Leverage Online Training for Everyday Performance Improvement

Build your business performance by developing knowledge. GeoLearning’s online training solution is self-paced and available anytime, anywhere via the Internet, so students can learn and progress as quickly as their abilities allow and take classes at their convenience. 317 courses pre-integrated with GeoLearning’s on-demand LMS cover the broad spectrum of business needs and are easily assessed anywhere, anytime on-demand via the Internet.

GeoLearning delivers training to your organization covering:

- Business Skills
- Desktop Skills
- HR Compliance & Safety
- IT Skills
A Comprehensive Library
Designed to Drive Business Results

The instructional design model for GeoLearning’s content library is based primarily on the concepts of performance-oriented instruction, mastery and the sequencing of instructional activities and strategies.

The model draws heavily from adult learning principles that emphasize learner initiative, self-management and experiential learning. The design of each course starts with the definition of user-focused performance objectives and then proceeds to the selection and implementation of instructional strategies and learning activities appropriate for those objectives. Frequent practice questions or exercises along with assessments measure users’ achievement of those objectives.

All courses have clear, tangible learning objectives that are met through an engaging presentation of information, practice opportunities and evaluation.
Business Skills

Corporate learning is evolving. Corporations have traditionally focused on providing basic learning resources for their workforces, but today’s learning departments are looking for ways to play a more strategic role. Simultaneously they are looking for ways to maximize learning’s effectiveness by placing corporate initiatives in context of the needs of individual employees. Learning has become the connective tissue between the corporate mission and the employees charged with carrying it forward.

GeoLearning understands the pressing need to train more learners, in more subjects, in less time than ever before. You need the ability to easily customize learning to meet business objectives and need to track results and prove the value of the learning program. GeoLearning’s business skills solution addresses a broad range of needs, enabling learners to gain information in formal and informal ways.
Desktop Skills
Organizations of every size and business model need desktop computer skills as a basic building block of success. More than just increasing productivity, proficiency with desktop software facilitates better business results. Your employees can create more effective spreadsheets, better reports and more dynamic presentations. Learners will not only use the tools provided, they will utilize them to the fullest extent possible.

GeoLearning offers online training for today’s most popular desktop applications, including Microsoft Word, Excel, PowerPoint, Outlook, Access and Project.

Course Listing:

Microsoft Office 2000 - Excel for Power Users
Microsoft Office 2000 - Beginning Project
Windows XP: Fundamentals
Windows 2000 - Installation
Windows 2000 - Administration
Windows 2000 - Files and Folders
Getting Started with Word 2003
Advanced Formatting in Word 2003
Basic Features of Excel
Excel 2003 Formulas and Functions
Sending and Receiving Messages in Outlook 2003
Managing Files, Folders, and Devices in Microsoft Windows XP
Creating Documents in Word 2002
Working with Documents in Word 2002
Managing Outlook 2002
Advanced Data Management in Excel 2002
Advanced Data Manipulation and Analysis in Excel 2002
FrontPage 2002 Basics
Enhancing and Managing Web Sites with FrontPage 2002
Advanced Formatting and Navigation in Word 2002
Creating Presentations using PowerPoint 2002
Basic Features of Excel 2002
Optimizing Excel 2002
Introducing Outlook 2002
Common Features in Microsoft Office XP
Advanced Database Design in Access 2002
Customizing, Running, and Broadcasting PowerPoint 2002 Presentations
Office XP for the Advanced User
Introduction to Access 2002
Intermediate Access 2002

Fundamentals of Internet Explorer 6
Microsoft Office 2003: New Features for End Users
Getting Started with Project 2002
Up and Running with Project 2002
Formatting Data in Excel 2003
Advanced Customization in Excel 2003
Getting Started with FrontPage 2003
Introduction to Microsoft Office 2003
Creating Basic Presentations using PowerPoint 2003
Working with Code in FrontPage 2003
Slide Layout and Design in PowerPoint 2003
Working with text and paragraphs in Word 2003
Advanced formatting in Excel 2003
Getting Started with Access 2003
Basic Access 2003 Tables
Formatting and Managing Messages in Outlook 2003
MS Project 2003 Beginning: Creating and Defining a Project
MS Project 2003 Beginning: Specifying and Assigning Resources
New Features for End Users in Microsoft Office 2007
Microsoft Office Excel, PowerPoint, and Outlook 2007
Microsoft Access 2007 and Microsoft Publisher 2007
Sharing and Collaboration in Microsoft Office Enterprise 2007
Windows Vista User Experience
Windows Vista Security and Performance Improvements
SharePoint 2007 Essentials
Creating and Managing Personal Sites and Searches in SharePoint 2007
Advanced Formatting in Excel 2007
Advanced Data Management in Excel 2007
Advanced Customization in Excel 2007
Customizing Views, Tracking Items, and Adding E-Mail Accounts to Outlook 2007

Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
Working with SharePoint, Calendars, and Forms in Outlook 2007
Advanced Formatting in Word 2007
Using Tables, Charts, and Graphics in Word 2007
Getting Started with Excel 2007
Manipulating and Formatting Data and Worksheets
Reviewing and Printing in Excel 2007
Excel 2007 Formulas and Functions
Excel 2007 Charts, Pictures, Themes, and Styles
Getting Started with Outlook 2007
Formatting and Managing E-mail in Outlook 2007
Using the Calendar in Outlook 2007
Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007
Getting Started with PowerPoint 2007
Adding Graphics to Presentations in PowerPoint 2007
Adding Multimedia and Animations to Presentations
Getting Started with Word 2007
Working with Text and Paragraphs in Word 2007
Structuring, Editing, Saving, and Opening Documents in Word 2007
Printing, Help, and Automated Formatting in Word 2007
Working with Documents in Word 2007
Advanced Data Manipulation Features in Word 2007
Advanced Document Features in Word 2007
Collaborative Features in Word 2007

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HR Compliance & Safety

The risk of not complying with federal regulations is a high price to pay for today’s enterprises. Whether your organization operates in an office, production environment or the field, violations, fines and plant shutdowns can have a significant impact on business and the bottom line. Today’s organizations strive to maintain a culture where employees feel motivated and productive. A safe and healthy work environment also helps to reduce costly turnover.

GeoLearning’s HR Compliance & Safety solution offers hundreds of hours of approved courseware, in addition to a robust and flexible infrastructure and a proven methodology and implementation process. This course library offers a depth of expertise in environmental safety, health and transportation regulatory compliance that ensures effective training and readiness.

Learning resources are designed for a range of needs, from workers requiring rigorous training and certification, to business professionals that might only need general awareness or periodic training on special topics. Beyond the benefit of ensuring organizational compliance, GeoLearning’s content solution helps organizations manage compliance and safety related costs across the organization.

Course Listing:

- Why Diversity Matters
- Changing the Corporate Culture
- Recruiting for the 21st Century: The Market
- Recruiting for the 21st Century: Strategies
- Recruiting Successfully
- Hiring Considerations
- Effective Interviewing
- A Manager’s Introduction to Business Law
- Contracts in Commercial Transactions
- Employment and Labor Laws
- American Business Formations in the 21st Century
- Employee Sexual Harassment Awareness
- Supervisor and Manager Sexual Harassment Awareness
- Harassment in the Workplace
- Workplace Ethics
- Antitrust-Overview
- Conflict of Interest
- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Insider Trading
- Hazardous Material Management
- Back Safety
- Bloodborne Pathogens
- Confined Space Entry
- Defensive Driving
- Electrical Safety Awareness
- Ergonomics Awareness
- Fall Protection Awareness
- Fire Prevention and Safety
- Forklift Safety
- Hazard Communication
- Hearing Conservation
- Ladder Safety
- Lockout/Tagout
- Office Ergonomics
- Personal Protective Equipment: Body Protection
- PPE: Eye and Face Protection
- Respiratory Protection
- Slips, Trips, and Falls
- Workplace Safety Orientation

Easy-to-access compliance training enables organizations to avoid employee workplace disruptions and decreased productivity.
IT Skills

GeoLearning provides a rich array of content assets and flexible delivery technologies to support the full range of formal and informal learning needs of IT organizations today. Users can instantly access moments of learning, at the right time and place, and in the right way. Learning is continually available close to the work, resulting in immediate impact to critical IT decisions and projects.

The IT Courseware Collection contains award winning courseware with breadth and depth across six critical technology subject areas, continually developed to keep up with the constantly changing requirements for various professional certifications. Simulations offer task-based multipath scenarios to provide realistic practice of technology subjects or applications. Integrated mentoring and mentored exercises enable rich interactions with experts online and through e-mail.

Course Listing:

.NET Solution Vision and Requirements
Developing.NET Specifications, Strategies and Conceptual Design
Creating the .NET Logical Design
Creating the .NET Physical Design
Installing Windows XP Professional
System Reliability and the Desktop
in Windows XP Professional
Networking Protocols and Services
in Microsoft Windows XP
Backup and Security Settings in Microsoft Windows XP
Windows 2000-Network Design: Networking
Windows 2000-Network Design: Addressing and Naming Services
Windows 2000-Network Design: Remote Access Services
Windows 2000-Network Design: Routing Technologies
Microsoft Windows Server 2003: Designing the Infrastructure
Microsoft Windows Server 2003: Creating the Design
JavaScript: Language Basics
JavaScript: Scripting
Object-Oriented Analysis and Design with UML: Fundamentals
Microsoft Windows Server 2003: Network Infrastructure and Active Directory Physical Design
Microsoft Windows Server 2003: The Network Services Infrastructure Conceptual and Logical Design
ANSI C Programming: Introduction to C
ANSI C Programming: Data Representation
ANSI C Programming: Functions
C++ Programming: Structured Programming
C++ Programming: Classes and Data Abstraction
C++ Programming: Manipulating Objects
C++ Programming: Overloading
ANSI C Programming: Expressions
Getting Started with Windows Server 2003
System Administration in Windows Server 2003
Windows Server 2003: Managing Users, Groups, and Computers
Windows Server 2003: Basic Concepts
Windows Server 2003: Implementing, Managing, and Maintaining TCP/IP
Windows Server 2003: Implementing, Managing, and Maintaining Name Resolution
Windows Server 2003: Implementing, Managing, and Maintaining DHCP
Windows Server 2003: Planning the Network Infrastructure
Windows Server 2003: Planning for Name Resolution
Windows Server 2003: Planning for Network Availability
Exchange Server 2003: Installation
Exchange Server 2003: Upgrades and Migration
Exchange Server 2003: Configuration for Exchange and Foreign Messaging Systems
Exchange Server 2003: Configuration for Management
Creating Diagrams with Visio 2003
Developing Diagrams with Visio 2003
Windows Server 2003: Logical Network Security
Windows Server 2003: Securing Clients
Getting Started with Publisher 2003
Getting Started with Java
Creating Classes in Java
Java Utilities
Basic GUI Development with Java
Java Applets
Project Server 2003: The EPM Solution
Project Server 2003: Planning the Infrastructure
Overview of SQL Server 2000
Installing, Configuring, and Upgrading SQL Server 2000
SQL Server 2000 Databases
Transferring and Transforming Data in SQL Server 2000
Security in a Microsoft SQL Server 2000 Environment
SQL Server 2000, XML, and the Web
Design Concepts for web sites
Advanced HTML Design Elements
Introducing Microsoft .NET
What Microsoft .NET Means for IT Professionals
Designing and Implementing Security in SQL Server 2000
The SQL Server 2000 Logical Data Model
Using T-SQL in SQL Server 2000
Beginning C# Programming C# for the VB6 Developer
J2EE Architecture
Building ASP.NET Applications
Managing DHCP, DNS, and Name Resolution on a Microsoft Windows 2000 Network
Managing Windows 2000 Servers and Client Computers
Managing Groups and Replication through the Active Directory in Windows 2000
XML Language Basics
Style Sheets and Links
ADO.NET Connections and Commands
Application Deployment in .NET
Deployment of Windows-Based .NET Applications
Relational Databases
LDAP Fundamentals

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