

Professional Soft Skills			
Course #	Course	Time	
1	Developing Your Emotional Intelligence	60 mins	<input type="checkbox"/>
2	Building Resilience	34 mins	<input type="checkbox"/>
3	Embracing Unexpected Change	14 mins	<input type="checkbox"/>
4	Critical Thinking for Better Judgment and Decision-Making	56 mins	<input type="checkbox"/>
5	Why Trust Matters	25 mins	<input type="checkbox"/>
6	Teamwork Foundations	85 mins	<input type="checkbox"/>
7	Communication Foundations	87 mins	<input type="checkbox"/>
8	Effective Listening	64 mins	<input type="checkbox"/>
9	Persuading Others	30 mins	<input type="checkbox"/>
10	Writing in Plain Language	42 mins	<input type="checkbox"/>
11	Banish Your Inner Critic to Unleash Creativity	62 mins	<input type="checkbox"/>
Diversity & Inclusion			
Course #	Course	Time	
1	Understanding Unconscious Bias	15 mins	<input type="checkbox"/>
2	Introduction to Covering	15 mins	<input type="checkbox"/>
3	Introduction to Allyship at Work	15 mins	<input type="checkbox"/>
4	Introduction to Privilege	15 mins	<input type="checkbox"/>
IT Help Desk			
Course #	Course	Time	
1	Cert Prep: The Basics	24 mins	<input type="checkbox"/>
2	Core 1 Cert Prep 1: The Basics	78 mins	<input type="checkbox"/>
3	Core 1 Cert Prep 2: Microprocessing and RAM	106 mins	<input type="checkbox"/>
4	Core 1 Cert Prep 3: Core Hardware	145 mins	<input type="checkbox"/>
5	Core 1 Cert Prep 4: Storage and Peripherals	137 mins	<input type="checkbox"/>
6	Core 1 Cert Prep 5: Display Technologies	54 mins	<input type="checkbox"/>
7	Core 1 Cert Prep 6: Physical Networking	61 mins	<input type="checkbox"/>
8	Core 1 Cert Prep 7: Understanding Networking	206 mins	<input type="checkbox"/>
9	Core 1 Cert Prep 8: Internet and the Cloud	116 mins	<input type="checkbox"/>
10	Core 1 Cert Prep 9: Portable Computing	104 mins	<input type="checkbox"/>
11	Core 1 Cert Prep 10: Printers	79 mins	<input type="checkbox"/>
12	Core 2 Cert Prep 1: Getting Started	114 mins	<input type="checkbox"/>
13	Core 2 Cert Prep 2: Implementation Considerations	159 mins	<input type="checkbox"/>
14	Core 2 Cert Prep 3: Windows and More	189 mins	<input type="checkbox"/>
15	Core 2 Cert Prep 4: Command-Line Interface and Scripting	116 mins	<input type="checkbox"/>
16	Core 2 Cert Prep 5: Troubleshooting Operating Systems	43 mins	<input type="checkbox"/>
17	Core 2 Cert Prep 6: Networking, Security, and More	105 mins	<input type="checkbox"/>
18	Core 2 Cert Prep 7: Portable Computing	75 mins	<input type="checkbox"/>
19	Core 2 Cert Prep 8: Security and Organization	128 mins	<input type="checkbox"/>
Jobs			
Course #	Course	Time	
1	Recovering from a Layoff	56 mins	<input type="checkbox"/>
2	How to Manage Feeling Overwhelmed	43 mins	<input type="checkbox"/>
3	Finding a Job	39 mins	<input type="checkbox"/>
4	A Career Strategist's Guide to Getting a Job	49 mins	<input type="checkbox"/>
5	Recession-Proof Career Strategies	65 mins	<input type="checkbox"/>
6	Learning LinkedIn	92 mins	<input type="checkbox"/>
7	Digital Networking Strategies	40 mins	<input type="checkbox"/>
8	Digital Body Language	25 mins	<input type="checkbox"/>
9	Building Resilience	34 mins	<input type="checkbox"/>

10	Writing a Resume	159 mins	<input type="checkbox"/>
11	Video Interview Tips	24 mins	<input type="checkbox"/>
12	Engage the Likability Effect in the Job Search	30 mins	<input type="checkbox"/>
13	10 Ways to Stay Motivated While Job Hunting	23 mins	<input type="checkbox"/>