



## 2010 ICS SkillsSoft Course Bundles

10 COURSE BUNDLE #1 - Personnel Management		
Course Description	Detailed Course Link	Hours
Interviewing and Hiring Practices	<a href="#">LCO0118</a>	1.0
Workplace Diversity Awareness	<a href="#">lchr_01_a03_lc_enus</a>	1.0
Health and Safety in the Workplace (HRCI/PHR)	<a href="#">HR0276</a>	1.5
Rightful Termination	<a href="#">HR0157</a>	1.5
Documenting Discipline	<a href="#">HR0162</a>	2.5
Drug-free Workplace	<a href="#">HR0164</a>	4.0
Workplace Ethics	<a href="#">lchr_01_a02_lc_enus</a>	1.0
Employee Sexual Harassment Awareness	<a href="#">lch_01_a01_lc_enus</a>	1.0
Supervisor and Manager Sexual Harassment Awareness – Multi-State Edition	<a href="#">lch_01_a04_lc_enus</a>	2.5
Addressing Problem Performance	<a href="#">mgmt_05_a04_bs_enus</a>	2.5

10 COURSE BUNDLE #2 - Business Management		
Course Description	Detailed Course Link	Hours
Planning and Implementing a Business Strategy	<a href="#">stgy_01_a04_bs_enus</a>	2.5
Managing in a Global Business Environment	<a href="#">mgmt_02_a01_bs_enus</a>	3.0
Becoming a Manager: Leading and Communicating	<a href="#">mgmt_03_a03_bs_enus</a>	4.0
Tomorrow's Managers' Development Tools	<a href="#">mgmt_04_a02_bs_enus</a>	3.5
Managing as Coach and Counselor	<a href="#">mgmt_04_a03_bs_enus</a>	3.5
Managing as Project Champion	<a href="#">mgmt_04_a04_bs_enus</a>	3.5
A Primer for Ensuring Accountability	<a href="#">mgmt_04_a05_bs_enus</a>	4.5
Problem Performance Improvement	<a href="#">mgmt_05_a03_bs_enus</a>	3.0
Assessing Performance Continuously	<a href="#">mgmt_11_a01_bs_enus</a>	3.0
Performance Reviews	<a href="#">mgmt_11_a02_bs_enus</a>	3.5

10 COURSE BUNDLE #3 - Business Skills		
Course Description	Detailed Course Link	Hours
The Mechanics of Communicating Effectively	<a href="#">comm_02_a02_bs_enus</a>	3.0
Writing to Reach the Audience	<a href="#">COMM0015</a>	3.0
Listening Basics	<a href="#">comm_03_a01_bs_enus</a>	1.0
Standard Business Etiquette	<a href="#">comm_11_a01_bs_enus</a>	2.5
Essentials of Electronic Communication	<a href="#">COMM0231</a>	1.5
Presenting Successfully	<a href="#">comm_05_a01_bs_enus</a>	3.0
Effective Telephone Techniques	<a href="#">COMM0411</a>	5.0
The Process of Negotiation	<a href="#">comm_08_a03_bs_enus</a>	3.0
Developing Excellent Time Management Habits	<a href="#">pd_01_a03_bs_enus</a>	3.5
Success Over Stress	<a href="#">PD0182</a>	4.5

10 COURSE BUNDLE #4 - Business Leadership		
Course Description	Detailed Course Link	Hours
The Model Leader	<a href="#">lead_01_a08_bs_enus</a>	2.0
Leading by Enabling	<a href="#">lead_01_a03_bs_enus</a>	4.0
Communication and Leadership	<a href="#">lead_01_a05_bs_enus</a>	4.0
The Model Leader	<a href="#">lead_01_a08_bs_enus</a>	2.0
Challenges of the 21st Century	<a href="#">LEAD0121</a>	2.0
Organizational Culture and Leadership	<a href="#">LEAD0122</a>	2.5
Energizing and Empowering Employees	<a href="#">LEAD0123</a>	2.5
Foundations for Business Execution	<a href="#">LEAD0151</a>	4.0
Introduction to Work Force Generations	<a href="#">LEAD0231</a>	2.5
Leading Generations X and Next	<a href="#">LEAD0234</a>	3.5

<b>10 COURSE BUNDLE #5 - Legal Compliance, Level 1</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Code of Conduct Awareness	<a href="#">lchr_01_a01_lc_enus</a>	1.0
Conflicts of Interest in the Workplace	<a href="#">lchr_01_a07_lc_enus</a>	1.0
Workplace Ethics	<a href="#">lchr_01_a02_lc_enus</a>	1.0
Ethical Decision Making	<a href="#">LCO0100</a>	0.5
E-mail and Internet Use	<a href="#">LCO0106</a>	1.0
Workplace Diversity Awareness	<a href="#">lchr_01_a03_lc_enus</a>	1.0
Drug-free Workplace	<a href="#">HR0164</a>	4.0
Employee Sexual Harassment Awareness	<a href="#">lch_01_a01_lc_enus</a>	1.0
Harassment in the Workplace	<a href="#">lch_01_a03_lc_enus</a>	1.0
HIPAA Privacy Rules	<a href="#">LCO0301</a>	1.0

<b>10 COURSE BUNDLE #6 - Legal Compliance, Level 2</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Foreign Corrupt Practices Act	<a href="#">LCO0108</a>	1
Intellectual Property Overview	<a href="#">LCO0109</a>	1.5
Trade Secrets	<a href="#">LCO0111</a>	2
Doing Business on the Internet	<a href="#">LCO0114</a>	1.5
Doing Business with the Government	<a href="#">LCO0115</a>	1.5
Insider Trading	<a href="#">LCO0117</a>	1.5
The Sarbanes-Oxley Act of 2002	<a href="#">LCO0122</a>	1
Supervisor and Manager Sexual Harassment Awareness	<a href="#">lch_01_a02_lc_enus</a>	2.5
Managing Workplace Harassment Complaints	<a href="#">LCO020T</a>	0.5
Interviewing and Hiring Practices	<a href="#">LCO0110</a>	0.5

<b>10 COURSE BUNDLE #7 - Legal Compliance, Level 3</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Americans with Disabilities Act (ADA)	<a href="#">LCO0112</a>	1
Fair Labor Standards Act (FLSA)	<a href="#">LCO0116</a>	1.5
Interviewing and Hiring Practices	<a href="#">LCO0118</a>	1
Record Retention	<a href="#">LCO0119</a>	1
Independent Contractors and Temporary Employees	<a href="#">LCO0121</a>	1.5
Family Medical Leave Act (FMLA)	<a href="#">HR0154</a>	3
Equal Employment Opportunity (EEO)	<a href="#">HR0155</a>	2.5
Rightful Termination	<a href="#">HR0157</a>	1.5
Documenting Discipline	<a href="#">HR0162</a>	2.5
Antitrust--Overview	<a href="#">LCO0101</a>	1

<b>10 COURSE BUNDLE #8 - Workplace Safety, Level 1</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Emergency Disaster Preparedness	<a href="#">SAH0421</a>	1.0
Emergency Response	<a href="#">SAH0422</a>	1.0
Fire Prevention and Safety	<a href="#">SAH0427</a>	0.5
First Aid--Basic	<a href="#">SAH0429</a>	1.0
First Aid--CPR	<a href="#">SAH0431</a>	1.0
Office Safety	<a href="#">SAH0458</a>	1.0
Pandemic Flu (Bird Flu) Awareness	<a href="#">esh_sah_a10_sh_enus</a>	1.0
Workplace Safety Orientation	<a href="#">SAH0486</a>	1.0
Workplace Security Awareness	<a href="#">SAH0487</a>	1.0
Hazard Communication	<a href="#">SAH0435</a>	1.0

<b>10 COURSE BUNDLE #9 - Workplace Safety, Level 2</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Bloodborne Pathogens	<a href="#">SAH0406</a>	1.0
Chemical Process Safety	<a href="#">SAH0408</a>	1.0
Compressed Gas Safety Program	<a href="#">SAH0411</a>	1.0
Defensive Driving	<a href="#">SAH0417</a>	1.0
Electrical Safety Awareness	<a href="#">SAH0419</a>	1.0
Fire and Explosion Hazards (H)	<a href="#">SAH0426</a>	1.0
Food Safety and Handling	<a href="#">esh_sah_a05_sh_enus</a>	1.0
OSHA 300 Recordkeeping	<a href="#">SAH0459</a>	1.5
Personal Protective Equipment	<a href="#">SAH0461</a>	2.0
Safe Work Practices	<a href="#">SAH0475</a>	1.5

<b>10 COURSE BUNDLE #10 - Workplace Safety, Level 3</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Back Safety	<a href="#">SAH0404</a>	1.0
Behavior-based Safety for Supervisors	<a href="#">SAH0405</a>	1.0
Confined Space Entry	<a href="#">SAH0414</a>	1.0
Construction Safety Orientation	<a href="#">SAH0415</a>	1.5
Fall Protection Awareness	<a href="#">SAH0425</a>	1.0
Hand and Power Tool Safety	<a href="#">SAH0434</a>	1.0
Job Hazard Analysis	<a href="#">SAH0445</a>	1.0
Ladder and Scaffolding Safety	<a href="#">SAH0447</a>	1.0
Slips, Trips, and Falls	<a href="#">SAH0479</a>	1.0
Trenching and Excavation Safety	<a href="#">SAH0483</a>	1.0

<b>10 COURSE BUNDLE #11 - Introduction to Microsoft Office 2007</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
New Features for End Users in Microsoft Office 2007	<a href="#">239866_ENG</a>	1.5
Microsoft Office Excel, PowerPoint, and Outlook 2007	<a href="#">239874_ENG</a>	1.5
Microsoft Access 2007 and Microsoft Publisher 2007	<a href="#">239976_ENG</a>	1.0
Sharing and Collaboration in Microsoft Office Enterprise 2007	<a href="#">240019_ENG</a>	2.0
Getting Started with Word 2007	<a href="#">mo_bgwd_a01_dt_enus</a>	1.0
Getting Started with Excel 2007	<a href="#">mo_bgex_a01_dt_enus</a>	2.0
Getting Started with PowerPoint 2007	<a href="#">mo_bgpp_a01_dt_enus</a>	1.5
Getting Started with Outlook 2007	<a href="#">mo_bgol_a01_dt_enus</a>	1.5
Getting Started with Access 2007	<a href="#">mo_bgac_a01_dt_enus</a>	1.5
Creating Customized Publications with Publisher 2007	<a href="#">mo_pblr_a01_dt_enus</a>	3.0

<b>10 COURSE BUNDLE #12 - Introduction to Microsoft Office 2003</b>		
<b>Course Description</b>	<b>Detailed Course Link</b>	<b>Hours</b>
Microsoft Office 2003: New Features for End Users	<a href="#">117529_ENG</a>	2.0
Microsoft Office 2003: New Features for Outlook Users	<a href="#">126060_ENG</a>	2.0
Microsoft Office 2003: New Applications	<a href="#">117531_ENG</a>	1.0
Microsoft Office 2003: New Features for Advanced Users	<a href="#">117530_ENG</a>	4.0
Getting Started with Word 2003	<a href="#">112997_ENG</a>	1.0
Basic Features of Excel 2003	<a href="#">113187_ENG</a>	3.0
Creating Basic Presentations using PowerPoint 2003	<a href="#">121838_ENG</a>	2.8
Getting Started with Access 2003	<a href="#">125937_ENG</a>	3.0
Sending and Receiving Messages in Outlook 2003	<a href="#">113430_ENG</a>	3.0
Getting Started with Publisher 2003	<a href="#">204924_ENG</a>	2.3