

Equi-Pass Course Listing

Accounting Courses

QuickBooks Pro 2000 Level 1
QuickBooks Pro 2001 Level 1
QuickBooks Pro 2001 Level 2
QuickBooks Pro 2002 Level 1
Quicken 2000 Level 1
Quicken 2002 Level 1
Quicken 2002 Level 2

Business and Soft Skills Courses

Achieving Personal Goals
Applying Emotional Intelligence in the Workplace
Applying Leadership Basics
Appreciating Personality Differences
Basics of Budgeting
Basics of Effective Communication
Basics of Effective Selling
Becoming an Effective Team Member
Building a Successful Team
Building Strong Customer Relationships
Business Writing Basics
Choosing a Childcare Provider
Closing the Sale
Coaching and Counseling
Conducting Performance Reviews
Creating a Strong Leadership Team
Creating an Effective Sales Team
Dealing with Difficult Customers
Dealing With Violence in the Workplace
Delegating
Developing a Child's Critical Thinking Skills
Developing a Strategic Plan
Discharging Employees
Disciplining and Redirecting Employees
Executive-to-employee Communication Strategies
Financial Basics for Non-financial Managers
How to Master Business Writing
How to Master Presentation Skills
How to Master Time Management
Intercultural Business Etiquette
Interviewing Job Candidates
Interviewing Skills for Job Candidates
Leadership Skills for Women
Leading Effective Meetings
Leading Effective Teams
Managing a Virtual Office
Managing Change
Managing Negative People
Managing Projects
Managing Stress
Mastering Cold Calls
Mentoring
Motivating Employees
Moving from Trainer to Performance Consultant
Negotiating for the Sales Professional
Organizing Your Workspace
Overcoming the Loss of a Loved One
Presentation Skills
Preventing Sexual Harassment for Employees
Preventing Sexual Harassment for Leaders
Providing Effective Feedback
Qualifying Sales Prospects
Recognizing and Avoiding Burnout
Recognizing and Managing Anger
Recognizing and Responding to Signals of Violence
Recognizing Employee Performance
Retaining Valuable Employees
Setting Performance Goals and Expectations
Succeeding as a Supervisor
Succeeding as an Administrative Assistant
Successful Negotiation
Telephone Sales Skills
Telephone Skills for Quality Customer Service
Time Management
Understanding and Using Contracts
Valuing Diversity
Writing Effective E-mail

Certification Preparation

A+ 2003 Test Preparation

IC3 Computing Fundamentals

IC3 Key Applications

IC3 Living Online

Microsoft Office Access 2000 Expert (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Access 2000 Proficient (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Access 2002 Core (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Access 2002 Expert (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Excel 2000 Expert (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Excel 2000 Proficient (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Excel 2002 Core (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Excel 2002 Expert (Microsoft Office Specialist Prescriptive Training)

Microsoft Office FrontPage 2002 Core (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Outlook 2002 Core (Microsoft Office Specialist Prescriptive Training)

Microsoft Office PowerPoint 2000 Proficient (Microsoft Office Specialist Prescriptive Training)

Microsoft Office PowerPoint 2002 Comprehensive (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Word 2000 Expert (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Word 2000 Proficient (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Word 2002 Core (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Word 2002 Expert (Microsoft Office Specialist Prescriptive Training)

Microsoft Office Word 2003 (Microsoft Office Specialist)

Microsoft Office Word 2003 Expert (Microsoft Office Specialist)

Digital Imaging

Working with Digital Pictures

Working With Digital Pictures Level 2

Internet Skills

Blogging

Introduction to Internet Explorer 6

Introduction to Netscape

Navigating and Exploring the Internet

Navigating and Exploring the Internet 2002

Section 6: Lotus Notes

Lotus Notes 50 Level 1

Lotus Notes 50 Level 2

Microsoft Office Elements

Getting Started With MS Office Project 2000
Microsoft Office 2003 New Features
Microsoft Office Access 2000 Level 1
Microsoft Office Access 2000 Level 2
Microsoft Office Access 2000 Level 3
Microsoft Office Access 2002 Level 2
Microsoft Office Access 2002 Level 3
Microsoft Office Access 2003 Level 1
Microsoft Office Access 2003 Level 2
Microsoft Office Access 2003 Level 3
Microsoft Office Access 2007 Level 1

Microsoft Office Excel 2000 Level 1
Microsoft Office Excel 2000 Level 2
Microsoft Office Excel 2002 Level 1
Microsoft Office Excel 2002 Level 2
Microsoft Office Excel 2002 Level 3
Microsoft Office Excel 2003 Level 1
Microsoft Office Excel 2003 Level 2
Microsoft Office Excel 2003 Level 3
Microsoft Office Excel 2007 Level 1
Microsoft Office Excel 2007 Level 2

Microsoft Office FrontPage 2000 Level 2
Microsoft Office FrontPage 2002 Level 1
Microsoft Office FrontPage 2002 Level 2
Microsoft Office FrontPage 2003 Level 1
Microsoft Office Outlook 2000 Level 1
Microsoft Office Outlook 2000 Level 2
Microsoft Office Outlook 2000 Proficient
Microsoft Office Outlook 2002 Level 1

Microsoft Windows O/S

Getting Started With Microsoft Windows XP
Microsoft Windows 2000 Level 1
Microsoft Windows NT Introduction
Microsoft Windows Vista Level 1
Microsoft Windows XP Level 1 (00x600)
PC Fundamentals with Microsoft Windows XP
Windows Level 1

Resources for Teachers

Integrating Technology in the Classroom
Using Technology in Math
Using Technology in Science
Using Technology in Social Studies
Keeping Track with Databases

Microsoft Outlook 2002 Level 2
Microsoft Outlook 2003 Level 1
Microsoft Outlook 2003 Level 2

Microsoft Office PowerPoint 2000 Level 1
Microsoft Office PowerPoint 2000 Level 2
Microsoft Office PowerPoint 2000 Level 3
Microsoft Office PowerPoint 2002 Level 1
Microsoft Office PowerPoint 2002 Level 2
Microsoft Office PowerPoint 2002 Level 3
Microsoft Office PowerPoint 2003 Level 1
Microsoft Office PowerPoint 2003 Level 2
Microsoft Office PowerPoint 2003 Level 3
Microsoft Office PowerPoint 2007 Level 1
Microsoft Office PowerPoint 2007 Level 2

Microsoft Office Project 2000 Level 1
Microsoft Office Project 2002 Level 1
Microsoft Office Word 2000 Level 1
Microsoft Office Word 2000 Level 2
Microsoft Office Word 2000 Level 3
Microsoft Office Word 2002 Level 1
Microsoft Office Word 2002 Level 2
Microsoft Office Word 2003 Level 1
Microsoft Office Word 2003 Level 2
Microsoft Office Word 2003 Level 3
Microsoft Office Word 2007 Level 1
Microsoft Office Word 2007 Level 2

Microsoft Office XP New Features
Time Management Using MS Outlook 2002
Microsoft Works 2000 Level 1
Microsoft Works Suite 2002 Level 1

Windows New Features
Section : Palm O/S
How to Master Palm Organizer Level 1
Palm OS 40 Introduction
Palm OS 40 Tips and Tricks
Section : Pocket PC
Pocket PC Tips and Tricks

Creating Class Materials
Exploring Resources for Students
....and many more!