

# e-LEARNING NEWS

JUNE 2008

## Professional Credit Programs


Did you know that many SkillSoft courses satisfy continuing professional education requirements? By taking courses through SkillSoft you can earn credit, save travel time, work at your own pace, and avoid registration fees. Click on **Credentials** in the upper portion of the SkillPort screen for more information. For details on how SkillSoft can work with specific professional programs, click on the links below:

- (ISC)2:** [International Information Systems Security Certification Consortium](#)
- SixSigma:** [American Society for Quality](#)
- PMI®:** [Project Management Institute](#)
- NASBA:** [National Association of State Board Accountancy](#)
- BRN:** [Board of Registered Nurses](#)
- HRCI:** [Human Resource Certification Institute](#)


## Completion Certificates

Completing a course or simulation is an achievement. As documentation of your accomplishment, you can print a certificate that includes your name, the course title, and the date completed. Certificates of completion provide a great way for you to document the story of your learning to yourself, your supervisor, or others.

To print a completion certificate:

1. Access the MY REPORT page using the shortcut on the left-hand side of the screen.
2. From the MY REPORT page, select the  VIEW CERTIFICATE control button next to the name of the completed learning event. The certificate will open in a new window.
3. Select FILE | PRINT.

## COURSE EVALUATIONS

When you complete a course, a course evaluation  is added to your MY PLAN area. Once you complete the short evaluation and click the SUBMIT button, the course evaluation is automatically removed from your MY PLAN area.

## CURRICULUM SPOTLIGHT

### EFFECTIVE LISTENING



Would you like to get more out of listening to a presentation? Do you sometimes miss things in meetings? Do you sometimes feel like you are not getting the whole message when someone talks to you? The *Effective Listening* curriculum series will address these issues by giving you strategies and techniques to enhance your listening skills. Click on the course code for detailed information on each.

- [comm 03 a01 bs enus](#) *Listening Basics*
- [comm 03 a02 bs enus](#) *Listening to Comprehend*
- [comm 03 a03 bs enus](#) *Higher Purpose Listening*
- [comm 03 a04 bs enus](#) *Enhancing Listening Skills*
- [COMM003A](#) *Effective Listening Simulation*

