



*2010 E-Learning Course Catalog*



# E-Learning Course Catalog

## Introduction

At Pride International employee learning and development is valued and encouraged. We recognize that in order for employees to be successful in their careers and advance into leadership it requires that they spend time in training courses gaining additional skills or knowledge. In addition to classroom training that is offered to meet employee development needs, many online courses are available for employees through Pride University.

Pride University provides employees 24/7 online access to learning and development. Courses in a variety of subject areas are available to increase functional knowledge, develop leadership skills, or help fulfill certification requirements. In addition, Pride University offers employees access to Rosetta Stone online language training. Rosetta Stone is a premier language training software and Pride is proud to offer this benefit to our employees.

If you are a manager this guide should be helpful to you in finding training that individuals on your team can benefit from or that will help you improve your management skills. For individual contributors you should be able to find training courses to help you increase your knowledge or take you to the next level in your development. Whatever the reason you need training if you do not find a suitable course available online please contact your training department as more courses can be reviewed for addition to the university.

As you browse the guide you will see that each course has a topic, the title and description, how many minutes the course should take to complete and in what language the course is available (E=English, F=French, S=Spanish, and P=Portuguese).



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# E-Learning Course Catalog

## COMMUNICATION SKILLS

Topic	Course Title / Description	Minutes	Languages
Business Meetings	<p><b>Business Meeting Skills</b></p> <p>In a company, much time is devoted to meetings, whether in small groups or in large gatherings. Effectiveness in a meeting depends not only on one's ability to listen, but on one's skill in presenting material and facilitating communication among other participants. In this lesson, you'll learn to create an agenda, run a meeting, and facilitate an online meeting.</p> <p>This course is designed for individuals who need to present information effectively in a professional environment.</p>	147	E S F
Business Writing	<p><b>Advanced Business Writing</b></p> <p>You have either been hired as a manager at a new company or have been promoted to a management position within your company. With your new position comes additional responsibilities. In order to quickly gain respect at a new company or maintain credibility at your current company, one of the first areas your team, colleagues, and managers will assess is your ability to communicate in writing.</p> <p>First-time managers who want to build their skills to write well-organized and convincing business documents</p>	105	E
Business Writing	<p><b>Effective Business Writing</b></p> <p>In contemporary business environments, information overload makes it necessary for you to communicate clearly and concisely. In this course, you will analyze your audience and organize your writing to make it as effective as possible.</p> <p>This course is for individuals who need to write clearly and concisely in a professional environment.</p>	86	E S F P
Business Writing	<p><b>Grammar Essentials</b></p> <p>Correct grammar and a refined, concise writing style can help you clearly articulate your ideas to others, streamline the directions and instructions that you deliver, and create impressive presentations and reports. In this course, you will review the rules of grammar and refine your grammar usage for your professional life.</p> <p>This course is designed for professionals who seek to improve their grammar usage for written communications.</p>	300	E
Business Writing	<p><b>Persuasive Business Writing</b></p> <p>In contemporary business environments, information overload makes it necessary for you to communicate clearly and concisely. Trying to make sense of a disorganized email message can be frustrating given the number of emails you have to answer daily. In this course, you will analyze your audience, organize your writing, and employ effective persuasive techniques.</p> <p>This course is for individuals who need to write clearly and concisely in a professional environment.</p>	40	E
Business Writing	<p><b>Writing Effective Emails</b></p> <p>In this course, you will analyze your audience and organize your writing to create coherent and professional emails and Instant Messages. This course is for individuals who need to write clearly and concisely in a professional environment.</p>	40	E
Business Writing	<p><b>Writing for a Global Audience</b></p> <p>To localize your content, you need to identify and eliminate cultural language patterns from your source content, so that you can effectively and efficiently localize the content. Target audiences must be able to read and easily understand the content, yet they may not speak or understand the source language and their customs may differ dramatically from the social conventions of the source culture. In this course, you will prepare content for localization.</p> <p>This course is intended for content developers, trainers, marketing professionals, writers of documentation and technical specification, and product developers who need to create content that is effective and appropriate for a global audience.</p>	84	E



# E-Learning Course Catalog

## COMMUNICATION SKILLS, continued

Topic	Course Title / Description	Minutes	Languages
Cross Cultural	<b>Communicating Across Cultures</b> This course is for individuals who need to communicate clearly and effectively while conducting business in cultures other than their own.	104	E P
Decision Making	<b>Accepting a Decision</b>  You will explore how to prepare a presentation for a proposal and how to accept an outcome to a proposal.	120	E
Effective Communication	<b>Basics of Effective Communication</b> Communication is not one event; it is a complex series of processes. We can achieve effective communication by carefully managing each of the processes in the series. This course will help you learn the specific management techniques that will help you communicate more effectively.	164	E
Effective Communication	<b>Communicating Clearly</b> Ensuring that your written or verbal message is understood as you intended is often a challenging experience. This module introduces several techniques for enhancing your communication skills and style by focusing on audience identification and message clarity.	120	E
Effective Communication	<b>Effective Listening Skills</b> Communication is not one event; it is a complex series of processes with one goal: to achieve a shared understanding. We can achieve this by employing effective listening skills and striving to confirm a full understanding of the message another person is trying to communicate. This course will help you identify specific strategies for listening effectively.  Business professionals who want to learn more effective listening skills.	60	E
Effective Meetings	<b>Get The Most Out of Your Meetings</b> Highly developed listening skills allow you to interact with your coworkers in flexible and creative ways. In listening well and taking careful notes, you can improve your ability to collaborate on projects and participate fully in meetings.	72	E
Emotional Intelligence	<b>Emotional Intelligence</b> In this course you will assess your current emotional intelligence abilities, and apply strategies to improve your emotional intelligence. Increased awareness of your current emotional intelligence strengths and weaknesses can assist you in identifying and developing strategies for improvement. As a manager, by improving your emotional intelligence you can influence those around you and impact your behaviors, and the behaviors in others, in a way that can allow you to work towards achieving your business objectives. This course is designed for the emerging manager or mid-level manager.	188	E
Facilitation Skills	<b>Be An Effective Facilitator</b> As a facilitator, you want to be able to take charge of work sessions and lead groups toward successfully completing their work objectives. In this course, you will develop the skills you need to strategically plan work sessions and create formal agendas, lead groups to generate new ideas through brainstorming events, and help people work through facilitated difficult sessions. You will also further develop your facilitation skills by leading remote work groups and even moderate international sessions.  This course is intended for business professionals.	216	E
Negotiation Skills	<b>Finding Resolution Through Negotiation</b> You will explore the skills, techniques, and methods needed to negotiate a resolution.	120	E



# E-Learning Course Catalog

## COMMUNICATION SKILLS, continued

Topic	Course Title / Description	Minutes	Languages
Presentation Skills	<b>Dynamic Business Presentations</b> In business meetings, you have suffered through presentations with slides packed with too much information and distracting graphics. You've been lulled to sleep by speakers droning on in a monotone voice, and you've also found that your notes from meetings can later seem inadequate. By structuring your ideas and developing effective visual aids, you can create more powerful presentations.  This course is designed for individuals who need to present information effectively in a professional environment.	69	E
Presentation Skills	<b>Presenting Your Ideas Effectively</b> Delivering your message to others - whether a large or small group - can be nerve-wracking. This module provides several tips and techniques to help you organize and present your ideas effectively. Appealing visual aids and other effective techniques are described to help you create a dynamic delivery style.	120	E P
Relationship Building	<b>Working With Difficult People</b> You will explore how to work with difficult people, respond to changes, and cope with continued conflict.	180	E

## LEADERSHIP AND MANAGEMENT

Topic	Course Title / Description	Minutes	Languages
Change Management	<b>Implementing Change for Managers</b> This course is intended for middle management, especially those with direct reports, who are responsible for managing organizational change and maintaining employee performance.	213	E P
Coaching Skills	<b>Coaching Essentials</b> Coaching is a leadership tool that is effective in improving performance and contributing to the goals of the organization. In this course you will explore the benefits of coaching, coaching approaches, how to develop an action plan, and methods for ensuring the coaching process is successful.  This course is intended for managers, supervisors, team members, team leaders, project managers, mentors and anyone who needs to coach and give feedback as part of his/her job and who wants to learn how to apply the coaching process in order to successfully improve the performance of others.	210	E S F P
Delegating	<b>Delegating</b> This course is part of the Delegating assignment. Delegating is a win-win situation when done effectively. In this course, you will receive an overview on how to correctly delegate a task.	117	E
Diversity	<b>Diversity for Managers</b>		E
Effective Communication	<b>Effective Management: Communicating Successfully</b> You will explore the skills and behaviors needed to successfully communicate as a manager.	180	E S F P



# E-Learning Course Catalog

## LEADERSHIP AND MANAGEMENT, continued

Topic	Course Title / Description	Minutes	Languages
Innovation	<p><b>Managing Innovation and Creativity</b>            In this course, you will explore the innovative process. You will identify your role as a team leader and how to lead a creative team's idea to productivity.</p> <p>This course is intended for any manager or team leader who wants to guide a team of creative individuals to maximum productive innovation.</p>	131	E S F
Interviewing Skills	<p><b>Conducting Interviews for Successful Results</b>            Using strategies for effective interviewing will best serve both you and the candidate. You will have a very clear idea of who the applicant is, and the applicant will have a realistic understanding of the job opening and the company at large. With these interviewing strategies, you will be able to make the most informed decisions about each candidate. While preparation is undoubtedly the key to a good interview, there are many factors to consider during the interview that will contribute to a positive outcome.</p>	94	E
Interviewing Skills	<p><b>Preparing to Interview Job Candidates</b>            In this course, you will learn how to prepare effectively for interviews, allowing you to get that new hire who will contribute to the success of your department and your company.</p>	82	E S F
Leadership Basics	<p><b>Applying Leadership Basics</b>            This course is part of the Basic Management Series. By learning and practicing the fundamentals of effective leadership, you can make a dynamic leader of yourself. This course will assist you in learning how a few strategies will equip you with knowledge you can apply to almost any leadership situation.</p>	131	E
Leadership Basics	<p><b>Developing Yourself as a Leader</b>            Making it a priority to develop and grow your leadership skills is critical if you want to be able to take full advantage of the personal and professional opportunities that will come your way. In this course, you will explore ways to accurately assess yourself as a leader and implement a development plan.</p> <p>This course is intended for first-time managers, team leads, and individual contributors on techniques and best practices for continual improvement of themselves as leaders.</p>	128	E
Managing Conflict	<p><b>Conflict Intervention</b>            Conflict is inevitable. It can destroy and it can create. Both danger and opportunity are present in a conflict situation, but the result obtained depends on the management and resolution of the conflict. The outcome of the conflict depends on how each party responds to the negative and emotional charges of the situation, and the third party role could be critical. With skilled intervention, conflict has the potential of developing better communication, more effective solutions, and greater empathy.</p>	127	E
Managing Conflict	<p><b>Managing Conflict</b>            In this course, you will identify the important role that conflict management plays in the workplace. You will identify employee needs and company needs and use various strategies to help defeat conflict.</p>	160	E S F P
Managing Performance	<p><b>Performance Management</b>            Effective managers know how to use performance-management strategies to garner the strongest possible performances from their team members. They can produce the desired results for their teams by assessing the needs of the business, developing the talent in their group, giving appropriate feedback and coaching, redirecting team members as necessary, and steering team members through the performance-appraisal process in a supportive manner. In this course, you will identify helpful methods of using performance-management strategies on the job to yield the best performances possible from your team members.</p> <p>This course is intended for a wide range of first-time managers.</p>	133	E



# E-Learning Course Catalog

## LEADERSHIP AND MANAGEMENT, continued

Topic	Course Title / Description	Minutes	Languages
Managing Performance	<b>Providing Effective Feedback</b> This course is part of the Basic Management Series. Feedback is a powerful tool for motivating, mentoring, and guiding employees. As a manager, it is your responsibility to learn how feedback works and how you can use it to enhance your own performance and that of your employees. You will learn how to target specific areas to improve your use of feedback in the workplace.	85	E
Managing Performance	<b>Recognizing Employee Performance</b> This course is part of the. Through this course, you will gain the proper techniques that will enable you to identify and acknowledge your employees' accomplishments. Recognizing employee performance is essential when attempting to motivate employees and continually improve their performance.	126	E
Motivation Skills	<b>Motivating Your Employees</b> In this course, you will identify the important role that motivation plays in keeping your employees working at high performance levels.	305	E S F P
Negotiation Skills	<b>Negotiating Skills In Action</b> This course will offer you the skills necessary to negotiate successfully and follow through on the negotiations properly. It also offers the opportunity to learn how to negotiate in a variety of special circumstances.	139	E P
Problem Solving	<b>Effective Management: Creating Successful Solutions</b> You will explore the skills, techniques, and methods needed to successfully create solutions.	180	E S F
Strategic Planning	<b>Developing and Implementing a Strategic Plan</b> This course will provide you with a process for developing a clear understanding of your business's culture, operations, and market position, while facilitating the development of a strategic blueprint for gaining the competitive advantage necessary for your business's success now and in the future.  This course is intended for executives, managers, consultants, and other business professionals who are responsible for strategic planning in an organization.	95	E S F
Strategic Planning	<b>First Steps Towards Strategic Planning</b> This course will provide you with a process for developing a clear understanding of your organization's current and desired state, its operations and market position.	164	E
Team Building	<b>Building Dynamic Business Teams</b> This course describes the organized approach that is required to achieve a successful team. This course provides a series of techniques that can be used to define team goals and priorities, assign role responsibilities, assess performance measures, and encourage constructive collaboration and feedback.	300	E
Team Building	<b>Developing and Leading an Effective Team</b> Up to this point in your career, you have been a successful employee or individual contributor, or have recently been promoted to manager. You have developed skills to be successful in your field. In this course, you will learn the practical skills you need to be an effective leader in your organization.	99	E S F P
Team Building	<b>Leading Your Team to Business Results</b> Once you have developed basic leadership skills, you will learn to put those skills into practice to achieve business results. In this course, you will learn to lead culturally diverse teams, negotiate conflict, and establish a team vision.	172	E P
Team Building	<b>Making Group Decisions</b> You will explore the process of making group decisions.	180	E S F



# E-Learning Course Catalog

## PERSONAL DEVELOPMENT

Topic	Course Title / Description	Minutes	Languages
Change Management	<b>Change Management for Employees</b> In this course, you will identify ways to solve problems related to change on the job, including recognizing, anticipating, and effectively managing change. You will also define change management, identify change-management strategies, define the psychological process of moving through change, identify ways of preparing for change, and explore ways to embrace change on an ongoing basis.	133	E
Customer Service	<b>Building Strong Customer Relationships</b> Customer service does not happen magically. It takes work. This course will give you an idea of how well your business is centered on the needs of its customers.	130	E
Customer Service	<b>Customer Service Via Phone and Email</b> In this course, you will learn important principles and skills that you can utilize as a remote customer service representative.	233	E
Customer Service	<b>Excellence in Technical Customer Service</b> In this course, you will apply important principles and skills you can use as a technical customer service representative. Customer service professionals providing technical support or service, on-site or by way of call center or email.	120	E
Finance and Accounting	<b>Financial Basics for Non-Financial Managers</b> Managers must know how to interpret and understand financial information and use standard reporting tools in order to make sound fiscal planning decisions.	85	E
Finance and Accounting	<b>Financial Performance Essentials</b> In this course, you will explore the essentials of financial performance, including income statements, balance sheets, and cash flow statements. You will also examine trends and analyses in financial performance.	180	E
Finance and Accounting	<b>Planning and Controlling Budgets</b> In this course, you will examine the benefits of budgeting and explore a range of commonly used budgets. You will also be introduced to the process of budget preparation and control.	120	E
Problem Solving	<b>Defining the Issue of a Problem</b> In this course, you will learn how to analyze problems creatively and how to determine the real problem. You will be able to identify both analytical and creative ways to solve problems. You will identify four barriers to creative thinking as well as learn the rules and steps involved in brainstorming. In addition, you will learn about Occam's Razor and how this technique can help you identify a broad problem area, clarify a problem statement, and determine if a problem is worth solving.	120	E
Problem Solving	<b>Investigating the Problem</b> In this course, you will learn how to use investigative tools, gather evidence, and interpret data. You will get an overview of problem analysis and examine helpful tools such as Fishbone and Six Word diagrams. In addition, you will compare facts with opinions and learn about the types of check sheets and how to use them. You will also identify how much data you need when gathering evidence. Finally, you will learn how to interpret data using Pareto charts and histograms.	180	E
Problem Solving	<b>Solving Problems Logically</b> In this course, you will identify when to use group versus individual problem solving and you will learn how to use a methodical problem-solving process. You will identify scenarios where it is better for an individual to solve a problem and also identify scenarios where it is better for a group to solve a problem. You will also learn about three business trends that encourage group problem solving. In addition, you will learn how training helps in the problem-solving process, list the main steps in the problem-solving process, and identify four key problem-solving states of mind.	120	E



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## PERSONAL DEVELOPMENT, continued

Topic	Course Title / Description	Minutes	Languages
Sales and Marketing	<b>Marketing Essentials: Analyzing Your Market</b> Your competitors will attempt to gain competitive advantage in the marketplace, and success comes from concentrating your efforts and not squandering opportunities. You cannot simply rely on the superiority of your product; even the most spectacular offering requires an understanding of market conditions. Careful preparation is crucial you must use all the available tools to gather and interpret data to support your marketing strategy. Market analysis will allow you to pinpoint your potential markets and define your target audience in order to use your resources wisely. Analyzing your market will allow you to determine exactly where to focus your marketing campaign. Instead of a scattershot approach, where you devote time and energy on reaching vaguely defined customer base, you can orchestrate a campaign that directly addresses your buyers' needs. Instead of launching ill-conceived products and promotions, you will be able to generate high product awareness and increased sales.	90	E
Team Building	<b>Succeeding Through Teamwork in Business</b> In this course, you will explore ways to strengthen team communications through bettering your listening skills and interpretation of non-verbal cues. Using proven guidelines, you will identify approaches that can be used to work through challenging situations and to resolve team conflict. Finally, you will recognize ways to collaborate with individuals whose experiences and perspectives may be different than yours.	240	E
Time Management	<b>Effective Time Management for You</b> In this course, you will identify strategies for improving your use of time. You will identify elements of your personal work style that contribute to your effective use of time, assemble a collection of time-management tools and strategies that you can use to take control of your time, and create an action plan to guide your time-management process.	296	E P
Time Management	<b>Getting the Most Out of Your Day</b> In this course, you will learn how to develop SMART goals, break time barriers, and focus on what is important. You will learn how to pinpoint the benefits of time management, and identify guidelines for defining your goals. In addition, you will learn how to avoid procrastination, minimize interruptions, and avoid perfectionist tendencies. Finally, you will identify steps that convert goals into prioritized tasks, define ways to schedule effectively, and implement a prioritized task list.	180	E
Time Management	<b>Managing Information Effectively</b> Being able to manage information effectively is one of the most basic skills you must have to do your job well. People who can manage information effectively are more productive because they can easily find and use the information they need. In this course, you will identify strategies for improving your information management skills so that you can experience the increased productivity that comes from more effectively managing information.  Business professionals who are seeking to improve their information management skills.	175	E
Time Management	<b>Realistic Time Management Goals</b> Mastering the skill and art of time management is a worthy goal. In this course, you will identify strategies for improving your use of time. You will identify some strategies for pursuing effective time-management skills, including defining your personal and professional goals and analyzing your energy allocation. You will focus on the strategies that will help you move forward with confidence as you use your time more effectively and pursue your goals and dreams.	212	E
Work Life Balance	<b>Creating and Maintaining Life Balance</b> In this course, you will explore how to measure stress, solutions for stress, stress relieving habits, and how to devise a stress control plan.	240	E
Work Life Balance	<b>Recognizing and Avoiding Burnout</b> This course is part of the Basic Management Series. You face stress in a variety of ways, and though you may be able to handle it in most instances, there are some times when the stress causes you to burn out. In this course you will identify techniques to recognize and avoid burnout in your life.	134	E



# E-Learning Course Catalog

## PROJECT MANAGEMENT

Topic	Course Title / Description	Minutes	Languages
Project Management	<p><b>Getting The Results Without The Authority</b></p> <p>Although most organizations have established channels of authority and power, some company ventures require that their project leaders work outside of recognized authority. If you see a problem or issue that you want to resolve, or your manager directs you to solve a problem, and you have no formal authority, then you have to persuade others to help you or determine how to resolve the problem independently. Acquiring the skills to influence others to help you will enable you to complete your task, and you will establish mutually beneficial relationships with coworkers. You'll also build a reputation for being able to accomplish tasks that are beyond your normal job responsibilities. If you are seeking to advance your career, then being able to get results without authority will strengthen your resume.</p> <p>Team Leaders, Project Managers, Project Leads and anyone else who needs to accomplish results without having formal chain-of-command authority.</p>	289	E
Project Management	<p><b>Managing Project Teams</b></p> <p>In this course, you will identify the importance of properly building, nurturing, and managing a team. You will identify and use strategies when managing a working team, and examine ways of effectively closing out a project with the team.</p> <p>This course is intended for individuals charged with leading a team successfully.</p>	208	E S F
Project Management	<p><b>Project Close-out Management</b></p> <p>In this course, you will explore the project closing processes in the Project Life Cycle. You will examine the inputs to and outputs from close-out planning, review close-out activities, and close-out scenarios. You will also answer practice questions for the certification test focused on close-out management.</p>	105	E
Project Management	<p><b>Project Communication Management</b></p> <p>In this course, you will explore the communication planning processes in the Project Life Cycle. You will examine the inputs to and outputs from communication planning, information distribution, and performance reporting. You will also practice questions for the certification test focused on communication management.</p>	108	E
Project Management	<p><b>Project Human Resource Management</b></p> <p>In this course, you will explore the human resource management processes in the Project Life Cycle. You will examine the inputs to and outputs from staff acquisition, and the tools and techniques for team development. You will also practice questions for the certification test in human resource management.</p>	110	E
Project Management	<p><b>Project Integration Management</b></p> <p>In this course, you'll explore the coordination of the interconnected processes of a project, examine formal change process guidelines, and the process for keeping a project on track. You will also answer practice questions for the certification test focused on project integration management.</p>	108	E
Project Management	<p><b>Project Management Fundamentals: Second Edition</b></p> <p>By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify the effective practice of project management and related project management processes.</p> <p>This course is designed for individuals whose primary job is not project management but who manage projects on an informal or default basis. Also anyone who is considering a career path in Project Management and would benefit from a complete overview of the field and its generally-accepted practices can take up this course.</p>	310	E



# E-Learning Course Catalog

## PROJECT MANAGEMENT, continued

Topic	Course Title / Description	Minutes	Languages
Project Management	<p><b>Project Management Skills for Non-Project Managers</b></p> <p>Professionals in every field are often expected to take on leadership roles and manage projects on an informal basis, even if they are not trained project managers. In this course, you will develop the skills you need to be able to step forward and assume leadership responsibilities for projects as needed. Regardless of your job title, you can make a meaningful contribution by leading others through the stages of planning, executing, and completing a project.</p> <p>This course is intended for a wide range of managers and staff members who need to successfully manage small- to medium-sized projects.</p>	161	E P
Project Management	<p><b>Project Scope Management</b></p> <p>In this course, you'll explore how to identify the inputs, tools and techniques, and outputs for each phase of the Project Life Cycle. You will list the criteria for selecting a project manager and identify the major outputs of scope planning and scope definition in the project scope management process. You will also answer practice questions for the certification test in general areas of the Project Life Cycle and the initiation phase in particular.</p>	112	E
Project Management	<p><b>Project Time Management</b></p> <p>In this course, you will explore the concepts behind developing and implementing project schedules.</p>	112	E
Project Management	<p><b>Project+ Certification (Part 1): Project Initiation and Scope Definition</b></p> <p>The target student is an IT professional who wants to gain the skills and knowledge required to successfully initiate an IT project and create a project scope statement.</p>	224	E
Project Management	<p><b>Project+ Certification (Part 2): Project Planning</b></p> <p>The target student is an IT professional who wants to gain the skills and knowledge required to successfully plan project strategy and create a project budget and schedule.</p>	224	E
Project Management	<p><b>Project+ Certification (Part 3): Project Execution and Control</b></p> <p>The target student is an IT professional who wants to gain the skills and knowledge required to successfully manage project relationships and implement a project.</p>	206	E
Project Management	<p><b>Project+ Certification (Part 4): Project Closure, Acceptance, and Support</b></p> <p>The target student is an IT professional who wants to gain the skills and knowledge required to successfully close a project.</p>	94	E



# E-Learning Course Catalog

## SOFTWARE APPLICATIONS

APPLICATION	Course Title	Minutes	Languages
Access	Microsoft® Office Access 2003: Level 1	280	E
Access	Microsoft® Office Access 2003: Level 2	313	E
Access	Microsoft® Office Access 2003: Level 3	330	E
Access	Microsoft® Office Access 2003: Level 4	286	E
Access	Microsoft® Office Access™ 2007: Level 1	450	E S F
Access	Microsoft® Office Access™ 2007: Level 2	375	E S F
Access	Microsoft® Office Access™ 2007: Level 3	330	E
Access	Microsoft® Office Access™ 2007: Level 4	315	E
Access	Microsoft® Office Access™ 2007: New Features	195	E S F
Coldfusion	Adobe® ColdFusion® 8: Level 1	321	E
Coldfusion	Adobe® ColdFusion® 8: Level 2	360	E
Crystal Reports	Crystal Reports 10: Level 1	498	E
Crystal Reports	Crystal Reports 10: Level 2	418	E
Crystal Reports	Crystal Reports XI: Arranging and Displaying Report Data	135	E
Crystal Reports	Crystal Reports XI: Charting and Distributing Data	105	E
Crystal Reports	Crystal Reports XI: Creating Reports	120	E
Crystal Reports	Crystal Reports XI: Data Access Techniques	195	E
Crystal Reports	Crystal Reports XI: Formatting Reports	105	E
Crystal Reports	Crystal Reports XI: Report Enhancements	105	E
Crystal Reports	Crystal Reports XI: Report Manipulation in Crystal Reports XI	195	E
Dreamweaver	Adobe® Dreamweaver® CS3: Level 2	434	E
Dreamweaver	Dreamweaver® CS3: Level 1	360	E
Excel	Microsoft® Office Excel 2003: Introduction to VBA	510	E
Excel	Microsoft® Office Excel 2003: Level 1	345	E
Excel	Microsoft® Office Excel 2003: Level 2	290	E
Excel	Microsoft® Office Excel 2003: Level 3	271	E
Excel	Microsoft® Office Excel 2007: VBA	307	E
Excel	Microsoft® Office Excel® 2007: Level 1	390	E S F
Excel	Microsoft® Office Excel® 2007: Level 2	360	E S F
Excel	Microsoft® Office Excel® 2007: Level 3	495	E
Excel	Microsoft® Office Excel® 2007: New Features	240	E S F
Flash	Adobe® Flash® CS3: Level 1	551	E
Flash	Adobe® Flash® CS3: Level 2	402	E
Flash	Flash MX 2004: Adding Media and Interactivity with Flash MX 2004	158	E
Flash	Flash MX 2004: Completing a Flash Application	152	E
Flash	Flash MX 2004: Enhancing Functionality Using ActionScript	398	E
Flash	Flash MX 2004: Fundamental Design	257	E



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## SOFTWARE APPLICATIONS, continued

Flash	Flash MX 2004: Manipulating the Flash Environment	679	E
Flash	Macromedia Flash 8: Creating a Flash 8 Movie	236	E
Flash	Macromedia Flash 8: Creating Interactivity Using ActionScript	372	E
Flash	Macromedia Flash 8: Designing Interactive Projects for the Web	170	E
Flash	Macromedia Flash 8: Generating Flash Movies	62	E
Flash	Macromedia Flash 8: Identifying ActionScript Basics	158	E
Flash	Macromedia Flash 8: Manipulating Media Objects	49	E
Flash	Macromedia Flash 8: Working with Flash 8 Tools	266	E
Flash	Macromedia Flash 8: Working with Flash Components	76	E
Flash	Macromedia Flash 8: Working with Symbols	122	E
Flash	Macromedia Flash 8: Working with the Flash 8 Environment	61	E
Frontpage	FrontPage 2003: Creating a Basic Web Page	116	E
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Networks	Network+™ Certification Fourth Edition (Part 5): Network Security and Remote Networking	174	E
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Networks	Network+™ Certification Fourth Edition (Part 7): Network Operating Systems and Troubleshooting	160	E
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Telecom	TCP/IP Introduction and Advanced	633	E
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XML	XML: An Introduction (Fourth Edition)	270	E
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# E-Learning Course Catalog

## APPENDIX A: Login to Pride University

To log in, type your User ID (GPIN) and password into the logon screen and hit the enter key on your keyboard or click the LOGIN button.

If you have trouble logging in, have forgotten your password or do not know your GPIN, please submit an eRequest for Pride University. If you do not have access to the network you can e-mail [houstontrainer@prideinternational.com](mailto:houstontrainer@prideinternational.com)

**Note:** For the first login your password is Pride123

## APPENDIX B: Search for, Enroll, and Launch E-learning


The search area of Pride University enables you to search for training, events, curricula, knowledge bank items (known as postings), tests, libraries, online courses, quick courses, and materials.

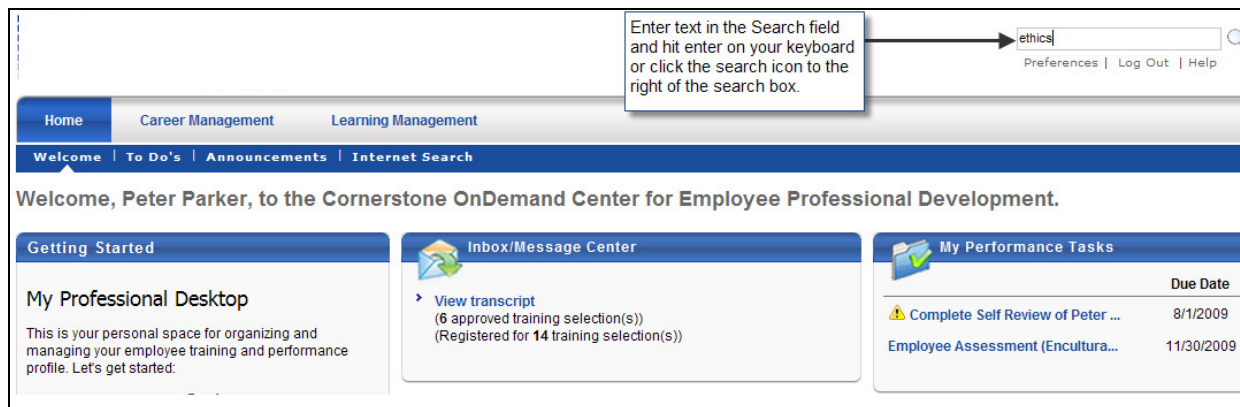
To find training, there are two primary methods:

- Search the training catalog using the **Search** field in the upper right corner of every page
- Use the **Browse for Training** menu, which is segmented by training subject


Search by entering text in field located at the top right corner of every page:



1. Enter text in the search field
2. Click the **Search** icon  or press enter on your keyboard
3. Search results will display



Enter text in the Search field and hit enter on your keyboard or click the search icon to the right of the search box.

ethics 

Preferences | Log Out | Help

Home Career Management Learning Management

Welcome | To Do's | Announcements | Internet Search

Welcome, Peter Parker, to the Cornerstone OnDemand Center for Employee Professional Development.

Getting Started

My Professional Desktop

This is your personal space for organizing and managing your employee training and performance profile. Let's get started:

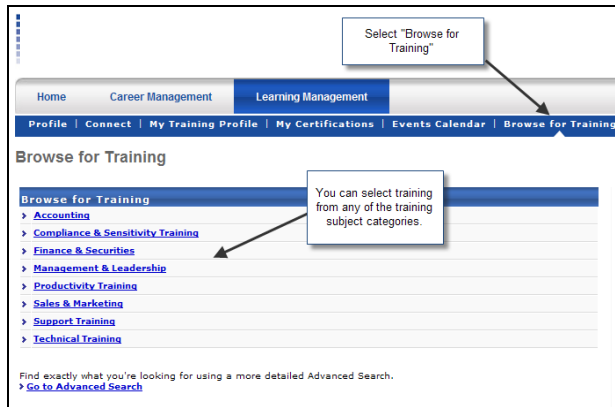
Inbox/Message Center

View transcript  
(6 approved training selection(s))  
(Registered for 14 training selection(s))

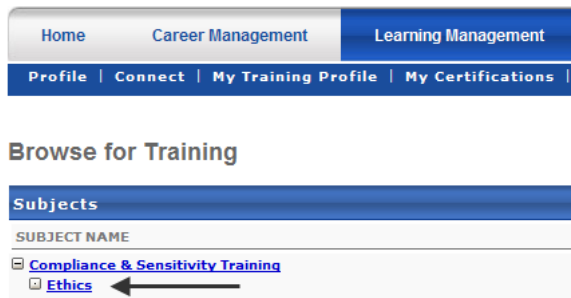
My Performance Tasks

	Due Date
Complete Self Review of Peter ...	8/1/2009
Employee Assessment (Encultura...	11/30/2009

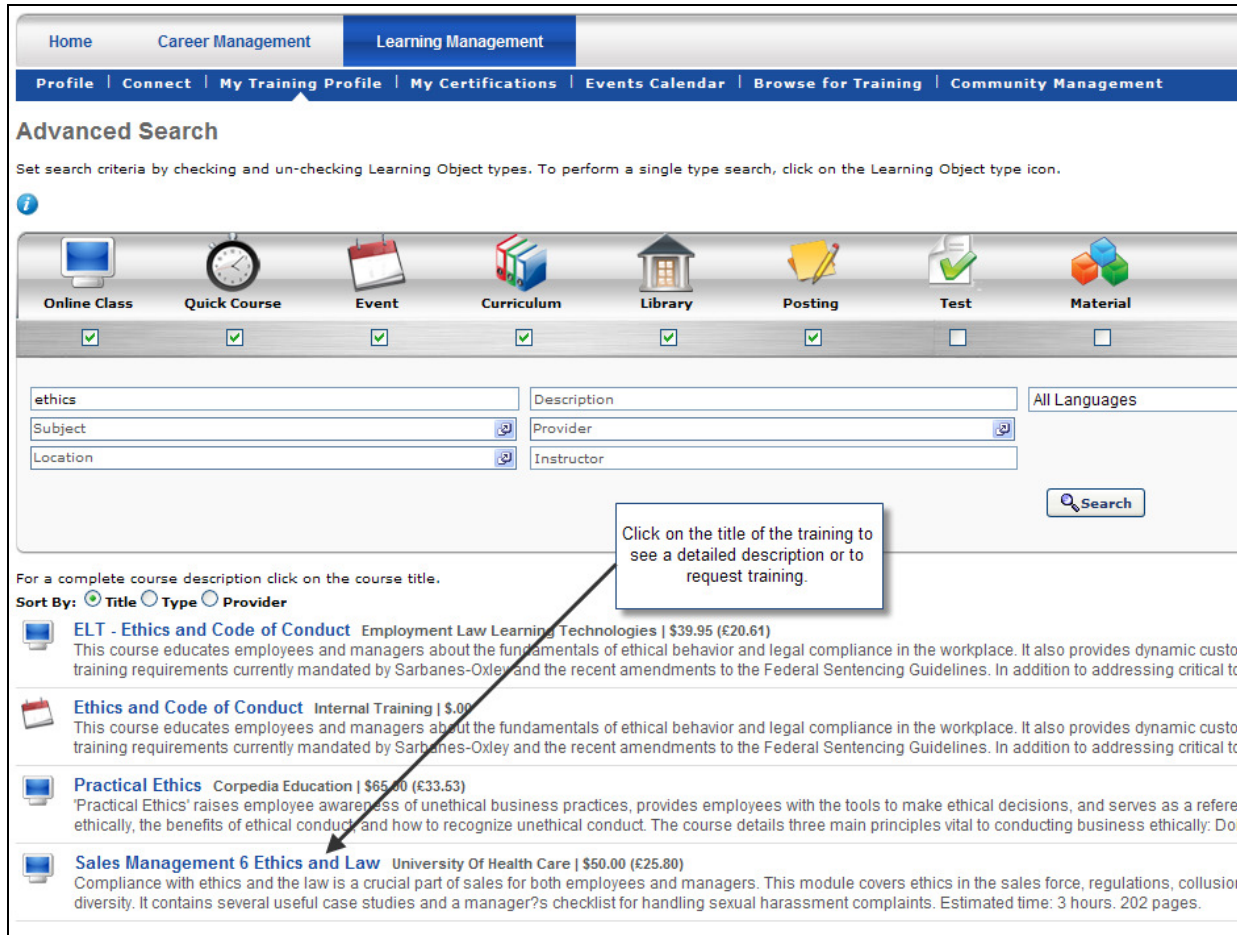
1. **Browse for training** can be accessed from the Home page or the Learn page
2. Click the browse for training subject to see training associated under that subject



3. Click on sub-subject if applicable



4. Click on Title of training to see details or to request the training



The screenshot shows the 'Learning Management' section of the system. At the top, there are navigation tabs for 'Home', 'Career Management', and 'Learning Management'. Below this is a secondary navigation bar with links for 'Profile', 'Connect', 'My Training Profile', 'My Certifications', 'Events Calendar', 'Browse for Training', and 'Community Management'. The main content area is titled 'Advanced Search' and includes instructions: 'Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.' Below the instructions is a row of icons for 'Online Class', 'Quick Course', 'Event', 'Curriculum', 'Library', 'Posting', 'Test', and 'Material', each with a corresponding checkbox. The 'Online Class', 'Quick Course', 'Event', 'Curriculum', and 'Posting' checkboxes are checked. Below the icons are search input fields for 'ethics', 'Description', 'All Languages', 'Subject', 'Provider', 'Location', and 'Instructor', along with a 'Search' button. A callout box with an arrow pointing to the first course title in the list contains the text: 'Click on the title of the training to see a detailed description or to request training.'

**Advanced Search**  
Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.

Online Class  Quick Course  Event  Curriculum  Library  Posting  Test  Material

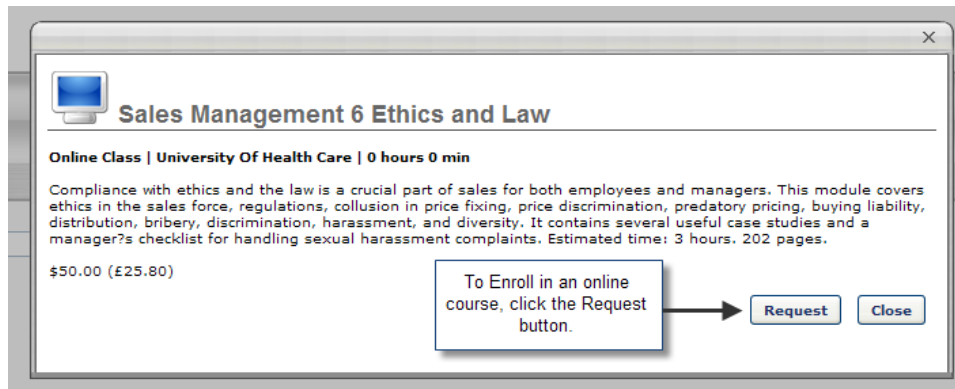
ethics Description All Languages  
Subject Provider  
Location Instructor

Search

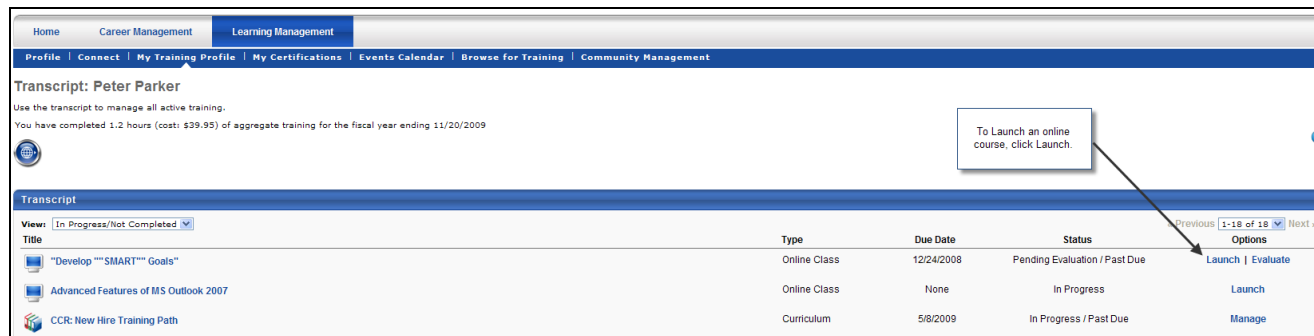
For a complete course description click on the course title.  
Sort By:  Title  Type  Provider

- ELT - Ethics and Code of Conduct** Employment Law Learning Technologies | \$39.95 (£20.61)  
This course educates employees and managers about the fundamentals of ethical behavior and legal compliance in the workplace. It also provides dynamic custom training requirements currently mandated by Sarbanes-Oxley and the recent amendments to the Federal Sentencing Guidelines. In addition to addressing critical top
- Ethics and Code of Conduct** Internal Training | \$0.00  
This course educates employees and managers about the fundamentals of ethical behavior and legal compliance in the workplace. It also provides dynamic custom training requirements currently mandated by Sarbanes-Oxley and the recent amendments to the Federal Sentencing Guidelines. In addition to addressing critical top
- Practical Ethics** Corpedia Education | \$65.00 (£33.53)  
'Practical Ethics' raises employee awareness of unethical business practices, provides employees with the tools to make ethical decisions, and serves as a referenc ethically, the benefits of ethical conduct, and how to recognize unethical conduct. The course details three main principles vital to conducting business ethically: Doing
- Sales Management 6 Ethics and Law** University Of Health Care | \$50.00 (£25.80)  
Compliance with ethics and the law is a crucial part of sales for both employees and managers. This module covers ethics in the sales force, regulations, collusion i diversity. It contains several useful case studies and a manager's checklist for handling sexual harassment complaints. Estimated time: 3 hours. 202 pages.

5. To Enroll in an online course, click the Request button.



6. Click on **Launch** to the far right of the training object on your learning Transcript.



7. The online course will automatically open.



# E-Learning Course Catalog

## APPENDIX C: Rosetta Stone

Online language training can be accessed by either going to [www.prideu.com](http://www.prideu.com) and selecting the Foreign Language Campus link, or by directly going to <http://pride.onlinelanguagelearning.com>.

You will need to submit an eRequest to be assigned a Rosetta Stone login as user licenses are limited.

Once you login you will see many different languages available for study. Some are in version 2 and some are version 3. Version 3 requires a high speed internet connection. Only choose version 3 if you are sure your location has high speed bandwidth.

Pride University also has copies of language CDs available so that you can listen and practice while in your car or at home. If you would like a language CD please submit an eRequest or eMail [houstontrainer@prideinternational.com](mailto:houstontrainer@prideinternational.com).



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