

Course Catalog - 2009

Empowering individuals to
learn anywhere, anytime.



StaffKit

Online Learning Solutions

Course Catalog - 2009



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 excellent Better Business Bureau rating and has satisfied customers in all 50 states and 45 countries.

StaffKit offers both companies and individuals the ability to access thousands of hours of courseware, live mentoring and 1,000 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.

Course Package Price List

End User Computing Packages:

| | |
|---|----------|
| Microsoft Office / Desktop Applications | \$ 89.95 |
| Business Management Skills | \$ 99.95 |

Technical Packages:

| | |
|--------------------------|-----------|
| Microsoft Certifications | \$ 149.95 |
| Technical – General | \$ 129.95 |
| Web Development | \$ 129.95 |

Business Skills Videos Packages:

| | |
|----------------------|----------|
| Essentials | \$ 99.95 |
| Management | \$ 99.95 |
| Personal Development | \$ 99.95 |

ECDL / ICDL Packages:

| | |
|------|----------|
| ECDL | \$ 69.95 |
| ICDL | \$ 69.95 |

Instant Mentoring

| | |
|---|----------|
| 24x7 Mentoring Support with any Package | \$ 50.00 |
|---|----------|

Health & Safety Packages:

| | |
|-------------------------------|-----------|
| Essentials | \$ 169.95 |
| Environment, Transport, Legal | \$ 169.95 |
| Equipment and Chemicals | \$ 169.95 |
| Management | \$ 169.95 |
| Spanish Language | \$ 169.95 |

Reference Library

| | |
|----------------------------------|-----------|
| 1,000 Business & Technical Books | \$ 159.95 |
|----------------------------------|-----------|

End User Computing Packages

Microsoft Office / Desktop Applications Package

| | |
|--------------------------|------------------------------|
| Access 2000 | Office 2007 |
| Access 2002 | Outlook 2002 |
| Access 2003 | Outlook 2003 |
| Access 2007 | Outlook 2007 |
| Access 2007 Advanced | Paint Shop Pro 5 |
| Computer Basics | PowerPoint 2000 |
| Computing Concepts | PowerPoint 2002 |
| Crystal Reports 8 | PowerPoint 2003 |
| Crystal Reports XI | PowerPoint 2007 |
| Excel 2000 | Project 2000 |
| Excel 2000 Expert | Project 2003 |
| Excel 2002 | Project 2007 |
| Excel 2003 | SAP R/3 Release 4.6 |
| Excel 2007 | SharePoint 2003 |
| Excel 2007 Advanced | SharePoint 2007 |
| GroupWise 5.5 | Visio 2002 |
| GroupWise 6.5 | Windows 2000 Basics - Client |
| Internet Explorer 6 | Windows XP Upgrade |
| Internet Explorer 7 | Windows Vista |
| Introduction to PCs | Word 2000 |
| Lotus Notes 8.5 | Word 2000 Expert |
| Lotus Notes 6.5 | Word 2002 |
| Lotus Notes R5 | Word 2003 |
| Office 2000 | Word 2007 |
| Office XP Upgrade | |
| Office 2003 - What's New | |

Business Management Skills Package

| | |
|-------------------------------------|--|
| 401K Plans | Management Skills Introduction |
| Basics of Business Math | Managing Change |
| Budgeting and Saving | Motivation |
| Building Relationships | Motivation Methods and Strategies |
| Business Ethics | Negotiating |
| Communicating with Power | Problem Solving Through Productive Thinking |
| Customer Service | Project Management |
| Dealing with Difficult People | Project Management from a People Perspective |
| E-mail Your Way to the Top | Project Management Professional Certification 2005 |
| Effective Business Communication | QuickBooks |
| Effective Presentations | QuickBooks 2004 |
| Estate Planning | Retirement Planning |
| Fundamentals of Business Management | Sarbanes-Oxley Act |
| Grammar - English | Sexual Harassment in the Workplace |
| Home Business | Stress Management |
| Innovation in the Workplace | Teams That Work |
| Instructional Design | Time Management for Maximum Productivity |
| Interview Skills | Time Management Fundamentals |
| Investing Fundamentals | Works |

Technical Packages

Microsoft Certifications Package

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 .NET Architectures MCP/MCSD 70-300
Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316
Microsoft .NET 2.0 Web Development MCTS 70-528
Microsoft .NET 2.0 App Development MCTS 70-536
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
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 for Web 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 .NET Programming with Visual C#
Visual Studio .NET Advanced Topics
Visual Studio .NET and ASP.NET
Visual Studio .NET Overview
Windows XP Professional MCSE 70-270
Windows XP System Support MCDST 70-271
Windows XP Application Support MCDST 70-272
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 Applications MCTS 70-643
Windows Server 2008 Networking MCTS 70-642
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 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 Security Design 70-220
Windows 2000 Network Design MCSE 70-221

Web Development Package

AJAX
CGI/Perl
CIW Foundations 1D0-510
CIW Security 1D0-470
ColdFusion MX
Dreamweaver 8
Dreamweaver MX
Dreamweaver MX 2004
Dynamic HTML
Flash 8
Flash MX
Flash MX 2004
Flash MX 2004 ActionScript 2.0
Flash MX ActionScript
FrontPage 2000
GUI Design
Internet Marketing
JAVA 1.2
Java 2 5.0 Programming
Java 2 Enterprise Design
Java 2 Programmer Certification 310-035
Java Web Services
JavaScript
Photoshop
Photoshop 7
Photoshop CS
PHP and MySQL
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

Technical Packages

Technical – General Package

| | |
|--|--|
| C Programming | Novell 570 CNE Advanced Administration |
| Cisco Related Series BCMSN 642-811 | Object Oriented Analysis & Design |
| Cisco Related Series BCMSN 642-812 | OOP Using C++ |
| Cisco Related Series BCRAN 642-821 | Oracle 10g Administration |
| Cisco Related Series BSCI 642-801 | Oracle 10g Database Administration II 1Z0-043 |
| Cisco Related Series BSCI 642-901 | Oracle 9i SQL 1Z0-007 |
| Cisco Related Series CCDA 640-863 | Oracle 9i Database Fundamentals 1Z0-031 |
| Cisco Related Series CCNA 640-801 | Oracle 9i Database Fundamentals II 1Z0-032 |
| Cisco Related Series CCNA 640-802 | Oracle 9i Database Performance Tuning 1Z0-033 |
| Cisco Related Series CIT 642-831 | Oracle 8 |
| Cisco Related Series ICND1 640-822 | Oracle |
| Cisco Related Series ICND2 640-816 | PowerBuilder 9 Advanced Development |
| Cisco Related Series ISCW 642-825 | Rational Unified Process |
| Cisco Related Series ONT 642-845 | RDBMS |
| CISSP Security Professional | RPG IV Programming |
| Client/Server Technology for Managers | SAS |
| CompTIA A+ Essentials 220-601 | SAS 8 |
| CompTIA A+ IT Technician 220-602 | Security+ |
| CompTIA A+ Remote Support Technician 220-603 | Solaris 8 System Administrator 310-011 |
| CompTIA A+ Depot Technician 220-604 | Solaris 9 System Administrator 310-014/310-015 |
| CompTIA Network+ 2005 (N10-003) | SQL for the Windows Environment |
| CompTIA Server+ 2005 (SK0-002) | Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 |
| Data Warehousing | Sybase |
| DB2 Universal Database | UML 2.0 |
| FOCUS | UNIX Systems |
| Linux | Visual Basic 2005 |
| Linux Red Hat Technician RHCT RH202 | Visual Basic 6 |
| Notes 5 Programming | Windows 2000 Basics – Server |
| Novell 560 CNE | Windows Vista Upgrade |

Business Skills Videos Packages

Business Skills Videos – Essentials

| | |
|---------------------------|--------------------------------|
| Customer Service (Videos) | Sales and Marketing (Videos) |
| Finance (Videos) | Workplace Environment (Videos) |
| Global Business (Videos) | |

Business Skills Videos – Management

| | |
|------------------------|----------------------------------|
| Coaching (Videos) | Management (Videos) |
| Leadership (Videos) | Managing Within the Law (Videos) |
| Leading Teams (Videos) | Six Sigma (Videos) |

Business Skills Videos Packages – continued

Business Skills Videos – Personal Development

Career Development (Videos)
Communication (Videos)

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

ECDL / ICDL Packages

ECDL European Computer Driving Licence Package

BCS Certificate for IT Users (Level 2) - Unit E
European Computer Driving Licence 4.0 XP

European Computer Driving Licence Version 4.0

ICDL International Computer Driving Licence Package

International Computer Driving Licence 4.0 XP
International Computer Driving Licence Version 4.0

International Computer Driving License 4.0 XP U.S.

Health & Safety Packages

Health & Safety – Essentials

Asbestos Awareness
Blood borne Pathogens
Permit Required Confined
Electrical Safety
Office Ergonomics
Fall Protection
Fire Extinguishers
Forklift Safety
Hand and Power Tool Safety

Hazard Communication - Material Safety Data Sheets (MSDS)
Hazard Communication Awareness
Hazardous Waste Awareness
HAZWOPER Awareness
Hearing Protection
Indoor Cranes
Ladders and Stairways
Lockout/Tagout
Office Safety (2 versions)

Health & Safety Packages (continued)

Personal Protective Equipment
Process Safety Management
Respiratory Protection

Scaffolds, An Overview
Temporary Barricades
Toxic Substance Control Act (TCSA) Section I
Voluntary Protection Program

Health & Safety – Environment, Transport, Legal

Container Management
Contingency Plans
DOT Regulatory Overview
Field Hazard Recognition - Module 1
Field Hazard Recognition - Module 2
Generator Inspections
Generator Tank Management
Harassment and Discrimination - Employees
Harassment and Discrimination - Managers

Marking and Labeling
Packaging
Placarding
Resource Conservation and Recovery Act
Sexual Harassment Prevention
Shipments
Shipping Papers
Workplace Violence - Employees
Workplace Violence - Managers

Health & Safety - Equipment and Chemicals

Centrifugal Pumps
Knife Safety
Self Contained Breathing Apparatus (SCBA)
Toxic Substance Control Act (TSCA) Section II

Toxic Substance Control Act (TSCA) Section III
TrackMobile Switching Safety
Workplace Hazardous Materials Information System (WHMIS)

Health & Safety - Management

Driver Safety
Employee Rights of Access to Exposure and Medical Records

Incident Investigation
Job Safety Analysis
Job Site Safety

Health & Safety - Spanish Language

Asbestos Awareness (Comprension del asbesto)
Bloodborne Pathogens (Patogenos Sanguineos)
Electrical Safety (Seguridad con la Electricidad)
Fall Protection (Proteccion contra las caidas)
Fire Extinguishers (Despida extintores)
Forklift Safety (Seguridad con los Montacargas)
Hand and Power Tool Safety (Herramientas Manuales y Mecanicas)
Hearing Protection (Proteccion de la Audicion)
Office Ergonomics (Ergonomia en la Oficina)
Permit Required Confined Space (Espacio confinado que requiere permiso)
Incident Investigation (Investigacion de Incidentes)
Indoor Cranes (Gruas Para Interiores)
Industrial Hygiene (Higiene Industrial)
Knife Safety (Seguridad con los cuchillos)
Ladders and Stairways (Escaleras y Escalinatas)

Lockout/Tagout (Enclavamiento/etiquetamiento)
Office Safety (Seguridad en la Oficina)
Personal Protective Equipment (Equipo de Proteccion Personal)
Respiratory Protection (Proteccion Respiratorio)
Scaffolds, An Overview (Vista general de los andamios)
Temporary Barricades (Acordonamiento temporales)

Proposed Development Schedule

We add new courses and updates every 90 days, no additional costs.

| | |
|--|------------|
| Innovation in the Workplace | March 2009 |
| Lotus Notes 8.5 | March 2009 |
| Problem-Solving with Speed and Insight | March 2009 |

All of StaffKit's Packages include free access to all of the updates and new courses that are released. New courses and updates are released every 90 days.

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. CEUs 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. Students currently pay a \$20 CEU application fee for each course submitted for CEU credit.

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, MCDDBA, MCSA, MCSD, MCSE, MCITP, MCDST, MCTS, MCP, MOUS, Network+, Oracle, PMP, Sun Java, and more.

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 |

INSTRUCTIONAL DESIGN

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.

INSTANT MENTORING

StaffKit Instant Mentoring provides real-time access to subject-matter mentors 24 hours a day (except for certain U.S./U.K. holidays). Learners can use Instant Mentoring to clarify concepts, fine-tune solutions, confirm a process or simply seek assurance that they understand an application. And, unlike similar mentoring solutions, StaffKit Instant Mentoring is completely integrated into each course eliminating the need for learners to leave a course in order to receive mentoring services.

Combining Instant Mentoring with our robust e-Learning platform allows learners to adjust their training method as their need dictates providing maximum flexibility. Here's how. Web-based courses introduce new concepts and allow a learner to gain guided practice. Robust navigational tools such as our full-curriculum Search make it simple to find the appropriate learning path for new concepts. Instant Mentoring adds real-time access to subject matter experts to the convenience and cost effectiveness of web-based training to provide a complete solution.

The bottom line:

StaffKit is the most affordable solution to meet your learning objectives.

StaffKit
Online Learning

www.StaffKit.com

Phone: 636-561-8071

Fax: 636-561-8072

- Our courseware is approved for **Continuing Education Unit (CEU)** credit
- Free access to **updates** and **new courses** added **every 90 days**.
- Our courseware is self-paced, **retake** any or all lessons **as many times as you want**
- **No software necessary**, an internet connection and Internet Explorer is all you need.
- 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.com

StaffKit has been in business for 8 years and provides Online Learning Solutions to customers in 45 countries.