

End User Desktop Computing

Need to learn a new computer skill or know someone who does? Computers have become valuable and irreplaceable in business. Learn the computer and technical skills needed to succeed in an easily used e-learning environment. Courses are available in many different topical areas including:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Internet Explorer
- Microsoft Vista
- Microsoft Project
- Lotus Notes
- Crystal Reports
- Computer Basics
- And Much, Much More

Legal Compliance

Do your employees need Sexual Harassment Training? Need a quick refresher on Equal Employment Opportunity (EEO) or the Family Medical Leave Act (FMLA)? This selection of courses offers all of these and more. Topics available include harassment, HIPAA, Ethics, Insider Trading, EEO, and many more.

Healthcare / Workplace Health and Safety

If you need to comply with JCAHO or HIPAA regulations or have a specific workplace safety issue, this curriculum of courses may be right for your company. Some of the courses available include AIDS in the workplace, Dealing with a Latex Allergy, Patient Rights, HIPAA Basics, HIPAA role-specific courses, Disability in the Workplace, and Workplace Ethics.

TotalTrain Business and Professional Modules

Personal Development Suite (modules are stand alone training programs); Sales, Leadership, Written Communication courses and modules are 101 and 201 level training that teach fundamental principles and core competencies. Training modules are effective when taught as part of a course, effective as individual training programs, and effective for skill reinforcement.

How are these courses available?

TotalTrain Learning Management System

TotalTrain's e-learning solution combines thousands of world-class e-learning courses with the state-of-the-art TotalTrain Learning Management System, www.companycollege.com/totaltrain also known as a performance management system, to create a total e-learning solution for growing companies.

TotalTrain

**... a library of business
and professional e-learning**



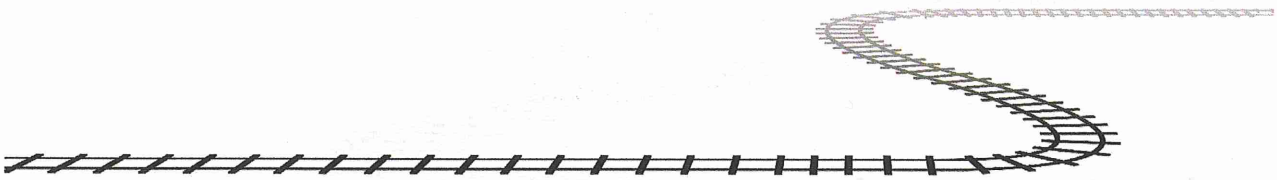
TotalTrain Course and Module Catalog Descriptions



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Business and Professional Skills

Administrative Support

This curriculum presents the skills and procedures to help Administrative Assistants keep up with the demands of this high-tech, fast-paced, modern-day work environment.

Business Law

This curriculum covers the basics of the law as it relates to business.

Communication

This curriculum focuses on the skills associated with conveying information and ideas, building relationships and influencing others through a variety of media in a way that engages the audience and helps them understand and retain the message.

Consulting

The consulting curriculum explores the skills needed to be an effective and successful consultant, explains how to work with clients effectively; how to diagnose problems, implement solutions and how to evaluate input at the end of a contract.

Customer Service

Learn the skills and strategies associated with making customers and their needs a primary focus of both an individual's and the organization's actions.

e-business

The e-business curriculum is designed to help you leverage technology in your quest to improve your overall bottom-line. From understanding the general e-business language to developing a full-fledged electronic infrastructure, these courses will afford you with a great opportunity to keep pace with this exciting new business environment.

Accounting and Finance / Financial Services

This Curriculum develops the student's finance and budgeting background in addition to being a resource to address advanced and timely financial management subjects.

Human Resources

The Human Resources curriculum addresses the issues associated with recruiting, reskilling, and retaining a high-performance workforce.

Industry

This series is designed to educate the learner on how the Federal government is organized and how to work with the various branches, departments, agencies, and authorities.

Knowledge Management

This series presents how to treat knowledge as a competitive advantage: gathering it through continuous learning, using it for performance improvement, and managing it to build intellectual assets and human capital.

Leadership

Leadership in today's dynamic, competitive workplace has never been more demanding. This curriculum addresses the skills needed to provide successful leadership.

Management

The Management curriculum focuses on the skills and management strategies key to directing the activities and contributions of others to achieve organizational goals.

Marketing

The curriculum covers the skills, principles, and strategies that determine marketing success including the fundamentals of marketing as well as addressing marketing management subjects.

Operations

The Operations curriculum addresses the principles, strategies, and skills for successful performance in manufacturing, service, quality, safety, and other key operations management areas.

Personal Development

Learn skills and strategies for managing your individual effectiveness and contribution which have a great impact on our professional and personal growth.

Project Management

The Project Management curriculum addresses the skills and techniques for planning, tracking, controlling, and monitoring business projects.

Sales

This series focuses on the skills and strategies associated with selling products and services to customers, and managing a world-class sales organization.

Strategic Management

The curriculum is focused on helping business executives and managers understand proven techniques to strategically analyze business situations, determine options, make strategy decisions, and implement those decisions.

Team Building

The curriculum teaches skills and strategies related to recruiting, empowering, and facilitating effective team performance

