

Resources Available on SkillSoft

Courseware Resources

- *Business* - courseware covers areas like: professional effectiveness; management and leadership; sales and customer facing skills; finance, HR and administration; business strategy and operations; and project management.
- *Skill Briefs* – Associated with Business courseware, SkillBriefs are articles on particular topics mentioned with in courses.
- *Job Aids* – Associated with Business courseware, Job Aids are charts, checklists or tables that a user might keep as a quick reference.
- *Simulations* – Associated with Business courseware, first-person simulation designed to allow you to practice your skills in a safe environment.
- *Desktop* – Content covering the standard software applications that employees use daily. MS Office 07 is the current focus, while courses for prior versions of Office are included. Also included are courses on Lotus Notes, Crystal Reports and other software packages.
- *Test Prep Exams* – Associated with certifications, the Test Prep Exam mimics the vendors exam. A great starting point when starting to study for a certification and just before taking a certification exam.
- *Mentoring* – Associated with certifications, 24x7 access to live mentors via chat or e-mail. Mentors have passed the certification they are mentoring and are terrific support to anyone pursuing a certification.

Business Exploration Series

- *Business Impact* - Multimedia-rich titles that let users peek in on a business situation as if they're watching it on a TV show.
- *Challenge Series* - Interactive problem-solving case studies targeted at specific business problems, the Challenge Series has the user explore a virtual office and gather relevant information from e-mails, voice mail, co-workers, and more, users practice and improve their problem analysis and resolution skills.

Referenceware Resources

- *Office Essentials* - Complete coverage of MS Office 07 and prior releases. A collection of easy to access books on office applications and graphics programs.

Knowledge Centers

- *KnowledgeCenters* are user-friendly learning portals that provide learners instant access to trusted, targeted content. Each KnowledgeCenter includes material specifically chosen to help learners build knowledge around a topic as quickly and efficiently as possible. Assets include: Books 24x7; courseware organized into learning roadmaps; simulations; mentoring; and monthly topic spotlights.
- UNF KnowledgeCenters include:
 - MS Office 2007