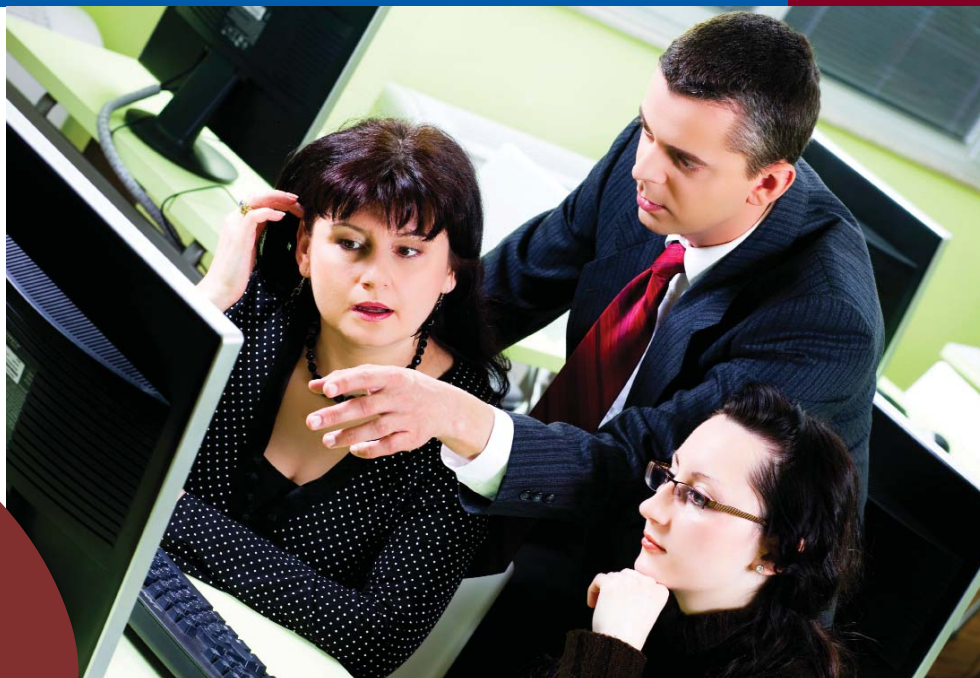


Course Catalog



CATEGORY 1: CERTIFICATION AND COMPUTER PROFESSIONAL



Course Title	Course #	Days of Training	Price
Comp TIA A+ Certification: A Comprehensive Approach for all 2006 Exam Objectives	727-085820SKT	4	\$1,995.00
Comp TIA Network+ Certification: 2009 Edition – A CompTIA Certification for Exam Objectives	727-085883SAS	4	\$1,995.00
CompTIA Exam (CompTIA A+ Essentials & 220-602 or 220-603 or 220-604)	727-085000	N/A	\$295.00

CATEGORY 2: DESKTOP APPLICATIONS



Course Title	Course #	Days of Training	Price
Microsoft Introduction to XP	727-084121	1	\$225.00
Microsoft Introduction to Vista	727-085607S3	1	\$295.00
Microsoft Word XP: Level 1	727-084360	1	\$225.00
Microsoft Word XP: Level 2	727-084361	1	\$225.00
Microsoft Word XP: Level 3	727-084362	1	\$225.00
Microsoft Word 2007: Level 1	727-084893	1	\$295.00
Microsoft Word 2007: Level 2	727-084894	1	\$295.00
Microsoft Word 2007: Level 3	727-084895	1	\$295.00
Microsoft Office 2007 NEW FEATURES (Choose 3 Programs)	727-084380	1	\$295.00
Microsoft Excel XP: Level 1	727-084260	1	\$225.00
Microsoft Excel XP: Level 2	727-084261	1	\$225.00
Microsoft Excel XP: Level 3	727-084262	1	\$225.00
Microsoft Excel 2007: Level 1	727-084890	1	\$295.00
Microsoft Excel 2007: Level 2	727-084891	1	\$295.00
Microsoft Excel 2007: Level 3	727-084892	1	\$295.00
Microsoft Access XP: Level 1	727-084460	1	\$225.00
Microsoft Access XP: Level 2	727-084461	1	\$225.00
Microsoft Access XP: Level 3	727-084462	1	\$225.00
Microsoft Access 2007: Level 1	727-084887	1	\$295.00
Microsoft Access 2007: Level 2	727-084888	1	\$295.00
Microsoft Access 2007: Level 3	727-084889	1	\$295.00
Microsoft PowerPoint XP: Level 1	727-084870	1	\$225.00
Microsoft PowerPoint XP: Level 2	727-084871	1	\$225.00
Microsoft PowerPoint 2007: Level 1	727-084899	1	\$295.00
Microsoft PowerPoint 2007: Level 2	727-084900	1	\$295.00
Microsoft Outlook XP: Level 1	727-084680	1	\$225.00
Microsoft Outlook XP: Level 2	727-084681	1	\$225.00
Microsoft Outlook 2007: Level 1	727-084896	1	\$295.00
Microsoft Outlook 2007: Level 2	727-084897	1	\$295.00
Microsoft Outlook 2007: Level 3	727-084898	1	\$295.00

CATEGORY 3: BUSINESS & LEADERSHIP SKILLS

EMPLOYMENT TRAINING

Course Title	Course #	Days of Training	Price
Achieving and Managing Organizational Goals	727-088684	1	\$425.00
Advanced Communication Skills	727-088686	1	\$425.00
Appraising Performance	727-088201	1	\$425.00
Change Management for Employees	727-088612	0.5	\$225.00
Change Management for Managers	727-088613	0.5	\$225.00
Coaching Essentials	727-088678	0.5	\$225.00
Communicating Across Cultures	727-088602	0.5	\$225.00
Customer Service Skills (with Simulation)	727-088648	1	\$425.00
Developing Yourself as a Leader	727-088484	1	\$425.00
Effective Business Writing Skills	727-088600	1	\$425.00
Effective Facilitation Skills	727-088682	1	\$425.00
Effective Management Skills	727-088457	1	\$425.00
Effective Presentations	727-088601	1	\$425.00
Effective Time Management	727-088606	1	\$425.00
Emotional Intelligence for Managers	727-088649	1	\$425.00
Excellence in Customer Service	727-088687	1	\$425.00
Financial Essentials	727-088444	2	\$625.00
Fundamentals of Communication	727-088203	1	\$425.00
Fundamentals of Customer Service	727-088202	1	\$425.00
Fundamentals of Selling	727-088204	1	\$425.00
Getting the Results Without the Authority	727-088681	1	\$425.00
Grammar Essentials	727-088100	1	\$425.00
Hiring Outstanding Teams	727-088466	1	\$425.00
Interviewing Skills for Management	727-088676	0.5	\$225.00
Managing Project Teams	727-088619	0.5	\$225.00
Managing Conflict	727-088641	0.5	\$225.00
Managing Information Effectively	727-088677	1	\$425.00
Managing Innovation and Creativity	727-088646	0.5	\$225.00
Managing Organizational Goals	727-088684	1	\$425.00
Motivating Your Employees	727-088511	0.5	\$225.00
Negotiating Skills	727-088622	1	\$425.00
Performance Management	727-088482	1	\$425.00
Practical Leadership	727-088615	1	\$425.00
Problem Solving Skills	727-088445	1	\$425.00
Sexual Harassment Awareness for Employees	727-088506	0.5	\$225.00
Sexual Harassment Awareness for Supervisors	727-088505	0.5	\$225.00
Strategic Planning Skills	727-088644	0.5	\$225.00
Using Data to Communicate	727-088685	1	\$425.00
What Good Managers Do: The First 100 Days	727-088683	0.5	\$225.00
Writing for a Global Audience	727-088572	0.5	\$225.00

SCSConnect uses



elementk

Courseware

Element K Courseware is a provider of e-learning and instructor-led courseware for technology and business skills. Element K offers more than 1,900 online courses and 1,300 courseware titles. The company services training centers, Fortune 1000 companies, schools and universities, government organizations and individuals.

Element K Courseware is created using a team of instructional designers in consultation with subject matter experts to ensure that skills objectives are appropriately set and mapped to key performance based outcomes.



Terms of Training

TRAINING LOCATION: Our training facility is located at 107 W. Aztec Ave in Gallup, NM. We can provide the training in our facility or come to you. For computer-based applications, alternative locations would have to be inspected for compatibility.

PAYMENTS AND CANCELLATION POLICY: Class Fees or a PO must be received at least 3 business days PRIOR to the first day of class. If the class is an OPEN ENROLLMENT course, cancellations must be received at least 3 business days in advance of the scheduled training date. Cancellations made 3 business days or more prior to the scheduled training date are subject to a scheduling fee of \$50. If the class is a Private Group, cancellation must be received at least 5 business days in advance of the scheduled training date. 100% of the invoice amount will be due for cancellations made 3 business days or less for private groups. We will work with a group to reschedule to a different start date. Full price will be charged for scheduled students that do not show up on the day of training. Alternates are accepted in place of a student that does not show.

CLASS TIMES: Scheduled classes are available daytime Monday through Saturday from 9:00 AM to 5:00 PM and Weekday evenings from 5:00 PM to 8:00 PM. Please arrive 15 to 20 minutes prior to your class time. If you arrive 15 minutes late, your seat may be given away. If you arrive more than 30 minutes after the class begins, you may not be admitted.

TECHNICAL ASSISTANCE: Once you have taken a class, refer to your book or call SCSConnect for technical assistance regarding information leaning in class. Tech Support is available for 30 days from the date of the class.

GROUPS: SCSConnect encourages businesses to send employees to further their computer education by offering group discounts. Call for more information on our bulk discount rates and special session pricing.

TESTING: SCSConnect is an authorized VUE testing center. Please go to www.vue.com to find out what exams are available or to schedule your exam.

WE'LL COME TO YOU! If you have a computer lab or facility available, we will come and inspect it to see if it would qualify to support our training. Call us for more information!

Phone (505) 341-0011 • Toll-free (877) 341-0011 • www.scsconnect.com

Gallup Office

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