Empowering individuals to
learn anywhere, anytime.

StaffKit
Online Learning Solutions

Course Catalog - 2014

Course Catalog - 2014

Check our website at *www.StaffKit.com* for new courses and updates.

StaffKit has been in business since 2001 and is an established provider of Online Learning Solutions. StaffKit maintains an A+ rating with the Better Business Bureau and has satisfied customers in over 100 countries.

StaffKit offers both companies and individuals the ability to access over 8,000 hours of hours of courseware, online videos and almost 2,000 fully searchable business and technical books. Everything is accessible from a single login from anywhere in the world, anytime.

We also offer employers the ability to view real-time reports on student activity, skill assessment scores and course mastery. We offer an integrated solution without the need to purchase an LMS (Learning Management System).

Our mission is to provide the widest selection of quality courseware at the lowest price possible.

Everything we sell is backed by our 100% satisfaction guarantee.

End User Computing Packages:

Microsoft Office / Desktop Applications	$ 139.95
Business Management Skills	$ 149.95
Home & Small Business	$ 99.95
Leadership Roadmap	$ 99.95
Sales Roadmap	$ 99.95
Project Management Roadmap	$ 99.95

Technical Packages:

Microsoft Certifications	$ 249.95
Technical – General	$ 249.95
Web Development	$ 249.95

Business Skills Videos Packages:

Essentials	$ 199.95
Management	$ 199.95
Personal Development	$ 199.95

Health & Safety Packages:

Essentials	$ 299.95
Environment, Transport, Legal	$ 299.95
Equipment and Chemicals	$ 299.95
Five Minute Safety	$ 299.95
Management	$ 299.95
OSHA 10	$ 299.95
Spanish Language	$ 299.95

Reference Library

1,800 Business & Technical Books	$ 299.95

Microsoft Office / Desktop Applications Package

Access 2000
Access 2002
Access 2003
Access 2003 to 2010 Upgrade
Access 2007
Access 2007 Advanced
Access 2010
Access 2010 MindTasks
Computer Basics
Computing Concepts
Crystal Reports 8
Crystal Reports XI
Excel 2000
Excel 2000 Expert
Excel 2002
Excel 2003
Excel 2003 to 2010 Upgrade
Excel 2007
Excel 2007 Advanced
Excel 2010
Excel 2010 MOS
Excel 2010 MindTasks
GroupWise 5.5
GroupWise 6.5
Internet Explorer 6
Internet Explorer 7
Internet Explorer 8
Introduction to PC
Lotus Notes 8.5
Lotus Notes 6.5
Lotus Notes R5
Office 2000
Office XP Upgrade
Office 2003 - What's New
Office 2007
Office 2010
Office 2010 MindTasks
Outlook 2002
Outlook 2003
Outlook 2003 to 2010 Upgrade
Outlook 2007

Outlook 2010
Outlook 2010 MindTasks
Paint Shop Pro 5
PC Applications
PowerPoint 2000
PowerPoint 2002
PowerPoint 2003
PowerPoint 2003 to 2010 Upgrade
PowerPoint 2007
PowerPoint 2010
PowerPoint 2010 MindTasks
Project 2000
Project 2003
Project 2007
Project 2010
Project 2010 MindTasks
QuickBooks Pro 2012
QuickBooks Pro 2012 MindTasks
SAP R/3 Release 4.6
SharePoint 2003
SharePoint 2007
SharePoint 2010
SharePoint 2010 MindTasks
Visio 2002
Visio 2007
Windows 2000 Basics - Client
Windows XP Upgrade
Windows Vista
Windows 7
Windows 8
Windows 8 MindTasks
Word 2000
Word 2000 Expert
Word 2002
Word 2003
Word 2003 to 2010 Upgrade
Word 2007
Word 2010
Word 2010 MOS
Word 2010 MindTasks

Business Management Skills Package

Agile Project Management Practices & Development
Agile Project Management Strategy and Analysis
Basics of Business Math
Building Relationships
Business Ethics
Certified Business Analysis Professional (CBAP v2)
(CBAP v2) Practice Exams
Coaching Communication Skills
Communicating in the World of Social Media
Communicating with Power
Communication Fundamentals
Communication in the Workplace
Customer Service
Customer Service for Managers
Customer Service Fundamentals
Dealing with Difficult People
Doing Business in China
Doing Business in India
E-mail Your Way to the Top
Effective Business Communication
Effective Presentations
Fundamentals of Business Management
Grammar - English
Innovation in the Workplace
Instructional Design

Management Fundamentals
Management Skills Introduction
Managing Change
Managing with an HR Perspective
Motivation
Motivation Methods and Strategies
Negotiating
Negotiation
Presentation Fundamentals
Problem Solving Through Productive Thinking
Project Management
Project Management from a People Perspective
Project Management Professional Certification 2005
Project Management Professional Certification 2009
Project Management Professional Certification 2011
Sarbanes-Oxley Act
Sexual Harassment
Sexual Harassment Awareness for Managers
Sexual Harassment in the Workplace
Stress Management
Teams That Work
Time Management for Maximum Productivity
Time Management Fundamentals

Leadership Roadmap Package

Introduction to Management Skills
Organizational Skills
People Skills
Personal Skills

Project Management Roadmap Package

Build Your Network & Portfolio
Facilitate Teamwork
Manage Your Projects

Sales Roadmap Package

Closing Business
Cultivating New Business
Finding Solutions
The Sales Process

Technical – General Package

C Programming
Cisco BCMSN 642-811
Cisco BCMSN 642-812
Cisco BCRAN 642-821
Cisco BSCI 642-801
Cisco BSCI 642-901
Cisco CCDA 640-863
Cisco CCNA 640-801
Cisco CCNA 640-802
Cisco CIT 642-831
Cisco ICND1 640-822
Cisco ICND2 640-816
Cisco ISCW 642-825
Cisco ONT 642-845
Cisco ROUTE 642-902
Cisco ROUTE 642-902 Practice Exams
Cisco SWITCH 642-813 Practice Exams
Cisco TSHOOT 642-832 Practice Exam
CISSP Security Professional
CISSP Security Professional 2012
Client/Server Technology for Managers
CompTIA A+ 2009 Essentials 220-701
CompTIA A+ 2009 Practical Applications 220-702
CompTIA A+ Essentials 220-601
CompTIA A+ IT Technician 220-602
CompTIA A+ Remote Support Technician 220-603
CompTIA A+ Depot Technician 220-604
CompTIA Network+ 2005 (N10-003)
CompTIA Network+ 2009 (N10-004)
CompTIA Network+ 2012 (N10-005)
CompTIA Network+ 2012 (N10-005) Practice Exams
CompTIA Security+ 2011 (SY0-301)
CompTIA Security+ 2008 (SY0-201)
CompTIA Security+ 2007 (SY0-101)
CompTIA Security+ 2011 (SY0-301)
CompTIA Security+ 2011 (SY0-301) Practice Exams
CompTIA Server+ 2005 (SK0-002)
Data Warehousing
DB2 Universal Database
FOCUS

ITIL Version 2 Foundation Certificate EX0-100
ITIL Version 3 Foundation Certificate EX0-101
Java 2 Developer SCJD CX-310-252A/CX-310-027
Linux
Linux Red Hat Technician RHCT RH202
Notes 5 Programming
Novell 560 CNE
Novell 570 CNE Advanced Administration
Object Oriented Analysis & Design
OOP Using C++
Oracle
Oracle 11g SQL Fundamentals I 1Z0-051
Oracle 11g Administration I 1Z0-052
Oracle 11g Administration II (1Z0-053)
Oracle 10g Administration
Oracle 10g Database Administration II 1Z0-043
Oracle 8
Oracle 9i SQL 1Z0-007
Oracle 9i Database Fundamentals 1Z0-031
Oracle 9i Database Fundamentals II 1Z0-032
Oracle 9i Database Performance Tuning 1Z0-033
PowerBuilder 9 Advanced Development
Rational Unified Process (RUP)
RDBMS
RPG IV Programming
SAS
SAS 8
Solaris 8 System Administrator 310-011
Solaris 9 System Administrator 310-014/310-015
SQL for the Windows Environment
Sybase
UML 2.0
UNIX Systems
Visual Basic 2005
Visual Basic 6
VMware Certified Professional VCP-410
Windows 2000 Basics – Server
Windows Vista Upgrade
Windows 7 Upgrade

Web Development Package

ActionScript 1.0
ActionScript 2.0
AJAX
CGI/Perl
CIW Foundations 1D0-510
CIW Security 1D0-470
ColdFusion MX
Dreamweaver 8
Dreamweaver CS4
Dreamweaver MX
Dreamweaver MX 2004
Dynamic HTML
Flash 8

Flash CS4
Flash MX
Flash MX 2004
FrontPage 2000
GUI Design
HTML 5
Internet Marketing
JAVA 1.2
Java 2 5.0 Programming
Java 2 5.0 Programmer Certification 310-055
Java 2 Developer SCJD CX-310-252A/CX-310-027
Java 2 Enterprise Design

Java 2 Programmer Certification 310-035
Java SE 6 Programmer OCP 1Z0-851
Java Web Services
JavaScript
Photoshop
Photoshop 7
Photoshop CS
Photoshop CS4
PHP and MySQL

Running an Online Business
Visual C#
Visual InterDev 6
Web Design & Graphics
Web Publishing and Design with HTML 4.01 and XHTML
WebSphere 7.0 with Rational Application Developer
WebSphere Studio Application Developer 5.0 & J2EE
XML

Microsoft Certifications Package

Exchange Server 2010 MCTS 70-662
Exchange Server 2007 MCTS 70-236
Exchange Server 2003 MCSA/MCSE 70-284
Exchange 2000 Administration MCSE 70-224
Exchange Server 5.5
IIS 6
Microsoft Lync Server 2010 Configuring MCTS 70-664
Microsoft .NET Solution Architectures MCP/MCSD 70-300
Microsoft .NET Implementing Applications 70-316
Microsoft .NET 2.0 Windows Development MCTS 70-526
Microsoft .NET 2.0 Web Development MCTS 70-528
Microsoft .NET 2.0 Distributed Apps MCTS 70-529
Microsoft .NET 2.0 App Development MCTS 70-536
Microsoft .NET 3.5 ASP .NET Apps MCPD 70-564
Microsoft .NET 3.5 ASP .NET Apps MCTS 70-562
Microsoft .NET 3.5 Enterprise Apps MCPD 70-565
Microsoft .NET 3.5 Forms Development MCTS 70-505
Microsoft .NET 3.5 Windows Apps MCPD 70-563
Microsoft .NET 4.0 Development
Project 2007 MCTS 70-632
Project Server 2003
SharePoint Server 2007 MCTS 70-630
SharePoint Services 3.0 MCTS 70-631
SharePoint Services 3.0 MCTS 70-541
SharePoint Server 2007 MCTS 70-542
SharePoint 2010 Configuring MCTS 70-667
SharePoint 2010 Application Development
SQL Server 2008 Database MCTS 70-433
SQL Server 2008 Maintenance MCTS 70-432
SQL Server 2005 MCTS 70-431
SQL Server 2005 Solutions MCITP 70-441
SQL Server 2005 Data Access MCITP 70-442
SQL Server 2005 Design MCITP 70-443
SQL Server 2005 Admin MCITP 70-444
SQL Server 2005 Upgrade MCITP 70-447
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228
SQL Server 2000 Database Design MCSE 70-229
SQL Server 7 Admin
SQL Server 6.5
TCP/IP

Visual Basic .NET Web Applications MCSD/MCAD 70-305
Visual Basic .NET Windows Apps MCSD/MCAD 70-306
Visual Basic .NET for XML Web MCSD/MCAD 70-310
Visual C# Web Applications MCAD 70-315
Visual C# XML MCAD 70-320
Visual Studio 2010
Visual Studio .NET Programming with Visual C#
Visual Studio .NET Advanced Topics
Visual Studio .NET and ASP.NET
Visual Studio .NET Overview
Windows 7 Configuration MCTS 70-680
Windows XP Professional MCSE 70-270
Windows XP System Support MCDST 70-271
Windows XP Application Support MCDST 70-272
Windows Vista Upgrade
Windows Vista Configuration MCTS 70-620
Windows Vista Enterprise Support MCITP 70-622
Windows Vista & Office 2007 Desktops MCTS 70-624
Windows Server 2008 Active Directory MCTS 70-640
Windows Server 2008 Server Admin MCITP 70-646
Windows Server 2008 Enterprise Admin MCITP 70-647
Windows Server 2008 Applications MCTS 70-643
Windows Server 2008 Networking MCTS 70-642
Windows Server 2008 R2 Virtualization MCTS 70-659
Windows Server 2003
Windows Server 2003 Administration MCSE 70-290
Windows Server 2003 Network Management MCSE 70-291
Windows Server 2003 Network Planning MCSE 70-293
Windows Server 2003 Active Directory MCSE 70-294
Windows Server 2003 Infrastructure MCSE 70-297
Windows Server 2003 Security MCSE 70-298
Windows Server 2003 Security Admin MCSA/MCSE 70-299
Windows 2000 Server Basics
Windows 2000 Professional MCSE 70-210
Windows 2000 Server 70-215
Windows 2000 Network Administration MCSE 70-216
Windows 2000 Active Directory MCSE 70-217
Windows 2000 Network Management MCSA 70-218
Windows 2000 Directory Design MCSE 70-219
Windows 2000 Network Design MCSE 70-221

Business Skills Videos – Essentials

Customer Service (Videos)
Finance (Videos)
Global Business (Videos)

Sales and Marketing (Videos)
Workplace Environment (Videos)

Business Skills Videos – Management

Coaching (Videos)
Leadership (Videos)
Leading Teams (Videos)

Management (Videos)
Managing Within the Law (Videos)
Six Sigma (Videos)

Business Skills Videos – Personal Development

Career Development (Videos)
Communication (Videos)

Self-Management (Videos)
Work and Life Balance (Videos)

Health & Safety – Essentials

AED (Automated External Defibrillator)	HAZWOPER Awareness
Asbestos Awareness	Hearing Protection
Avian Flu Precautions	Indoor Cranes
Below Grade Safety	Ladders and Stairways
Blood borne Pathogens	Lockout/Tagout
Cold Stress Awareness	Office Safety (2 versions)
Permit Required Confined	
Electrical Safety	
Office Ergonomics	Personal Protective Equipment
Fall Protection	Process Safety Management
Fire Extinguishers	Respiratory Protection
Forklift Safety	
Hand and Power Tool Safety	
Hazard Communication - Material Safety Data Sheets (MSDS)	Scaffolds, An Overview
	Temporary Barricades
Hazard Communication Awareness	Toxic Substance Control Act (TCSA) Section I
Hazardous Waste Awareness	Voluntary Protection Program

Health & Safety – Environment, Transport, Legal

Container Management	Marking and Labeling
Contingency Plans	Packaging
DOT Regulatory Overview	Placarding
Field Hazard Recognition - Module 1	Resource Conservation and Recovery Act
Field Hazard Recognition - Module 2	Sexual Harassment Prevention
Generator Inspections	Shipments
Generator Tank Management	Shipping Papers
Harassment and Discrimination - Employees	Workplace Violence - Employees
Harassment and Discrimination - Managers	Workplace Violence - Managers

Health & Safety - Equipment and Chemicals

Centrifugal Pumps	Toxic Substance Control Act (TSCA) Section III
Knife Safety	TrackMobile Switching Safety
Self Contained Breathing Apparatus (SCBA)	Workplace Hazardous Materials Information System (WHMIS)
Toxic Substance Control Act (TSCA) Section II	

Health & Safety - Management

Driver Safety	Job Safety Analysis
Employee Rights of Access to Exposure and Medical Records	Job Site Safety
Incident Investigation	

All StaffKit Online Learning Packages include free access to course updates as they are released.

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Why StaffKit Training?

We offer online web based training, available 24 hours-a-day 7 days-a-week. All you need is an Internet connection and Internet Explorer 6 or newer. Learn from anywhere, anytime.

Simulations:

Gain the hands-on experience you're looking for through the use of our unique task-based simulations. It may seem like you're in the application, but you'll be safe within the bounds of the course. A Shockwave plug-in will enable you to run these optional simulations.

Skill Assessment

Save time by taking a pre-test before you take the course. The results of the test will let you know what parts of the course you need to take. A post-test is also available. You'll know how well you've mastered the material once you've completed this test.

Bookmarking

Our intelligent client technology recognizes where you are throughout a course and tracks your progress in a course. The next time you access the course, you will return to the same location within the course. You don't need to remember where you stopped or how to return to where you stopped.

Search

Search the entire courseware for a keyword or phrase; this is an excellent reference for quickly finding where to begin training.

CEU Credits

CEU credits are available for any of the courses offered by StaffKit. CEU's are a nationally recognized measure of completion of non-credit professional development learning activities by an approved provider. Students earn 1 CEU for every 10 hours of successfully completed course work. Courses are also recognized and eligible for credit with Phoenix University.

Certificates

Answer the questions throughout the course, score 70% or better and you will be able to print your own "Certification of Completion".

Get Certified

We offer courses to help individuals prepare for the following certifications: A+, BCMSN, BCRAN, BSCI, CISSP, Cisco, CCNA, CCDA, CIT, CIW, CNE, ISCW, Linux LPIC, MCDBA, MCSA, MCSD, MCSE, MCITP, MCDST, MCTS, MCP, MOUS, Network+, Oracle, PMP, Sun Java, and more.

     www.staffkit.com

StaffKit Online Learning offers a quality learning Solution.

StaffKit courses adhere to the learning principles put forth by Benjamin Bloom, known as Bloom's Taxonomy.

Competence	Skills Demonstrated
Knowledge	Observation and recall of information Knowledge of dates, events, places Knowledge of major ideas Mastery of subject matter
Comprehension	Understanding information Grasp meaning Translate knowledge into new context Interpret facts, compare, contrast Order, group, infer causes Predict consequences
Application	Use information Use methods, concepts, theories in new situations Solve problems using required skills or knowledge
Analysis	Seeing patterns Organization of parts Recognition of hidden meanings Identification of components
Synthesis	Use old ideas to create new ones Generalize from given facts Relate knowledge from several areas Predict, draw conclusions generalize, rewrite
Evaluation	Compare and discriminate between ideas Assess value of theories, presentations Make choices based on reasoned argument Verify value of evidence Recognize subjectivity

<u>INSTRUCTIONAL DESIGN</u>

StaffKit training is based on sound principles from research in instructional design, adult learning, and information processing.

StaffKit believes that for training to be effective, the learner must view the training as meaningful and relevant. The learner must be engaged as an active participant. These Training Principles are:

- The learner is actively engaged in the learning.
- The training gives the learner an opportunity to practice in a safe, non-threatening environment.
- Immediate and supportive feedback reinforces the learning.
- The learner can demonstrate his or her competency, before, during, and after instruction.

- The training is organized and logically sequenced based on the needs of the target learner.
- The learner controls the pace and training path of the instruction.

Curriculum Structure
Our curriculum is divided into courses, which are divided into lessons.

Each lesson consists of a well-defined set of learning objectives, a series of interactions that teach the stated objectives, and a means for evaluating whether the learning objectives have been met.

Our courses use Bloom's Taxonomy, a four-phase learning model. These phases are:

Phase 1 - Present the Concept (Knowledge)
Phase 2 - Demonstrate the Procedure (Comprehension)
Phase 3 - Allow for Guided Practice (Application)
Phase 4 - Allow for Non-Guided Practice (Synthesis)

Instructional Design Strategy
At every stage of course development (analysis, prototyping, production, and quality assurance), we apply specific principles and training models to the creation of effective courseware.

For example, at the prototyping stage, course designers analyze the source content to determine the best way to present the material. They create a prototype containing all features including representative interactions to be contained in the finished course.

Simultaneously, the course design team establishes the guidelines, procedures, and tools to be used in the production environment. The result is a model for the production team's creation of multimedia instruction.

Then graphic designers determine the most suitable visual interpretation of the ideas and concepts in the instructional material. The visual images they create for the prototype guides the graphic production team in creating a consistent style of graphics within a course.

Our exceptional visuals and creative animations gain the learner's attention and maintain interest.

Delivery
Custom courses are accessible via the Internet and are available 24 hours a day, 7 days a week. Learners can take the course at their own convenience.

Flexible distribution, coupled with comprehensive content, high interactivity, and simple navigation allow StaffKit to offer courses that stand above all other self-paced training alternatives.

Interactivity
Multiple types of scored or unscored questions, activities, and software simulations can be used in custom courses. In addition to enhancing the learning experience, these interactivity methods provide an excellent opportunity for learners to practice.

Reporting / Administration
The StaffKit Web Administrator helps you track learner progress and scores it can also generate a wide variety of reports. The Web Administrator allows an administrator to run on demand reports evaluating various aspects of the learner's performance and progress.

StaffKit
Online Learning

www.StaffKit.com

Phone: 636-561-8071

- Our courseware is approved for **Continuing Education Unit** (CEU) credit
- Free access to **updates** and **new courses**.
- Our courseware is self-paced, **retake** any or all lessons **as many times as you want**
- **No software necessary,** nothing to install, all you need is an internet connection
- **Works with Internet Explorer, FireFox, Chrome and most other Internet Browsers.**
- No CD's or DVD's to lose or install moving from computer to computer.
- No CD's or DVD's that might install spyware, slow down or crash your computer
- **Learn anywhere, anytime** you have internet access - **no installation / setup hassles**
- Saves time - the system **automatically remembers** your place in each lesson
- Learn at your own pace, all of the lessons are **self-paced**
- Quality training that covers the topic completely
- Flexible - access all of your training from any computer with an internet connection
- Step by step instructions help you learn quickly and easily
- Track improvements with **skill assessments** at the end of every lesson
- Quickly **search** the entire courseware on any keyword or phrase
- Includes an extensive online **glossary**
- Comprehensive, easy to use training backed by our **100% satisfaction guarantee**
- Now you can access the same training **used by colleges** and **Fortune 500** companies
- Buy today and **start learning today**

What does the industry say about our products?

"this is the Ultimate Career Development Package."
Midwest Technology Journal

"If you are looking to get certification this is a must have resource."

"It can be used alone or in cooperation with other training classes or materials. The online skill assessments point out weak areas and then list lessons in the courseware covering those topics."
California Technology Magazine

"offers employers an excellent way to train their staff economically and without having to send them out of the office."
HRMReport

StaffKit has been in business for 13 years, maintains an A+ rating with the Better Business Bureau and provides Online Learning Solutions to customers in over 100 countries.