

Course Title	Catalog	Clock Hours	Points	Key
A Student Guide to Implicit Bias	Compliance and Human Resources	1	5	30 minutes = 2.5 points
Accessibility	Compliance and Human Resources	0.5	2.5	1 hour = 5 points
Adult and Child CPR	Compliance and Human Resources	2	10	1.5 hours = 7.2 points
Affirmative Action: Small Business Development - Title VI	Compliance and Human Resources	0.17	2.5	2 hours = 10 points
Affordable Care Act (ACA) Basics for Business Owners: 2016 Edition	Compliance and Human Resources	0.34	2.5	2.5 hours = 12.5 points
Americans With Disabilities Act and Transition Plans	Compliance and Human Resources	1	5	
Becoming a World Famous Mentor	Compliance and Human Resources	1	5	
Blended Learning	Compliance and Human Resources	1	5	
Bloodborne Pathogens and HIV	Compliance and Human Resources	1	5	
California Harassment Prevention Training for Managers, Supervisors, and Salaried Employees	Compliance and Human Resources	2	10	
California Harassment Prevention Training for Team Members	Compliance and Human Resources	1	5	
California Harassment Prevention Training for Team Members (Spanish)	Compliance and Human Resources	1	5	
Child Abuse Prevention and Awareness for Supervisors and Managers	Compliance and Human Resources	1.5	7.5	
Combating Sexual Harassment in the Workplace	Compliance and Human Resources	1	5	
Combating Sexual Harassment in the Workplace (NY - Spanish)	Compliance and Human Resources	1	5	
Combating Sexual Harassment in the Workplace (NY)	Compliance and Human Resources	1	5	
Combating Sexual Harassment in the Workplace (NY) Instructor Guide	Compliance and Human Resources	1	5	
Combating Sexual Harassment in the Workplace (NYC)	Compliance and Human Resources	0.75	5	
Conducting World Class Employee Investigations	Compliance and Human Resources	1	5	
Conflicts of Interest	Compliance and Human Resources	1	5	
Connecticut Sexual Harassment Prevention Training	Compliance and Human Resources	2	10	
Creating a World Famous Culture in your Workplace	Compliance and Human Resources	1	5	
Creating a World Famous Employee Communications Strategy	Compliance and Human Resources	1	5	
Creating and Implementing an Effective Strategic Plan for Your Organization	Compliance and Human Resources	1	5	
Creatively Implementing a 360 Program on a Budget	Compliance and Human Resources	1	5	
Cultural Competence	Compliance and Human Resources	0.33	2.5	
Diversity, Equity, and Inclusion Training	Compliance and Human Resources	1	5	
Drug-Free Workplace	Compliance and Human Resources	0.25	2.5	
Effectively Managing an Employee Engagement and Satisfaction Survey	Compliance and Human Resources	1	5	
Equal Opportunity 101	Compliance and Human Resources	0.17	2.5	
Generational Differences - Managing The Complexity	Compliance and Human Resources	1	5	
Getting Your Board Involved in Your Development Efforts	Compliance and Human Resources	1	5	
HR Strategic Planning	Compliance and Human Resources	1	5	
Implicit Bias	Compliance and Human Resources	1	5	
Information Security Awareness	Compliance and Human Resources	1	5	
Information Security Awareness (Dept. of Health and Human Services)	Compliance and Human Resources	0.25	2.5	
Labor Law Round Up	Compliance and Human Resources	1	5	
Mapping Your Performance and Talent Strategy for Results	Compliance and Human Resources	0.5	2.5	
Marchman Act: The Florida Substance Abuse Impairment Act	Compliance and Human Resources	0.5	2.5	
Overview of the Americans with Disabilities Act	Compliance and Human Resources	0.5	2.5	
Planning for Emergencies	Compliance and Human Resources	0.5	2.5	
Preventing Sexual Harassment and Understanding California Law	Compliance and Human Resources	0.5	2.5	

Roaring Rewards: Creating a World Famous Employee Recognition Program	Compliance and Human Resources	1	5
Safety and Survival in an Active Shooter Event	Compliance and Human Resources	1	5
Safety Communication and Training Techniques	Compliance and Human Resources	0.5	2.5
Setting & Maintaining Brand Standards: Guest Feedback & Survey Tools	Compliance and Human Resources	1	5
Seven Secrets to Effective Public Speaking	Compliance and Human Resources	1	5
Sexual Harassment Prevention for Employees	Compliance and Human Resources	1	5
Strategies for Managing Risk	Compliance and Human Resources	1	5
The Latest and Greatest in Employee Benefits	Compliance and Human Resources	1	5
The NoFEAR Act	Compliance and Human Resources	0.25	2.5
Understanding the Basic Concepts of HIPAA	Compliance and Human Resources	0.75	5
Universal Design: Providing Accessibility to All (Webinar)	Compliance and Human Resources	1	5
Volunteer Recognition on a Next-to-Nothing Budget	Compliance and Human Resources	1	5
Volunteers and Change Management	Compliance and Human Resources	1	5
Wellness Programs	Compliance and Human Resources	0.25	2.5
World Class Innovations in Human Resources	Compliance and Human Resources	1	5
Worms, Germs and You (Introduction to Zoonotic Disease)	Compliance and Human Resources	0.5	2.5
GED: Introduction to the GED	GED	1	5
GED: Math - Unit 1: Tools	GED	1	5
GED: Math - Unit 2: Introduction to Real Numbers	GED	1	5
GED: Math - Unit 3: Algebraic Expressions and Equations	GED	1	5
GED: Math - Unit 4: Introduction to Geometry	GED	1	5
GED: Math - Unit 5: Coordinate Plane	GED	1	5
GED: Math - Unit 6: Polynomials	GED	1	5
GED: Math - Unit 7: Rules of Exponents	GED	1	5
GED: Math - Unit 8: Linear Inequalities in One Variable	GED	1	5
GED: Math - Unit 9: Statistics and Probability	GED	1	5
GED: Reasoning Through Language Arts - Unit 1: Strategies for Reading Comprehension	GED	1	5
GED: Reasoning Through Language Arts - Unit 2: Vocabulary and Word Skills	GED	1	5
GED: Reasoning Through Language Arts - Unit 3: Reading Comprehension Skills	GED	1	5
GED: Reasoning Through Language Arts - Unit 4: Patterns of Organization	GED	1	5
GED: Reasoning Through Language Arts - Unit 5: Purpose and Tone	GED	1	5
GED: Reasoning Through Language Arts - Unit 6: The Writing Process	GED	1	5
GED: Reasoning Through Language Arts - Unit 7: The Extended Response	GED	1	5
GED: Reasoning Through Language Arts - Unit 8: Post-Test	GED	0.25	2.5
GED: Science - Unit 1: Science Practices	GED	1	5
GED: Science - Unit 2: Life Science	GED	1	5
GED: Science - Unit 3: Physical Science	GED	1	5
GED: Science - Unit 4: Earth and Space Science	GED	1	5
GED: Science - Unit 5: Post-Test	GED	0.25	2.5
GED: Social Studies - Unit 1: Civics and Government	GED	1	5
GED: Social Studies - Unit 2: United States History	GED	1	5
GED: Social Studies - Unit 3: Economics	GED	1	5

GED: Social Studies - Unit 4: Geography and the World	GED	1	5
GED: Social Studies - Unit 5: Post-Test	GED	0.25	2.5
Adapting to Change	Lifeskills (ViaPath)	0.5	2.5
Anger Management	Lifeskills (ViaPath)	1	5
Basic Computer Skills	Lifeskills (ViaPath)	1.5	7.5
Becoming Tech Savvy	Lifeskills (ViaPath)	1.5	7.5
Beginning a New Career	Lifeskills (ViaPath)	0.5	2.5
Beyond Email	Lifeskills (ViaPath)	1	5
Business Communication	Lifeskills (ViaPath)	1	5
Career Experiences	Lifeskills (ViaPath)	2	10
Career Planning and Salary	Lifeskills (ViaPath)	1	5
Careers Without College	Lifeskills (ViaPath)	1	5
Cognitive Awareness	Lifeskills (ViaPath)	1	5
Computer Basics	Lifeskills (ViaPath)	2	10
Cover Letters	Lifeskills (ViaPath)	1	5
Creativity	Lifeskills (ViaPath)	0.5	2.5
Critical Thinking and Decision-Making	Lifeskills (ViaPath)	1	5
Digital Media Literacy	Lifeskills (ViaPath)	1.5	7.5
Email Basics	Lifeskills (ViaPath)	1	5
Freelance Work	Lifeskills (ViaPath)	0.5	2.5
Grammar	Lifeskills (ViaPath)	1.5	7.5
Honest Jobs	Lifeskills (ViaPath)	0.25	2.5
Internet Safety	Lifeskills (ViaPath)	1	5
Internet Safety for Kids	Lifeskills (ViaPath)	1	5
Interviewing Skills	Lifeskills (ViaPath)	1	5
Introduction to Gmail	Lifeskills (ViaPath)	1	5
Job Applications	Lifeskills (ViaPath)	1	5
Job Search and Networking	Lifeskills (ViaPath)	1.5	7.5
Job Success	Lifeskills (ViaPath)	1	5
Learning Tips: How to Enjoy Learning	Lifeskills (ViaPath)	0.5	2.5
Managing Stress	Lifeskills (ViaPath)	1	5
Math Skills: Geometry and Measurement	Lifeskills (ViaPath)	2.5	12.5
Money Basics	Lifeskills (ViaPath)	2	10
Offender Corrections	Lifeskills (ViaPath)	1	5
Online Money Tips	Lifeskills (ViaPath)	1	5
Part-time Jobs	Lifeskills (ViaPath)	0.5	2.5
Resume Writing	Lifeskills (ViaPath)	1.5	7.5
Workplace Basics	Lifeskills (ViaPath)	1	5
Writing Skills	Lifeskills (ViaPath)	0.5	2.5
Advanced Interpersonal Communication: Building Relationships Through Feedback	Professional Development	0.75	5
Advanced Interpersonal Communication: Building Relationships Through Feedback (Instructor Guide)	Professional Development	0.75	5
Advanced Interpersonal Communication: Colleagues and Subordinates	Professional Development	0.5	2.5
Advanced Interpersonal Communication: Colleagues and Subordinates (Instructor Guide)	Professional Development	0.5	2.5

Advanced Interpersonal Communication: Communication Styles and Methods	Professional Development	0.75	5
Advanced Interpersonal Communication: Communication Styles and Methods (Instructor Guide)	Professional Development	0.75	5
Advanced Interpersonal Communication: Customers and Vendors	Professional Development	0.5	2.5
Advanced Interpersonal Communication: Customers and Vendors (Instructor Guide)	Professional Development	0.5	2.5
Advanced Interpersonal Communication: First Impressions and Building Rapport	Professional Development	0.67	5
Advanced Interpersonal Communication: First Impressions and Building Rapport (Instructor Guide)	Professional Development	0.67	5
Advanced Interpersonal Communication: Organizational Culture	Professional Development	1.34	7.5
Advanced Interpersonal Communication: Organizational Culture (Instructor Guide)	Professional Development	1.34	7.5
Advanced Interpersonal Communication: Supervisors	Professional Development	0.75	5
Advanced Interpersonal Communication: Supervisors (Instructor Guide)	Professional Development	0.75	5
Business Ethics: Ethical Decisions	Professional Development	1.67	10
Business Ethics: Ethical Decisions (Instructor Guide)	Professional Development	1.67	10
Business Ethics: Managerial Ethics	Professional Development	1.34	7.5
Business Ethics: Managerial Ethics (Instructor Guide)	Professional Development	1.34	7.5
Business Ethics: Organizational Ethics	Professional Development	1.5	7.5
Business Ethics: Organizational Ethics (Instructor Guide)	Professional Development	1.5	7.5
Business Ethics: Unethical Behavior	Professional Development	1	5
Business Ethics: Unethical Behavior (Instructor Guide)	Professional Development	1	5
Business Ethics: Whistle-Blowing	Professional Development	0.75	5
Business Ethics: Whistle-Blowing (Instructor Guide)	Professional Development	0.75	5
Business Problem Solving: Critical Thinking and Information Analysis	Professional Development	1.34	7.5
Business Problem Solving: Critical Thinking and Information Analysis (Instructor Guide)	Professional Development	1.34	7.5
Business Problem Solving: Problem Solving in the Corporate World	Professional Development	0.84	5
Business Problem Solving: Problem Solving in the Corporate World (Instructor Guide)	Professional Development	0.84	5
Business Problem Solving: Problem-Solving Basics	Professional Development	1.25	7.5
Business Problem Solving: Problem-Solving Basics (Instructor Guide)	Professional Development	1.25	7.5
Business Problem Solving: Problem-Solving Process	Professional Development	1.67	10
Business Problem Solving: Problem-Solving Process (Instructor Guide)	Professional Development	1.67	10
Business Problem Solving: Problem-Solving Teams	Professional Development	1	5
Business Problem Solving: Problem-Solving Teams (Instructor Guide)	Professional Development	1	5
Coaching: Coaching Diverse Employees	Professional Development	1.34	7.5
Coaching: Coaching Diverse Employees (Instructor Guide)	Professional Development	1.34	7.5
Coaching: Communication	Professional Development	1	5
Coaching: Communication (Instructor Guide)	Professional Development	1	5
Coaching: Fundamentals Of Coaching	Professional Development	1	5
Coaching: Fundamentals of Coaching (Instructor Guide)	Professional Development	1	5
Coaching: Interpersonal Meetings	Professional Development	0.75	5
Coaching: Interpersonal Meetings (Instructor Guide)	Professional Development	0.75	5

Coaching: The Coaching Process	Professional Development	1.5	7.5
Coaching: The Coaching Process (Instructor Guide)	Professional Development	1.5	7.5
Combating Sexual Harassment in the Workplace	Professional Development	1	5
Conducting Meetings: Communicating As Meeting Leaders	Professional Development	0.5	2.5
Conducting Meetings: Communicating As Meeting Leaders (Instructor Guide)	Professional Development	0.5	2.5
Conducting Meetings: Communicating Nonverbally	Professional Development	0.5	2.5
Conducting Meetings: Communicating Nonverbally (Instructor Guide)	Professional Development	0.5	2.5
Conducting Meetings: Conflicts, Climates, and Difficult Personalities	Professional Development	0.5	2.5
Conducting Meetings: Conflicts, Climates, and Difficult Personalities (Instructor Guide)	Professional Development	0.5	2.5
Conducting Meetings: Fundamentals of Conducting Meetings	Professional Development	0.67	5
Conducting Meetings: Fundamentals of Conducting Meetings (Instructor Guide)	Professional Development	0.67	5
Conducting Meetings: Listening Effectively and Asking Questions	Professional Development	0.5	2.5
Conducting Meetings: Listening Effectively and Asking Questions (Instructor Guide)	Professional Development	0.5	2.5
Conducting Meetings: Managing Meetings	Professional Development	0.67	5
Conducting Meetings: Managing Meetings (Instructor Guide)	Professional Development	0.67	5
Conducting World Class Employee Investigations	Professional Development	1	5
Correcting Performance Problems: Addressing Behavioral Problems	Professional Development	0.84	5
Correcting Performance Problems: Addressing Behavioral Problems (Instructor Guide)	Professional Development	0.84	5
Correcting Performance Problems: Disciplining Employees	Professional Development	1.67	10
Correcting Performance Problems: Disciplining Employees (Instructor Guide)	Professional Development	1.67	10
Correcting Performance Problems: Identifying Performance Problems	Professional Development	1.5	7.5
Correcting Performance Problems: Identifying Performance Problems (Instructor Guide)	Professional Development	1.5	7.5
Correcting Performance Problems: Investigating Performance Problems	Professional Development	1	5
Correcting Performance Problems: Investigating Performance Problems (Instructor Guide)	Professional Development	1	5
Correcting Performance Problems: Providing Feedback To Employees	Professional Development	0.84	5
Correcting Performance Problems: Providing Feedback To Employees (Instructor Guide)	Professional Development	0.84	5
Creating a World Famous Customer Service Training Program	Professional Development	1	5
Creating and Implementing an Effective Strategic Plan for Your Organization	Professional Development	1	5
Creativity and Innovation: Creative Thinking Basics	Professional Development	1.34	7.5
Creativity and Innovation: Creative Thinking Basics (Instructor Guide)	Professional Development	1.34	7.5
Creativity and Innovation: Creativity In Organizations	Professional Development	1.34	7.5
Creativity and Innovation: Creativity In Organizations (Instructor Guide)	Professional Development	1.34	7.5
Creativity and Innovation: Fostering A Creative Environment	Professional Development	1	5
Creativity and Innovation: Fostering A Creative Environment (Instructor Guide)	Professional Development	1	5
Creativity and Innovation: Personal Creativity	Professional Development	1.34	7.5

Creativity and Innovation: Personal Creativity (Instructor Guide)	Professional Development	1.34	7.5
Creativity and Innovation: Promoting Team Creativity	Professional Development	1.34	7.5
Creativity and Innovation: Promoting Team Creativity (Instructor Guide)	Professional Development	1.34	7.5
Cross-Cultural Business Communication: Addressing Cross-Cultural Issues	Professional Development	1	5
Cross-Cultural Business Communication: Addressing Cross-Cultural Issues (Instructor Guide)	Professional Development	1	5
Cross-Cultural Business Communication: Communicating Across Cultures	Professional Development	1	5
Cross-Cultural Business Communication: Communicating Across Cultures (Instructor Guide)	Professional Development	1	5
Cross-Cultural Business Communication: Cross-Cultural Business Situations	Professional Development	1	5
Cross-Cultural Business Communication: Cross-Cultural Business Situations (Instructor Guide)	Professional Development	1	5
Cross-Cultural Business Communication: Differences In Communication	Professional Development	1	5
Cross-Cultural Business Communication: Differences In Communication (Instructor Guide)	Professional Development	1	5
Cross-Cultural Business Communication: Overcoming Communication Barriers	Professional Development	1	5
Cross-Cultural Business Communication: Overcoming Communication Barriers (Instructor Guide)	Professional Development	1	5
Cross-Cultural Business Communication: Workplace Culture	Professional Development	1	5
Cross-Cultural Business Communication: Workplace Culture (Instructor Guide)	Professional Development	1	5
Cultural Competence	Professional Development	0.33	2.5
Customer Communication	Professional Development	1	5
Customer Management	Professional Development	1	5
Customer Service Fundamentals	Professional Development	1	5
Customer Service Skills	Professional Development	1	5
Draft Presentation: Storyboard of Results	Professional Development	1	5
Drug-Free Workplace	Professional Development	0.25	2.5
Effective Presentations: Audience Analysis and Supporting Material (Instructor Guide)	Professional Development	0.84	5
Effective Presentations: Building Presentations (Instructor Guide)	Professional Development	1.17	7.5
Effective Presentations: Fundamentals of Persuasion (Instructor Guide)	Professional Development	1.17	7.5
Effective Presentations: Fundamentals of Presentation (Instructor Guide)	Professional Development	0.67	5
Effective Presentations: Presentation Mechanics (Instructor Guide)	Professional Development	1	5
Effective Presentations: Presentation Process (Instructor Guide)	Professional Development	1.34	7.5
Effective Presentations: Question-and-Answer Session (Instructor Guide)	Professional Development	0.67	5
Employee Performance: Communication	Professional Development	1	5
Employee Performance: Communication (Instructor Guide)	Professional Development	1	5
Employee Performance: Conflicts	Professional Development	0.67	5
Employee Performance: Conflicts (Instructor Guide)	Professional Development	0.67	5
Employee Performance: Feedback	Professional Development	1.67	10
Employee Performance: Feedback (Instructor Guide)	Professional Development	1.67	10
Employee Performance: Managing Difficult Employees	Professional Development	1	5

Employee Performance: Managing Difficult Employees (Instructor Guide)	Professional Development	1	5
Employee Performance: Resolving Conflicts	Professional Development	1.5	7.5
Employee Performance: Resolving Conflicts (Instructor Guide)	Professional Development	1.5	7.5
Engaging Your Employees in a World Famous Way	Professional Development	1	5
Generational Differences - Managing The Complexity	Professional Development	1	5
Implicit Bias	Professional Development	1	5
Interviewing Skills: EEO Guidelines	Professional Development	0.5	2.5
Interviewing Skills: EEO Guidelines (Instructor Guide)	Professional Development	0.5	2.5
Interviewing Skills: Evaluating and Deciding	Professional Development	0.67	5
Interviewing Skills: Evaluating and Deciding (Instructor Guide)	Professional Development	0.67	5
Interviewing Skills: Federal Laws	Professional Development	0.67	5
Interviewing Skills: Federal Laws (Instructor Guide)	Professional Development	0.67	5
Interviewing Skills: Following Up	Professional Development	0.67	5
Interviewing Skills: Following Up (Instructor Guide)	Professional Development	0.67	5
Interviewing Skills: Fundamentals Of Interviews	Professional Development	1	5
Interviewing Skills: Fundamentals Of Interviews (Instructor Guide)	Professional Development	1	5
Interviewing Skills: Handling and Conducting	Professional Development	1	5
Interviewing Skills: Handling and Conducting (Instructor Guide)	Professional Development	1	5
Interviewing Skills: Planning and Preparing	Professional Development	1	5
Interviewing Skills: Planning and Preparing (Instructor Guide)	Professional Development	1	5
Managerial Leadership: Coping Through a Change Process	Professional Development	1	5
Managerial Leadership: Coping Through a Change Process (Instructor Guide)	Professional Development	1	5
Managerial Leadership: Defining Employee Roles and Priorities	Professional Development	1.5	7.5
Managerial Leadership: Defining Employee Roles and Priorities (Instructor Guide)	Professional Development	1.5	7.5
Managerial Leadership: Employing Motivational Strategies	Professional Development	0.5	2.5
Managerial Leadership: Employing Motivational Strategies (Instructor Guide)	Professional Development	0.5	2.5
Managerial Leadership: Leading with a Vision	Professional Development	1.5	7.5
Managerial Leadership: Leading with a Vision (Instructor Guide)	Professional Development	1.5	7.5
Managerial Leadership: Making Vision a Reality	Professional Development	1	5
Managerial Leadership: Making Vision a Reality (Instructor Guide)	Professional Development	1	5
Managerial Leadership: Motivating Employees Through Change	Professional Development	0.5	2.5
Managerial Leadership: Motivating Employees Through Change (Instructor Guide)	Professional Development	0.5	2.5
Managerial Leadership: Planning for Change	Professional Development	0.5	2.5
Managerial Leadership: Planning for Change (Instructor Guide)	Professional Development	0.5	2.5
Managing Performance: Appraising Employee Performance	Professional Development	1.67	10
Managing Performance: Appraising Employee Performance (Instructor Guide)	Professional Development	1.67	10
Managing Performance: Legal Appraisals	Professional Development	0.84	5
Managing Performance: Legal Appraisals (Instructor Guide)	Professional Development	0.84	5
Managing Performance: Performance Improvements	Professional Development	1.34	7.5
Managing Performance: Performance Improvements (Instructor Guide)	Professional Development	1.34	7.5
Managing Performance: Performance Management Basics	Professional Development	1	5

Managing Performance: Performance Management Basics (Instructor Guide)	Professional Development	1	5
Managing Performance: Performance-Planning Meetings	Professional Development	1.17	7.5
Managing Performance: Performance-Planning Meetings (Instructor Guide)	Professional Development	1.17	7.5
Media and Social Media Best Practices	Professional Development	0.25	2.5
Motivation: Identifying, Planning, and Implementing: Basics Of Motivation	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: Basics Of Motivation (Instructor Guide)	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: Positive Mental Attitude	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: Positive Mental Attitude (Instructor Guide)	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: The Core Four	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: The Core Four (Instructor Guide)	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: The Motivation Process	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: The Motivation Process (Instructor Guide)	Professional Development	1	5
Motivation: Identifying, Planning, and Implementing: Using What You've Learned	Professional Development	0.5	2.5
Motivation: Identifying, Planning, and Implementing: Using What You've Learned (Instructor Guide)	Professional Development	0.5	2.5
Organizational Communication: Communication Basics	Professional Development	1.25	7.5
Organizational Communication: Communication Basics (Instructor Guide)	Professional Development	1.25	7.5
Organizational Communication: Context, Stress, and Managerial Tools	Professional Development	0.75	5
Organizational Communication: Context, Stress, and Managerial Tools (Instructor Guide)	Professional Development	0.75	5
Organizational Communication: Innovation and Change	Professional Development	1	5
Organizational Communication: Innovation and Change (Instructor Guide)	Professional Development	1	5
Organizational Communication: Leadership and Motivation	Professional Development	1	5
Organizational Communication: Leadership and Motivation (Instructor Guide)	Professional Development	0.75	5
Organizational Communication: Power, Politics, and Diversity	Professional Development	0.75	5
Organizational Communication: Power, Politics, and Diversity (Instructor Guide)	Professional Development	0.75	5
Organizational Communication: Relational Context and Organizations	Professional Development	0.75	5
Organizational Communication: Relational Context and Organizations (Instructor Guide)	Professional Development	0.75	5
Organizational Communication: Technology in the Workplace	Professional Development	0.84	5
Organizational Communication: Technology in the Workplace (Instructor Guide)	Professional Development	0.84	5
Project Teams: Communicating in a Project Team	Professional Development	1	5

Project Teams: Communicating in a Project Team (Instructor Guide)	Professional Development	1	5
Project Teams: Conducting Team Meetings	Professional Development	1	5
Project Teams: Creating a Project Team	Professional Development	1	5
Project Teams: Creating a Project Team (Instructor Guide)	Professional Development	1	5
Project Teams: Decision-Making in a Project Team	Professional Development	1	5
Project Teams: Decision-Making in a Project Team (Instructor Guide)	Professional Development	1	5
Project Teams: Preparing Teams for Project Work	Professional Development	1	5
Project Teams: Projects and Project Teams	Professional Development	1	5
Project Teams: Projects and Project Teams (Instructor Guide)	Professional Development	1	5
Quality Management: A Path for Change	Professional Development	0.67	5
Quality Management: A Path for Change (Instructor Guide)	Professional Development	0.67	5
Quality Management: Causes Of Problems	Professional Development	0.67	5
Quality Management: Causes Of Problems (Instructor Guide)	Professional Development	0.67	5
Quality Management: Customer Orientation	Professional Development	0.75	5
Quality Management: Customer Orientation (Instructor Guide)	Professional Development	0.75	5
Quality Management: Fundamentals Of Quality Management	Professional Development	0.5	2.5
Quality Management: Fundamentals of Quality Management (Instructor Guide)	Professional Development	0.5	2.5
Quality Management: Ideas and Organization	Professional Development	0.84	5
Quality Management: Ideas and Organization (Instructor Guide)	Professional Development	0.84	5
Quality Management: Implementing Quality Changes	Professional Development	0.67	5
Quality Management: Implementing Quality Changes (Instructor Guide)	Professional Development	0.67	5
Quality Management: Preparing to Change Processes	Professional Development	0.75	5
Quality Management: Preparing to Change Processes (Instructor Guide)	Professional Development	0.75	5
Quality Management: The Costs Of Quality	Professional Development	0.5	2.5
Quality Management: The Costs of Quality (Instructor Guide)	Professional Development	0.5	2.5
Quality Management: Understanding Current Performance	Professional Development	1	5
Quality Management: Understanding Current Performance (Instructor Guide)	Professional Development	1	5
Sexual Harassment Prevention for Employees	Professional Development	1	5
Strategic Decision Making: Complex Decisions	Professional Development	1.34	7.5
Strategic Decision Making: Complex Decisions (Instructor Guide)	Professional Development	1.34	7.5
Strategic Decision Making: Decision Options	Professional Development	1.17	7.5
Strategic Decision Making: Decision Options (Instructor Guide)	Professional Development	1.17	7.5
Strategic Decision Making: Decision Results	Professional Development	0.84	5
Strategic Decision Making: Decision Results (Instructor Guide)	Professional Development	0.84	5
Strategic Decision Making: Group Decisions	Professional Development	1.34	7.5
Strategic Decision Making: Group Decisions (Instructor Guide)	Professional Development	1.34	7.5
Strategic Decision Making: Negotiation Decisions	Professional Development	1.17	7.5
Strategic Decision Making: Negotiation Decisions (Instructor Guide)	Professional Development	1.17	7.5
Strategic Decision Making: Preparing to Make Decisions	Professional Development	1.5	7.5
Strategic Decision Making: Preparing to Make Decisions (Instructor Guide)	Professional Development	1.5	7.5
Train-the-Trainer: Training Methods	Professional Development	0.25	2.5
Understanding the Basic Concepts of HIPAA	Professional Development	0.75	5
Volunteers and Change Management	Professional Development	1	5

Adult and Child CPR	Safety	2	10
American Heart Association Emergency First Aid	Safety	1	5
Asbestos Safety Awareness	Safety	0.42	2.5
Basic First Aid	Safety	0.34	2.5
Bed Bug Protection Tips	Safety	0.17	2.5
Bloodborne Pathogens and HIV	Safety	1	5
Bringing the Full Power of Science to Bear on Drug Abuse & Addiction	Safety	0.5	2.5
CERT Basic Training: Disaster Preparedness	Safety	0.25	2.5
CERT Basic Training: Earthquakes	Safety	0.17	2.5
CERT Basic Training: Fire Safety and Utility Controls	Safety	0.25	2.5
CERT Basic Training: Light Search and Rescue Operations	Safety	0.34	2.5
CERT Firefighter Rehab Operations	Safety	0.34	2.5
Chainsaw Safety	Safety	0.42	2.5
Compressed Gas Safety	Safety	0.59	5
Construction Hazards	Safety	0.34	2.5
Creating a Safety Program	Safety	0.75	5
Driving Safety Off-Road Vehicles	Safety	0.75	5
Effective Health and Safety Committees: Part 1	Safety	0.17	2.5
Effective Health and Safety Committees: Part 2	Safety	0.17	2.5
Effective Health and Safety Committees: Part 3	Safety	0.09	2.5
Egress, Fire Prevention, & Fire Protection	Safety	0.25	2.5
Electrical Safety	Safety	1	5
Electrical Safety for the Non-Electrical Skilled Worker	Safety	0.25	2.5
Electricity	Safety	0.25	2.5
Elements of an Effective Safety and Health Program	Safety	0.17	2.5
Ergonomics	Safety	0.5	2.5
Ergonomics - Spanish	Safety	0.34	2.5
Ergonomics for Food Service and Retail	Safety	0.5	2.5
Ergonomics for General Industry: Making the Work Fit the Worker	Safety	0.5	2.5
Ergonomics MSDs	Safety	0.34	2.5
Excavation & Trenching Awareness for the Construction Industry	Safety	1.25	7.5
Excavation & Trenching Awareness for the Construction Industry - Spanish	Safety	1.25	7.5
Fire Evacuation Training	Safety	0.5	2.5
Firefighter Life Safety Initiatives: How Can We Make it Better?	Safety	0.25	2.5
Food Service Worker: Annual Food Safety Training	Safety	0.34	2.5
Forklift Safety	Safety	0.17	2.5
Forklift: Material Handling	Safety	0.25	2.5
Hand and Power Tool Safety Awareness	Safety	0.34	2.5
Hazard Communication Advanced	Safety	1	5
Hazard Communication Basic	Safety	1	5
Hazardous Materials	Safety	0.5	2.5
Health and Safety in the Laboratory	Safety	0.25	2.5
Heat Illness	Safety	0.67	5
Heat Illness - Spanish (Enfermedades por calor)	Safety	0.42	2.5

Incident Command System (ICS) Overview for Executives and Senior Officials	Safety	0.42	2.5
Incident Command System ICS-100	Safety	0.25	2.5
Incipient Stage Fire Extinguisher Education	Safety	0.5	2.5
Indoor Air Quality	Safety	0.17	2.5
Introduction and Understanding of OSHA	Safety	0.42	2.5
Introduction and Understanding of OSHA - Spanish (Introducción y Conocimiento de OSHA)	Safety	0.42	2.5
Lightning Safety Awareness	Safety	1	5
Lockout-Tagout: Control of Hazardous Energy	Safety	0.25	2.5
Machine Guarding and Amputation Hazards	Safety	1	5
Machinery and Vehicular Safety	Safety	0.59	5
Making Your Home A Safer Place	Safety	0.34	2.5
Manual Materials Handling	Safety	0.5	2.5
Medication Administration for Unlicensed Personnel	Safety	0.17	2.5
Mobile Equipment	Safety	0.34	2.5
Mold Safety Awareness	Safety	0.15	2.5
NAHB Scaffold and Ladder Safety Training	Safety	1	5
NAHB Scaffold and Ladder Safety Training- Spanish: NAHB Capacitación sobre seguridad en andamios y escaleras de mano	Safety	1	5
NIEHS Driving Hazard Awareness	Safety	0.17	2.5
Office Safety and Health	Safety	0.25	2.5
Outdoor Personal Protective Equipment (PPE)	Safety	0.5	2.5
Overview of Enforcement for Occupational Exposure to Tuberculosis (TB)	Safety	0.17	2.5
Permit-Required Confined Spaces	Safety	1	5
Pesticides and Chemical Safety	Safety	0.34	2.5
Preparing Workplaces for Pandemic Flu	Safety	0.25	2.5
Preventing Cuts, Scrapes, and Punctures	Safety	0.25	2.5
Preventing Needlesticks and Other Sharps Injuries	Safety	1	5
Preventing Slips, Trips and Falls: A Training Program for Small Business	Safety	0.67	5
Preventing Violence at the Workplace	Safety	0.17	2.5
Preventing Violence at the Workplace - Retail	Safety	0.25	2.5
Protecting Yourself While Responding to Earthquakes	Safety	0.67	5
Reducing Foodborne Illness Risk Factors in Food Service and Retail Establishments	Safety	0.59	5
Respiratory Protection Awareness	Safety	0.5	2.5
Respiratory Protection Standard	Safety	0.75	5
Safe Patient Handling	Safety	0.5	2.5
Safe Patient Handling- Spanish (Manejo del Paciente Segura)	Safety	0.42	2.5
Safe Vehicle Operation	Safety	0.25	2.5
Safety and Survival in an Active Shooter Event	Safety	1	5
Safety Training for Supervisors	Safety	0.67	5
Sanitation and Hygiene	Safety	0.25	2.5
SARS: Protecting Workers	Safety	0.17	2.5
Scaffolding Safety	Safety	0.34	2.5
Slips, Trips, and Falls	Safety	0.75	5

Suicide Prevention: Saving Lives One Community at a Time	Safety	0.42	2.5
The Globally Harmonized System (GHS) for Hazard Classification and Labeling	Safety	0.25	2.5
The Safe Food Handler	Safety	0.25	2.5
What's Bugging You? Communicable Diseases	Safety	0.17	2.5
Worms, Germs and You (Introduction to Zoonotic Disease)	Safety	0.5	2.5
Young Worker Safety Training: Module 1	Safety	0.25	2.5
Young Worker Safety Training: Modules 2 & 3	Safety	0.5	2.5