DUNSON & ASSOCIATES

# Office and IT Training Products Catalog

## Computer-Based and Web-Based

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### Computer-Based Training Courses A-Z

**CDs**

### Training Bundles

**Interactive Training Products**

### Online Libraries

**Web-Based Training**

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# Online Shopping Catalog
**for complete product descriptions & pricing**

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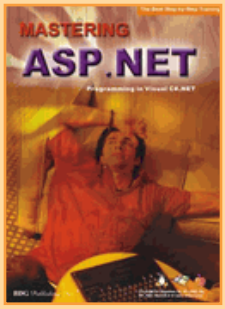

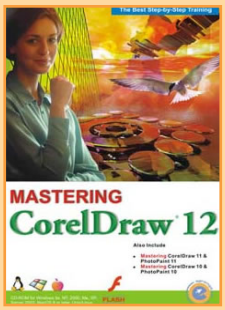

## Computer-Based Training Courses A-Z

### CDs

360-Degree Feedback Skills
A+
Abilene Paradox 2E
Accountability that Works
Accounting and Finance Skills
Achieving Success without Authority Skills
Acrobat 6.0 Professional
ACT 2005
ACT 6.0
Action Script
Administrative Support Skills
ADO.NET 2.0 Essentials
Advanced Project Management
After Effects 5.5
After Effects 6.5
ASP. Net With Visual C#
Authorizing Digital Media
AutoCad 2000 - Levels 1-6
AutoCad 2000 Complete
AutoCAD 2002
Blueprint Reading Skills
Brand Management Skills
Business Code of Ethic Skils
Business Ethics Skills
Business Law Skills
Business Problem Solving Skills
Business Travel Safety Skills
C++ Programming
Career Development Skills
CCDA
CCDP
CCNA
CCNP
Change Management Skills
CISSP Certification
CIW Administrator
CIW Application Developer: CGI Using PERL
CIW Application Developer: Dynamic Server Pages
CIW Database Specialist
CIW Designer
CIW E-Commerce Designer
CIW Enterprise Specialist
CIW Foundation
CIW Internetworking Professional
CIW Javascript Fundamentals
CIW Security Analyst
CIW Security Professional
CIW Server Administrator
CIW Site Designer
CIW Web Languages: PERL Fundamentals
CIW Website Manager
CNA 6
CNE 5
Coaching Skills
Cold Fusion MX
Communication Skills
Competitive Intelligence
CompTIA: A+ Certification 2005
CompTIA: A+ Certification 2005 Hardware Exam 220-301
CompTIA: A+ Certification 2005 OS Exam 220-302
CompTIA: Network+ 2002
Conducting Meetings Skills
Consulting Skills
Corel Draw 11
Corel Draw 12
Correcting Performance Problems Skills
Creative Suite
Creativity and Innovation Skills
Cross-Functional Teams Skills
Crystal Reports 7 on CD-ROM: Clearance Item
Crystal Reports 8, 7-level Set
Crystal Reports XI Essentials
Customer Service Skills
Decision Making and Problem Solving Skills
Delegation Skills
Delphi 2005
Delphi 6
Diversity Skills
Dreamweaver MX 2004
Economics Skills
Employee Performance Skills
Essentials of Management Skills
Exchange Server 2003
Executive Level Leadership Skills
Exit Interviewing Skills
Facilitation Skills
Financial Integrity
Fireworks MX
Flash MX
Flash MX 2004: Professional Learning From The Source
FreeHand MX
Frontline Leadership Skills

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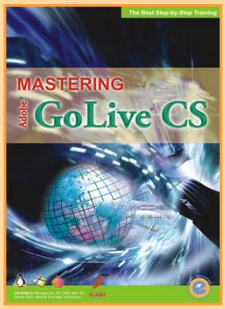

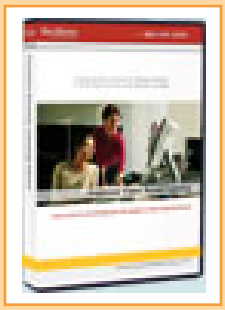

FrontPage 2003
General Skills
Goal Setting Skills
GoLive CS
Government Contracting Series
Government Contracting: Overview of Government Contracts
Government Contracting: Working with Government Contracts
Government Project Management
HIPAA Privacy & Business Associates
HIPAA Privacy & Health Care Employees
HIPAA Privacy & Insurers
HIPAA Security Part 1 (Intro. for End Users)
HIPAA Security Part 2 (Security Safeguards for Practitioners)
HTML 4, 6-level Set
HTML: Dynamic HTML 3-level Set
Human Resource Law Skills
IBM e-business Technology Fundamentals
IBM/AIX: Administration
Illustrator CS
InDesign 2
InDesign CS
Intellectual Property: Copyrights and Trademarks
Intellectual Property: Patents and Trade Secrets
International Bsuiness Essentials Skills
Interviewing Skills
ISO 9001 Skills
Java Advanced Programming
Java Development for Procedural Programmers
Java GUI Programming
Java J2EE Complete
Java JDBC and Servlets
Javascript 2004
JSP (Java Server Page)
Leadership Development Skills
Linux Essentials
Linux RHCE Advanced Administration
Linux Technology Overview
Linux User
Linux+
Linux+ Certification
Lotus Domino 6 for Release R4 Administrators and Developers
Lotus Domino Designer 6 New Features
Lotus Domino R5 Development
Lotus Domino R5 System Administration
Lotus Notes 6.0 - New Features of Lotus Notes 6
Mac OSX
Macromedia Flash 5X PT
Managerial Leadership Skills
Managing Business Risk
Managing Change Skills
Managing Generations in the Workplace Skills
Managing High Performers Skills
Managing IT Projects Skills
Managing Performance Skills
Managing the Expert Skills
MCDBA 2003
MCP for XP Professional
MCSA 2003
MCSE 70-221 Part 1: TCP/IP and Addressing
MCSE 70-221 Part 2: Remote Access
MCSE 70-221 Part 3: WANs
MCSE Exam 70-210 Installing, Configuring and Administering Windows 2000 Professional
MCSE Exam 70-215 Installing, Configuring, and Administering Windows 2000 Server
MCSE Exam 70-216 Implementing and Administering A Windows 2000 Network Infrastructure
MCSE Exam 70-217 Implementing and Administering a Windows 2000 Directory Services
MCSE Exam 70-219 Designing a Windows 2000 Directory Services Infrastructure
MCSE Exam 70-220 Designing Security for a Microsoft Windows 2000 Network
MCSE Exam 70-222 Migrating from Microsoft Windows NT 4.0 to Microsoft Windows 2000
MCSE Exam 70-282 Windows Server 2003 Designing, Deploying, and Managing a Network
MCSE Exam 70-290 Windows Server 2003 Managing a Server Environment
MCSE Exam 70-291 Windows Server 2003 Managing Network Infrastructure
MCSE Exam 70-292 Managing and Maintaining a Windows Server 2003 Environment
MCSE Exam 70-293 Windows Server 2003 Planning Network Infrastructure
MCSE Exam 70-294 Windows Server 2003 Planning Active Directory
MCSE Exam 70-296 Planning, Implementing, and Maintaining a Windows Server 2003
Mentoring Skills
Microsoft Access 2000
Microsoft Access 2002 (XP)
Microsoft Access 2003
Microsoft Entourage 2004 for Mac
Microsoft Excel 2000
Microsoft Excel 2002 (XP)
Microsoft Excel 2003

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Microsoft Excel 2004 for Mac
Microsoft Office 2004 for Mac
Microsoft Outlook 2000
Microsoft Outlook 2002 (XP)
Microsoft Outlook 2003
Microsoft Outlook Web Access (OWA) 2003
Microsoft PowerPoint 2000
Microsoft PowerPoint 2002 (XP)
Microsoft PowerPoint 2003
Microsoft PowerPoint 2004 for Mac
Microsoft Project 2000
Microsoft Project 2000
Microsoft Project 2002
Microsoft Publisher 2000
Microsoft Publisher 2000
Microsoft Windows 2000 available with bundles
Microsoft Windows 2002 (XP)
Microsoft Word 2000 available with bundles
Microsoft Word 2002 (XP)
Microsoft Word 2003
Microsoft Word 2004 for Mac
Motivation Skills
Moving from Technical Professional to Manager
Negotiating Skills
Network+
NewTek Lightwave 3D
Operations Management Skills
Oracle 11i 10 Project Foundation Fundamentals
Oracle 11i Applications
Oracle 11i Applications
Oracle 11i e-Business Suite Essentials for Implementers
Oracle 11i Procure-to-Pay Fundamentals
Oracle 11i: 2.6 Workflow Fundamentals
Oracle 11i: General Ledger Fundamentals
Oracle 9i
Oracle 9i Database Fundamentals I
Oracle 9i Database Fundamentals II
Oracle 9i Database Performance Tuning
Oracle 9i DBA Certification
Oracle Application Server 10g Administrator: Certified Associate - OCA
Oracle Application Server 10g: Administration II - OCP
Oracle BI Discoverer Plus 10g Analyze Relational and OLAP Data
Oracle Data Warehousing Fundamentals Part 1: Designing and Planning
Oracle Data Warehousing Fundamentals Part 2: Building and Deploying
Oracle Data Warehousing Introduction
Oracle Database 10g Administrator Certified Associate - OCA
Oracle Database 10g Administrator Certified Professional - OCP
Oracle Database 10g: Administration Workshop I Exam 1Z0-042
Oracle Database 10g: Administration Workshop II Exam 1Z0-043
Oracle Database 10g: Introduction to SQL
Oracle Database 10g: New Features for Administrators Exam 1Z0-040
Oracle Database 10g: PL/SQL Fundamentals
Oracle Develop PL/SQL Program Units (V2) Suite Exam 1Z0-101
Oracle Discoverer 3.1: Data Exploration
Oracle e-Business 11i System Administration Suite
Oracle Financial Analyzer 11i for End-Users
Oracle PL/SQL: Design Considerations and Object Types
Oracle PL/SQL: Implementation and Advanced Features
Oracle SQL and SQL*Plus: Advanced SELECT Statements
Oracle SQL and SQL*Plus: SQL*Plus and Reporting
Oracle SQL for End Users Part 1
Oracle SQL for End Users Part 2
Oracle SQL Specifics: Creating and Managing Database Objects
Oracle SQL Specifics: Retrieving and Formatting Data
Oracle SQL Tuning: Diagnostics and Tuning the Schema
Oracle SQL Tuning: Tuning SQL and the Optimizer
Oracle SQL and PL/SQL (Ver. III) Suite Exam 1Z0-001
Organizational Behavior Skills
Organizational Crisis Management Skills
Organizational Learning Series
Organizational Learning Skills
Organizational Skills
PageMaker 7
PhotoShop 7
Photoshop CS
Photoshop Elements 2.0
PHP5 PRO
PHP5: Professional Learning from the Source
Premiere 6.5
Premiere Pro 1.5
Principles of Marketing Skills
Privacy in the Workplace
Privacy Protection Laws
Professional Selling over the Phone Skills
Project Leadership
Project Management Essentials

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Project Team Skills
Quality Management Skills
QuarkXpress 5
QuarkXpress 6.5
Quick Books Premier 2004
Quick Books Pro 2003
Quickbooks Pro 2002
Recruiting and Retention Skills
Redhat Linux 7 Complete 20-level Set
Redhat-Linux 9
Sales Management
Sales Skills
SAP R/3 4.6 CO: Profitability Analysis
SAP R/3 4.6 CO: Cost Center Acct. Master Data
SAP R/3 4.6 CO: Cost Center Acct. Organization & Basic Settings
SAP R/3 4.6 CO: Cost Center Acct. Periodical Allocation & Reports
SAP R/3 4.6 CO: Cost Center Acct. Settings for Periodical Processing
SAP R/3 4.6 CO: Cost Object Controlling
SAP R/3 4.6 FI AR/AP: Acct./Document Posting & Periodic Professional
SAP R/3 4.6 FI: Payments
SAP R/3 4.6 FI: General Ledger Organization & G/L Account
SAP R/3 4.6 FI: General Ledger Posting & Periodical Processing
SAP R/3 Business Info. Warehouse (BW) - Config. Advanced
SAP R/3 Business Info. Warehouse (BW) - Config. Overview
SAP R/3 FI AR/AP: Organization, Master Records & Posting
SAP R/3 v4.6 AP Accountant
SAP R/3 v4.6 AR Accountant
SAP R/3 v4.6 Cost Center Accountant
SAP R/3 v4.6 Financial Accountant
SAP R/3 v4.6 Purchaser
SAP R/3 v4.6 SD Customer Service Representative
SAP R/3 v4.6 Shipping Employee
Security+
Self Development Skills
Server+
Sexual Harassment
Sexual Harassment California Edition Suite
Shred-IT
Six Sigma
Solaris
SQL Server 2000
SQL Server 2000 - What's New?
SQL Server 2000 Administration Exam (70-228)
SQL Server 2000 XML Enabled Applications
Strategic Decision Making Skills
Strategic Management
Stress Management Skills
Team Conflict Skills
Team Management Training Skills: High Performance Teams
Team Participation Skills
Territory Management: Creating a Territory Management Plan
Time Management Skills
Time Management Training Skills
UNIX
UNIX IBM/AIX Administration
UNIX SCO/SVR 5 Administration
UNIX Shell Programming
UNIX Sun Solaris Administration
UNIX System Administration, Programming Tools, Shell Programming
UNIX User
Value Chain Management Skills
Virtual Teams Skills
Visual Basic .NET 1 - Windows & Console Programming
Visual Basic .NET 2 - Web Programming
Visual Basic .NET 3 - Database Programming
Visual Basic 2005 Essentials
Visual Basic 6 Levels 1-17
Visual Basic Professional Source Codes Library for VB 6 and .NET
Visual Basic VB.NET
Visual C# .NET
Visual C++ .NET
Visual C++ .NET
Visual C++ 6.0
Visual C++ Professional Source Codes Library for VC 6 and .NET
Visual Studio Development Bundle 29-level Set
Visual Studio.NET 5-level Set
Windows Registry
Windows Server 2003
Windows XP & ME
Workplace Aggression Skills
XML (Introduction)
XML Development with JAVA
XML Programming
XML Web Based Applications

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# Self Study, Online & CD-ROM Interactive Training

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## Training Bundles

### Interactive Training Products

Adobe Bundle Includes:
Acrobat 6.0 Professional
After Effects 6.5
After Effects 5.5
GoLive CS
Illustrator CS
InDesign 2
InDesign CS
PageMaker 7
PhotoShop 7
Photoshop CS
Photoshop Elements 2.0
Premiere 6.5
Premiere Pro 1.5

Cisco Certification Bundle Includes:
CCNA
CCNP
CCDP
CCDA

CompTIA Bundle Includes:
CompTIA: A+
Network+
Linux+
Security+
Server+

Microsoft Office 2003 Bundle Includes:
Microsoft Access 2003
Microsoft Excel 2003
Microsoft Outlook 2003
Microsoft PowerPoint 2003
Microsoft Word 2003

Macromedia Bundle Includes:
Dreamweaver MX 2004
Fireworks MX
Flash MX
Free Hand MX

MCSE 2003 Bundle Includes:
Exam 70-290
Exam 70-291
Exam 70-293
Exam 70-294
Exam 70-220
Exam 70-270
Exam 70-228 SQL 2000 Admin

Microsoft Certification Bundle Includes:
MCSE 2003: 70-290, 291, 293, 294, 220 ,270 w/ SQL 2000 Admin
MCSE 2000: 70-210, 70-215, 70-216, 70-217, 70-219, 70-220, 70-222
MOM / MCSE Test Quizzers

Tech Plus Deluxe Bundle Includes:
CompTIA: A+ , Network+
Cisco: CCNA, CCNP, CCDA, CCDP
MCSE 2003: 70-290, 291, 293, 294, 220 ,270 w/ SQL 2000 Admin
MCSE 2000: 70-210, 70-215, 70-216, 70-217, 70-219, 70-220, 70-222
Microsoft Office 2003: Word, Access, Excel, PowerPoint, Outlook
Microsoft Office XP: Word, Access, Excel, PowerPoint, Outlook
Windows XP
Oracle 9i
Linux RHCE
Online Professional Development Library (PDF)

Microsoft Office Plus Deluxe Bundle Includes:
Office XP: Word, Access, Excel, PowerPoint, Outlook, Windows
Office 2003: Excel, Word, Access, PowerPoint, Outlook
Publisher
Frontpage
Visio
Visual Basics
One Note
Info Path 2003

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## Microsoft Office Plus Deluxe Complete Training Bundle

Visit our website to Download a PDF Breakdown

When you need to focus your training initiative on Desktop application training such as Microsoft Office 97, 2000, 2002/XP, and 2003, for the entire office. This training library is the perfect solution. To help cover the needs of everyone in the office, this office training library includes Multi-User license for the entire Office XP Suite such as Word, Excel, PowerPoint, Access, Outlook, and Windows XP. Also single user licenses for over 150 titles to educate and empower today's office professionals.

This library provides interactive training on all of the essential functions in Word, Excel, Outlook, and PowerPoint. Fundamental, intermediate, and advanced level courses provide incremental and focused training on all of the most critical skills required to achieve stellar job performance. To make sure all of your learning needs are met, we have also added bonus Multi-User License for over 11 titles related to graphic and webs design such as Adobe and Macromedia.

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# Course Library Overview

**web-based multimedia training courses**

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## Online Libraries

### Web-Based Training

Office Plus Library

The Office Plus Library contains over 150 titles to educate and empower today's office professionals. The Office Plus Library is comprised of courses in all of the popular desktop applications, including word processing, presentations, spreadsheets and database applications. For those desiring to take their office skills to the next level, there are also courses on Web design and development. In addition, courses for the popular sales contact management applications are included. Courses providing an in-depth look at the Windows XP, 2000 and 98 operating systems round out the library.

Technology Plus Library

In today's Information Technology World, certification and training go hand in hand. The Technology Plus Library can help with the challenge of quickly getting you up to speed on important IT topics and technologies. The titles contained in this library offer certification training for Cisco's CCNA, Microsoft's MCSE, MCDBA, and Sun's Certified Java Programmer certificates. In addition, courses in key areas of programming, web development and operating system training are included in this library.

Safety and OSHA Library

This Complete Safety & OSHA Library contains 70 robust titles on subject matter such as construction, food service, general safety, industrial, health care and much more. Individual titles are available in core libraries as part of an extensive industrial safety training series.

HIPAA Library

All the HIPAA tutorials are designed to address the needs of busy professionals. Tutorials include assessment testing, quizzes, optional audio, exercises, self-paced tutorials, and real-world examples and scenarios. Learners interact with rich, multimedia tutorials in real-time with minimum impact on system and network resources.

Sales Development Library

The Sales Development Library provides an invaluable tool to building a top-producing sales staff. Sales professionals will learn how to establish and approach prospects with confidence, make the most of partner selling, conduct needs reviews, negotiate agreements, and translate value, and more.

The Defensive Driving course for personal computers is based on the same content used in the National Safety Council's eight-hour, instructor-led Defensive Driving course, the most widely used driver safety program in the world. More than 45 million drivers have learned to protect themselves on the road by taking part in the National Safety Council programs.

Flammable and Combustible Liquids Library

The potential for fire and explosion resulting from the use of flammable and combustible liquids is serious, and OSHA's Flammable and Combustible Liquids standard is meant to help minimize these risks. This course reviews some of the key provisions of this standard: flash point, classes of flammable and combustible liquids, and the concept of bonding and grounding. The course also offers guidelines for safe storage and handling techniques.

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Business Professional Library
The Business Professional Library targets corporations and government entities that want to increase productivity and decrease liability. This integrated collection of professional development e-Learning courses meets a critical business need as companies are charged with training their employees on communication skills, professional development and employee conduct.

The Professional Advantage Series courses were co-authored by experts who are recognized authors or renowned seminar speakers and business behavior consultants. Online learners are exposed to the same content that they would obtain if they had read an entire book or attended a lengthy seminar.

The Professional Development Library contains almost 70 titles to educate and empower today's workforce professional at different levels in your organization. The Professional Development Library is comprised of courses that span across many business behavior skills, including managing time, managing people, managing projects, selling, creating Presentations and Human Resource products.

Custom Content Development
When an off-the-shelf solution isn't the answer, by utilizing a team of experienced instructional designers and Web developers can offer expertise in the areas of program design, application authoring, multimedia technologies, internet development and computer systems integration.

In every case, we create a compelling e-learning experience that ensures your users receive the information they need to succeed. All custom content is developed to the AICC and SCORM standards, so that it "plays nicely" in other Learning Management systems.

# $400 Training Scholarship

As an introduction to our training courses, we're offering you a $400 training scholarship that can be applied to any of our training.

**Fill-out a scholarship application** and accept your scholarship today. Become Certified!

Also, **Visit our Online Shopping Catalog** to learn more about our Office and IT web-based and computer-based certification programs.