs_enus

Making Yourself Approachable
Skillsoft Business Impact Series....._pc_bi_pabi011

Asserting Yourself in the Workplace
Skillsoft Challenge Series....._pc_ch_pach016

■ Developing Your Listening Skills

Listening Even When it's Difficult to Listen
Skillsoft Course acm_14_a01_bs_enus

Using Active Listening in Workplace Situations
Skillsoft Course acm_14_a02_bs_enus

Listening to Improve Conversation
Skillsoft Business Impact Series....._pc_bi_pabi001

Effective Listening
Skillsoft Challenge Series....._pc_ch_lach030

Listening with Skill
Skillsoft Challenge Series....._pc_ch_pach002

■ Dealing with Workplace Conflict

The Many Approaches to Facing Workplace Conflict
Skillsoft Course acm_11_a01_bs_enus

Facing and Resolving Conflict in the Workplace
Skillsoft Course acm_11_a02_bs_enus

Confrontation: What's the Best Approach
Skillsoft Business Impact Series....._pc_bi_mgbi009

Personal Conflict Styles
Skillsoft Business Impact Series....._pc_bi_pabi002

Coping with Accusations in the Workplace
Skillsoft Challenge Series....._pc_ch_lsch003

BUSINESS SKILLS COURSEWARE

Managing Conflict
Skillsoft Challenge Series....._pc_ch_lach009
Conflict: Avoid, Confront, or Delay?
Skillsoft Challenge Series....._pc_ch_pach004
Meeting the Challenge of Workplace Conflict
Skillsoft Challenge Series....._pc_ch_coch001

■ Developing Effective Negotiation Skills

The First Steps in Negotiating
Skillsoft Course acm_12_a01_bs_enus
Negotiating the Best Solution
Skillsoft Course acm_12_a02_bs_enus
Effective Body Language in Negotiations
Skillsoft Business Impact Series....._pc_bi_pfb013
Vendor Negotiations: Choosing the Best Approach
Skillsoft Challenge Series....._pc_ch_lach032
Tailoring Your Negotiating Approach
Skillsoft Challenge Series....._pc_ch_coch002

■ Achieving Emotional Intelligence

Navigating Your Own Emotions
Skillsoft Course acm_13_a01_bs_enus
Navigating Other People's Emotions
Skillsoft Course acm_13_a02_bs_enus
Navigating the Workplace with Emotional Intelligence
Skillsoft Course acm_13_a03_bs_enus
How High Is Your EQ?
Skillsoft Business Impact Series....._pc_bi_pfb009
Emotional Intelligence at Work
Skillsoft Challenge Series....._pc_ch_pach014

■ The Art of Feedback

Polishing Your Feedback Skills
Skillsoft Course acm_15_a01_bs_enus
Gaining a Positive Perspective on Feedback
Skillsoft Course acm_15_a02_bs_enus
Criticism in Context
Skillsoft Business Impact Series....._pc_bi_pfb016
Giving Appropriate Feedback
Skillsoft Challenge Series....._pc_ch_lach006
Giving Feedback to Coworkers
Skillsoft Challenge Series....._pc_ch_pach006

■ Communicating Tactfully and Diplomatically

Acting with Diplomacy and Tact
Skillsoft Course acm_16_a01_bs_enus

Navigating Challenging Situations with Diplomacy and Tact
Skillsoft Course acm_16_a02_bs_enus

■ Storytelling Basics

Fundamentals of Business Storytelling
Skillsoft Course acm_17_a01_bs_enus

■ Writing Skills for Technical Professionals

Improving Your Technical Writing Skills
Skillsoft Course acm_06_a01_it_enus

PROFESSIONAL EFFECTIVENESS

PERSONAL DEVELOPMENT CURRICULUM

■ Doing Business Professionally

Reframing Negative Situations
Skillsoft Business Impact Series....._pc_bi_hrbi008

■ Optimizing Your Work/Life Balance

Employee Exhaustion: Managing a Well-balanced Workload
Skillsoft Business Impact Series....._pc_bi_mgbi010
Creating Work/Life Balance
Skillsoft Challenge Series....._pc_ch_lach036

■ Building and Maintaining Trust

Rebuilding Trust
Skillsoft Business Impact Series....._pc_bi_pabi005

■ Perseverance and Resilience

Persevering through Setbacks
Skillsoft Challenge Series....._pc_ch_pach011

■ Perseverance at Work

Forging Ahead with Perseverance and Resilience
Skillsoft Course pe_03_a01_bs_enus
Reaching Goals Using Perseverance and Resilience
Skillsoft Course pe_03_a02_bs_enus
Perseverance: Flexibility in Action
Skillsoft Business Impact Series....._pc_bi_pabi004
Persevering through Setbacks
Skillsoft Challenge Series....._pc_ch_pach011

BUSINESS SKILLS COURSEWARE

■ Building, Rebuilding and Sustaining Trust

The Building Blocks of Building Trust
Skillsoft Course pe_04_a01_bs_enus
The Fruits of Integrity: Building Trust at Work
Skillsoft Challenge Series..... _pc_ch_pach012
Rebuilding Trust
Skillsoft Business Impact Series..... _pc_bi_pabi005

■ Improving Your Work/Life Balance

Taking Stock of Your Work/Life Balance
Skillsoft Course pd_30_a01_bs_enus
Staying Balanced in a Shifting World
Skillsoft Course pd_30_a02_bs_enus
Take a Deep Breath and Manage Your Stress
Skillsoft Course pd_30_a03_bs_enus
Managing Workplace Stress
Skillsoft Business Impact Series..... _pc_bi_hrbi006
Employee Exhaustion: Managing a Well-balanced
Workload
Skillsoft Business Impact Series..... _pc_bi_mgbi010
Creating Work/Life Balance
Skillsoft Challenge Series..... _pc_ch_lach036

■ Navigating through Organizational Change

Organizations Change So Get Ready
Skillsoft Course pd_31_a01_bs_enus
Redefining Yourself after Organizational Change
Skillsoft Course pd_31_a02_bs_enus
Managing the Stress of Organizational Change
Skillsoft Business Impact Series..... _pc_bi_mgbi004
The Importance of Flexibility in the Workplace
Skillsoft Business Impact Series..... _pc_bi_pfb007
Developing Organizational Agility
Skillsoft Challenge Series..... _pc_ch_pach024

■ Improving Your Personal Productivity

Organize Your Physical and Digital Workspace
Skillsoft Course pd_32_a01_bs_enus
Avoid Procrastination by Getting Organized Instead
Skillsoft Course pd_32_a02_bs_enus
Maximize Your Productivity by Managing Time and
Tasks
Skillsoft Course pd_32_a03_bs_enus
Achieve Productivity in Your Personal Life
Skillsoft Course pd_32_a04_bs_enus

■ Polishing Your Professional Edge

Becoming an Accountable Professional
Skillsoft Course pe_05_a01_bs_enus
Becoming Your Own Best Boss
Skillsoft Course pe_05_a02_bs_enus
Becoming More Professional through Business
Etiquette
Skillsoft Course pe_05_a03_bs_enus
Developing a Personal Accountability Framework
Skillsoft Course pe_05_a04_bs_enus
Safe Small Talk
Skillsoft Business Impact Series..... _pc_bi_pfb012
Broadening Your Learning Horizons
Skillsoft Business Impact Series..... _pc_bi_pabi013
Reframing Negative Situations
Skillsoft Business Impact Series..... _pc_bi_hrbi008
Managing Goals
Skillsoft Challenge Series..... _pc_ch_lach027
Targeting Personal Learning
Skillsoft Challenge Series..... _pc_ch_pach022

■ 360 Degree Relationships

Cultivating Relationships with Your Peers
Skillsoft Course apd_04_a01_bs_enus
Building Your Professional Network
Skillsoft Course apd_04_a02_bs_enus
Building Rapport with Your Boss
Skillsoft Course apd_04_a03_bs_enus
Peer Political Styles
Skillsoft Business Impact Series..... _pc_bi_pabi010
Building Better Relationships through Understanding
Skillsoft Challenge Series..... _pc_ch_pach017
Building Peer Relationships
Skillsoft Challenge Series..... _pc_ch_pach019

■ Diversity on the Job

Bridging the Diversity Gap
Skillsoft Course apd_01_a01_bs_enus
Your Role in Workplace Diversity
Skillsoft Course apd_01_a02_bs_enus
Understanding Workplace Diversity
Skillsoft Business Impact Series..... _pc_bi_hrbi002
Managing Diversity
Skillsoft Challenge Series..... _pc_ch_lach015

■ Performing Under Pressure

Managing Pressure and Stress to Optimize Your
Performance
Skillsoft Course apd_07_a01_bs_enus

BUSINESS SKILLS COURSEWARE

■ Managing Your Career

Developing Your Career
Skillsoft Challenge Series_pc_ch_lach037

Developing a Plan to Further Your Career
Skillsoft Course apd_03_a01_bs_enus

Getting Your Career on the Right Track
Skillsoft Course apd_03_a02_bs_enus

Using Performance Appraisals to Advance Your Career
Skillsoft Course apd_03_a03_bs_enus

Conquering Career Stagnation
Skillsoft Business Impact Series....._pc_bi_pfb019

Building and Managing Upward Relationships
Skillsoft Challenge Series....._pc_ch_pach008

Planning Your Career
Skillsoft Challenge Series....._pc_ch_pach013

Exploring Self-development
Skillsoft Challenge Series....._pc_ch_pach023

■ Business Ethics Essentials

Developing Your Business Ethics
Skillsoft Course apd_05_a01_bs_enus

Office Politics – What Will You Do?
Skillsoft Challenge Series....._pc_ch_pfch004

Ethics, Integrity, and Trust
Skillsoft Challenge Series....._pc_ch_lach005

The Ethics Enigma
Skillsoft Challenge Series....._pc_ch_pach020

■ Public Speaking Strategies

Writing and Preparing an Effective Speech
Skillsoft Course apd_06_a01_bs_enus

Conquering the Challenges of Public Speaking
Skillsoft Course apd_06_a02_bs_enus

■ Creativity in the Workplace

Unleashing Personal and Team Creativity
Skillsoft Course apd_02_a01_bs_enus

Verifying and Building on Creative Ideas
Skillsoft Course apd_02_a02_bs_enus

Getting Ready to Present
Skillsoft Challenge Series....._pc_ch_pach018

■ Time Management

Aligning Goals and Priorities to Manage Time
Skillsoft Course apd_08_a01_bs_enus

Make the Time You Need: Get Organized
Skillsoft Course apd_08_a02_bs_enus

The Art of Staying Focused
Skillsoft Course apd_08_a03_bs_enus

Coping with Information Overload
Skillsoft Business Impact Series....._pc_bi_pfb002

Prioritizing Personal and Professional Responsibilities
Skillsoft Business Impact Series....._pc_bi_mgb003

Planning for Interruptions Helps with Procrastination
Skillsoft Business Impact Series....._pc_bi_pfb014

Setting and Managing Priorities
Skillsoft Challenge Series....._pc_ch_lach018

Coping with Conflicting Priorities
Skillsoft Challenge Series....._pc_ch_pach005

Setting Goals
Skillsoft Challenge Series....._pc_ch_pach007

Getting Time under Control
Skillsoft Challenge Series....._pc_ch_pach021

The Dangers of Multitasking
Skillsoft Business Impact Series....._pc_bi_pabi003

■ Discovering Your Strengths

Uncovering and Utilizing Your Talents and Skills
Skillsoft Course apd_10_a01_bs_enus

Self-improvement for Lifelong Success
Skillsoft Course apd_10_a02_bs_enus

Establishing Self-confidence for Life
Skillsoft Course apd_10_a03_bs_enus

■ Overcoming Procrastination

Procrastination: Admitting it is the First Step
Skillsoft Course apd_11_a01_bs_enus

Beating Procrastination by Boosting Your Creativity and Drive
Skillsoft Course apd_11_a02_bs_enus

■ Improving Your Memory

Improving Your Memory Skills
Skillsoft Course apd_12_a01_bs_enus

■ Improving Your Reading Speed

Improving Your Reading Speed and Comprehension
Skillsoft Course apd_13_a01_bs_enus

■ Unconscious Bias

Understanding Unconscious Bias
Skillsoft Course apd_14_a01_bs_enus

Overcoming Your Own Unconscious Biases
Skillsoft Course apd_14_a02_bs_enus

Overcoming Unconscious Bias in the Workplace
Skillsoft Course apd_14_a03_bs_enus

BUSINESS SKILLS COURSEWARE

■ Facing Problems and Making Decisions

Getting to the Root of a Problem	
Skillsoft Course	apd_15_a01_bs_enus
Defining Alternative Solutions to a Problem	
Skillsoft Course	apd_15_a02_bs_enus
Choosing and Using the Best Solution	
Skillsoft Course	apd_15_a03_bs_enus
Playing the Devil's Advocate in Decision Making	
Skillsoft Business Impact Series.....	_pc_bi_pfb005
Turning Problems Around with Reverse Brainstorming	
Skillsoft Business Impact Series.....	_pc_bi_lsb017
Uncovering the Root Problem	
Skillsoft Challenge Series.....	_pc_ch_lach003
Problem Solving: Process, Tools, and Techniques	
Skillsoft Challenge Series.....	_pc_ch_pach003
Decisions: Making the Right Move	
Skillsoft Challenge Series.....	_pc_ch_pech001
Managing Projects with No Direct Authority	
Skillsoft Business Impact Series.....	_pc_bi_pmb001
Ensuring Management Buy-in on a Project	
Skillsoft Business Impact Series.....	_pc_bi_pmb002
Managing Conflict in Project Teams	
Skillsoft Business Impact Series.....	_pc_bi_pmb003
Managing Scope on a Project	
Skillsoft Business Impact Series.....	_pc_bi_pmb004
Weighing the Costs of Project Change	
Skillsoft Business Impact Series.....	_pc_bi_pmb005
Managing Vendor Relationships	
Skillsoft Business Impact Series.....	_pc_bi_pmb006
Anticipating and Solving Problems as a Project Champion	
Skillsoft Business Impact Series.....	_pc_bi_pmb007
Addressing Stakeholder Conflicts	
Skillsoft Business Impact Series.....	_pc_bi_pmb008
Portfolios, Programs, and Projects: What's the Difference?	
Skillsoft Business Impact Series.....	_pc_bi_pmb009
Controlling Project Cost	
Skillsoft Business Impact Series.....	_pc_bi_pmb010
Project Management Essentials	
Skillsoft Challenge Series.....	_pc_ch_lach041
Supporting Project Managers	
Skillsoft Challenge Series.....	_pc_ch_lach042

■ Developing Your Critical Thinking Skills

Confronting Your Assumptions	
Skillsoft Course	apd_17_a01_bs_enus
Investigating Arguments	
Skillsoft Course	apd_17_a02_bs_enus
Reaching Sound Conclusions	
Skillsoft Course	apd_17_a03_bs_enus

Critical Thinking	
Skillsoft Challenge Series.....	_pc_ch_lach025
Applying Your Best Thinking	
Skillsoft Challenge Series.....	_pc_ch_pech003

■ Creating Lasting Organizational Change

Facilitating Sustainable Change	
Skillsoft Course	apd_18_a01_bs_enus
Moving Forward with Change Planning	
Skillsoft Course	apd_18_a02_bs_enus
Making Change Stick	
Skillsoft Course	apd_18_a03_bs_enus
Communicating Properly during Layoffs	
Skillsoft Business Impact Series.....	_pc_bi_hrbi005
Involving Employees in Corporate Change	
Skillsoft Business Impact Series.....	_pc_bi_lsb011
Communicating Organizational Change	
Skillsoft Business Impact Series.....	_pc_bi_mgb015
Beyond Change: Working with Agility	
Skillsoft Business Impact Series.....	_pc_bi_pabi009
Developing People	
Skillsoft Challenge Series.....	_pc_ch_lach013
Instituting a Quality Improvement Program	
Skillsoft Challenge Series.....	_pc_ch_pech002

■ Growth Mindset

Developing a Growth Mind-set	
Skillsoft Course	bs_ast03_a01_enus

■ Dealing with Setbacks

Learning from Failure	
Skillsoft Course	bs_apd19_a01_enus

PROJECT EFFECTIVENESS

PROJECT MANAGEMENT CURRICULUM

■ Project Management Ethics and Values

Ethics and Project Management	
Skillsoft Course	apj_12_a01_bs_enus
Ethical Standards and PMI® Core Values	
Skillsoft Course	apj_12_a02_bs_enus

■ PMI Agile Certified Practitioner (PMI-ACP)®

Agile Principles and Methodologies	
Skillsoft Course	apj_13_a01_it_enus

BUSINESS SKILLS COURSEWARE

Agile Project Planning	
Skillsoft Course	apj_13_a02_it_enus
Agile Project Scheduling and Monitoring	
Skillsoft Course	apj_13_a03_it_enus
Agile Stakeholder Engagement and Team Development	
Skillsoft Course	apj_13_a04_it_enus
Agile Key Exam Concepts	
Skillsoft Course	apj_13_a05_it_enus

■ CompTIA Project+ PK0-004

Project Selection and Initiation	
Skillsoft Course	ib_prop_a01_it_enus
Scope, Schedule and Cost Planning	
Skillsoft Course	ib_prop_a02_it_enus
Resource and Risk Planning	
Skillsoft Course	ib_prop_a03_it_enus
Communication, Changes, and Documentation	
Skillsoft Course	ib_prop_a04_it_enus
Controlling Project Work and Closing	
Skillsoft Course	ib_prop_a05_it_enus
Planning and Controlling the Project Schedule	
Skillsoft Course	ib_prop_a06_it_enus
Project Management Practical Exercises	
Skillsoft Course	ib_prop_a07_it_enus
Quality and Procurement Planning	
Skillsoft Course	ib_prop_a08_it_enus
Project Planning Documents	
Skillsoft Course	ib_prop_a09_it_enus
Project Documents and Terminology	
Skillsoft Course	ib_prop_a10_it_enus

■ Project Management for All

Finding Your Bearings as a Project Manager	
Skillsoft Course	apj_15_a01_bs_enus
Getting the Big Picture by Defining the Project's Scope and Team	
Skillsoft Course	apj_15_a02_bs_enus
Mastering the Details of a Project's Schedule and Budget	
Skillsoft Course	apj_15_a03_bs_enus
Managing a Project to Minimize Risk and Maximize Quality	
Skillsoft Course	apj_15_a04_bs_enus
Navigating through Changes and Conflicts in Projects	
Skillsoft Course	apj_15_a05_bs_enus
Taking Final Steps to Bring a Project to its Close	
Skillsoft Course	apj_15_a06_bs_enus

■ Project Integration (PMBOK® Guide Sixth Edition)

Project Initiation and Planning (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_17_a01_bs_enus
Managing Project Work (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_17_a02_bs_enus
Project Changes and Closing (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_17_a03_bs_enus
Capturing, Analyzing, and Using Project Lessons Learned	
Skillsoft Course	apj_17_a04_bs_enus
Strategically Focused Project Management	
Skillsoft Course	apj_17_a05_bs_enus

■ Project Scope (PMBOK® Guide Sixth Edition)

Plan and Define Project Scope (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_18_a01_bs_enus
Create Work Breakdown Structure (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_18_a02_bs_enus
Validate and Control Scope (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_18_a03_bs_enus

■ Project Schedule (PMBOK® Guide Sixth Edition)

Define and Sequence Activities (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_19_a01_bs_enus
Develop the Project Schedule (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_19_a02_bs_enus
Control the Project Schedule (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_19_a03_bs_enus

■ Project Cost (PMBOK® Guide Sixth Edition)

Creating a Project Budget (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_20_a01_bs_enus
Keeping Your Project on Budget (PMBOK® Guide Sixth Edition)	
Skillsoft Course	apj_20_a02_bs_enus

BUSINESS SKILLS COURSEWARE

■ Project Quality (PMBOK® Guide Sixth Edition)

Planning Quality Management (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_21_a01_bs_enus
Manage and Control Quality (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_21_a02_bs_enus
Quality Methodologies and Standards for Project Management
Skillsoft Course apj_21_a03_bs_enus

■ Resource Management (PMBOK® Guide Sixth Edition)

Plan and Acquire Resources (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_22_a01_bs_enus
Develop and Manage Resources (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_22_a02_bs_enus

■ Communications (PMBOK® Guide Sixth Edition)

Plan and Manage Communications (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_23_a01_bs_enus
Monitor Project Communications (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_23_a02_bs_enus

■ Project Risk (PMBOK® Guide Sixth Edition)

Planning Risk Management (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_24_a01_bs_enus
Identifying Risk (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_24_a02_bs_enus
Analyzing Risk (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_24_a03_bs_enus
Responding to Risk (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_24_a04_bs_enus

■ Project Procurement (PMBOK® Guide Sixth Edition)

Procurement Planning (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_25_a01_bs_enus
Procurement Management (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_25_a02_bs_enus

■ Project Stakeholders (PMBOK® Guide Sixth Edition)

Planning Stakeholder Engagement (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_26_a01_bs_enus
Managing Stakeholder Engagement (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_26_a02_bs_enus

■ Project Management (PMBOK® Guide Sixth Edition)

Project Management Introduction (PMBOK® Sixth Edition)
Skillsoft Course apj_28_a01_bs_enus
Project Fundamentals (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_28_a02_bs_enus
The Process Groups (PMBOK® Guide Sixth Edition)
Skillsoft Course apj_28_a03_bs_enus

■ PRINCE2® - Foundation (2017 Update)

PRINCE2® is a Registered Trade Mark of AXELOS Limited
PRINCE2® Project Management Overview (2017 Update)
Skillsoft Course apj_29_a01_bs_enus
PRINCE2® Project Planning and Risk Management (2017 Update)
Skillsoft Course apj_29_a02_bs_enus
PRINCE2® Project Quality and Control (2017 Update)
Skillsoft Course apj_29_a03_bs_enus
PRINCE2® Start, Direct, and Initiate Projects (2017 Update)
Skillsoft Course apj_29_a04_bs_enus
PRINCE2® Control, Manage, and Close Projects (2017 Update)
Skillsoft Course apj_29_a05_bs_enus
Adopting PRINCE2® for your Project Environment (2017 Update)
Skillsoft Course apj_29_a06_bs_enus

■ Mentoring Assets

Mentoring Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed.
Skillsoft Mentoring Assets mntcapm5ed
Mentoring PK0-004 CompTIA Project+
Skillsoft Mentoring Assets mntpk0004
Mentoring Project Management Professional (PMP) PMBOK Guide 6th Edition Aligned
Skillsoft Mentoring Assets mntpmp6ed
Mentoring PRINCE2 Foundation 2017
Skillsoft Mentoring Assets mntp2f2017

BUSINESS SKILLS COURSEWARE

Mentoring Certified Associate in Project Management
(CAPM) PMBOK Guide 6th Ed.
Skillsoft Mentoring Assets mntcapm6ed

■ Test Preps

TestPrep Certified Associate in Project Management
(CAPM) PMBOK Guide 5th Ed.
Skillsoft Testprep Exams..... pm_capm_a02_tp_enus
TestPrep Project Management Professional PMBOK 6th
Ed
Skillsoft Testprep Exams..... pm_proj_a06_tp_enus
TestPrep Certified Associate in Project Management
(CAPM) PMBOK Guide 6th Ed.
Skillsoft Testprep Exams..... pm_capm_a03_tp_enus

PROJECT EFFECTIVENESS

TEAM BUILDING CURRICULUM

■ Optimizing Performance on a Team

Being an Effective Team Member
Skillsoft Course atm_02_a01_bs_enus
Strategies for Building a Cohesive Team
Skillsoft Course atm_02_a02_bs_enus
Effective Team Communication
Skillsoft Course atm_02_a03_bs_enus
Establishing Team Goals and Responsibilities, and
Using Feedback Effectively
Skillsoft Course atm_02_a04_bs_enus
Power and Politics in Matrixed Teams
Skillsoft Challenge Series..... _pc_ch_mgch002

■ Leveraging Team Leadership Skills

Building the Foundation for an Effective Team
Skillsoft Course atm_01_a01_bs_enus
Developing a Successful Team
Skillsoft Course atm_01_a02_bs_enus
Encouraging Team Communication and Collaboration
Skillsoft Course atm_01_a03_bs_enus
Handling Team Conflict
Skillsoft Course atm_01_a04_bs_enus
Leading a Cross-functional Team
Skillsoft Course atm_01_a05_bs_enus
Using Conflict to an Organization's Advantage
Skillsoft Business Impact Series..... _pc_bi_mgbi002
Mediating Project Team Conflict
Skillsoft Business Impact Series..... _pc_bi_pfb006
Facilitating Work-related Conflict Discussions
Skillsoft Business Impact Series..... _pc_bi_pfb015
Building Trust Incrementally
Skillsoft Business Impact Series..... _pc_bi_lsbi004

Inspiring Your Team
Skillsoft Business Impact Series..... _pc_bi_lsbi010
Support Your Leader
Skillsoft Business Impact Series..... _pc_bi_pfb010
Managing Communications in a Virtual Team
Skillsoft Business Impact Series..... _pc_bi_mgbi001
Choosing the Right Team Culture
Skillsoft Challenge Series..... _pc_ch_pfch006
Building and Leading Teams
Skillsoft Challenge Series..... _pc_ch_lach023
Meeting Team Performance Challenges
Skillsoft Challenge Series..... _pc_ch_pach010

■ Making a Pitch

Getting Your Pitch Heard
Skillsoft Course bs_atm03_a01_enus

PROJECT EFFECTIVENESS

BUSINESS ANALYSIS

■ Key Business Analysis Concepts (BABOK® v3)

Business Analysis Overview
Skillsoft Course aba_02_a01_bs_enus
The BA Planning and Monitoring Knowledge Area
Skillsoft Course aba_02_a02_bs_enus
The BA Elicitation and Collaboration Knowledge Area
Skillsoft Course aba_02_a03_bs_enus
The Requirements Life Cycle Management Knowledge
Area
Skillsoft Course aba_02_a04_bs_enus
The Strategy Analysis Knowledge Area
Skillsoft Course aba_02_a05_bs_enus
RADD Knowledge Area: Part 1
Skillsoft Course aba_02_a06_bs_enus
RADD Knowledge Area: Part 2
Skillsoft Course aba_02_a07_bs_enus
The Solution Evaluation Knowledge Area
Skillsoft Course aba_02_a08_bs_enus
Certified Business Analysis Professional
Skillsoft Final Exams aba_02_a01_fe_enus

■ Effective Business Analysis Techniques (BABOK®v3)

Business Analysis Analytical Techniques
Skillsoft Course aba_03_a01_bs_enus
Business Analysis Activities and Tools
Skillsoft Course aba_03_a02_bs_enus

BUSINESS SKILLS COURSEWARE

Business Analysis Documentation and Criteria
Skillsoft Course aba_03_a03_bs_enus

■ Key Business Analysis Competencies (BABOK®v3)

Personal Skills for Effective Business Analysis
Skillsoft Course aba_04_a01_bs_enus
Business Analysis Professional Effectiveness Competencies
Skillsoft Course aba_04_a02_bs_enus
Perspectives for Effective Business Analysis
Skillsoft Course aba_04_a03_bs_enus

SALES AND CUSTOMER FACING SKILLS

SALES CURRICULUM

■ Sales Foundations

Educating and Collaborating with Customers
Skillsoft Business Impact Series....._pc_bi_sabi006

■ Solution Selling

Turning Potential Customers into Allies
Skillsoft Challenge Series....._pc_ch_sach008
Preparing to Implement Solutions
Skillsoft Challenge Series....._pc_ch_sach010
Managing Implementation Problems
Skillsoft Business Impact Series....._pc_bi_sabi010
Connecting Customers and Solutions
Skillsoft Business Impact Series....._pc_bi_sabi008

■ Strategic Account Sales Skills

Selling to Key Players
Skillsoft Business Impact Series....._pc_bi_spbi001
Planning for Effective Selling
Skillsoft Business Impact Series....._pc_bi_spbi004
Building Profitable Customer Relationships
Skillsoft Business Impact Series....._pc_bi_spbi017
Crafting Sales Strategies
Skillsoft Challenge Series....._pc_ch_spch002
Performance Payout Plans
Skillsoft Challenge Series....._pc_ch_spch004
Sales and Marketing: Two Sides of the Same Coin?
Skillsoft Business Impact Series....._pc_bi_spbi011
Connecting the Dots: Insightful Account Management
Skillsoft Business Impact Series....._pc_bi_sabi016
Succeeding in Account Management
Skillsoft Challenge Series....._pc_ch_sach015

■ Sales Management

Storming: Developing and Leading Your Sales Team
Skillsoft Business Impact Series....._pc_bi_spbi003
Sales Support Roles for Better Customer Interaction
Skillsoft Business Impact Series....._pc_bi_spbi007
Succeeding in Account Management
Skillsoft Challenge Series....._pc_ch_sach015
Gaining Access through Cold Calls
Skillsoft Challenge Series....._pc_ch_sach019
Overcoming Resistance to Coaching
Skillsoft Business Impact Series....._pc_bi_sabi021

■ Sales Foundations

Prospecting: Panning for Sales Gold
Skillsoft Courseasl_01_a01_bs_enus
The Discovery Meeting: Starting Off on the Right Foot
Skillsoft Courseasl_01_a02_bs_enus
The Value Proposition: Getting Your Pitch Right
Skillsoft Courseasl_01_a03_bs_enus
Turning Objection into Opportunity during a Sales Call
Skillsoft Courseasl_01_a04_bs_enus
Negotiating Well and Going for the Close
Skillsoft Courseasl_01_a05_bs_enus
Don't Only Go for the Big Fish
Skillsoft Business Impact Series....._pc_bi_spbi009
The Ethics of Gift Giving
Skillsoft Business Impact Series....._pc_bi_spbi014
Using Persuasion Techniques to Boost Sales
Skillsoft Business Impact Series....._pc_bi_spbi018
Get it Together: Organizing Your Sales Approach
Skillsoft Business Impact Series....._pc_bi_sabi002
Presentations That Get People Talking
Skillsoft Business Impact Series....._pc_bi_sabi003
Building Momentum in Discovery Meetings
Skillsoft Business Impact Series....._pc_bi_sabi011
Appealing to Prospects
Skillsoft Business Impact Series....._pc_bi_sabi012
Getting Your Head around Pipeline Management
Skillsoft Business Impact Series....._pc_bi_sabi013
Initiating Discovery Meetings
Skillsoft Challenge Series....._pc_ch_sach001
The Proof Is in the Proposal
Skillsoft Challenge Series....._pc_ch_sach003
Using Customer Knowledge to Advance Sales
Skillsoft Challenge Series....._pc_ch_sach006
Prospecting Strategically
Skillsoft Challenge Series....._pc_ch_sach011
Responding to News of a Lost Sale
Skillsoft Challenge Series....._pc_ch_sach017
Talking Value with Your Customers
Skillsoft Business Impact Series....._pc_bi_sabi004

BUSINESS SKILLS COURSEWARE

Dealing with Questions, Objections, and Resistance
Skillsoft Business Impact Series....._pc_bi_sabi005

Dealing with Negotiation Challenges
Skillsoft Business Impact Series....._pc_bi_sabi009

Negotiating Contract Terms
Skillsoft Challenge Series....._pc_ch_pach001

Communicating Your Company's Value
Skillsoft Challenge Series....._pc_ch_sach004

Turning Obstacles into Opportunities
Skillsoft Challenge Series....._pc_ch_sach005

Negotiating with Your Customer
Skillsoft Challenge Series....._pc_ch_sach009

Effective Cold Calling
Skillsoft Business Impact Series....._pc_bi_sabi007

Prompting Action through Focused Communication
Skillsoft Business Impact Series....._pc_bi_sabi014

Regaining Your Customer's Trust
Skillsoft Business Impact Series....._pc_bi_sabi015

Talking about the Competition
Skillsoft Business Impact Series....._pc_bi_sabi017

Responding to Bad News
Skillsoft Business Impact Series....._pc_bi_sabi018

Communicating a High-impact Business Case
Skillsoft Business Impact Series....._pc_bi_sabi019

Making the Cold Call
Skillsoft Business Impact Series....._pc_bi_sabi020

Getting Organized to Meet Your Sales Goals
Skillsoft Challenge Series....._pc_ch_sach002

Making Contact: Access Strategies
Skillsoft Challenge Series....._pc_ch_sach007

Managing a Sales Pipeline
Skillsoft Challenge Series....._pc_ch_sach012

Demonstrating Business Acumen
Skillsoft Challenge Series....._pc_ch_sach013

Selling with Trust
Skillsoft Challenge Series....._pc_ch_sach014

Using Competitive Selling Skills
Skillsoft Challenge Series....._pc_ch_sach016

Aligning Your Business Case to Customer Priorities
Skillsoft Challenge Series....._pc_ch_sach018

Effective Sales Coaching
Skillsoft Challenge Series....._pc_ch_sach020

SALES AND CUSTOMER FACING SKILLS

CUSTOMER SERVICE CURRICULUM

■ Frontline Call Center Skills

The Importance of Call Tracking and Ticketing
Skillsoft Business Impact Series....._pc_bi_ctbi003

Creating an Effective On-hold Message
Skillsoft Business Impact Series....._pc_bi_ctbi008

Aligning Agent Behaviors with Caller Types
Skillsoft Business Impact Series....._pc_bi_ctbi010

■ Inbound Call Center Management

Converting a Call Center to a Profit Center
Skillsoft Business Impact Series....._pc_bi_ctbi001

Managing Your Call Center More Efficiently
Skillsoft Business Impact Series....._pc_bi_ctbi002

Customer Service Training - The Interview and Beyond
Skillsoft Business Impact Series....._pc_bi_ctbi004

Disaster Recovery - Keeping the Lines Open
Skillsoft Business Impact Series....._pc_bi_ctbi005

Preventing Agent Absenteeism through Better Working Conditions
Skillsoft Business Impact Series....._pc_bi_ctbi006

Prioritizing Rewards and Recognition in Call Centers
Skillsoft Business Impact Series....._pc_bi_ctbi011

■ ITIL® 2011 Edition Intermediate Level: Operational Support & Analysis (OSA)

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ITIL® 2011 Edition OSA: Introduction to Operational Support and Analysis
Skillsoft Course ib_iosb_a01_it_enus

ITIL® 2011 Edition OSA: Introduction to Event Management
Skillsoft Course ib_iosb_a02_it_enus

ITIL® 2011 Edition OSA: Introduction to Incident Management
Skillsoft Course ib_iosb_a03_it_enus

ITIL® 2011 Edition OSA: Incident Management Interactions
Skillsoft Course ib_iosb_a04_it_enus

ITIL® 2011 Edition OSA: Introduction to Request Fulfillment
Skillsoft Course ib_iosb_a05_it_enus

ITIL® 2011 Edition OSA: Request Fulfillment Process Interfaces and Challenges
Skillsoft Course ib_iosb_a06_it_enus

ITIL® 2011 Edition OSA: Introduction to Problem Management
Skillsoft Course ib_iosb_a07_it_enus

ITIL® 2011 Edition OSA: Problem Management Process Interfaces and Challenges
Skillsoft Course ib_iosb_a08_it_enus

ITIL® 2011 Edition OSA: Introduction to Access Management
Skillsoft Course ib_iosb_a09_it_enus

BUSINESS SKILLS COURSEWARE

ITIL® 2011 Edition OSA: Introduction to the Service Desk
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ITIL® 2011 Edition OSA: Service Desk Metrics and Outsourcing
Skillsoft Course ib_iosb_a11_it_enus

ITIL® 2011 Edition OSA: Introduction to Functions
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ITIL® 2011 Edition OSA: Function Activities
Skillsoft Course ib_iosb_a13_it_enus

ITIL® 2011 Edition OSA: Technology and Implementation Considerations
Skillsoft Course ib_iosb_a14_it_enus

ITIL® Operational Support & Analysis
Skillsoft Final Exams ib_iosb_a01_fe_enus

■ Customer Service Skills

Interacting with Customers
Skillsoft Course acs_02_a01_bs_enus

Communicating Effectively with Customers
Skillsoft Course acs_02_a02_bs_enus

Controlling Conflict, Stress, and Time in a Customer Service Environment
Skillsoft Course acs_02_a03_bs_enus

Dealing with Customer Service Incidents and Complaints
Skillsoft Course acs_02_a04_bs_enus

Polishing Your Skills for Excellent Customer Service
Skillsoft Course acs_02_a05_bs_enus

Listening to Your Customers
Skillsoft Business Impact Series..... _pc_bi_spbi002

Creating a Customer-focused Organization
Skillsoft Challenge Series..... _pc_ch_lach020

Developing Your Customer Focus
Skillsoft Challenge Series..... _pc_ch_pach009

■ Essentials of Customer Service

Rapport Building in Customer Service
Skillsoft Course acs_03_a01_bs_enus

Providing On-site Customer Service
Skillsoft Course acs_03_a02_bs_enus

Providing Telephone Customer Service
Skillsoft Course acs_03_a03_bs_enus

Providing Effective Internal Customer Service
Skillsoft Course acs_03_a04_bs_enus

Facing Confrontation in Customer Service
Skillsoft Course acs_03_a05_bs_enus

Designing a Customer Service Strategy
Skillsoft Course acs_03_a06_bs_enus

Aligning Performance to Key Indicators
Skillsoft Business Impact Series..... _pc_bi_ctbi007

The Angry Caller: What's Your Plan?
Skillsoft Business Impact Series..... _pc_bi_spbi016

■ ITIL® 2011 Foundation

Overview of the ITIL® Service Lifecycle
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ITIL® Service Strategy Concepts
Skillsoft Course acs_01_a02_it_enus

ITIL® Service Strategy Processes
Skillsoft Course acs_01_a03_it_enus

ITIL® Service Design Concepts
Skillsoft Course acs_01_a04_it_enus

ITIL® Service Design Processes
Skillsoft Course acs_01_a05_it_enus

ITIL® Service Transition Concepts and Processes
Skillsoft Course acs_01_a06_it_enus

ITIL® Service Operation Concepts
Skillsoft Course acs_01_a07_it_enus

ITIL® Service Operation Processes
Skillsoft Course acs_01_a08_it_enus

ITIL® Continual Service Improvement
Skillsoft Course acs_01_a09_it_enus

SALES AND CUSTOMER FACING SKILLS

INDUSTRY FOUNDATIONS

■ Industry Overviews

The Telecommunications Industry Overview: Version 4
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The Health Care Industry Overview: Version 4
Skillsoft Course indo_01_a12_bs_enus

The Insurance Industry Overview: Version 4
Skillsoft Course indo_01_a13_bs_enus

The Banking Industry Overview: Version 4
Skillsoft Course indo_01_a14_bs_enus

The Oil and Gas Industry Overview: Version 4
Skillsoft Course indo_01_a15_bs_enus

The Retail Industry Overview: Version 4
Skillsoft Course indo_01_a16_bs_enus

The Manufacturing Industry Overview: Version 4
Skillsoft Course indo_01_a17_bs_enus

The Pharmaceutical Industry Overview: Version 5
Skillsoft Course indo_01_a18_bs_enus

The Information Technology Industry Overview: Version 4
Skillsoft Course indo_01_a19_bs_enus

The Federal Government Industry Overview: Version 4
Skillsoft Course indo_01_a20_bs_enus

BUSINESS SKILLS COURSEWARE

The Education Industry Overview: Version 2	
Skillsoft Course	indo_01_a21_bs_enus
The Utilities Industry Overview: Version 2	
Skillsoft Course	indo_01_a22_bs_enus
The Chemicals Industry Overview: Version 2	
Skillsoft Course	indo_01_a23_bs_enus
The Broadcasting & Entertainment Industry Overview: Version 2	
Skillsoft Course	indo_01_a24_bs_enus
The Capital Markets Industry Overview: Version 2	
Skillsoft Course	indo_01_a25_bs_enus
The Consumer Electronics Industry Overview: Version 2	
Skillsoft Course	indo_01_a26_bs_enus
The Aerospace & Defense Industry Overview: Version 2	
Skillsoft Course	indo_01_a27_bs_enus
The Biotechnology Industry Overview: Version 2	
Skillsoft Course	indo_01_a28_bs_enus
The Automotive Industry Overview: Version 4	
Skillsoft Course	indo_01_a29_bs_enus
The Food and Beverage Industry Overview: Version 4	
Skillsoft Course	indo_01_a30_bs_enus
The Agriculture Industry Overview: Version 4	
Skillsoft Course	indo_01_a31_bs_enus

SALES AND CUSTOMER FACING SKILLS

TESTPREPS

■ Test Preps

TestPrep ITIL Foundation	
Skillsoft Testprep Exams.....	ib_itlv_a01_tp_enus

SALES AND CUSTOMER FACING SKILLS

MENTORING ASSETS

■ Mentoring Assets

Mentoring ITIL Foundation	
Skillsoft Mentoring Assets	mntitv3f

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TRANSPORTATION COURSEWARE**

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

**CAL/OSHA WORKPLACE HEALTH
AND SAFETY**

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

**HAZARDOUS WASTE OPERATIONS
AND EMERGENCY RESPONSE
ANNUAL 8-HOUR REFRESHER
MODULE**

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

TRANSPORTATION - SAFE DRIVING

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

**HAZARDOUS MATERIALS
TRANSPORTATION BY ROAD**

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

**HAZARDOUS MATERIALS
TRANSPORTATION BY AIR**

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

**DANGEROUS GOODS SHIPMENT BY
SEA**

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

SECURITY

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

GLOBAL SAFETY PRINCIPLES

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

COMPLIANCE SHORT SERIES

**ENVIRONMENTAL, SAFETY &
HEALTH, AND
TRANSPORTATION**

COMPLIANCE IMPACT SERIES

LEGAL COMPLIANCE COURSEWARE

COMPLIANCE

HEALTH INSURANCE PORTABILITY
AND ACCOUNTABILITY ACT

COMPLIANCE

STATE/LOCAL GOVERNMENT AND
HIGHER EDUCATION

COMPLIANCE

UNCONSCIOUS BIAS

COMPLIANCE

DIVERSITY ON THE JOB

COMPLIANCE

GERMAN COMPLIANCE

COMPLIANCE

COMPLIANCE IMPACT SERIES

COMPLIANCE

COMPLIANCE EXPERT SERIES

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COMPLIANCE SHORT SERIES