

WebJunction Indiana Approved Courses								
WebJunction Courses are approved on an hour for hour basis, .5 hours are rounded up to the hour.								
WebJunction Webinars Are NOT Approved- proof of attendance can not be provided by WebJunction								
Main Category	Course Name	Technology or General						
Application Software	Adobe Acrobat 8: Advanced Features of	Technology						
Application Software	Adobe® Acrobat® 7.0 Pro: Document Review and Validation	Technology						
Application Software	Adobe® Acrobat® 7.0 Pro: Beyond the Basics	Technology						
Application Software	Adobe® Acrobat® 7.0 Pro: Modifying PDF Documents	Technology						
Application Software	Adobe® Acrobat® 7.0 Pro: Getting Started	Technology						
Application Software	Adobe Acrobat 8: Creating and Working with PDFs in Adobe Acrobat 8.0	Technology						
Application Software	Adobe Acrobat 8: Forms and Document Security in adobe Acrobat 8	Technology						
Application Software	Excel 2003: Formatting in Excel 2003	Technology						
Application Software	Excel 2003 Formulas and Functions	Technology						
Application Software	Excel 2007: Protecting and Sharing Excel 2007 Workbooks	Technology						
Application Software	Excel 2003: Advanced Data Analysis in Excel 2003	Technology						
Application Software	Excel 2003: Formatting Data in Excel 2003	Technology						
Application Software	Excel 2000: Microsoft Office 2000- Beginning Excel	Technology						
Application Software	Excel 2003: Data Management in Excel 2003	Technology						
Application Software	Excel 2007: Advanced Data in Excel 2007	Technology						
Application Software	Excel 2007: Formulas and Functions	Technology						
Application Software	Excel 2003: Advanced Customization in Excel 2003	Technology						
Application Software	Excel 2007: Data Management in Excel 2007	Technology						
Application Software	Excel 2000: Microsoft Office 2000- Intermediate	Technology						
Application Software	Excel 2007: Advanced Customization in Excel 2007	Technology						
Application Software	Excel 2003: Advanced Validation and Collaboration in Excel 2003	Technology						
Application Software	Excel 2003 Chart and Multimedia Features	Technology						
Application Software	Excel 2007: Exchanging Data with Excel 2007	Technology						
Application Software	Excel 2003: Basic Features of Excel 2003	Technology						
Application Software	Excel 2007: Charts, Pictures, Themes, and Styles	Technology						
Application Software	Excel 2007: Getting Started with Excel 2007	Technology						
Application Software	Excel 2003: Printing and Collaborating in Excel 2003	Technology						
Application Software	Excel 2003: Advanced Data Exchange in Excel 2003	Technology						
Application Software	Excel 2007: Formatting in Excel 2007	Technology						
Application Software	Excel 2000: Microsoft Office 2000- Advanced Excel	Technology						
Application Software	Excel 2000: Microsoft Office 2000- Excel for Power Users	Technology						
Application Software	Using Text and Components in Flash 8	Technology						
Application Software	Introduction to the features of Flash 8	Technology						
Application Software	Animation in Flash 8	Technology						
Application Software	Adobe Illustrator CS: Using Type and Fills and Importing Artwork in Illustrator CS	Technology						
Application Software	Adobe® Illustrator® CS2: Beyond the Basics	Technology						
Application Software	Illustrator CS	Technology						
Application Software	Adobe® Illustrator® CS2: Designing	Technology						
Application Software	Adobe® Illustrator® CS2: Getting Started	Technology						
Application Software	Adobe® Illustrator® CS2: Establishing Depth & Dimension	Technology						

Application Software	Adobe Illustrator CS: Preparing and Drawing Objects in Adobe Illustrator CS	Technology					
Application Software	Adobe® InDesign® CS2: Beyond the Basics	Technology					
Application Software	Adobe® InDesign® CS2: Tables and Paths	Technology					
Application Software	Adobe® InDesign® CS2: Text and Basic Graphics	Technology					
Application Software	Adobe® InDesign® CS2: Getting Started	Technology					
Application Software	Resolving Issues with the Operating System and Office Applications	Technology					
Application Software	Office 2003: Formatting and printing files in Office	Technology					
Application Software	Microsoft Office 2007: Sharing Information with OneNote 2007	Technology					
Application Software	Office 2003: Introduction to Microsoft Office 2003	Technology					
Application Software	Outlook 2003: Data Security in Outlook 2003	Technology					
Application Software	Outlook 2007: Formatting and Managing E-mail in Outlook 2007	Technology					
Application Software	Outlook 2003: Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003	Technology					
Application Software	Outlook 2007: Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	Technology					
Application Software	Resolving Issues with Outlook and Outlook Express	Technology					
Application Software	Outlook 2003: Scheduling Events, Appointments, and Meetings in Outlook 2003	Technology					
Application Software	Outlook 2003: Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook	Technology					
Application Software	Outlook 2007: Using the Calendar in Outlook 2007	Technology					
Application Software	Outlook 2003: Formatting and Managing Messages in Outlook 2003	Technology					
Application Software	Outlook 2000: Microsoft Office 2000- Advanced Outlook	Technology					
Application Software	Outlook 2003: Working in Outlook 2003 from Multiple Locations	Technology					
Application Software	Outlook 2007: Configuring Outlook 2007 for Exchange Server 2007	Technology					
Application Software	Outlook 2000: Microsoft Office 2000- Beginning Outlook	Technology					
Application Software	Outlook 2003: Newsreaders, Online Meetings, Instant Messaging, & Faxing Information in Outlook	Technology					
Application Software	Outlook 2007: Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	Technology					
Application Software	Outlook 2007: Data Security, Archiving, and Working Offline in Outlook 2007	Technology					
Application Software	Outlook 2003: Sending and Receiving Messages in Outlook 2003	Technology					
Application Software	Outlook 2003: Tracking, Categorizing, Searching, and Printing in Outlook 2003	Technology					
Application Software	Outlook 2003: Using Tasks Lists, Contact Lists, and Notes in Outlook 2003	Technology					
Application Software	Outlook 2007: Working with SharePoint, Calendars, and Forms in Outlook 2007	Technology					
Application Software	Outlook 2003: Archiving and Storing Data, and Using IRM in Outlook 2003	Technology					

Application Software	Outlook 2007: Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	Technology					
Application Software	Outlook 2007: Getting Started with Outlook 2007	Technology					
Application Software	Outlook 2007: Instant, Text, and Unified Messaging in Outlook 2007	Technology					
Application Software	Adobe® Photoshop® CS2: Fundamentals	Technology					
Application Software	Adobe® Photoshop® CS2: Intermediate	Technology					
Application Software	Photoshop CS: Advanced Tools in Photoshop CS	Technology					
Application Software	Photoshop CS: Selections and Layers in Photoshop	Technology					
Application Software	Adobe® Photoshop® CS2: Advanced	Technology					
Application Software	Photoshop CS Basics	Technology					
Application Software	PowerPoint 2000: Microsoft Office 2000- Beginning Self Add to cart	Technology					
Application Software	PowerPoint 2003: Slide Layout and Design in PowerPoint 2003	Technology					
Application Software	PowerPoint 2003: Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations	Technology					
Application Software	PowerPoint 2000: Microsoft Office 2000- Advanced PowerPoint 2000	Technology					
Application Software	Microsoft Office: PowerPoint	Technology					
Application Software	PowerPoint 2003: Preparing PowerPoint 2003 Presentations for Effective Delivery	Technology					
Application Software	PowerPoint 2003: Customizing PowerPoint 2003 Presentations	Technology					
Application Software	PowerPoint 2003: Creating Basic Presentations using PowerPoint 2003	Technology					
Application Software	PowerPoint 2003: Finalizing PowerPoint 2003 Presentations	Technology					
Application Software	PowerPoint 2003: Using Visuals in PowerPoint 2003 Presentations	Technology					
Application Software	PowerPoint 2007: Creating Custom Slide Shows in PowerPoint 2007	Technology					
Application Software	PowerPoint 2007: Distributing Presentations in PowerPoint 2007	Technology					
Application Software	Project 2003: Advanced Analysis of your Project	Technology					
Application Software	Project 2000: Office 2000 - Advanced Project	Technology					
Application Software	Project 2003: Working Collaboratively	Technology					
Application Software	Project 2003: Tracking and Reporting Progress	Technology					
Application Software	Project 2003: Enterprise Project Management	Technology					
Application Software	Project 2003: Creating and Defining a Project	Technology					
Application Software	Project 2007: Specifying and Assigning Resources in Project 2007	Technology					
Application Software	Project 2003: Specifying and Assigning Resources	Technology					
Application Software	Project 2003: Sharing Project Data and Working with Macros	Technology					
Application Software	Project 2000: Microsoft Office 2000 - Intermediate	Technology					
Application Software	Project 2003: Advanced Customization	Technology					
Application Software	Project 2000: Microsoft Office 2000 - Beginning	Technology					
Application Software	Project 2007: Advanced Customization with MS Project	Technology					
Application Software	Project 2007: Creating and Designing a Project	Technology					

Application Software	Project 2003: Organizing and Managing Project Information	Technology						
Application Software	Project 2007: Tracking and Reporting Progress	Technology						
Application Software	Publisher 2003: Working with Mail and Catalog Self Merges in Publisher 2003	Technology						
Application Software	Publisher 2003: Printing and Working with Graphics and Objects in Publisher 2003	Technology						
Application Software	Publisher 2003: Working with Text Boxes, Text, and Tables in Publisher 2003	Technology						
Application Software	Publisher 2003: Working with E-mail and Web Sites in Publisher 2003	Technology						
Application Software	Publisher 2007: Creating Customized Publications with Publisher 2007	Technology						
Application Software	Publisher 2003: Getting Started with Publisher 2003	Technology						
Application Software	Publisher 2007: Extending Publisher 2007 Beyond Publications	Technology						
Application Software	Visio 2007: Collaborating and Using Visio 2007 With Other Programs	Technology						
Application Software	Visio 2007: Creating Visio 2007 Diagrams	Technology						
Application Software	Visio 2007: Enhancing and Customizing Diagrams in Visio 2007	Technology						
Application Software	Visio 2003: Creating Diagrams with Visio 2003	Technology						
Application Software	Visio 2000: Getting Started with Visio 2000	Technology						
Application Software	Visio 2000: Up and Running with Visio 2000	Technology						
Application Software	Word 2007: Advanced Formatting in Word 2007	Technology						
Application Software	Word 2003: Collaborative Features in Word 2003	Technology						
Application Software	Word 2003: Printing, Help, and Automated Formatting in Word 2003	Technology						
Application Software	Word 2007: Printing, Help, and Automated Formatting in Word 2007	Technology						
Application Software	Word 2003: Structuring, Editing, Saving, and Opening Documents in Word 2003	Technology						
Application Software	Word 2003: Using Tables, Charts, and Graphs in Word 2003	Technology						
Application Software	Word 2007: Structuring, Editing, Saving, and Opening Documents	Technology						
Application Software	Word 2003: Advanced Document Features in Word	Technology						
Application Software	Word 2007: Collaborative Features in Word 2007	Technology						
Application Software	Word 2007: Working with Documents in Word 2007	Technology						
Application Software	Word 2003: Working with Text and Paragraphs in	Technology						
Application Software	Microsoft Office: Word and Publisher	Technology						
Application Software	Word 2007: Advanced Document Navigation and Document Reviews in Word 2007	Technology						
Application Software	Word 2000: Microsoft Office 2000 - Advanced Word	Technology						
Application Software	Word 2000: Microsoft Office 2000 - Beginning Word	Technology						
Application Software	Word 2003: Working with Tables and Media Features in Word 2003	Technology						
Application Software	Word 2003: Advanced Data Manipulation Features in Word 2003	Technology						
Application Software	Word 2007: Advanced Data Manipulation Features in Word 2007	Technology						

Application Software	Word 2003: Advanced Document Navigation in Word 2003	Technology					
Application Software	Word 2003: Getting Started with Word 2003	Technology					
Application Software	Word 2003: Advanced Formatting in Word 2003	Technology					
Application Software	Word 2007: Working with Text and Paragraphs in Word 2007	Technology					
Application Software	Word 2007: Advanced Document Features in Word	Technology					
Application Software	Word 2000: Microsoft Office 2000 - Intermediate Word	Technology					
Application Software	Word 2007: Using Tables, Charts, and Graphics in Word 2007	Technology					
Application Software	Word 2003: Working with Documents in Word 2003	Technology					
Application Software	Word 2007: Getting Started with Word 2007	Technology					
Application Software	Word 2000: Microsoft Office 2000 - Word for Power	Technology					
Customer Service & Interpersonal Skills	Assertiveness from the Inside Out	General					
Customer Service & Interpersonal Skills	Using Effective Business Communication	General					
Customer Service & Interpersonal Skills	Improving Your Communication Skills: Presentation Skills for Librarians	General					
Customer Service & Interpersonal Skills	Advanced Business Communication - Business Writing for Results	General					
Customer Service & Interpersonal Skills	Communicating with Power and Confidence	General					
Customer Service & Interpersonal Skills	Advanced Business Communication - Effective Business Communication	General					
Customer Service & Interpersonal Skills	Overcoming Challenging Service Situations	General					
Customer Service & Interpersonal Skills	Managing Difficult Patrons with Confidence!	General					
Customer Service & Interpersonal Skills	Customers, Conflict and Confrontation	General					
Customer Service & Interpersonal Skills	Discovering What Your Customers Want	General					
Customer Service & Interpersonal Skills	Customer Satisfaction: Analysis and Implementation	General					
Customer Service & Interpersonal Skills	Using Surveys to Measure Customer Satisfaction	General					
Customer Service & Interpersonal Skills	Working Effectively with Customers	General					
Customer Service & Interpersonal Skills	Working with Internal Customers	General					
Customer Service & Interpersonal Skills	Overcoming Internal Customer Service Problems	General					
Customer Service & Interpersonal Skills	Providing Excellent Customer Service in a Multi-Cultural Environment	General					
Customer Service & Interpersonal Skills	Fundamentals of Exceptional Customer Service	General					
Customer Service & Interpersonal Skills	Developing Customer Satisfaction Surveys	General					
Customer Service & Interpersonal Skills	Excellence in Internal Customer Service	General					
Customer Service & Interpersonal Skills	Identifying Your Customers' Expectations	General					
Customer Service & Interpersonal Skills	The Voice of the Customer	General					
Customer Service & Interpersonal Skills	The Reasons Why Diversity Matters	General					
Customer Service & Interpersonal Skills	Ethical Decision Making	General					
Customer Service & Interpersonal Skills	Ethical Standards for Library Leadership	General					
Customer Service & Interpersonal Skills	Diversity: the Future	General					
Customer Service & Interpersonal Skills	Ethics in the Real World: Library Case Studies	General					
Customer Service & Interpersonal Skills	Managerial Business Ethics	General					
Customer Service & Interpersonal Skills	Everyday Business Etiquette	General					
Customer Service & Interpersonal Skills	Managing Your Anger	General					
Customer Service & Interpersonal Skills	Making Cross-generational Teams Work	General					
Customer Service & Interpersonal Skills	The Boss Factor	General					
Customer Service & Interpersonal Skills	Difficult People in the Workplace Environment	General					
Customer Service & Interpersonal Skills	Etiquette and the Business Meeting	General					
Customer Service & Interpersonal Skills	Coping with Criticism and Feedback	General					
Customer Service & Interpersonal Skills	Interpersonal Skills on the Fast Track	General					

Customer Service & Interpersonal Skills	The Individual's Role in a Team	General						
Customer Service & Interpersonal Skills	Getting Past Clashes: Valuing Team Diversity	General						
Customer Service & Interpersonal Skills	How to Work with Negative People and Procrastinators	General						
Customer Service & Interpersonal Skills	Handling Conflict	General						
Customer Service & Interpersonal Skills	Teamwork and Emotional Intelligence	General						
Customer Service & Interpersonal Skills	Building Effective Intercultural Relationships	General						
Customer Service & Interpersonal Skills	Building Effective Intergender Relationships	General						
Customer Service & Interpersonal Skills	Giving Feedback to Colleagues	General						
Customer Service & Interpersonal Skills	Improving Co-Worker Relations	General						
Customer Service & Interpersonal Skills	Managing Yourself and Those Around You	General						
Customer Service & Interpersonal Skills	Partnering with Your Boss	General						
Customer Service & Interpersonal Skills	How to Work with Aggressive People	General						
Customer Service & Interpersonal Skills	The Process of Negotiation	General						
Customer Service & Interpersonal Skills	Professional Assertiveness	General						
Customer Service & Interpersonal Skills	Info-Age Etiquette	General						
Customer Service & Interpersonal Skills	Resolving Conflict with Communication Skills	General						
Customer Service & Interpersonal Skills	Mastering Negotiation	General						
Customer Service & Interpersonal Skills	Organizational Behavior - Organizational Group Dynamics	General						
Customer Service & Interpersonal Skills	Introduction to Work Force Generations	General						
Customer Service & Interpersonal Skills	The Process of Interpersonal Communication	General						
Customer Service & Interpersonal Skills	How to Work with Arrogant and Duplicitous People	General						
Customer Service & Interpersonal Skills	The Dynamics of Interacting	General						
Customer Service & Interpersonal Skills	Negotiating Inclusively	General						
Customer Service & Interpersonal Skills	Building Effective Interfunctional Relationships	General						
Customer Service & Interpersonal Skills	Getting Results from the Boss	General						
Customer Service & Interpersonal Skills	An Essential Guide to Giving Feedback	General						
Customer Service & Interpersonal Skills	Problem Solving and Decision Making in Groups	General						
Customer Service & Interpersonal Skills	Participating in Teams Simulation	General						
Customer Service & Interpersonal Skills	Participating Effectively in a Business Meeting	General						
Customer Service & Interpersonal Skills	Etiquette for Supervisors	General						
Customer Service & Interpersonal Skills	Teamwork and Results without Authority	General						
Customer Service & Interpersonal Skills	Proactive Approaches to Stop Negativity	General						
Customer Service & Interpersonal Skills	Emotional Intelligence at Work	General						
Customer Service & Interpersonal Skills	Achieving Success with the Help of a Mentor	General						
Customer Service & Interpersonal Skills	Get Your Career on the Fast Track	General						
Customer Service & Interpersonal Skills	Self-empowerment: Managing from Within	General						
Customer Service & Interpersonal Skills	Goals and Goal Setting	General						
Customer Service & Interpersonal Skills	e-Mentoring	General						
Customer Service & Interpersonal Skills	Foundations of Effective Thinking	General						
Library Management	Spanish Language Outreach	General						
Library Management	Principles of Financial Statements	General						
Library Management	Introduction to Advanced Finance	General						
Library Management	Creating and Analyzing an Operating Budget	General						
Library Management	Basics of Budgeting	General						
Library Management	Introduction to Auditing	General						
Library Management	Basic Budgeting	General						
Library Management	Core Concepts in Business Analysis	General						
Library Management	Principles of Financial Management	General						
Library Management	Financial Risk Management	General						

Library Management	Analyzing the Income Statement and Balance	General						
Library Management	Understanding Budgets	General						
Library Management	Accounting Fundamentals	General						
Library Management	Overview of Managerial Accounting	General						
Library Management	Financial Management	General						
Library Management	Keeping Your Library Looking Good	General						
Library Management	Become an Effective Trustee	General						
Library Management	Grant Writing Basics	General						
Library Management	Fundraising for Libraries	General						
Library Management	Principles of Marketing - Fundamentals of Marketing	General						
Library Management	E-mail as a Marketing Tool	General						
Library Management	Delivering Your Message	General						
Library Management	Competitive Factors in Strategic Marketing	General						
Library Management	The Online Branding Environment	General						
Library Management	Retailing Methods and Techniques in Libraries	General						
Library Management	Media Relations	General						
Library Management	Elements of Marketing Strategy	General						
Library Management	Analyzing the Market	General						
Library Management	Writing a Marketing Plan: Phase 1	General						
Library Management	Creating a Marketing Campaign	General						
Library Management	Copyright Basics for Libraries	General						
Library Management	Copyright Issues in the Classroom and School	General						
Library Management	Rural Library Sustainability	General						
Library Services	Trends in Children's Literature	General						
Library Services	Creating Collaborative Lessons for the Elementary	General						
Library Services	Multicultural Literature for Children and Young	General						
Library Services	Reaching Reluctant Readers	General						
Library Services	Creating Compelling Programming in Your School	General						
Library Services	Harnessing the Internet	Technology						
Library Services	Evaluating Web Sites	Technology						
Library Services	Using Databases	Technology						
Library Services	RFID Technology	Technology						
Library Services	Weeding: It's Not an Option	General						
Library Services	Capturing History: Digitization Projects	Technology						
Library Services	Creating Collaborative Lessons for the Secondary School	General						
Library Services	African-American Youth Librarianship	General						
Library Services	Hispanic/Latino Youth Librarianship	General						
Library Services	Reaching Teenagers	General						
Library U	Accompanying the Young Reader: Helping the Reader Choose Appropriate Books	General						
Library U	Basic Web-based Reference	Technology						
Library U	Dealing with Angry Patrons	General						
Library U	Developing Motivating Messages	General						
Library U	Directors ASK	General						
Library U	Introduction to Cataloging for Non-Catalogers	General						
Library U	Keep It Simple: Developing a Marketing Plan for Your Library	General						
Library U	Master of Disaster: Developing a Disaster Plan	General						
Library U	Mechandising That Works	General						
Library U	Planning Story Times for Children	General						

Library U	Readers' Advisory Services	General					
Library U	Shelving with Dewey	General					
Library U	Shelving with Library of Congress Classification	General					
Library U	You Can Do It: A Recipe for Designing Web-based Instruction	Technology					
Networking & Security	Exchange Server 2007: Disaster Recovery	Technology					
Networking & Security	Exchange Server 2007: Monitoring and Security	Technology					
Networking & Security	Exchange Server 2007: Managing Exchange Server 2007	Technology					
Networking & Security	Exchange Server 2007: Data Protection	Technology					
Networking & Security	Exchange Server 2007: Connectors, Transport Rules, and Message Compliance	Technology					
Networking & Security	Exchange Server 2007: Installing and Transitioning to Exchange Server 2007	Technology					
Networking & Security	Exchange Server 2007: Preparing the Exchange Server 2007 Infrastructure	Technology					
Networking & Security	Exchange Server 2007: Managing Default, Custom, and Public Folders	Technology					
Networking & Security	Exchange Server 2007: Accessing Exchange Server 2007 Remotely	Technology					
Networking & Security	The Fundamentals of Networking	Technology					
Networking & Security	Managing and Troubleshooting Network Protocols and Operating System Performance	Technology					
Networking & Security	LAN Technologies	Technology					
Networking & Security	Implementing Quality of Service	Technology					
Networking & Security	Network Troubleshooting	Technology					
Networking & Security	Introduction to Signals and Signal Transmission	Technology					
Networking & Security	Designing and Maintaining LDAP Directory Services	Technology					
Networking & Security	IP Addressing and Subnetting	Technology					
Networking & Security	WANs and Remote Connectivity	Technology					
Networking & Security	Check Point NGX: Authentication and LDAP User Management	Technology					
Networking & Security	Physical Disks and RAID Arrays	Technology					
Networking & Security	Network Security	Technology					
Networking & Security	Check Point NGX: Security Policies	Technology					
Networking & Security	Securing Access to Networks	Technology					
Networking & Security	Networking Security Fundamentals	Technology					
Networking & Security	Malicious code and information security	Technology					
Networking & Security	Fault Tolerance and Disaster Recovery	Technology					
Networking & Security	Intelligent Storage Systems	Technology					
Networking & Security	Intrusion Detection and Response in Networked Environments	Technology					
Networking & Security	Check Point NGX: Architecture, Operation, and Installation	Technology					
Networking & Security	Check Point NGX: Network Address Translation and Traffic Monitoring	Technology					
Networking & Security	Check Point NGX: SmartDefense and Content Security	Technology					
Networking & Security	Cryptography	Technology					
Networking & Security	Check Point NGX: VPN Configuration and Disaster Recovery	Technology					
Networking & Security	Firewalls and VPNs	Technology					
Networking & Security	Windows Server 2003: Managing Windows Server 2003 Internet Services	Technology					

Networking & Security	SharePoint 3.0: Deploying Windows SharePoint Services 3.0	Technology					
Networking & Security	SharePoint 3.0: Configure Network Infrastructure for Windows SharePoint Services 3.0	Technology					
Networking & Security	Windows Server 2003: Managing Users, Groups, and Computers	Technology					
Networking & Security	SharePoint 2007: Configuring Microsoft Office SharePoint Server 2007 Business Intelligence	Technology					
Networking & Security	Windows Server 2003: Securing Wireless and Remote Communications	Technology					
Networking & Security	SharePoint 2007: Implementing Microsoft Office SharePoint Server 2007	Technology					
Networking & Security	SharePoint 3.0: Monitor Windows SharePoint Services 3.0	Technology					
Networking & Security	SharePoint 2007: Upgrading to Microsoft Office SharePoint Server 2007	Technology					
Networking & Security	Windows Server 2003: Managing System Security	Technology					
Networking & Security	SharePoint 2007: Creating and Managing Personal Sites and Searches	Technology					
Networking & Security	Windows Server 2003: Installing Windows Server	Technology					
Networking & Security	SharePoint 2007 Essentials	Technology					
Networking & Security	SharePoint 2007: Managing Microsoft Office Sharepoint Server 2007 Administration	Technology					
Networking & Security	SharePoint 3.0: Configure Security for Windows SharePoint Services 3.0	Technology					
Networking & Security	SharePoint 2007: Configuring Microsoft Office SharePoint Server 2007 Business Forms	Technology					
Networking & Security	Windows Server 2003: Getting Started	Technology					
Networking & Security	SharePoint 2007: Configuring Microsoft Office SharePoint Server 2007 Content Mangement	Technology					
Networking & Security	Internet Servers and Services	Technology					
Networking & Security	Designing a Voice over IP Solution	Technology					
Networking & Security	Communications Security	Technology					
Networking & Security	Telecommunications Essentials	Technology					
Networking & Security	Getting Started with Wireless Networking	Technology					
Networking & Security	Securing WLANs	Technology					
Networking & Security	Non-Cellular Wireless Technology (advanced)	Technology					
Networking & Security	Wireless LAN Technologies	Technology					
Operating & Automation Systems	Linux Networking Configuration (intermediate)	Technology					
Operating & Automation Systems	Linux Networking Services (intermediate)	Technology					
Operating & Automation Systems	Updating the Linux Kernel (basic)	Technology					
Operating & Automation Systems	Managing Linux Group and User Accounts (basic)	Technology					
Operating & Automation Systems	Security within a Linux Environment (basic)	Technology					
Operating & Automation Systems	Regular Expressions and Text Processing (basic)	Technology					
Operating & Automation Systems	Linux System Customization and Automation	Technology					
Operating & Automation Systems	Linux Troubleshooting (intermediate)	Technology					
Operating & Automation Systems	Networking Services in a Linux Environment (basic)	Technology					
Operating & Automation Systems	Printing and Documentation in Linux (basic)	Technology					
Operating & Automation Systems	Linux Kernel Compilation and System Startup (intermediate)	Technology					
Operating & Automation Systems	Linux and CLI (basic)	Technology					

Operating & Automation Systems	Linux Hardware Configuration and System Maintenance (intermediate)	Technology					
Operating & Automation Systems	File Handling in Linux (basic)	Technology					
Operating & Automation Systems	Security in the Linux Environment (intermediate)	Technology					
Operating & Automation Systems	Networking Fundamentals for Linux Administrators (basic)	Technology					
Operating & Automation Systems	Shell Scripting in Linux (basic)	Technology					
Operating & Automation Systems	Linux Filesystem Management and File Sharing (intermediate)	Technology					
Operating & Automation Systems	Hardware Configurations for Linux (basic)	Technology					
Operating & Automation Systems	Partitions, File Systems, and Disk Quotas in Linux (basic)	Technology					
Operating & Automation Systems	Linux Installation Techniques (basic)	Technology					
Operating & Automation Systems	Hardware Issues for Linux (basic)	Technology					
Operating & Automation Systems	Streams, Pipes, Redirects, and Processes (basic)	Technology					
Operating & Automation Systems	Networking Protocols and Services in Microsoft Windows XP	Technology					
Operating & Automation Systems	Troubleshooting Windows Vista Deployments	Technology					
Operating & Automation Systems	Backup and Security Settings in Microsoft Windows XP	Technology					
Operating & Automation Systems	Windows XP: Fundamentals	Technology					
Operating & Automation Systems	Windows Vista Network Connectivity	Technology					
Operating & Automation Systems	Installing Windows XP Professional	Technology					
Operating & Automation Systems	Managing Files, Folders, and Devices in Microsoft Windows XP	Technology					
Operating & Automation Systems	Deploying Windows Vista	Technology					
Operating & Automation Systems	Work with Files, Programs, and Printing in Windows Vista	Technology					
Operating & Automation Systems	Security in Windows Vista	Technology					
Operating & Automation Systems	Getting Started with Microsoft Windows XP	Technology					
Operating & Automation Systems	Windows XP: Advanced	Technology					
Operating & Automation Systems	Windows Vista Maintenance and Optimization	Technology					
Operating & Automation Systems	Windows Vista User Experience	Technology					
Operating & Automation Systems	Windows Vista Mobile Computing and Troubleshooting	Technology					
Operating & Automation Systems	System Reliability and the Desktop in Windows XP Professional	Technology					
Operating & Automation Systems	Configuring and Troubleshooting Windows Vista Security	Technology					
Organizational Management	Communicating a Shared Vision	General					
Organizational Management	Executive Level Leadership - Becoming an Executive Leader	General					
Organizational Management	Creating a Business Execution Culture	General					
Organizational Management	Business Execution in Action	General					
Organizational Management	Changing Corporate Culture	General					
Organizational Management	Being Prepared for Change	General					
Organizational Management	Foundations for Business Execution	General					
Organizational Management	Challenges of the 21st Century	General					
Organizational Management	Starting the Change Process	General					
Organizational Management	Planning a Diversity Initiative	General					
Organizational Management	Recovering from Business Crises	General					
Organizational Management	Executive Level Leadership - Leadership and Communication	General					
Organizational Management	Benchmarking for Best Practices	General					
Organizational Management	Overcoming Organizational Negativity	General					
Organizational Management	Preparing for Business Crises	General					
Organizational Management	Organizational Culture and Leadership	General					
Organizational Management	Preparing a Business Case	General					

Organizational Management	Executive Level Leadership - Change and the Executive Leader	General						
Organizational Management	Responding to Business Crises	General						
Organizational Management	Integrating Change in Your Organization	General						
Organizational Management	Crafting Deals	General						
Organizational Management	Library Privacy & Confidentiality: Law & Policy	General						
Organizational Management	Intellectual Property and Proprietary Rights	General						
Organizational Management	A Manager's Introduction to Business Law	General						
Organizational Management	Lawsuits and Negotiations	General						
Organizational Management	Advanced Project Management - Project Estimating Techniques	General						
Organizational Management	Advanced Project Management - Setting Up a Project Office	General						
Organizational Management	Project Leadership - Leading the Project Team	General						
Organizational Management	Advanced Project Management - Portfolio Management	General						
Organizational Management	Project Management Fundamentals	General						
Organizational Management	Project Life Cycles and Stakeholders	General						
Organizational Management	Advanced Project Management - Building Productive Stakeholder Relationships	General						
Organizational Management	Leading Virtual Teams	General						
Organizational Management	Advanced Project Leadership - Selling Project Management to the Organization	General						
Organizational Management	Advanced Project Management - Managing Accelerated Projects	General						
Organizational Management	Planning and Identifying Project Risk	General						
Organizational Management	Project Teams - Building a Project Team	General						
Organizational Management	Advanced Project Leadership - Bringing Home the	General						
Organizational Management	Advanced Project Leadership - Navigating Corporate Structures	General						
Organizational Management	Planning Project Scope	General						
Organizational Management	Advanced Project Management - Project Management Maturity	General						
Organizational Management	Project Scheduling	General						
Organizational Management	Advanced Project Leadership - Organization, Strategy and Business Needs	General						
Organizational Management	Transitioning into a Project Management Role	General						
Organizational Management	Elements of Project Time Management	General						
Organizational Management	Initiating and Planning a Project	General						
Organizational Management	Evaluating Creative and Innovative Ideas	General						
Organizational Management	Implementing and Evaluating a Decision	General						
Organizational Management	Strategic Planning and Risk Management	General						
Organizational Management	Managing Business Risk - Risk Assessment and Control	General						
Organizational Management	Implementing Creative and Innovative Ideas	General						
Organizational Management	Managing Business Risk - Financing and Contingency Planning	General						
Organizational Management	Managing Business Risk - Developing a Risk Management Plan	General						
Organizational Management	Risk Basics	General						
Organizational Management	Goal Setting - Goal Setting in the Organizational Environment	General						
Personnel Management	What to Consider When Hiring	General						

Personnel Management	Rightful Termination	General					
Personnel Management	Interviewing and Hiring Practices Simulation	General					
Personnel Management	Rightful Employment Termination	General					
Personnel Management	Interviewing and Hiring Practices	General					
Personnel Management	Equal Employment Opportunity (EEO)	General					
Personnel Management	The Coaching Skillset	General					
Personnel Management	The Key Stages of Coaching	General					
Personnel Management	Developing Employees (HRCI/PHR)	General					
Personnel Management	Implementing and Evaluating Self-directed Learning	General					
Personnel Management	The Role of Critical Thinking in Organizations	General					
Personnel Management	E-Learning Essentials Pt. 3 - Deploying and Measuring Your Solution	General					
Personnel Management	E-Learning Essentials Pt. 2 - Marketing to Your Key Players	General					
Personnel Management	E-Learning Essentials Pt. 1 - E-Learning and Successful Strategy	General					
Personnel Management	The Power of the Learning Organization	General					
Personnel Management	Organizational Learning - Transferring Knowledge Within an Organization	General					
Personnel Management	Organizational Learning - Developing a Knowledge Management System	General					
Personnel Management	Trends in Coaching	General					
Personnel Management	Energizing and Empowering Employees	General					
Personnel Management	The Mentoring Manager	General					
Personnel Management	A New Manager and the Company's Future	General					
Personnel Management	Facilitating Difficult Situations	General					
Personnel Management	Assessing Performance Continuously	General					
Personnel Management	Giving Feedback: A Manager's Guide	General					
Personnel Management	Delegation: the Personal Approach	General					
Personnel Management	Performance Support	General					
Personnel Management	Remote Manager Practices - Monitoring Employee Performance	General					
Personnel Management	Going from Management to Leadership Simulation	General					
Personnel Management	The Basics of Delegation	General					
Personnel Management	Taking on a Management Role	General					
Personnel Management	Becoming a Manager: Responsibilities and Fears	General					
Personnel Management	Goal Setting - Goal Setting Tools for Managers	General					
Personnel Management	Remote Manager Practices - Communicating with Employees	General					
Personnel Management	Managing Organization Conflict	General					
Personnel Management	Addressing Problem Performance	General					
Personnel Management	Becoming a Manager: Leading and Communicating	General					
Personnel Management	Volunteers: Recruitment, Development, and Supervision	General					
Personnel Management	Harassment in the Workplace	General					
Personnel Management	Mold Awareness	General					
Personnel Management	Employee Sexual Harassment Awareness	General					
Technology (general)	Installing, Configuring, and Troubleshooting PC Components	Technology					
Technology (general)	Personal Computer Components	Technology					
Technology (general)	Troubleshooting Computer Problems	Technology					
Technology (general)	Internet Fundamentals	Technology					

Technology (general)	Working with Personal Computer Components	Technology					
Technology (general)	Maintaining Printers and Scanners	Technology					
Technology (general)	Laptop Components, Peripherals, and Networks	Technology					
Technology (general)	Installing and Troubleshooting Printers and Scanners	Technology					
Technology (general)	Managing Laptops and Portable Devices	Technology					
Technology (general)	Using TechAtlas for the Opportunity Online Hardware Grant	Technology					
Technology (general)	Planning Project Procurement and Requesting Seller Responses	Technology					
Technology (general)	Communicating and Implementing Requirements	Technology					
Technology (general)	Functions of IT Project Managers	Technology					
Technology (general)	Estimating Activity Costs	Technology					
Technology (general)	Budgeting and Controlling Costs	Technology					
Technology (general)	The Life Cycle of an IT Project	Technology					
Technology (general)	Planning for Quality	Technology					
Technology (general)	Introduction to IT Project Management	Technology					
Technology (general)	Controlling Project Scope	Technology					
Technology (general)	Managing the Execution and Control of IT Projects	Technology					
Technology (general)	Eliciting Requirements	Technology					
Technology (general)	Requirements Planning and Management	Technology					
Technology (general)	Choosing Sellers and Administering and Closing Contracts	Technology					
Technology (general)	Refining and Documenting Requirements	Technology					
Technology (general)	Strategic Planning and Positioning for IT Projects	Technology					
University of North Texas	Basic Budgeting	General					
University of North Texas	Become an Effective Trustee	General					
University of North Texas	Capturing History: Digitization Projects	General					
University of North Texas	Change Management and Leadership	General					
University of North Texas	Copyright Basics for Libraries	General					
University of North Texas	Ethical Standards for Library Leadership	General					
University of North Texas	Ethics in the Real World: Library Case Studies	General					
University of North Texas	Financial Management	General					
University of North Texas	Gifts for Libraries: Be Careful What You Wish For	General					
University of North Texas	Grant Writing Basics	General					
University of North Texas	Harnessing the Internet	Technology					
University of North Texas	Improving Co-Worker Relations	General					
University of North Texas	Improving Your Communication Skills: Presentation Skills for Librarians	General					
University of North Texas	Influence: Even When You Don't Have Power or Authority	General					
University of North Texas	Info-Age Etiquette	General					
University of North Texas	Keeping Your Library Looking Good	General					
University of North Texas	Leadership for Libraries: Becoming an Everyday Leader	General					
University of North Texas	Library Privacy & Confidentiality: Law & Policy	General					
University of North Texas	Managing Difficult Patrons with Confidence!	General					
University of North Texas	Microsoft Office: Excel 2003	Technology					
University of North Texas	Microsoft Office: PowerPoint 2003	Technology					
University of North Texas	Microsoft Office: Using Templates in Word and Publisher 2007	Technology					
University of North Texas	Microsoft Office: Word and Publisher 2003	Technology					
University of North Texas	Multicultural Literature for Children and Young	General					

University of North Texas	Providing Excellent Customer Service in a Multi-Cultural Environment	General					
University of North Texas	RFID Technology	Technology					
University of North Texas	Reaching Reluctant Readers	General					
University of North Texas	Reaching Teenagers	General					
University of North Texas	Retailing Methods and Techniques in Libraries	General					
University of North Texas	Trends in Children's Literature	General					
University of North Texas	Understanding Budgets	General					
University of North Texas	Using Databases	Technology					
University of North Texas	Volunteers: Recruitment, Development, and Supervision	General					
University of North Texas	Weeding: It's Not an Option	General					
Web Design & Development	Dreamweaver 8: Setting up a Site and Adding	Technology					
Web Design & Development	FrontPage 2003: Getting Started	Technology					
Web Design & Development	FrontPage 2003: Structuring and Publishing Web Sites	Technology					
Web Design & Development	FrontPage 2003: Administering Web Sites	Technology					
Web Design & Development	Dreamweaver 8: Working with Cascading Style	Technology					
Web Design & Development	General design: Introducing User-Centered Design	Technology					
Web Design & Development	FrontPage 2003: Importing and Working with Data	Technology					
Web Design & Development	Programming with XHTML 1.1: JavaScript, DOM, & Dynamic XHTML	Technology					
Web Design & Development	FrontPage 2000: Advanced FrontPage	Technology					
Web Design & Development	Creating and Maintaining an Engaging School Library Website	Technology					
Web Design & Development	FrontPage 2003: Working with graphics, hyperlinks and tables	Technology					
Web Design & Development	Dreamweaver 8: Site Maintenance and Advanced Concepts	Technology					
Web Design & Development	FrontPage 2003: Working with Web Sites	Technology					
Web Design & Development	FrontPage 2000: Beginning FrontPage	Technology					
Web Design & Development	Dreamweaver 8: Tables, Accessibility, and Standards	Technology					
Web Design & Development	General design: The Iterative Process in User-Centered Design	Technology					
Web Design & Development	Programming with XHTML 1.1: Embedded Objects and Hyperlinks	Technology					
Web Design & Development	FrontPage 2003: Enhancing Web Sites with Advanced FrontPage 2003 Features	Technology					
Web Design & Development	Programming with XHTML 1.1: Basic Concepts	Technology					
Web Design & Development	Programming with XHTML 1.1: CSS, Metadata, RDF, & Namespaces	Technology					
Web Design & Development	Programming with XHTML 1.1: Advanced Concepts	Technology					
Web Design & Development	Designing a Library Web Site	Technology					
Web Design & Development	FrontPage 2003: Working with Code	Technology					
Web Design & Development	General design: Design Concepts for Web Sites	Technology					
Web Design & Development	Dreamweaver 8: Creating Interactive Web Pages	Technology					
Web Design & Development	Programming with XHTML 1.1: Advanced Tags	Technology					
Web Design & Development	FrontPage 2003: Organizing Content Using Templates and Frames	Technology					
Web Design & Development	Java Programming with Java SE 6.0: Getting Started with Java	Technology					
Web Design & Development	Introducing Microsoft .NET	Technology					
Web Design & Development	Starting to Program with Perl	Technology					
Web Design & Development	Using UDDI	Technology					
Web Design & Development	Advanced Schemas	Technology					

Web Design & Development	XML Language Basics	Technology					
Web Design & Development	Internet Site Development	Technology					
Web Design & Development	Web Development Fundamentals	Technology					
Web Design & Development	JavaScript: Language Basics	Technology					
Web Design & Development	Web Services and Service-oriented Architecture	Technology					
Web Design & Development	Using SOAP	Technology					
Web Design & Development	XML APIs	Technology					
Web Design & Development	Digital Payments	Technology					
Web Design & Development	VBScript - Elements, Arrays, Procedures, and Program Flow	Technology					
Web Design & Development	Style Sheets and Links	Technology					
Web Design & Development	VBScript- Functions, Core Objects, and Classes	Technology					
Web Design & Development	Extending XML	Technology					
Web Design & Development	Structuring XML with Schemas	Technology					
Web Design & Development	Using WSDL	Technology					