



**FedEx Express -- College Credit for Corporate (SkillSoft) Training
March, 2016**

Please follow the process outlined below to determine if SkillSoft courses you have taken through your organization may qualify for DeVry University college credit:

1. FedEx Express employee should apply for admission to DeVry University.
2. FedEx Express employee should work with his/her Admissions Representative to request evaluation of the completed FedEx Express SkillSoft training and should reference the articulation grid below. Existing DeVry students should request the evaluation through their Academic or Student Support Advisor.
3. FedEx Express employee should request a Transcript Request Form (TRF) from the Admissions Representative and submit this document the following individual:
 - Susan Carr, Sr HRD Specialist, stcarr@fedex.com
4. The above individual will then submit the following to the applicable DeVry Registrar's office on the FedEx Express applicant's behalf:
 - A copy of the FedEx Express employee's training record with a signed fax coversheet (on approved fax coversheet template)
5. Evaluation results will be disseminated to FedEx Express employees via the Admissions Representative or Academic Advisor.
6. FedEx Express employee works with his/her Admissions Representative to move forward with registration.

IMPORTANT: Employees should work directly with their Admissions Representative or Academic/Student Support Advisor regarding evaluation of SkillSoft training. However, should there be any questions or concerns with the process above please contact: corporateEDCS@devry.com OR call 877-543-3879 and we will be happy to assist you.

The following courses may apply to any DeVry University undergraduate program that allows for elective credit or to programs where a specific course recommendation would apply.			
ACE Course Ref #	<i>IMPORTANT NOTE: Please reference 'Appendix A' below for the course units that must be taken in order to receive credit for the applicable ACE SKIL course. All courses within a particular series must be completed in order for credit to be awarded.</i>		
Business/ HR	Course Name	Recommended Credit Hours	Recommended Course Transfer
SKIL – 0011	Business Operations: Six Sigma and Lean Manufacturing	3 LD	elective
SKIL – 0012	Accounting for Non-Accounting Majors	2 LD	elective
SKIL – 0013	Business Finance	1 LD	elective

SKIL – 0014	HRCI/PHR Certification Program - Version 2	2 LD	elective, or +SKIL0015,0038 – MGMT410
SKIL – 0015	Knowledge Management Fundamentals	1 LD	elective, or +SKIL0014,0038 – MGMT410
SKIL – 0016	Managing Contractors and Temporary Employees	1 LD	elective
SKIL – 0017	Business Writing Essentials	1 LD	elective
SKIL – 0038	HRCI/SPHR	1 UD	elective, or +SKIL0014, 0015 – MGMT410
SKIL – 0039	Six Sigma Black Belt	4 UD	elective, or GSCM 326
SKIL – 0059	Six Sigma Green Belt	3 UD	elective
SKIL– 0066	Professional in Human Resources (PHR)	1 LD	elective
SKIL– 0067	Six Sigma Black Belt	4 UD	elective, or GSCM326
SKIL– 0068	Business Communications	1 LD	elective
SKIL– 0069	Accounting and Finance Essentials	1 LD	elective
Project Management			
SKIL – 0018	Project Management for IT Professionals	1 LD	elective
SKIL – 0019	Strategic Project Management for IT Projects	1 LD	elective
SKIL – 0037	Project Management Professional (PMP and CAPM PMBOK 3rd Edition)	3 UD	elective
SKIL – 0045	Microsoft Certified Technology Specialist: Managing Project with MS Office Project 2007	1 LD	elective
SKIL – 0047	Project Management Professional (PMP and CAPM PMBOK 4th Edition)	3 UD	elective
Computer Information Systems or Information Technology			
SKIL – 0040	IT Infrastructure Library (ITIL)	1 LD	elective
SKIL – 0042	CompTIA A+ 2006	1 LD	elective, or +SKIL0046 – COMP129
SKIL – 0048	Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003 Network	1 LD	elective
SKIL – 0049	Sun Certified Programmer for the Java 2 Platform	1 LD	elective
SKIL – 0051	CompTIA A+ 2009 Essentials and Practical Application	1 LD	elective, or +SKIL0046 – COMP129
SKIL – 0052	CompTIA Server+ 2009	1 LD	elective
SKIL – 0058	Oracle Database 11g: SQL Fundamentals I & II	1 LD	elective
SKIL– 0062	CompTIA A+ 220-801 and 220-802	2 LD	elective, or +SKIL0046 – COMP129
SKIL– 0063	IT Infrastructure Library (ITIL &Reg;) 2011 Edition Foundation Syllabus	1 LD	elective
SKIL– 0065	Microsoft® Office MOS Certifications (Word, Excel, Outlook, PowerPoint, Access)	5 LD	elective or COMP100

Networking/ Windows			
SKIL – 0023	Microsoft Windows Server 2003: Managing and Maintaining the Server Environment	1 LD	elective, or +SKIL0024, 25,26,27,28 – NETW230
SKIL – 0024	Microsoft Windows Server 2003: Implementing, Managing, and Maintaining a Network Infrastructure	1 LD	elective, or +SKIL0023, 25,26,27,28 – NETW230
SKIL – 0025	Microsoft Windows Server 2003: Planning and Maintaining a Network Infrastructure Version 2	1 LD	elective, or +SKIL0023, 24,26,27,28 – NETW230
SKIL – 0026	Microsoft Windows Server 2003: Planning, Implementing, and Maintaining the Active Directory Infrastructure	1 LD	elective, or +SKIL0023, 24,25,27,28 – NETW230
SKIL – 0027	Microsoft Windows Server 2003: Designing an Active Directory and Network Infrastructure	1 LD	elective, or +SKIL0023, 24,25,26,28 – NETW230
SKIL – 0028	Microsoft Windows Server 2003: Designing, Implementing, and Administering Security for Networks	1 LD	elective, or +SKIL0023, 24,25,26,27 – NETW230
SKIL – 0041	CompTIA Network + 2005	1 LD	elective, or +SKIL0044 – NETW202
SKIL – 0044	CompTIA Network + 2009	2 LD	elective, or +SKIL0041 – NETW202
SKIL – 0046	Microsoft Certified Application Specialist	3 LD	elective, or +SKIL0042 or +0051 or +0062 – COMP100
SKIL – 0055	Microsoft Windows Server 2008: Configuring Active Directory, Network Infrastructure, Application Infrastructure	2 LD	elective, or +SKIL0056 – NETW230
SKIL – 0056	Microsoft Windows Server 2008: Server and Enterprise Administration	2 LD	elective, or +SKIL0055 – NETW230
SKIL – 0057	ICND1 1.1: Interconnecting Cisco Networking Devices Part 1 & Part 2	2 LD	elective, or +SKIL0041, or +0044 or +0061 – NETW203
SKIL– 0061	Comp TIA Network + 2012	1 LD	elective, or +SKIL0044 – NETW202
Security			
SKIL – 0029	CompTIA Security+	2 LD	elective, or +SKIL0030 – SEC280
SKIL – 0030	Information System Security (CISSP) – Version 2	1 LD	elective, or +SKIL0029 or +0043 or +0060 – SEC280
SKIL – 0043	CompTIA Security+ 2008 Edition	2 LD	elective, or +SKIL0030 – SEC280
SKIL – 0050	Cisco CCNA Security	1 LD	elective
SKIL – 0053	Certified Information Systems Security Professional (CISSP) 2nd Edition	2 UD	elective, or +SKIL0054 – SEC280 +0054 -KGSM SEC 571
SKIL – 0054	Certified Information Security Manager (CISM)	2 UD	elective, or +SKIL0053 – SEC280 +0053 -KGSM SEC571
SKIL– 0060	CompTIA Security + 2011	2 LD	elective, or +SKIL0030 – SEC280
SKIL– 0064	Systems Security Certified Practitioner (SSCP)	2 UD	elective
SKIL– 0080	Certified Information Systems Security Professional (CISSP) 2012	2 UD	elective, +SKIL0054 or + 0081 – SEC280 +0054 or + 0081 – KGSM SEC571
SKIL– 0081	Certified Information Security Manager (CISM) 2012	1 UD	elective '+SKIL0053 or + 0080 – SEC280 +0053 or + 0080 – KGSM SEC571

Disclaimer

Undergraduate: An applicant seeking to transfer credit from another institution must request a credit evaluation prior to beginning the first class at DeVry University and must provide an official transcript from the institution where the credit was earned. A maximum of 80 DeVry credit hours may be awarded for lower-division or community college courses. To graduate, students must earn at least 25 percent of their programs' required credit hours or a minimum of 30 semester-credit hours, whichever is greater, through coursework completed at DeVry University. Higher program-specific requirements may be imposed for internal or external transfer students.

Revised: 2/24/16

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Important information about the educational debt, earnings, and completion rates of students who attended DeVry can be found at www.devry.edu/degree-programs/ge.html and www.keller.edu/graduate-degree-programs/ge.html

Acronym Key:

BSBA -- Bachelor of Science in Business Administration
BSM -- Bachelor of Science in Management
BSTM -- Bachelor of Science in Technical Management
BSAC -- Bachelor of Science in Accounting
KGSM -- DeVry University's Keller Graduate School of Management

MGMT410 -- Human Resource Management
GSCM326 -- Total Quality Management
COMP100 -- Computer Applications for Business
COMP129 -- PC Hardware & Software with Lab
NETW230 -- Network Operating Systems - Windows, with Lab
NETW202 -- Introduction to Networking with Lab
NETW203 -- Cisco Networking Academy - Introduction to Networking with Lab
SEC280 -- Principles of Information Systems Security
SEC571 -- Principles of Information Security and Privacy

Appendix A

<u>Applicable Study Area</u>	<u>SkillSoft Series Title</u>	<u>SkillSoft Course Title</u>	<u>SkillSoft Course ID</u>	<u>ACE Course Ref#</u>	<u>Credit hours</u>	<u>Category/ level of approval</u>
Security Management						
	Certified Information Security Manager (CISM) 2012					
	CISM 2012: Information Security Governance (Part 1)	sp_cisn_a01_it_enus				
	CISM 2012: Information Security Governance (Part 2)	sp_cisn_a02_it_enus				
	CISM 2012: Information Security Governance (Part 3)	sp_cisn_a03_it_enus				
	CISM 2012: Information Risk Management and Compliance (Part 1)	sp_cisn_a04_it_enus				
	CISM 2012: Information Risk Management and Compliance (Part 2)	sp_cisn_a05_it_enus				
	CISM 2012: Information Security Program Development and Management (Part 1)	sp_cisn_a06_it_enus		SKIL-0081	1 hour	Upper
	CISM 2012: Information Security Program Development and Management (Part 2)	sp_cisn_a07_it_enus				
	CISM 2012: Information Security Program Development and Management (Part 3)	sp_cisn_a08_it_enus				
	CISM 2012: Information Security Program Development and Management (Part 4)	sp_cisn_a09_it_enus				
	CISM 2012: Information Security Program Development and Management (Part 5)	sp_cisn_a10_it_enus				
	CISM 2012: Information Security Incident Management (Part 1)	sp_cisn_a11_it_enus				
	CISM 2012: Information Security Incident Management (Part 2)	sp_cisn_a12_it_enus				
	TestPrep Certified Information Security Manager (CISM)	sp_cisn_a01_tp_enus				
Security Management Lab						
	Certified Information Systems Security Professional (CISSP) 2012					
	CISSP 2012 Domain: Access Control	sp_cpste_a01_it_enus				
	CISSP 2012 Domain: Telecommunications and Network Security	sp_cpste_a02_it_enus				
	CISSP 2012 Domain: Information Security Governance and Risk Management	sp_cpste_a03_it_enus				
	CISSP 2012 Domain: Cryptography	sp_cpste_a05_it_enus				
	CISSP 2012 Domain: Operations Security	sp_cpste_a07_it_enus		SKIL-0080	2hours	Upper
	CISSP 2012 Domain: Business Continuity and Disaster Recovery Planning	sp_cpste_a08_it_enus				
	CISSP 2012 Domain: Legal, Regulations, Investigations, and Compliance	sp_cpste_a09_it_enus				
	CISSP 2012 Domain: Physical (Environment) Security	sp_cpste_a10_it_enus				
	CISSP 2012 Domain: Software Development Security	sp_cpste_a04_it_enus				
	CISSP 2012 Domain: Security Architecture and Design	sp_cpste_a06_it_enus				
	TestPrep Certified Information Systems Security Professional (CISSP)	sp_cssp_a01_tp_enus				

Principles of Accounting**Accounting and Finance Essentials**

Basic Accounting Principles and Framework	fin_03_a01_bs_enus
The Accounting Equation and Financial Statements	fin_03_a02_bs_enus
The Accounting Cycle and Accrual Accounting	fin_03_a03_bs_enus
Accounting Transactions and Books of Account	fin_03_a04_bs_enus
Trial Balance & Adjusting Entries	fin_03_a05_bs_enus
The Income Statement	fin_03_a06_bs_enus
The Balance Sheet	fin_03_a07_bs_enus
The Cash Flow Statement	fin_03_a08_bs_enus
Accounting for Companies' Stock Transactions and Dividends	fin_03_a09_bs_enus
Final Exam: Accounting Fundamentals	fin_03_a01_fe_enus
Organizational Budgeting Activities and the Master Budget	fin_05_a01_bs_enus
Planning and Preparing an Operating Budget	fin_05_a02_bs_enus
Preparing Operating Budgets and the Cash Budget	fin_05_a03_bs_enus
Using Budgets for Management and Control	fin_05_a04_bs_enus
Final Exam: Budgeting Essentials	fin_05_a01_fe_enus
Introduction to Auditing	fin_06_a01_bs_enus
Auditing for Internal Control and Risk Assessment	fin_06_a02_bs_enus
Auditing the Revenue Cycle	fin_06_a03_bs_enus
Auditing for Cash and Inventories	fin_06_a04_bs_enus
Final Exam: Auditing Essentials	fin_06_a01_fe_enus
Capital Budgeting: The Capital Budgeting Process	fin_07_a01_bs_enus
Capital Budgeting: Net Present Value and Internal Rate of Return	fin_07_a02_bs_enus
Capital Budgeting: Discounted Payback Period and Profitability Index	fin_07_a03_bs_enus
Capital Budgeting: Capital Allocation	fin_07_a04_bs_enus
Final Exam: Capital Budgeting Essentials	fin_07_a01_fe_enus

SKIL-0069

1 hour

Lower*

Professional Business or Business**Business Communications**

Using E-mail and Instant Messaging Effectively	comm 17 a01 bs enus
Addressing and Redistributing E-mail	comm 17 a02 bs enus
Managing Your E-mail	comm 17 a03 bs enus
Final Exam: E-mail Essentials for Business	comm 17 a01 fe enus
Essential Skills for Professional Telephone Calls	comm 18 a01 bs enus
Business Writing: Know Your Readers and Your Purpose	comm 19 a01 bs enus
Business Writing: How to Write Clearly and Concisely	comm 19 a02 bs enus
Business Writing: Editing and Proofreading	comm 19 a03 bs enus
Final Exam: Business Writing Basics	comm 19 a01 fe enus
Business Grammar: Parts of Speech	comm 20 a01 bs enus
Business Grammar: Working with Words	comm 20 a02 bs enus
Business Grammar: The Mechanics of Writing	comm 20 a03 bs enus
Business Grammar: Punctuation	comm 20 a04 bs enus
Business Grammar: Sentence Construction	comm 20 a05 bs enus
Business Grammar: Common Usage Errors	comm 20 a06 bs enus
Final Exam: Business Grammar Basics	comm 20 a01 fe enus
Interpersonal Communication: Communicating with Confidence	comm 21 a01 bs enus
Interpersonal Communication: Targeting Your Message	comm 21 a02 bs enus
Interpersonal Communication: Listening Essentials	comm 21 a03 bs enus
Interpersonal Communication: Communicating Assertively	comm 21 a04 bs enus
Interpersonal Communication: Being Approachable	comm 21 a05 bs enus
Final Exam: Interpersonal Communication	comm 21 a01 fe enus
Listening Essentials: The Basics of Listening	comm 28 a01 bs enus
Listening Essentials: Improving Your Listening Skills	comm 28 a02 bs enus
Final Exam: Listening Essentials	comm 28 a01 fe enus

SKIL-0068

1 hour

Lower*

Statistics**Six Sigma Black Belt**

Lean and Six Sigma	oper_11_a01_bs_enus
Six Sigma Projects and the Black Belt Role	oper_11_a02_bs_enus
Six Sigma Leadership and Change Management	oper_11_a03_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment	oper_11_a01_fe_enus
Critical Requirements and Benchmarking for Six Sigma	oper_12_a01_bs_enus
Business Performance and Financial Measures in Six Sigma	oper_12_a02_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures	oper_12_a01_fe_enus
Forming Project Teams for Six Sigma	oper_13_a01_bs_enus
Motivation and Communication in Six Sigma Teams	oper_13_a02_bs_enus
Managing Six Sigma Team Performance	oper_13_a03_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Team Management	oper_13_a01_fe_enus
Using Voice of the Customer in Six Sigma	oper_14_a01_bs_enus
Developing Project Charters and Tracking Six Sigma Projects	oper_14_a02_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Define	oper_14_a01_fe_enus
Process Characteristics for Six Sigma	oper_15_a01_bs_enus
Data Collection and Measurement in Six Sigma	oper_15_a02_bs_enus
Six Sigma Measurement Systems	oper_15_a03_bs_enus
Basic Statistics and Graphical Methods for Six Sigma	oper_15_a04_bs_enus
Probability for Six Sigma	oper_15_a05_bs_enus
Process Capability for Six Sigma	oper_15_a06_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Measure	oper_15_a01_fe_enus
Correlation and Regression Analysis in Six Sigma	oper_16_a01_bs_enus
Multivariate Analysis and Attribute Data Analysis in Six Sigma	oper_16_a02_bs_enus
Hypothesis Testing Concepts and Tests for Means in Six Sigma	oper_16_a03_bs_enus
Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma	oper_16_a04_bs_enus
Nonparametric Tests in Six Sigma Analysis	oper_16_a05_bs_enus
Nonstatistical Analysis Methods in Six Sigma	oper_16_a06_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Analyze	oper_16_a01_fe_enus
Designing and Planning Experiments in Six Sigma	oper_17_a01_bs_enus
Conducting Experiments and Analyzing Results in Six Sigma	oper_17_a02_bs_enus
Improvement Methods and Implementation Issues in Six Sigma	oper_17_a03_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Improve	oper_17_a01_fe_enus
Statistical Process Control (SPC) in Six Sigma	oper_18_a01_bs_enus
Nonstatistical Control Tools and Maintaining Controls in Six Sigma	oper_18_a02_bs_enus
Sustaining Improvements and Gains from Six Sigma Projects	oper_18_a03_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Control	oper_18_a01_fe_enus
Common Design for Six Sigma Methodologies, Design for X, and Robust Design	oper_19_a01_bs_enus
Special Design Tools in Design for Six Sigma	oper_19_a02_bs_enus
Final Exam: Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies	oper_19_a01_fe_enus

SKIL-0067

2 hours

Upper

Human Resource Management**Professional in Human Resources (PHR)**

Human Resources Core Knowledge: Skills, Concepts, and Tools	hr 09 a01 bs enus
Human Resources Core Knowledge: Functions and Activities	hr 09 a02 bs enus
Final Exam: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned)	hr 09 a01 fe enus
Business Management and Strategy: The HR Function and Business Environment	hr 10 a01 bs enus
Business Management and Strategy: HR and the Strategic Planning Process	hr 10 a02 bs enus
Business Management and Strategy: HR Functions and Roles	hr 10 a03 bs enus
Final Exam: Business Management and Strategy (HRCI: PHR/SPHR-aligned)	hr 10 a01 fe enus
Workforce Planning and Employment: Employment Legislation	hr 11 a01 bs enus
Workforce Planning and Employment: Recruitment Strategies	hr 11 a02 bs enus
Workforce Planning and Employment: Sourcing and Selecting Candidates	hr 11 a03 bs enus
Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	hr 11 a04 bs enus
Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)	hr 11 a01 fe enus
Human Resource Development: Regulations and Organizational Development	hr 12 a01 bs enus
Human Resource Development: Employee Training	hr 12 a02 bs enus
Human Resource Development: Performance Appraisal and Talent Management	hr 12 a03 bs enus
Final Exam: Human Resource Development (HRCI: PHR/SPHR-aligned)	hr 12 a01 fe enus
Compensation and Benefits: Regulations, Strategies, and Needs Assessment	hr 13 a01 bs enus
Compensation and Benefits: Managing Policies, Programs, and Activities	hr 13 a02 bs enus
Compensation and Benefits: Organizational Responsibilities	hr 13 a03 bs enus
Final Exam: Compensation and Benefits (HRCI: PHR/SPHR-aligned)	hr 13 a01 fe enus
Employee and Labor Relations: Employment Regulations and Organizational Programs	hr 14 a01 bs enus
Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	hr 14 a02 bs enus
Employee and Labor Relations: Unions and Collective Bargaining	hr 14 a03 bs enus
Final Exam: Employee and Labor Relations (HRCI: PHR/SPHR-aligned)	hr 14 a01 fe enus
Risk Management: Organizational Risk and Safety and Health Legislation	hr 15 a01 bs enus
Risk Management: Workplace Safety, Security, and Privacy	hr 15 a02 bs enus
Final Exam: Risk Management (HRCI: PHR/SPHR-aligned)	hr 15 a01 fe enus

SKIL-0066

1 hour

Lower*

Computer and Information Sciences, Computer and Information Systems, or Computer and Information Technology**Microsoft Office MOS Certifications (Includes Word, Excel, Outlook, PowerPoint, Access)****77-881: Microsoft Office Word 2010**

Getting Started with Word 2010	mo_bwrđ_a01_dt_enus
Formatting and Working with Text in Word 2010	mo_bwrđ_a02_dt_enus
Organizing and Arranging Text in Word 2010	mo_bwrđ_a03_dt_enus
Moving Around in Word 2010	mo_bwrđ_a04_dt_enus
Structuring Word 2010 Documents	mo_bwrđ_a05_dt_enus
Reviewing Documents in Word 2010	mo_bwrđ_a06_dt_enus
Saving, Sharing, and Printing in Word 2010	mo_bwrđ_a07_dt_enus
Customizing the Behavior and Appearance of Word 2010	mo_bwrđ_a08_dt_enus
Drawing and Inserting Graphics in Word 2010	mo_bwrđ_a09_dt_enus
Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	mo_awrd_a01_dt_enus
Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	mo_awrd_a02_dt_enus
Forms, Fields, and Mail Merge in Word 2010	mo_awrd_a03_dt_enus
Managing, Inspecting, and Recovering Word 2010 Documents	mo_awrd_a04_dt_enus
Creating and Formatting Tables in Word 2010	mo_awrd_a05_dt_enus
Manipulating Tables in Word 2010	mo_awrd_a06_dt_enus
Embedding Charts and Tables into Word 2010	mo_awrd_a07_dt_enus
TestPrep 77-881 Word 2010	mo_bwrđ_a01_tp_enus

77-882: Microsoft Office Excel 2010

Getting Started with Excel 2010	mo_bexl_a01_dt_enus
Applying Basic Data Formatting in Excel 2010	mo_bexl_a02_dt_enus
Moving and Getting Around in Excel 2010	mo_bexl_a03_dt_enus
Moving Data and Modifying Worksheets in Excel 2010	mo_bexl_a04_dt_enus
Saving, Sending, and Printing Excel 2010 Workbooks	mo_bexl_a05_dt_enus
Using Conditional Formatting, Tables, and Sparklines in Excel 2010	mo_bexl_a06_dt_enus
Reviewing and Protecting Content in Excel 2010	mo_bexl_a07_dt_enus
Using Basic Formulas in Excel 2010	mo_bexl_a08_dt_enus
Using Basic Functions with Excel 2010	mo_bexl_a09_dt_enus
Inserting Basic Charts in Excel 2010	mo_bexl_a10_dt_enus
Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	mo_bexl_a11_dt_enus
Customizing Visual Elements in Excel 2010	mo_aexl_a01_dt_enus
Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	mo_aexl_a02_dt_enus
Organizing Data and Objects in Excel 2010	mo_aexl_a03_dt_enus
Verifying Excel 2010 Data and Formulas	mo_aexl_a04_dt_enus
Automating Excel 2010 Tasks Using Macros	mo_aexl_a05_dt_enus
Analyzing Data With What-If Analysis in Excel 2010	mo_aexl_a06_dt_enus
PivotTables and PivotCharts in Excel 2010	mo_aexl_a07_dt_enus
PivotTable Filters, Calculations, and PowerPivot	mo_aexl_a08_dt_enus
TestPrep 77-882 Excel 2010	mo_bexl_a01_tp_enus
TestPrep 77-888 Excel 2010 Expert	mo_aexl_a01_tp_enus

77-883: Microsoft Office PowerPoint 2010

Getting Started with PowerPoint 2010	mo_bppt_a01_dt_enus
Visually Enhancing PowerPoint 2010 Presentations	mo_bppt_a02_dt_enus
Adding Images to Presentations in PowerPoint 2010	mo_bppt_a03_dt_enus
Using Multimedia and Animations in PowerPoint 2010	mo_bppt_a04_dt_enus
Using Advanced Slide Show Tools in PowerPoint 2010	mo_appt_a01_dt_enus
Collaborating and Sharing Presentations in PowerPoint 2010	mo_appt_a02_dt_enus
TestPrep 77-883 PowerPoint 2010	mo_bppt_a01_tp_enus

SKIL-0065

5 hours

Lower*

77-884: Microsoft Office Outlook 2010

Getting Started with Outlook 2010	mo_bout_a01_dt_enus
Managing Conversations and Organizing E-mail in Outlook 2010	mo_bout_a02_dt_enus
Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010	mo_bout_a03_dt_enus
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010	mo_bout_a04_dt_enus
Managing Meetings and Customizing the Calendar in Outlook 2010	mo_bout_a05_dt_enus
Outlook 2010 Social Connector and Messaging	mo_bout_a06_dt_enus
Working with Contacts in Outlook 2010	mo_bout_a07_dt_enus
Using the Tasks, Notes, and Journal Features in Outlook 2010	mo_bout_a08_dt_enus
Formatting E-mail and Configuring Message Options in Outlook 2010	mo_aout_a01_dt_enus
Customizing Outlook 2010 and Managing Accounts	mo_aout_a02_dt_enus
Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	mo_aout_a03_dt_enus
Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010	mo_aout_a04_dt_enus
Data Files, Archiving, and Send/Receive Groups in Outlook 2010	mo_aout_a05_dt_enus
Implementing Security with Outlook 2010	mo_aout_a06_dt_enus
Accessing Exchange Remotely and Using Forms in Outlook 2010	mo_aout_a07_dt_enus
TestPrep 77-884 Outlook 2010	mo_bout_a01_tp_enus

77-885: Microsoft Office Access 2010

Getting Started with Access 2010	mo_bacc_a01_dt_enus
Creating Basic Tables in Access 2010	mo_bacc_a02_dt_enus
Data Manipulation and Simple Relationships in Access 2010	mo_bacc_a03_dt_enus
Introduction to Forms in Access 2010	mo_bacc_a04_dt_enus
Modifying Basic Forms in Access 2010	mo_bacc_a05_dt_enus
Introduction to Queries in Access 2010	mo_bacc_a06_dt_enus
Introduction to Reports in Access 2010	mo_bacc_a07_dt_enus
Advanced Importing and Exporting with Access 2010	mo_aacc_a01_dt_enus
Retrieving, Validating, and Attaching Data in Access 2010	mo_aacc_a03_dt_enus
Retrieving, Validating, and Attaching Data in Access 2010	mo_aacc_a03_dt_enus
Subforms, Subreports, and Conditional Formatting in Access 2010	mo_aacc_a04_dt_enus
Joins, SQL, and Action Queries in Access 2010	mo_aacc_a05_dt_enus
Using Access 2010 with SharePoint and Access Services	mo_aacc_a06_dt_enus
Access 2010 Macros and VBA	mo_aacc_a07_dt_enus
Optimizing, Securing, and Sharing Access 2010 Databases	mo_aacc_a08_dt_enus
TestPrep 77-885 Access 2010	mo_bacc_a01_tp_enus

<u>Security Assurance</u>							
Systems Security Certified Practitioner (SSCP)							
SSCP Domain: Access Controls	sp_sycp_a01_it_enus	SKIL-0064	2 hours	Upper			
SSCP Domain: Cryptography	sp_sycp_a02_it_enus						
SSCP Domain: Malicious Code	sp_sycp_a03_it_enus						
SSCP Domain: Monitoring and Analysis Part 1	sp_sycp_a04_it_enus						
SSCP Domain – Monitoring and Analysis Part 2	sp_sycp_a05_it_enus						
SSCP Domain : Networks and Telecommunications Part 1	sp_sycp_a06_it_enus						
SSCP Domain : Networks and Telecommunications Part 2	sp_sycp_a07_it_enus						
SSCP Domain : Security Operations and Administration Part 1	sp_sycp_a08_it_enus						
SSCP Domain : Security Operations and Administration Part 2	sp_sycp_a09_it_enus						
SSCP Domain – Security Operations and Administration Part 3	sp_sycp_a10_it_enus						
SSCP Domain : Risk, Response, and Recovery	sp_sycp_a11_it_enus						
TestPrep Systems Security Certified Practitioner (SSCP)	sp_sycp_a01_tp_enus						
<u>Information Technology</u>							
IT Infrastructure Library (ITIL®) 2011 Edition Foundation Syllabus							
ITIL® 2011 Edition Foundation: ITIL® and the Service Lifecycle	ib_itlv_a01_it_enus	SKIL-0063	1 hour	Lower*			
ITIL® 2011 Edition Foundation: Service Strategy Fundamentals	ib_itlv_a02_it_enus						
ITIL® 2011 Edition Foundation: Service Strategy Processes	ib_itlv_a03_it_enus						
ITIL® 2011 Edition Foundation: Service Design Fundamentals	ib_itlv_a04_it_enus						
ITIL® 2011 Edition Foundation: Service Design Processes	ib_itlv_a05_it_enus						
ITIL® 2011 Edition Foundation: Service Transition Processes and Policies	ib_itlv_a06_it_enus						
ITIL® 2011 Edition Foundation: Introduction to Service Operation	ib_itlv_a07_it_enus						
ITIL® 2011 Edition Foundation: Service Operation Processes	ib_itlv_a08_it_enus						
ITIL® 2011 Edition Foundation: Continual Service Improvement	ib_itlv_a09_it_enus						
TestPrep ITIL V3 Foundation (ITV3F)	ib_itlv_a01_tp_enus						
<u>Computer Information Systems</u>							
CompTIA A+ 220-801 and 220-802							
CompTIA A+ 220-801: BIOS and Motherboards	cs_apel_a01_it_enus	SKIL-0062	2 hours	Lower*			
CompTIA A+ 220-801: Memory, Expansion Cards and Storage Devices	cs_apel_a02_it_enus						
CompTIA A+ 220-801: CPUs, Connections, and Power Supplies	cs_apel_a03_it_enus						
CompTIA A+ 220-801: Configurations, Displays, Connectors, & Peripherals	cs_apel_a04_it_enus						
CompTIA A+ 220-801: Network Cabling, IP Addressing, Ports, and Protocols	cs_apel_a05_it_enus						
CompTIA A+ 220-801: Networking Technologies	cs_apel_a06_it_enus						
CompTIA A+ 220-801: Networking Devices and Tools	cs_apel_a07_it_enus						
CompTIA A+ 220-801: Laptops	cs_apel_a08_it_enus						
CompTIA A+ 220-801: Printers	cs_apel_a09_it_enus						
CompTIA A+ 220-801: Operational Procedures	cs_apel_a10_it_enus						
TestPrep 220-801 CompTIA A+	cs_apel_a01_tp_enus						
CompTIA A+ 220-802: Introducing Microsoft Windows	cs_appa_a01_it_enus						
CompTIA A+ 220-802: Installing and Configuring Windows	cs_appa_a02_it_enus						
CompTIA A+ 220-802: Optimizing Windows	cs_appa_a03_it_enus						
CompTIA A+ 220-802: Managing Windows	cs_appa_a04_it_enus						
CompTIA A+ 220-802: Security and Data Disposal	cs_appa_a05_it_enus						
CompTIA A+ 220-802: Mobile Devices	cs_appa_a06_it_enus						
CompTIA A+ 220-802: System Troubleshooting	cs_appa_a07_it_enus						
CompTIA A+ 220-802: General Troubleshooting	cs_appa_a08_it_enus						
TestPrep 220-802 CompTIA A+	cs_appa_a01_tp_enus						

Network Fundamentals			
CompTIA Network+ 2012			
CompTIA Network+ 2012: Networking Concepts Part 1	cs_ctmt_a01_it_enus	SKIL-0061	1 hour
CompTIA Network+ 2012: Networking Concepts Part 2	cs_ctmt_a02_it_enus		
CompTIA Network+ 2012: Network Installation and Configuration Part 1	cs_ctmt_a03_it_enus		
CompTIA Network+ 2012: Network Installation and Configuration Part 2	cs_ctmt_a04_it_enus		
CompTIA Network+ 2012: Network Media and Topologies Part 1	cs_ctmt_a05_it_enus		
CompTIA Network+ 2012: Network Media and Topologies Part 2	cs_ctmt_a06_it_enus		
CompTIA Network+ 2012: Network Management Part 1	cs_ctmt_a07_it_enus		
CompTIA Network+ 2012: Network Security Part 1	cs_ctmt_a08_it_enus		
CompTIA Network+ 2012: Network Security Part 2	cs_ctmt_a09_it_enus		
CompTIA Network+ 2012: Network Security Part 3	cs_ctmt_a10_it_enus		
TestPrep N10-005 Network+	cs_ctmt_a01_tp_enus		Lower*
Information Technology Security			
CompTIA Security+ 2011			
Control Fundamentals and Security Threats	cs_styp_a01_it_enus	SKIL-0060	2 hours
Network Protocols, Attacks, and Defenses	cs_styp_a02_it_enus		
Creating Secure Networks and Performing Security Assessments	cs_styp_a03_it_enus		
Network and System Security Mechanisms	cs_styp_a04_it_enus		
Remote Access and Wireless Security	cs_styp_a05_it_enus		
Authentication, Biometrics, and Security Controls	cs_styp_a06_it_enus		
Securing the IT Environment	cs_styp_a07_it_enus		
Cryptography and Public Key Infrastructures	cs_styp_a08_it_enus		
Securing Applications, Virtualized Environments, and Cloud Computing	cs_styp_a09_it_enus		
Business Continuity, Disaster Recovery, Security Training, and Forensics	cs_styp_a10_it_enus		
TestPrep SY0-301 Security+	cs_styp_a01_tp_enus		Lower*
Project Management or Quality Management			
Six Sigma Green Belt			
Six Sigma and Lean in the Organization	oper_05_a01_bs_enus	SKIL-0059	3 hours
Design for Six Sigma in the Organization	oper_05_a02_bs_enus		
Processes and Customer Analysis in Six Sigma Projects	oper_06_a01_bs_enus		
Basics of Six Sigma Projects and Teams	oper_06_a02_bs_enus		
Tools for Planning and Managing Six Sigma Project Opportunities	oper_06_a03_bs_enus		
Using Six Sigma Analysis Tools and Metrics for Project Decisions	oper_06_a04_bs_enus		
Modeling and Analyzing Processes in Six Sigma	oper_07_a01_bs_enus		
Statistics and Probability in Six Sigma	oper_07_a02_bs_enus		
Data Classification and Collection in Six Sigma	oper_07_a03_bs_enus		
Summarizing and Presenting Data in Six Sigma	oper_07_a04_bs_enus		
Probability Distributions and Measurement Systems Analysis in Six Sigma	oper_07_a05_bs_enus		
Measuring Process Capability and Performance in Six Sigma	oper_07_a06_bs_enus		
Exploratory Data Analysis in Six Sigma	oper_08_a01_bs_enus		
Introduction to Hypothesis Testing and Testing for Means in Six Sigma	oper_08_a02_bs_enus		
Hypothesis Tests for Variances, Proportions, ANOVA, and Chi-Square in Six Sigma	oper_08_a03_bs_enus		
Design of Experiments and Validation of Solutions in Six Sigma	oper_09_a01_bs_enus		
Statistical Process Control and Control Plans in Six Sigma	oper_09_a02_bs_enus		
Using Basic Control Charts in Six Sigma	oper_09_a03_bs_enus		
TestPrep Six Sigma Green Belt Certification (SSGB)	TPSSGB ENG		Upper

Computer Information Systems or SQL Fundamentals**Oracle Database 11g: SQL Fundamentals I & II**

Oracle Database 11g: Using SQL to Query Your Database	257492	ENG	SKIL-0058	1 hour	Lower*
Oracle Database 11g: Conversion Functions, Group Functions, and Joins	257503	ENG			
Oracle Database 11g: Subqueries, Set Operators, and Data Manipulation	257513	ENG			
Oracle Database 11g: Using DDL, Views, Sequences, Indexes, and Synonyms	257522	ENG			
Oracle Database 11g: Controlling User Access and Managing Schema Objects	257867	ENG			
Oracle Database 11g: Data Dictionary Views and Large Data Sets	257876	ENG			
Oracle Database 11g: Managing Data in Different Time Zones	257884	ENG			
Oracle Database 11g: Using Subqueries and Regular Expressions	257896	ENG			
TestPrep 1Z0-047 Oracle Database SQL Expert	TP1Z0047	ENG			

Networking Fundamentals**ICND1 1.1: Interconnecting Cisco Networking Devices Part 1 & Part 2**

Cisco ICND1 1.1: Network Fundamentals	254004	ENG	SKIL-0057	2 hours	Lower*
Cisco ICND1 1.1: Network Communications and Connections	254014	ENG			
Cisco ICND1 1.1: Switched LANs	254025	ENG			
Cisco ICND1 1.1: Switch Optimization, Security, and Troubleshooting	254036	ENG			
Cisco ICND1 1.0: Wireless LANs	254044	ENG			
Cisco ICND1 1.1: Routing and Addressing in the LAN	254053	ENG			
Cisco ICND1 1.1: Packet Delivery, Security, and Remote Access on the Router	254064	ENG			
Cisco ICND1 1.1: WAN Technologies and Routing	254073	ENG			
Cisco ICND1 1.1: WAN Encapsulation and Dynamic Routing using RIP	254081	ENG			
Cisco ICND1 1.1: Network Environment Management	254088	ENG			
Cisco ICND2 1.1: Small and Medium Network Implementations	254454	ENG			
Cisco ICND2 1.1: Improving Switched Network and VLAN Performance	254464	ENG			
Cisco ICND2 1.1: Routing Fundamentals, Subnetting, and VLSMs	254475	ENG			
Cisco ICND2 1.1: Single-Area OSPF Implementation	254483	ENG			
Cisco ICND2 1.1: EIGRP Implementation	254490	ENG			
Cisco ICND2 1.1: Transitioning to IPv6	254735	ENG			
Cisco ICND2 1.1: Access Control Lists	254717	ENG			
Cisco ICND2 1.1: Address Space Management	254727	ENG			
Cisco ICND2 1.1: VPN and Point-to-Point WAN Connections	254741	ENG			
Cisco ICND2 1.1: Extending the LAN to a WAN	254748	ENG			
TestPrep 640-822 Interconnecting Cisco Networking Devices Part 1 (ICND1)	TP640822	ENG			
TestPrep 640-816 Interconnecting Cisco Networking Devices Part 2 (ICND2)	TP640816	ENG			

Windows Server Administration or Data Communications and Networking**Microsoft Windows Server 2008: Server and Enterprise Administration**

Planning Windows Server 2008 Deployment	ws_wsad_a01_it_enus	SKIL-0056	2 hours	Lower*
Planning Active Directory and Group Policy for Windows Server 2008	ws_wsad_a02_it_enus			
Windows Server 2008 Management and Delegation	ws_wsad_a03_it_enus			
Managing File Servers and Data Provisioning in Windows Server 2008	ws_wsad_a04_it_enus			
Windows Server 2008 Application Server Management and Application Provisioning	ws_wsad_a05_it_enus			
Windows Server 2008 Application Servers and Services	ws_wsad_a06_it_enus			
Patch Management and Securing and Monitoring Servers in Windows Server 2008	ws_wsad_a07_it_enus			
Certificate Services, SANS, and High Availability in Windows Server 2008	ws_wsad_a08_it_enus			
Accessing Windows Networks Remotely in Windows Server 2008	ws_wsad_a09_it_enus			
Windows Server 2008 Backup and Recovery	ws_wsad_a10_it_enus			
Planning Name Resolution and IP Addressing in Microsoft Windows Server 2008	ws_mwse_a01_it_enus			
Network Access in Microsoft Windows Server 2008	ws_mwse_a02_it_enus			
Application Access and Delivery in Microsoft Windows Server 2008	ws_mwse_a03_it_enus			
Server and Application Virtualization in Microsoft Windows Server 2008	ws_mwse_a04_it_enus			
Designing the Active Directory Infrastructure in Microsoft Windows Server 2008	ws_mwse_a05_it_enus			
Active Directory Administration in Microsoft Windows Server 2008	ws_mwse_a06_it_enus			
Existing Infrastructures and Branch Deployments in Microsoft Windows Server 2008	ws_mwse_a07_it_enus			
The Certificate Services Infrastructure in Microsoft Windows Server 2008	ws_mwse_a08_it_enus			
Software Updates and Compliance Management in Microsoft Windows Server 2008	ws_mwse_a09_it_enus			
Designing Data Security and High Availability in Microsoft Windows Server 2008	ws_mwse_a10_it_enus			
TestPrep 70-646 PRO: Windows Server 2008, Server Administrator	TP70646_ENG			
TestPrep 70-647 PRO: Windows Server 2008, Enterprise Administrator	TP70647_ENG			

Windows Server Administration**Microsoft Windows Server 2008: Configuring Active Directory, Network Infrastructure, Application Infrastructure**

The Active Directory Infrastructure in Windows Server 2008	ws mwcd a01 it enus
Additional Active Directory Server Roles in Windows Server 2008	ws mwcd a02 it enus
Active Directory Objects in Windows Server 2008	ws mwcd a03 it enus
Group Policy Objects Strategy in Windows Server 2008	ws mwcd a04 it enus
Configuring DNS in Windows Server 2008	ws mwcd a05 it enus
Active Directory Certificate Services in Windows Server 2008	ws mwcd a06 it enus
Communications and Security in Windows Server 2008	ws mwcd a07 it enus
Monitoring, Backups, and Recovery in Windows Server 2008	ws mwcd a08 it enus
Configure IP Addressing and Windows Services in Windows Server 2008	ws mwci a01 it enus
Configure, Manage, and Maintain IP Services in Windows Server 2008	ws mwci a02 it enus
Name Resolution in Windows Server 2008	ws mwci a03 it enus
Configure Network Access in Windows Server 2008	ws mwci a05 it enus
DNS Zones and Replication in Windows Server 2008	ws mwci a04 it enus
Network Access Security in Windows Server 2008	ws mwci a06 it enus
Configure File and Print Services in Windows Server 2008	ws mwci a07 it enus
Monitor Network Infrastructure in Windows Server 2008	ws mwci a08 it enus
Deploying Windows Server 2008 Servers	ws mwcf a01 it enus
Configuring Windows Server 2008 Availability	ws mwcf a02 it enus
Configure Terminal Services in Windows 2008	ws mwcf a03 it enus
Terminal Services Resource Access in Windows 2008	ws mwcf a04 it enus
Configuring Windows Server Hyper-V and Virtual Machines	ws mwcf a05 it enus
Configuring Web Services and Security in Windows Server 2008	ws mwcf a06 it enus
Managing IIS in Windows Server 2008	ws mwcf a07 it enus
Configuring Web Service Protocols in Windows Server 2008	ws mwcf a08 it enus
Configuring Network Application Services in Windows Server 2008	ws mwcf a09 it enus
TestPrep 70-640 TS: Windows Server 2008 Active Directory, Configuring	ws mwcd a01 tp enus
TestPrep 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring	ws mwci a01 tp enus
TestPrep 70-643 TS: Windows Server 2008 Applications Infrastructure, Configuring	ws mwcf a01 tp enus

SKIL-0055 2 hours Lower*

Information Security Management or Information Assurance**Certified Information Security Manager (CISM)**

Information Security Governance: Overview	sp cism a01 it enus
Information Security Governance: Strategies and Goals	sp cism a02 it enus
Information Security Governance: Developing an Action Plan	sp cism a03 it enus
Information Risk Management: Program Framework and Risk Assessment	sp cism a04 it enus
Information Risk Management: Analysis, Mitigation, and Monitoring	sp cism a05 it enus
Information Security Program Development: Introduction and Roadmap	sp cism a06 it enus
Information Security Program Development: Resources	sp cism a07 it enus
Information Security Program Development: Metrics and Implementation	sp cism a08 it enus
Information Security Program Management: Introduction and Framework	sp cism a09 it enus
Information Security Program Management: Resources and Implementation	sp cism a10 it enus
Incident Management and Response: Introduction and Resources	sp cism a11 it enus
Incident Management and Response: Planning and Testing	sp cism a12 it enus
TestPrep Certified Information Security Manager (CISM)	sp cism a01 tp enus

SKIL-0054 2 hours Upper

Computer Security Fundamentals				
Certified Information Systems Security Professional (CISSP) 2nd Edition				
CISSP Domain - Access Control	sp_cssp_a01_it_enus	SKIL-0053	2 hours	Upper
CISSP Domain - Application Development Security	sp_cssp_a02_it_enus			
CISSP Domain - Business Continuity and Disaster Recovery Planning	sp_cssp_a03_it_enus			
CISSP Domain - Cryptography	sp_cssp_a04_it_enus			
CISSP Domain - Information Security Governance and Risk Management	sp_cssp_a05_it_enus			
CISSP Domain - Legal, Regulations, Investigations, and Compliance	sp_cssp_a06_it_enus			
CISSP Domain - Operations Security	sp_cssp_a07_it_enus			
CISSP Domain - Physical and Environment Security	sp_cssp_a08_it_enus			
CISSP Domain - Security Architecture and Design	sp_cssp_a09_it_enus			
CISSP Domain - Telecommunications and Network Security	sp_cssp_a10_it_enus			
TestPrep Certified Information Systems Security Professional (CISSP)	TPCISSP_ENG			
Computing or Information Technology				
CompTIA Server+ 2009				
CompTIA Server+ 2009: System Hardware	cs_csvr_a01_it_enus	SKIL-0052	1 hour	Lower*
CompTIA Server+ 2009: System Software	cs_csvr_a02_it_enus			
CompTIA Server+ 2009: Server Functions and Network Essentials	cs_csvr_a03_it_enus			
CompTIA Server+ 2009: Storage	cs_csvr_a04_it_enus			
CompTIA Server+ 2009: IT Environment	cs_csvr_a05_it_enus			
CompTIA Server+ 2009: Disaster Recovery	cs_csvr_a06_it_enus			
CompTIA Server+ 2009: Troubleshooting	cs_csvr_a07_it_enus			
CompTIA Server+ 2009: Network and Storage Troubleshooting	cs_csvr_a08_it_enus			
TestPrep SK0-003 Server+	cs_csvr_a01_tp_enus			
Computer Information Systems or Information Technology				
CompTIA A+ 2009 Essentials and Practical Application				
A+ Essentials 2009: Computer Hardware Components	cs_apet_a01_it_enus	SKIL-0051	1 hour	Lower*
A+ Essentials 2009: Configuring Displays, Peripherals, Laptops, and Printers	cs_apet_a02_it_enus			
A+ Essentials 2009: Troubleshooting Computers and Printers	cs_apet_a05_it_enus			
A+ Essentials 2009: Operational Procedures and Preventative Maintenance	cs_apet_a07_it_enus			
A+ Essentials 2009: Installing Windows Operating Systems (Windows 7 update)	cs_apet_a08_it_enus			
A+ Essentials 2009: Using and Managing Windows (Windows 7 update)	cs_apet_a09_it_enus			
A+ Essentials 2009: Security and Network Fundamentals (IPv6 update)	cs_apet_a10_it_enus			
A+ Practical Application 2009: Personal Computer Components	cs_apit_a01_it_enus			
A+ Practical Application 2009: Troubleshooting Hardware	cs_apit_a02_it_enus			
A+ Practical Application 2009: Maintaining Networks	cs_apit_a04_it_enus			
A+ Practical Application 2009: Security	cs_apit_a05_it_enus			
A+ Practical Application 2009: Maintaining Operating Systems (Windows 7 update)	cs_apit_a06_it_enus			
TestPrep 220-701 A+ Essentials	cs_apet_a01_tp_enus			
TestPrep 220-702 A+ Practical Application	cs_apit_a01_tp_enus			

<u>Network Security Principles or Fundamentals</u>					
Cisco CCNA Security					
Cisco IINS 1.0: Network Security Principles I	cc_iins_a01_it_enus	SKIL-0050	1 hour	Lower*	
Cisco IINS 1.0: Network Security Principles II	cc_iins_a02_it_enus				
Cisco IINS 1.0: Perimeter Security	cc_iins_a03_it_enus				
Cisco IINS 1.0: Network Security Using Cisco IOS Firewalls	cc_iins_a04_it_enus				
Cisco IINS 1.0: Cryptography, Encryption, and Digital Signatures	cc_iins_a05_it_enus				
Cisco IINS 1.0: IP Security Site-to-Site Virtual Private Networks	cc_iins_a06_it_enus				
Cisco IINS 1.0: Network Security Using Cisco IOS IPS	cc_iins_a07_it_enus				
Cisco IINS 1.0: LAN, SAN, Voice, and Endpoint Security	cc_iins_a08_it_enus				
Cisco IINS 1.0: Mitigating Layer 2 Attacks	cc_iins_a09_it_enus				
TestPrep 640-553 Implementing Cisco IOS Network Security (IINS)	cc_iins_a01_tp_enus				
<u>Computer Science, Computer Information Systems, Information Technology</u>					
Sun Certified Programmer for the Java 2 Platform					
Java Programming with Java SE 6.0: Getting Started with Java	252344 ENG	SKIL-0049	1 hour	Lower*	
Java Programming with Java SE 6.0: Operators and Flow Control in Java	252345 ENG				
Java Programming with Java SE 6.0: Creating Classes in Java	252346 ENG				
Java Programming with Java SE 6.0: Working with Classes in Java	252347 ENG				
Java Programming with Java SE 6.0: Generics and Annotations	252348 ENG				
Java Programming with Java SE 6.0: Reference Types and Threading	252349 ENG				
Java Programming with Java SE 6.0: Exception Handling and Assertions	252350 ENG				
Java Programming with Java SE 6.0: Java Utilities	252351 ENG				
Java Programming with Java SE 6.0: Java I/O	252352 ENG				
Java Programming with Java SE 6.0: Basic GUI Development in Java	252353 ENG				
Java Programming with Java SE 6.0: Java Applets	252354 ENG				
TestPrep CX-310-065 Sun Certified Programmer for the Java 2 Platform, Standard Edition 6.0	TP310065 ENG				
<u>Computer Information Systems, Information Technology</u>					
Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003 Network					
Managing System Security in Windows Server 2003	209128 ENG	SKIL-0048	1 hour	Lower*	
Securing Wireless and Remote Communications in Windows Server 2003	209131 ENG				
Managing IPSec in Windows Server 2003	209129 ENG				
Securing Access to Resources in Windows Server 2003	209130 ENG				
Managing Certificates in Windows Server 2003	209132 ENG				
Installing Windows Vista	mv_wvcc_a01_it_enus				
Configure Windows Vista Environments	mv_wvcc_a02_it_enus				
Windows Vista Users and Groups	mv_wvcc_a03_it_enus				
Security in Windows Vista	mv_wvcc_a04_it_enus				
Windows Vista Network Connectivity	mv_wvcc_a05_it_enus				
Configuring Windows Vista Applications	mv_wvcc_a06_it_enus				
Windows Vista Maintenance and Optimization	mv_wvcc_a07_it_enus				
Windows Vista Mobile Computing and Troubleshooting	mv_wvcc_a08_it_enus				
TestPrep 70-299 Implementing and Administering Security in a Microsoft Windows Server 2003 Network	TP70299 ENG				
TestPrep 70-620 TS: Configuring Windows Vista Client	TP70620 ENG				

Project Management**Project Management Professional (PMP and CAPM PMBOK 4th Edition)**

Managing Projects within Organizations

Project Management Overview

Project Management Process Groups

Integrated Initiation and Planning

Integrated Project Execution, Monitoring, and Control

Integrated Project Change Control and Close

Project Requirements and Defining Scope

Create Work Breakdown Structure

Monitoring and Controlling Project Scope

Defining and Sequencing Project Activities

Estimating Activity Resources and Durations

Developing and Controlling the Project Schedule

Estimating and Budgeting Project Costs

Controlling Costs

Project Quality Planning

Quality Assurance and Quality Control

Planning Project Human Resources

Managing Project Human Resources

Stakeholders and the Communications Management Plan

Processes for Managing Project Communications

Risk Management Planning

Identifying Project Risks

Performing Risk Analysis

Risk Response, Monitor, and Control

Planning Project Procurement

Managing Procurements

The Role of Ethics in Project Management

Core PMI® Values and Ethical Standards

TestPrep Project Management Professional (PMP) PMBOK Guide Fourth Edition Aligned

[proj_05_a01_bs_enus](#)[proj_05_a02_bs_enus](#)[proj_05_a03_bs_enus](#)[proj_06_a01_bs_enus](#)[proj_06_a02_bs_enus](#)[proj_06_a03_bs_enus](#)[proj_07_a01_bs_enus](#)[proj_07_a02_bs_enus](#)[proj_07_a03_bs_enus](#)[proj_08_a01_bs_enus](#)[proj_08_a02_bs_enus](#)[proj_08_a03_bs_enus](#)[proj_09_a01_bs_enus](#)[proj_09_a02_bs_enus](#)[proj_10_a01_bs_enus](#)[proj_10_a02_bs_enus](#)[proj_11_a01_bs_enus](#)[proj_11_a02_bs_enus](#)[proj_12_a01_bs_enus](#)[proj_12_a02_bs_enus](#)[proj_13_a01_bs_enus](#)[proj_13_a02_bs_enus](#)[proj_13_a03_bs_enus](#)[proj_13_a04_bs_enus](#)[proj_14_a01_bs_enus](#)[proj_14_a02_bs_enus](#)[proj_15_a01_bs_enus](#)[proj_15_a02_bs_enus](#)[pm_proj_a01_tp_enus](#)

SKIL-0047

3 hours

Upper

Computer Applications, Computer Literacy, Computer Information Systems, Information Technology**Microsoft Certified Application Specialist**

Getting Started with Word 2007	mo_bgwd_a01_dt_enus			
Working with Text and Paragraphs in Word 2007	mo_bgwd_a02_dt_enus			
Structuring, Editing, Saving, and Opening Documents in Word 2007	mo_bgwd_a03_dt_enus			
Printing, Help, and Automated Formatting in Word 2007	mo_bgwd_a04_dt_enus			
Working with Documents in Word 2007	mo_bgwd_a05_dt_enus			
Advanced Formatting in Word 2007	mo_adwd_a01_dt_enus			
Advanced Document Navigation and Document Reviews in Word 2007	mo_adwd_a02_dt_enus			
Using Tables, Charts, and Graphics in Word 2007	mo_adwd_a03_dt_enus			
Advanced Data Manipulation Features in Word 2007	mo_wdpu_a01_dt_enus			
Advanced Document Features in Word 2007	mo_wdpu_a02_dt_enus			
Collaborative Features in Word 2007	mo_wdpu_a03_dt_enus			
Getting Started with Excel 2007	mo_bgex_a01_dt_enus			
Manipulating and Formatting Data and Worksheets in Excel 2007	mo_bgex_a02_dt_enus			
Reviewing and Printing in Excel 2007	mo_bgex_a03_dt_enus			
Excel 2007 Formulas and Functions	mo_bgex_a04_dt_enus			
Excel 2007 Charts, Pictures, Themes, and Styles	mo_bgex_a06_dt_enus			
Advanced Formatting in Excel 2007	mo_adex_a01_dt_enus			
Advanced Data Management in Excel 2007	mo_adex_a02_dt_enus			
Advanced Customization in Excel 2007	mo_adex_a03_dt_enus			
Analyzing Data in Excel 2007	mo_expu_a01_dt_enus			
Protecting and Sharing Excel 2007 Workbooks	mo_expu_a02_dt_enus			
Exchanging Data with Excel 2007	mo_expu_a03_dt_enus			
Getting Started with PowerPoint 2007	mo_bgpp_a01_dt_enus			
Adding Graphics to Presentations in PowerPoint 2007	mo_bgpp_a02_dt_enus			
Adding Multimedia and Animations to Presentations in PowerPoint 2007	mo_bgpp_a03_dt_enus			
Creating Custom Slide Shows in PowerPoint 2007	mo_adpp_a01_dt_enus			
Distributing Presentations in PowerPoint 2007	mo_adpp_a02_dt_enus			
TestPrep Using Word 2007	TPWD2007_ENG			
TestPrep Using Excel 2007	TPEX2007_ENG			
TestPrep Using PowerPoint 2007	TPPP2007_ENG			

SKIL-0046 3 hours Lower*

Project Management or Computer Applications**Microsoft Certified Technology Specialist: Managing Project with MS Office Project 2007**

Creating and Designing a Project with Project 2007	mo_bgpr_a01_dt_enus			
Specifying and Assigning Resources in Project 2007	mo_bgpr_a02_dt_enus			
Tracking and Reporting Progress with Project 2007	mo_bgpr_a03_dt_enus			
Advanced Customization with MS Project 2007	mo_adpr_a01_dt_enus			
Project Data Management and Performance with MS Project 2007	mo_adpr_a02_dt_enus			
TestPrep 70-632 TS: Microsoft Office Project 2007, Managing Projects	TP70632_ENG			

SKIL-0045 1 hour Lower*

Computer Networking**CompTIA Network+ 2009**

CompTIA Network+ 2009: Network Fundamentals	cs_ctnt_a01_it_enus			
CompTIA Network+ 2009: Network Components	cs_ctnt_a02_it_enus			
CompTIA Network+ 2009: Network Devices	cs_ctnt_a03_it_enus			
CompTIA Network+ 2009: Network Protocols	cs_ctnt_a05_it_enus			
CompTIA Network+ 2009: Wide Area Networks	cs_ctnt_a06_it_enus	SKIL-0044	2 hours	Lower*
CompTIA Network+ 2009: Wireless Networks	cs_ctnt_a07_it_enus			
CompTIA Network+ 2009: Network Addressing	cs_ctnt_a08_it_enus			
CompTIA Network+ 2009: Routing	cs_ctnt_a09_it_enus			
CompTIA Network+ 2009: Managing and Monitoring the Network	cs_ctnt_a10_it_enus			
CompTIA Network+ 2009: Troubleshooting the Network	cs_ctnt_a11_it_enus			
CompTIA Network+ 2009: Network Security	cs_ctnt_a12_it_enus			
TestPrep N10-004 Network+	cs_ctnt_a01_tp_enus			

Computer Security, Cyber Security, Information Assurance**CompTIA Security+ 2008 Edition**

CompTIA Security+ 2008: Threat Mitigation	cs_sety_a01_it_enus			
CompTIA Security+ 2008: Cryptography	cs_sety_a02_it_enus			
CompTIA Security+ 2008: Authentication Methods	cs_sety_a03_it_enus			
CompTIA Security+ 2008: Messaging, User, and Role Security	cs_sety_a04_it_enus	SKIL-0043	2 hours	Lower*
CompTIA Security+ 2008: Public Key Infrastructure and Access Security	cs_sety_a05_it_enus			
CompTIA Security+ 2008: Ports, Protocols, and Network Security	cs_sety_a06_it_enus			
CompTIA Security+ 2008: Wi-Fi and Remote Access	cs_sety_a07_it_enus			
CompTIA Security+ 2008: Risk Analysis, Vulnerability Testing, IDS, and Forensics	cs_sety_a08_it_enus			
CompTIA Security+ 2008: Auditing, Security Policies, and Disaster Recovery	cs_sety_a09_it_enus			
TestPrep SY0-201 Security+	TPSY0201_ENG			

Computer Information Systems or Information Technology**CompTIA A+ 2006**

Personal Computer Components	242525	ENG	SKIL-0042	1 hour	Lower*
Laptop Components, Peripherals, and Networks	242526	ENG			
Operating Systems	242527	ENG			
Security, Safety, and Communication	242528	ENG			
Installing, Configuring, and Troubleshooting PC Components	245875	ENG			
Working with Laptops and Portable Devices	245876	ENG			
Understanding and Maintaining Networks	245877	ENG			
Maintaining Operating Systems	245878	ENG			
Installing and Troubleshooting Printers and Scanners	245879	ENG			
Managing IT Security	245880	ENG			
Recognizing Safety Procedures, Effective Communication, and Professional Behavior	245881	ENG			
Adding, Optimizing, and Troubleshooting PC Components	250846	ENG			
Understanding and Supporting Networks	250847	ENG			
Managing Operating Systems	250848	ENG			
Adding and Fixing Printers and Scanners	250875	ENG			
Implementing IT Security	250883	ENG			
Using Effective Remote Communication	250893	ENG			
Working with Personal Computer Components	251132	ENG			
Managing Laptops and Portable Devices	251133	ENG			
Maintaining Printers and Scanners	251134	ENG			
Implementing IT Security and Workplace Safety Measures	251135	ENG			
Test Prep: 220-601 A+ Essentials	TP220601	eng			
Test Prep: 220-602 A+ IT Technician	TP220602	ENG			
Test Prep: 220-603 A+ Remote Support Technician	TP220603	eng			
Test Prep: 220-604 A+ Depot Technician	TP220604	eng			

Data Communications and Networking or Computer Information Systems**CompTIA Network + 2005**

The Fundamentals of Networking	218678	ENG	SKIL-0041	1 hour	Lower*
LAN Technologies	218693	ENG			
Networking Protocols	218703	ENG			
IP Addressing and Subnetting	218741	ENG			
Working with TCP/IP	221224	ENG			
WANs and Remote Connectivity	218759	ENG			
Network Operating Systems and Clients	218763	ENG			
Network Security	218760	ENG			
Network Troubleshooting	218761	ENG			
Fault Tolerance and Disaster Recovery	218762	ENG			
Test Prep: N10-003 Network+ 2005	TPN10003	eng			

Computer Information Systems or Information Technology**IT Infrastructure Library (ITIL)**

ITIL V3 - ITIL and the Service Lifecycle
Service Strategy Fundamentals
Service Strategy Processes
Service Design Fundamentals
Service Design Processes
Service Transition Processes and Principles
Service Operation Principles and Functions
ITIL V3 - Service Operation Processes
Continual Service Improvement Fundamentals
Test Prep: ITIL V3 Foundation (ITV3F)

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[ib_itil_a08_it_enus](#)
[ib_itil_a09_it_enus](#)
[tpitv3f_eng](#)

SKIL-0040

1 hour

Lower*

Business or Applied Statistics**Six Sigma Black Belt**

Six Sigma and the Corporate Enterprise
Leadership in Six Sigma
Organizational Goals and Objectives
History of Organizational Improvement and the Foundations of Six Sigma
Overview of Business Process Management
The Importance of Metrics to Six Sigma
Define the Six Sigma Opportunity
The Six Sigma Project Charter and Plan
Six Sigma Team Leadership
Six Sigma Team Dynamics and Performance
The Six Sigma Change Agent
Six Sigma Management and Planning Tools
Six Sigma and the Voice of the Customer
Six Sigma and Critical Customer Requirements
Defining and Mapping the Six Sigma Process
Scoping the Six Sigma Project
Process Analysis and Documentation
Probability and Statistics
Collecting and Summarizing Data
Properties and Applications of Probability Distributions
Measurement Systems
Analyzing Process Capability
Calculating Process Capability
Design of Experiments (DOE)
Design and Analysis
Taguchi and Quality Improvement
Experimenting for Process Improvement
Six Sigma--Statistical Process Control
Control Charts and the Pre-control Process

[OPER0161](#)
[OPER0162](#)
[OPER0163](#)
[OPER0164](#)
[OPER0165](#)
[OPER0166](#)
[OPER0171](#)
[OPER0172](#)
[OPER0173](#)
[OPER0174](#)
[OPER0175](#)
[OPER0176](#)
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[OPER0178](#)
[OPER0179](#)
[OPER0181](#)
[OPER0191](#)
[OPER0192](#)
[OPER0193](#)
[OPER0194](#)
[OPER0195](#)
[OPER0196](#)
[OPER0197](#)
[OPER0211](#)
[OPER0212](#)
[OPER0213](#)
[OPER0214](#)
[OPER0221](#)
[OPER0222](#)

3 hours

Upper

SKIL-0039

Six Sigma--Lean Tools for Control	OPER0223		
Six Sigma--Measurement System Re-analysis	OPER0224		
Exploratory Data Analysis	OPER0251		
Hypothesis Testing	OPER0252		
Common Tests	OPER0253		
Variance, Contingency Tables, and Nonparametric Tests	OPER0254		
Lean Concepts	oper_01_a01_bs_enus	1 hour	Upper
Non-value-added Steps and Tasks	oper_01_a02_bs_enus		
Lean Tools	oper_01_a03_bs_enus		
Total Productive Maintenance	oper_01_a04_bs_enus		
Quality Function Deployment (QFD)	oper_02_a01_bs_enus		
Robust Design and Process	oper_02_a02_bs_enus		
Failure Mode and Effect Analysis	oper_02_a03_bs_enus		
Design for X (DFX)	oper_02_a04_bs_enus		
Special Design Tools	oper_02_a05_bs_enus		
Final Exam: Six Sigma Black Belt: Deployment	FE0018_eng		
Final Exam: Six Sigma Black Belt: The Define Phase	FE0019_eng		
Final Exam: Six Sigma Black Belt: The Measurement Phase	FE0021_eng		
Final Exam: Six Sigma Black Belt: The Improve Phase	FE0023_eng		
Final Exam: Six Sigma Black Belt: The Control Phase	FE0024_eng		
Final Exam: Six Sigma Black Belt: The Analyze Phase	FE0022_eng		
Final Exam: Six Sigma Black Belt: The Lean Enterprise	FE0025_eng		

Business, Human Resource Management or Computer Information Systems					
HRCI/SPHR					
HR's Strategic Role in the Organization (HRCI/SPHR-aligned)	hr_04_a01_bs_enus				
Management of the HR Process (HRCI/SPHR-aligned)	hr_04_a02_bs_enus				
Strategic Approaches to Workforce Planning and Employment (HRCI/SPHR-aligned)	hr_04_a03_bs_enus	SKIL-0038	1 hour	Lower* Upper	
Strategic Approaches to Human Resource Development (HRCI/SPHR-aligned)	hr_04_a04_bs_enus				
Strategic Approaches to Total Rewards (HRCI/SPHR-aligned)	hr_04_a05_bs_enus				
Strategic Approaches to Labor Relations (HRCI/SPHR-aligned)	hr_04_a06_bs_enus				
Strategic Approaches to Risk Management (HRCI/SPHR-aligned)	hr_04_a07_bs_enus				
Final Exam: HRCI/SPHR (Senior Professional Human Resource	FE0028_eng				
Business, Information Technology or Computer Information Systems					
Project Management Professional (PMP and CAPM PMBOK 3rd Edition)					
An Introduction to Project Management	PROJ0511				
Project Life Cycles and Stakeholders	PROJ0512				
Introduction to Project Process Groups and Initiating a Project	PROJ0513				
Project Planning	PROJ0514				
Executing, Monitoring & Controlling, and Closing a Project	PROJ0515				
Initiating a Project and Preparing the Project Plan	PROJ0521				
Project Integration: Executing and Completing a Project	PROJ0522				
Planning Project Scope	PROJ0531				
Controlling Project Scope	PROJ0532				
Elements of Project Time Management	PROJ0541				
Project Scheduling	PROJ0542				
Estimating Activity Costs	PROJ0551				
Budgeting and Controlling Costs	PROJ0552	SKIL-0037	3 hours	Lower* Upper	
Planning for Quality	PROJ0561				
Performing Quality Assurance and Control	PROJ0562				
Elements of Project Human Resource Management	PROJ0571				
Implementing Project Human Resource Management	PROJ0572				
Communications Planning and Information Distribution	PROJ0581				
Performance Reporting and Stakeholder Management	PROJ0582				
Planning and Identifying Project Risk	PROJ0591				
Analyzing Project Risk	PROJ0592				
Responding to and Controlling Project Risk	PROJ0593				
Planning Project Procurement and Requesting Seller Responses	PROJ0601				
Choosing Sellers and Administering and Closing Contracts	PROJ0602				
Ethics and Professional Knowledge	PROJ0041				
Stakeholder Interests and Cultural Diversity	PROJ0042				
Test Prep: Certified Associate in Project Management (CAPM)	tpcapm_eng				

<u>Computer Information Systems or Information Technology</u>				
Information System Security (CISSP) – Version 2				
CISSP Domain: Information Security and Risk Management	243962 ENG	SKIL-0030	1 hour	Lower*
CISSP Domain: Security Architecture and Design	243975 ENG			
CISSP Domain: Access Control	243986 ENG			
CISSP Domain: Application Security	243998 ENG			
CISSP Domain: Operations Security	244020 ENG			
CISSP Domain: Cryptography	244031 ENG			
CISSP Domain: Physical (Environmental) Security	244059 ENG			
CISSP Domain: Telecommunications and Network Security	244069 ENG			
CISSP Domain: Business Continuity and Disaster Recovery Planning	244085 ENG			
CISSP Domain: Legal, Regulations, Compliance and Investigations	244096 ENG			
Test Prep: Certified Information Systems Security Professional (CISSP)	TPCISSP eng			
<u>Computer Information Systems or Information Technology</u>				
CompTIA Security+				
General Security Concepts	84869 ENG	SKIL-0029	2 hours	Lower*
Communications Security	84870 ENG			
Infrastructure Security	84871 ENG			
Encryption Technologies	65873 ENG			
Operational and Organizational Security	84873 ENG			
Test Prep: SY0-101 Security+	TPSY0101 ENG			
<u>Computer Information Systems or Information Technology</u>				
Microsoft Windows Server 2003: Designing, Implementing, and Administering Security for Networks				
Windows Server 2003: Security Basics	201375 ENG	SKIL-0028	1 hour	Lower*
Windows Server 2003: Logical Network Security	201402 ENG			
Windows Server 2003: Securing Clients	201405 ENG			
Windows Server 2003: Physical Network Security	201403 ENG			
Windows Server 2003: Securing Data and Server Roles	201404 ENG			
Windows Server 2003: IIS Security and Firewalls	201412 ENG			
Test Prep: Implementing and Administering Security in a Microsoft Windows Server 2003 Network	TP70299 ENG			
<u>Computer Information Systems or Information Technology</u>				
Microsoft Windows Server 2003: Designing an Active Directory and Network Infrastructure				
Microsoft Windows Server 2003: Designing the Infrastructure	115388 ENG	SKIL-0027	1 hour	Lower*
Microsoft Windows Server 2003: Creating the Design	115395 ENG			
Microsoft Windows Server 2003: The Network Services Infrastructure Conceptual and Logical Design	116156 ENG			
Microsoft Windows Server 2003: Designing RAS Services for the Network Infrastructure	116411 ENG			
Microsoft Windows Server 2003: Network Infrastructure and Active Directory Physical Design	116122 ENG			
Microsoft Windows Server 2003: Network Infrastructure Physical Design II - Internet Connectivity	116412 ENG			
Test Prep: Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	TP70297 ENG			

Computer Information Systems or Information Technology					
Microsoft Windows Server 2003: Planning, Implementing, and Maintaining the Active Directory Infrastructure					
Planning and Implementing an Active Directory Infrastructure	126360	ENG	SKIL-0026	1 hour	Lower*
Planning Active Directory Services	126378	ENG			
Active Directory Sites, Replication, and Trusts	126379	ENG			
Implementing Active Directory Users and Groups	126380	ENG			
Planning and Implementing Group Policy	126381	ENG			
Configuring and Troubleshooting Group Policy	130201	ENG			
Test Prep: Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	TP70294	ENG			
Computer Information Systems or Information Technology					
Microsoft Windows Server 2003: Planning and Maintaining a Network Infrastructure Version 2					
Windows Server 2003: Planning the Network Infrastructure	127946	ENG	SKIL-0025	1 hour	Lower*
Windows Server 2003: Planning for Name Resolution	127959	ENG			
Windows Server 2003: Implementing Routing and Remote Access	127971	ENG			
Windows Server 2003: Planning for Network Availability	128023	ENG			
Windows Server 2003: Planning Server Roles and Server Security	128052	ENG			
Windows Server 2003: Planning a Security Infrastructure	128064	ENG			
Test Prep: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	TP70293	ENG			
Computer Information Systems or Information Technology					
Microsoft Windows Server 2003: Implementing, Managing, and Maintaining a Network Infrastructure					
Windows Server 2003: Implementing, Managing, and Maintaining TCP/IP	125865	ENG	SKIL-0024	1 hour	Lower*
Windows Server 2003: Implementing, Managing, and Maintaining DHCP	126071	ENG			
Windows Server 2003: Implementing, Managing, and Maintaining Name Resolution	125926	ENG			
Windows Server 2003: Implementing, Managing, and Maintaining Network Security	125927	ENG			
Windows Server 2003: Implementing, Managing, and Maintaining Remote Access	125928	ENG			
Windows Server 2003: Implementing, Managing, and Maintaining Routing	126092	ENG			
Windows Server 2003: Maintaining a Network Infrastructure	125929	ENG			
Test Prep: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	TP70291	ENG			
Computer Information Systems or Information Technology					
Microsoft Windows Server 2003: Managing and Maintaining the Server Environment					
Windows Server 2003: Basic Concepts	124011	ENG	SKIL-0023	1 hour	Lower*
Windows Server 2003: Managing Users, Groups, and Computers	123546	ENG			
Windows Server 2003: Managing Resource Access	123572	ENG			
Windows Server 2003: Managing Hardware, Disks, and Logical Devices	123582	ENG			
Windows Server 2003: Managing the Server Environment	123605	ENG			
Windows Server 2003: Managing Disaster Recovery	123583	ENG			
Test Prep: Managing and Maintaining a Microsoft Windows Server 2003 Environment	TP70290	ENG			
Business Administration, Project Management, or Operations Management					
Strategic Project Management for IT Projects					
Strategic Planning and Positioning for IT Projects	PROJ0361		SKIL-0019	1 hour	Lower*
Strategic Approaches to Managing IT Projects	PROJ0362				
Estimating the IT Project Work Effort	PROJ0363				
IT Project Leadership, Authority & Accountability	PROJ0364				
Managing Multiple IT Projects	PROJ0365				
Cost Management and IT Project Trade-offs	PROJ0366				
Final Exam: Strategic Project Management for IT Projects	FE0014				

<u>Business Administration, Project Management, or Operations Management</u>				
Project Management for IT Professionals				
Introduction to IT Project Management	PROJ0351	SKIL-0018	1 hour	Lower*
Functions of IT Project Management	PROJ0352			
The Life Cycle of an IT Project	PROJ0353			
Managing the Execution and Control of IT Projects	PROJ0354			
Managing Efficiencies of IT Projects	PROJ0355			
Final Exam: Project Management for IT Professionals	FE0013			
<u>Business Writing or Business Communications</u>				
Business Writing Essentials				
Writing with Intention	COMM0011	SKIL-0017	1 hour	Lower*
Avoiding Errors in Usage and Punctuation	COMM0012			
Avoiding Grammatical Errors in Business Writing	COMM0013			
Crisp Composition	COMM0014			
Writing to Reach the Audience	COMM0015			
Getting the Most from Business Documents	COMM0016			
The Writing Process	COMM0017			
Final Exam: Business Writing Essentials	FE0011			
<u>Principles of Human Resource Management or Business Administration</u>				
Managing Contractors and Temporary Employees				
Doing Business with Independent Contractors	MGMT0701	SKIL-0016	1 hour	Lower*
Hiring Temporary (Contingent) Employees	MGMT0702			
Managing Contingent Employee s	MGMT0703			
Legal Pitfalls Regarding Independent Contractors	MGMT0704			
Working with Temporary Agencies	MGMT0705			
Final Exam: Managing Contractors and Temporary Employees	FE0009			
<u>Business Administration or Management</u>				
Knowledge Management Fundamentals				
The Art of Knowledge Management	KNOW0101	SKIL-0015	1 hour	Lower*
Knowledge as Capital	KNOW0102			
Putting Knowledge to Work	KNOW0103			
Managing Knowledge Workers	KNOW0104			
Being a Knowledge Activist	KNOW0105			
Final Exam: Knowledge Management Fundamentals	FE0008			

Business Administration, Human Resources Management, or Management**HRCI/PHR Certification Program - Version 2**

Human Resources Fundamentals (HRCI/SPHR - 2007-aligned)	HR0261			
Strategic Management (HRCI/SPHR - 2007-aligned)	HR0262			
Affirmative Action and the EEO (HRCI/SPHR - 2007-aligned)	HR0263			
Employment Management (HRCI/SPHR - 2007-aligned)	HR0264			
Recruiting and Selecting Candidates (HRCI/SPHR - 2007-aligned)	HR0265			
Offers, Contracts and Exit from the Organization (HRCI/SPHR - 2007-aligned)	HR0266			
Developing Employees (HRCI/SPHR - 2007-aligned)	HR0267			
Developing Human Resources (HRCI/SPHR - 2007-aligned)	HR0268	SKIL-0014	2 hours	Lower*
Compensating Employees (HRCI/SPHR - 2007-aligned)	HR0269			
Programs to Benefit Employees (HRCI/SPHR - 2007-aligned)	HR0271			
Employment Relations(HRCI/SPHR - 2007-aligned)	HR0272			
Sexual Harassment at Work (HRCI/SPHR - 2007-aligned)	HR0273			
Non-Unionized Workplaces (HRCI/SPHR - 2007-aligned)	HR0274			
Unionized Workplaces (HRCI/SPHR - 2007-aligned)	HR0275			
Health and Safety in the Workplace (HRCI/SPHR - 2007-aligned)	HR0276			
Risk Assessment and Prevention (HRCI/SPHR - 2007-aligned)	HR0276			
Test Prep: Professional in Human Resources (PHR) BOK 2005 Aligned	TPPHR05ED_eng			

Principles of Business Finance or Business Administration**Business Finance**

Introduction to Advanced Finance	FIN0211			
Investment Project Analysis and Selection	FIN0212			
Raising Capital and Financing Decisions	FIN0213			
Managing Working Capital	FIN0214	SKIL-0013	1 hour	Lower*
Corporate Restructuring	FIN0215			
Financial Risk Management	FIN0216			
International Finance	FIN0217			
Final Exam: Advanced Business Finance	FE0005			

Accounting for Non-Accounting Majors**Accounting for Non-Accounting Majors**

Accounting Fundamentals	FIN0121			
Accrual Accounting Procedures	FIN0122			
Accounting Systems and Closing Activities	FIN0123			
Accounting for Cash Control	FIN0124			
Accounting for Merchandising Businesses	FIN0125	SKIL-0012	2 hours	Lower*
Accounting for Partnerships	FIN0221			
Accounting for Corporations	FIN0222			
Analyzing Cash Flow Statements	FIN0223			
Master Budgets	FIN0224			
Final Exam: Accounting 101	FE0004			
Final Exam: Accounting 102	FE0006			

Business Administration or Operations Management**Business Operations: Six Sigma and Lean Manufacturing**

Six Sigma Introduction	OPER0131			
Six Sigma: Reducing Variation to Improve Quality	OPER0141			
Six Sigma: Listening to the Voice of the Customer	OPER0142			
Six Sigma DMAIC: Defining the Problem	OPER0143			
Six Sigma DMAIC: Measuring the Process	OPER0144			
Six Sigma DMAIC: Analyzing the Data	OPER0145	SKIL-0011	3 hours	Lower*
Six Sigma DMAIC: Analyzing the Process	OPER0146			
Six Sigma DMAIC: Improving the Process	OPER0147			
Six Sigma DMAIC: Controlling the Improved Process	OPER0148			
Lean Logic	OPER0151			
Lean Value	OPER0152			
Lean Techniques	OPER0153			
Lean Strategies	OPER0154			

*Lower means that the student can apply to use the credit at either a participating 2 year or 4 year institution towards either an associate or baccalaureate degree.