



## QUICK REFERENCE GUIDE

### BUSINESS PROFESSIONAL COURSES

Business Professional courses included in Alphanumeric's off-the-shelf learning solution are designed to ensure end-users are able to gain and retain the skills they need to succeed in their day-to-day tasks.

Covering a range of topics from business and leadership skills to technical proficiency with commonly used applications, the Business Professional course catalog enables users to maximize their skills, and managers to ensure the proficiency of their workforce.

**Pricing starts at only \$75 per user.** This includes a one-year license to access the LMS and the entire suite of Business Professional courses.

### OFF-THE-SHELF TRAINING COURSES

Designed to enable managers to easily assign, deliver, measure, and report key knowledge transfer initiatives efficiently and effectively, these courses are delivered instantly to end-users through a hosted learning management system (LMS). This system enables self-directed training on the skills, policies, and procedures you need your employees to master. Participation and progress is automatically measured and reported, so you can be sure your people receive — and retain — the information presented.

Courses address a number of topics, including Health & Safety, Business Professional, Technical Professional, and Human Resources.

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# BUSINESS PROFESSIONAL COURSE OFFERINGS

This list includes only a sample of some of our most popular course offerings. It is not intended to be a comprehensive course catalog. Course offerings are subject to change.

## DESKTOP SOFTWARE

- Access 2000, 2002, 2003, 2007, 2010
- Certified Business Analysis Professional
- Computer Basics
- Computing Concepts
- Crystal Reports
- Dream Weaver
- Excel 2000, 2002, 2003, 2007, 2010
- Excel 2007 Advanced
- Flash
- Frontpage
- GroupWise 5.5
- GroupWise 6.5
- Internet Explorer 6, 7, 8
- Introduction to PCs
- Lotus Notes
- Office Suite 2000, 2003, 2007, 2010
- Office XP Upgrade
- Outlook 2002, 2003, 2007, 2010
- Paint Shop Pro 5
- PC Applications
- Photoshop
- PowerPoint 2002, 2003, 2007, 2010
- Project 2000 MOS
- QuickBooks 2004
- Quick Books
- SAP R/3 Release
- SharePoint 2003
- SharePoint 2007
- Visio 2002 & Visio 2007
- Windows 2000 Basics
- Windows Vista
- Windows XP Upgrade
- Windows 7
- Word 2002, 2003, 2007, 2010
- Works

## PROJECT MANAGEMENT

- Instructional Design
- Project 2003
- Project 2007
- Project Management from a People Perspective
- Project Management Professional Certification 2005
- Project Management Professional Certification 2009
- Project Management

## COMMUNICATION

- Building Relationships
- Communicating with Power
- Communication (Videos)
- Effective Business Communication
- Effective Presentations

## FINANCIAL MANAGEMENT

- 401(k) Plans
- Basics of Business Math
- Budgeting and Saving
- Estate Planning
- Finance (Videos)
- Investing Fundamentals
- Retirement Planning
- Sarbanes-Oxley Act

## HUMAN RESOURCES

- Business Ethics
- Managing Within the Law (Videos)
- Sexual Harrassment in the Workplace
- Workplace Environment (Videos)

## LEADERSHIP

- Innovation in the Workplace
- Leadership (Videos)
- Leading Teams (Videos)
- Managing Change
- Motivation
- Problem Solving Through Productive Thinking
- Self-Management (Videos)
- Stress Management
- Teams That Work
- Time Management for Maximum Productivity
- Time Management Fundamentals
- Work and Life Balance (Videos)

## MANAGEMENT

- Career Development (Videos)
- Coaching (Videos)
- Dealing With Difficult People
- Doing Business in China
- Doing Business in India
- E-Mailing Your Way to the Top
- Fundamentals of Business Management
- Global Business (Videos)
- Grammar
- Home Business
- Interview Skills
- Management (Videos)
- Management Skills Introduction
- Six Sigma (Videos)

## SALES & MARKETING

- Customer Service
- Negotiating
- Sales and Marketing (Videos)