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Safety & Environmental Training Course Catalog



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COURSE CATALOG

What we offer: Online Safety Training Courses for Construction, Healthcare, General and Manufacturing Industry for OSHA Compliance and Risk Management.

OSHA acceptance: The OSHA Outreach courses have been reviewed and accepted by OSHA for online distribution.

OSHA Outreach Training

OSHA – 10 Hour Construction Industry Outreach Training

This course is designed for construction workers, foremen, job supervisors, and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, upon completion of the course. Upon successful completion of the course, participants will receive an OSHA 10-Hour construction Industry Outreach DOL course completion card within 4-6 weeks.

OSHA – 30 Hour Construction Industry Outreach Training

The OSHA 30 Hour Construction Industry Outreach Training course is comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when on the job.

OSHA – 10 Hour General Industry Outreach Training

This course is intended to provide a variety of training on general industry safety and health to entry level workers. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card within 4-6 weeks.

OSHA – 30 Hour General Industry Outreach Training

This course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors and field supervisors, the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910. General industry workers must receive additional training, on the specific hazards of the job.

Supervisor Training

Fall Arrest Systems

This 24 Hour course is ideal for Superintendents, Foremen, Safety Coordinators and Directors and Competent persons in the construction industry. Our Fall Arrest Systems course sets forth those requirements and criteria for fall protection in construction workplaces covered under 29 CFR part 1926. It is important to note that the provisions of this subpart do not apply to employees making an inspection, investigation, or assessment of workplace conditions prior to the actual start of construction work or after all construction work has been completed. This course was created in partnership with the Rocky Mountain Education Center (OSHA Training Institute Education Center Region VIII).

Electrical Standards

This 24 Hour course is intended to provide a basic overview of the theory and application of electricity and equations such as Ohm's Law and the Power equation. During this course you will learn the basics of electricity including a detailed discussion of voltage, current, and resistance. You will then learn how each of these elements forms mathematical relationships with one another through the application of these quantities using mathematical equations fundamental to the study of electricity. This course was created in partnership with the Rocky Mountain Education Center (OSHA Training Institute Education Center Region VIII).

OSHA – Hazardous Waste Training

Hazwoper 8 Hour Annual Refresher

This course meets the requirements in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites.

Hazwoper 24 Hour Course

The Hazwoper 24 Hour course is required for workers on site only occasionally for a specific limited task.

Hazwoper 40 Hour Course

Hazwoper 40 Hour is required for employees working on a project consisting of Uncontrolled Hazardous Waste Operation mandated by the Government.

Flash-based Courses

General Industry and Construction titles are Flash-enabled

OSHA General Industry

- Bloodborne Pathogens
- Confined Spaces & Permit Required Confined Spaces
- Driver Safety Course for Cars, Vans & Small Trucks
- Driver Safety Course for Large Trucks and Buses
- Electrical Safety
- Emergency Action Plan
- Ergonomics for Non-Office Workers
- Stand Up Forklift
- Formaldehyde Awareness
- Hazard Communication
- Hazardous Materials
- Hazardous Substances and Industrial Hygiene
- Hazards of Asbestos in the Workplace
- Hazwoper
- Introduction to OSHA and the OSH Act
- Ionizing & Non-Ionizing Radiation Safety
- Lead Safety in the Workplace
- Lockout/Tagout
- Machine Guarding Safety
- Materials Handling and Storage
- Motor Vehicles
- Occupational Noise Exposure
- Personal Protective Equipment
- Process Safety Management of Highly Hazardous Materials
- Recordkeeping & Reporting
- Respiratory Protection
- Safety & Health Programs
- Sit Down Forklift
- Walking & Working Surfaces
- Welding, Cutting & Brazing
- Workplace Violence
- Use of Explosives in the Workplace

OSHA Construction

- Basic Safety Orientation
- Concrete & Masonry Construction
- Confined Space Entry
- Cranes & Rigging
- Electrical Safety
- Excavation Safety
- Fall Protection
- Fire Safety
- Stand Up Forklift
- Hand and Power Tools
- Hazard Communication
- Hazardous Materials
- Introduction to OSHA and the OSH Act
- Lead Safety in the Workplace
- Materials Handling
- Motor Vehicles
- Occupational Noise Exposure
- Personal Protective & Lifesaving Equipment
- Process Safety Management of Highly Hazardous Materials
- Recordkeeping & Reporting
- Respiratory Protection
- Scaffolding Safety
- Sit Down Forklift
- Stairway & Ladder Safety
- Struck-By & Caught In Between Hazards
- Use of Explosives in the Workplace
- Welding & Cutting
- Workplace Violence

Video-enabled Courses

Each course has full motion video with a post-test assessment.

Manufacturing And General Industry

Hazardous Energy Source - Lockout/Tagout Affected and Authorized Persons - Machine Operators/Non-Operators
Orientation 2000 (Long Version)
Hazard Communication - The New Millennium (Short Version)
MSDS for Hazardous Communications
Orientation 2000 Short Version)
Employee Safety Orientation
Workplace Safety Inspection Checklist

Personal Protective Equipment

Bloodborne Pathogens
Personal Protective Equipment
Bloodborne Pathogens for Non-Healthcare Workers
Controlling Exposure to Bloodborne Pathogens
Bloodborne Pathogens & Needle Stick for Healthcare Workers
Bloodborne Pathogens
Hand Injuries - The Gory Story
New Bloodborne Pathogens - The Complete Program
Respirators and How to Use Them

Back Injury Prevention/Safe Lifting

System Lifting 2000 - Back Injury Prevention (Short Version)
Back Injury Prevention
System Lifting 2000 - Back Injury Prevention (Long Version)
Back Injury Responsibility

Chemical And Hazardous Materials

Fire Extinguisher 2000 (Short Version)
Fire Prevention Responsibility
Chemical Safety
Bonding and Grounding of Flammable Liquids Transfers
Hazardous Spill Cleanup
Hydrogen Sulfide Training
Flammables and Combustibles
Hazwoper - Orientation
DOT Shipping of Hazardous Materials

Forklift Safety/material Handling

Forklift Operator Training
Aerial Lift Safety
Forklift Instructor Training
Electric Pallet jack
Safety of People and Equipment in Warehouse Operations
Propane Safety
Forklift "The New Rules"
Forking Around
Forklift Update for Experienced Operators

Specific Hazards, Machinery

Safe Operation of Overhead Cranes and Hoists
NFPA 70E Electrical Safety - Arc Flash Safety for Employees
Chains, Cranes, Hoist, and Slings (Updated)
Confined Space Entry *Updated
High Voltage Electrical safety
Hand and Power Tool Safety
Portable Grinders and Abrasive Wheels
Machine Guarding and Conveyor Safety
Confined Space : The Silent Killers *Updated
Machine Guarding Responsibility *Updated

Human Resources

Sexual Harassment in the Workplace
Sexual Harassment - What Employees Need to Know
Chemical Dependency
(HIPAA) Health Insurance Portability and Accountability Act

Public Agency/Public Works/Environment

Landscape Maintenance
Chain Saw Safety
Tree Trimming Safety
Commercial Mower Safety

Accommodations - Hospitality: Hotels And Motels

Human Behavior - Reducing Unsafe Acts *Updated
Laundry Room Safety Basics
Lockout/Tagout *Updated
Fire Extinguishers Training *Updated
Back Injury Prevention *Updated

Home Health Care

Universal Precautions - Infection Control Procedures
Back Safety for Health Care Providers
Safety Orientation - Nursing
How to Prevent Slips and Falls

Facility Support Janitorial Services

Hazard Communications (Janitors/Custodians) Updated
Safety Orientation and Accident Prevention
Bacteria and Disease Control
Taking Care of Your Equipment and Supplies
Electrical Safety (Janitors/Custodians)
Floor Cleaning Tips

Video-enabled Courses

Each course has full motion video with a post-test assessment.

Construction Equipment Safety

Backhoe/Loader Operations *Updated
Scaffolding Safety for Employees
Ladder Safety
Hand and Power Tool Safety
Forklift Operator Safety
Dump Truck Safety *New Update*
Portable Grinders and Abrasive Wheels

Construction General Safety

General Safe Work Practices
Preventing Injury Incidents
Lifting Safely in Construction
Basic Electrical Safety in the Workplace *Updated
Slips and Falls in Construction
Fire Extinguisher 2000
Accidents - "It Can't Happen to Me"
Safety is Your Responsibility

Construction Hazardous Materials

Hazardous Communications "Your Right to Know"
(Construction) Updated
Health and Safety Factors in Welding Operations
Testing and Monitoring for Hazardous Gases
Hazardous Material Spill - Clean Up

Construction Special Hazards

Trenching - Shoring
Confined Space Entry
Flagger Safety *Updated
Safe Operations of Motor Vehicles
Supervisor Safety Responsibilities
Bloodborne Pathogens (Construction)

Construction PPE

Employee Fall Protection
Heat Stress Awareness and Prevention (Updated)
Personal Protective Equipment
Hearing Conservation
Respirators and How to Use Them

Flash-based Courses Continued

Green Building

Residential Green Building: Design, Construction, Certification
Commercial Green Building: Guidelines, Process, Best Practices
Green Building for Infrastructure
Green Building for Commercial Applications

Environmental

California 8-Hour Overview
IATA Refresher Part 1 - CFR 49
RCRA in Day to Day Operations
The Clean Air Act
RCRA: What the Law Requires
RCRA 8-Hour Overview
Stormwater Discharges and Permits
Hazardous Waste Principles & Identification
Clean Water Act & Day to Day Operations
EPCRA
Health Effects of Asbestos
Legal Liabilities of Asbestos Inspectors
Spill Prevention and Release Reporting
The Clean Water Act
Spill Prevention, Control, and Countermeasure

Canada Safety Training

Accident Investigation
Electrical Safety
Emergency Action Plan
Ergonomics for Non-Office Workers
Fire Safety
Hazard Communication
Hand & Power Tools
Machine Guard Safety
Personal Protective Equipment
Stairway & Ladder Safety
Transportation of Dangerous Goods
Whmis*
Whmis Train The Trainer
Workplace Violence

Construction Project Management Training (Developed with AGC)

Equipment Utilization for Project Managers
Conducting Effective Meetings
Preplanning
Short Interval Planning (SIP)
Written Communications
Underlying Studies for Heavy/Civil Construction
Underlying Studies Building Construction

Electrical Training

NFPA 70E
NEC 2008 Code Update
NEC 2008 Grounding and Bonding
NEC 2008 Wiring and Protection
Electrical Fundamentals

Hazwoper

Hazwoper: Regulation Overview
Hazwoper: Site Characterization
Hazwoper: Toxicology
Hazwoper: Hazard Recognition
Hazwoper: Decontamination
Hazwoper: Medical Surveillance
Hazwoper: Emergency Procedures
Hazwoper: Site Control

DOT Courses

What DOT Supervisors Need to Know About Reasonable Suspicion Testing
What DOT Employees Need to Know about Reasonable Suspicion Testing*

*coming soon



Occupational Training Safety Course Library

OSHA Outreach Training

10 Hour Construction Outreach
10 Hour Construction Outreach – Spanish
30 Hour Construction Outreach
10 Hour General Industry Outreach
30 Hour General Industry Outreach

General Industry Courses

HACCP Food Safety Course
NFPA 70E
OHSAS 18001
ISO 14000
Beryllium and Cadmium Hazards in the Workplace
Bloodborne Pathogens
Building Security
Business Ethics
Confined Spaces for General Industry
Drug and Alcohol Abuse in the Workplace
Electrical Safety for General Industry
Ergonomics for Non-Office Workers
Ergonomics for Office Workers
Hazard Communication
Hazardous Materials
Hazards of Asbestos in the Workplace
Industrial Hygiene
Introduction to OSHA and the OSH Act
Ionizing and Non-ionizing Radiation Safety
Lead Safety in the Workplace
Lockout/Tagout
Machinery and Machine Guarding
Materials Handling and Storage for General Industry
Means of Egress and Fire Protection
OSHA - HAZWOPER
Personal Protective & Lifesaving Equipment
Personal Protective Equipment for General Industry
Personal Response to Trauma
Professional Response to Trauma
Safety and Health Programs
Safety Orientation
Use of Explosives in the Workplace
Walking and Working Surfaces
Welding, Cutting and Brazing for General Industry
Workplace Violence

Hazardous Waste

Hazwoper 40 Hour Course
Hazwoper 24 Hour Course
Hazwoper 8 Hour Refresher
Hazwoper 8 Hour w/ Excavations
Hazwoper 8 Hour w/ Bloodborne Pathogens
First Responder Awareness Level – 4hr
First Responder Operations Level – 8hr
DOT Hazmat General Awareness

Construction Courses

Cal-OSHA Concrete & Masonry
Cal-OSHA Cranes & Rigging
Cal-OSHA Electrical Safety
Cal-OSHA Excavations
Cal-OSHA Fall Protection
Cal-OSHA Fire Protection
Cal-OSHA General Safety & Health Provisions
Cal-OSHA Hand & Power Tools
Cal-OSHA Intro to Cal-OSHA
Cal-OSHA Scaffolding
Cal-OSHA Stairways & Ladders
Concrete & Masonry
Confined Spaces
Cranes, Derricks & Hoists
Cranes & Rigging
Demolition
Electrical Safety
Excavations
Fall Protection
Fire Protection
General Safety & Health Provisions
Hand & Power Tools
Introduction to OSHA & OSH Act
Materials Handling
Motor Vehicles
Occupational Health and Environmental Controls
OSHA 1926 STD 3-1.1 (2004)
Personal Protective Equipment
Process Safety Management
Recordkeeping
Scaffolding
Stairways & Ladders
Steel Erection
Welding, Cutting, & Brazing

Occupational Training Safety Course Library

Construction Courses - Spanish

Concrete & Masonry
Cranes & Rigging
Electrical Safety
Excavations
Fall Protection
Fire Protection
General Safety & Health Provisions
Hand & Power Tools
Introduction to OSHA and OSH Act
Scaffolding
Stairways & Ladders

Electrical Training

NFPA 70E
NEC 2008 Grounding and Bonding
NEC 2008 Wiring and Protection
NEC 2008 Code Updates
Electrical Fundamentals

Canada Safety Courses (upon request)

Transportation of Dangerous Goods - Part A
Forklift Safety
WHMIS: Occupational Health and Safety
Lockout/Tagout
Basic Safety Orientation
Confined Spaces
Accident Investigation Reporting
Hazard Recognition and Assessment Training
Joint Health & Safety Committee Terms of Reference
Ontario's Occupational Health & Safety Act Legislative Requirements
Workplace Inspections
Hot Work Permit Procedures
TES Lockout Procedures

Environmental Training

Stormwater Management During Construction
ISO 14000
The Clean Air Act

Healthcare Safety

Back Injury Prevention
Child Abuse
Corporate Compliance
Customer Service
Fire Safety
Infection Prevention
Patient Rights and Confidentiality
Preventing AIDS and Hepatitis B in the Workplace
Radiation Safety
Vulnerable Adult Care
Working Safely with Hazardous Materials
Workplace Violence in the Healthcare Industry

Human Resources

Arbitration and Mediation
Dealing with Conflict and Confrontation
Dealing with Difficult People
Managing Electronic Communication
Business Writing
Employment Law
Analyzing Financial Statements Advanced
Consumer Protection Law

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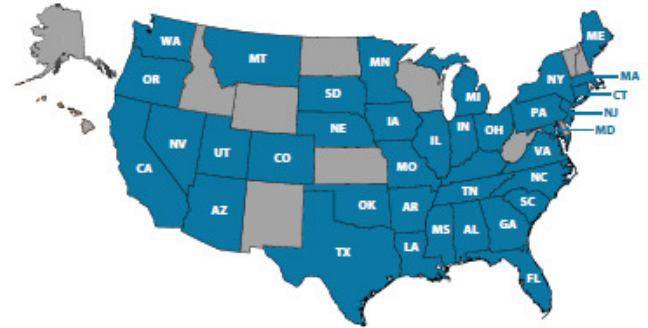
Real Estate Course Catalog



Course Listings

Course Listings and Locations

This map indicates states where we have available courses in CE, Pre-License and Post-License. All courses listed here are not available in every state. Please contact us for more information about what course offerings we have in your state.



Real Estate Pre-license

- Closing and Settlement Costs
- Code of Ethics
- Contracts, Purchases and Sales Agreements
- Environmental Hazards
- Fair Housing
- Law of Agency
- Liens, Taxes and Foreclosures
- Listing Agreements
- Real Estate Appraisal
- Real Estate Contracts
- Real Estate Finance
- Real Estate Math
- Practices and Principles
- Real Property Ownership and Land Use
- Titles and Records

Insurance and Escrow

- 1031 Exchanges
- Closing & Settlement Costs
- Contracts, Purchases & Sales Agreements
- Deeds
- Ethics for Insurance Professionals
- Ethics for Title Insurance Professionals
- Fundamentals of Mortgage Lending
- Gramm, Leach Bliley Act
- Introduction to Title Insurance & Land Titles
- Liens, Taxes & Foreclosures
- Titles & Records
- Understanding an Appraisers Role
- Coming Soon!**
- Real Property Ownership & Land Use for Title Companies
- Settlement Agents Guide to Closing Costs

Real Estate Post-license and CE

- 1031 Real Estate Exchange
- Agency Law
- Asset Management
- Closing and Settlement Costs
- Contracts, Purchases and Sales Agreements
- Deeds
- Environmental Hazards
- Estimating the Gross Living Area
- Fair Housing
- Home Inspection Basics
- Leases
- Liens, Taxes & Foreclosures
- Code of Ethics
- Property Management
- Real Estate Appraisal
- Real Estate Finance
- Real Estate Math
- Real Property Ownership and Land Use
- Tax Favorable Real Estate Transactions
- Titles & Records
- Coming Soon!**
- Credit Reports, Credit Scoring and FACTA

Mortgage

- 1031 Exchanges
- Closing & Settlement Costs
- Contracts, Purchases & Sales Agreements
- Fair Housing
- Fundamentals of Mortgage Lending
- Liens, Taxes & Foreclosures
- Real Estate Appraisal
- Real Estate Finance
- Titles & Records
- Coming Soon!**
- S.A.F.E Mortgage 20-hour Pre-license Course
- S.A.F.E Mortgage 8-hour Continuing Education Course
- Credit Reports, Credit Scoring and FACTA



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Green Building

Residential Green Building Certificate

Program Objective

Green Building is rapidly becoming mainstream, mostly due to increasing environmental concerns, a desire to develop healthier structures and increasing regulation from permitting authorities. This course takes a close look at green building in relation to main aspects of design and construction, including issues dealing with sites, landscaping, foundations, frames, exterior finishes, plumbing, appliances, insulation, ventilation, windows, finishes, and flooring.

This program is particularly valuable to individuals who need an overview of Green Building as it relates to new residential construction. This includes fields such as construction worker or manager, realtor, house inspector, landscape architects, interior designer, HVAC specialist, facility manager, mechanical engineer and civil engineer.

Occupational Outlook

Green jobs have been growing rapidly in the US. According to a recent report by the Pew Charitable Trust, green jobs have increased by over 9% a year since 2000, compared just 3% for the overall economy. This trend is expected to continue as spending on new green construction and on green renovation is expected to double over the next 5 years. Those whose jobs include building, maintaining or selling residential or commercial properties are well advised to get training on green techniques in order to be prepared for the changes that are coming.

Course Topics:

After completing this course you will be able to:

- Describe Green Building principles and practices
- Discuss Green Energy Management and Optimization
- Explain Sustainable Design concepts
- Implement Green Building Design Principles
- Describe Green Construction techniques
- Choose Certification options for both individuals and the organization

This course concludes with information on testing, certification, and accreditation, including a look at the LEED program and the NAHB Green Home Certification Program.

Residential Green Remodeling Certification

Program Objective

This 6-hour program provides a comprehensive treatment of Green Remodeling. Emphasis is on how Green Remodeling differs from Green Building. The unique aspects of Green Remodeling are treated in detail, with particular emphasis on building evaluation, deconstruction, handling of hazardous waste, materials recycling and reuse, energy conservation, indoor air quality, use of environmentally safe products, design principles, system planning and construction best practices. An overview of personal and building certification programs is complemented by a discussion of incentives available from government sources.

This program is particularly valuable to individuals who need an overview of Green Building as it relates to remodeling of existing residences. This includes fields such as construction worker or manager, realtor, house inspector, landscape architects, interior designer, HVAC specialist, facility manager, mechanical engineer and civil engineer.

Course Topics:

After completing this course you will be able to articulate and implement::

- Green Building Design Principles and Practices
- Sustainable Design Concepts
- Deconstruction and Recycling Methods
- Green Construction Techniques
- Green Building versus Green Remodeling
- Green Energy Management and Optimization
- Certification Options for Individuals and the Home

Green Infrastructure Guidelines and Certification

Program Objective

This program is for those involved in Infrastructure planning, design, construction and maintenance. After completing this course you will be able to:

- Assess sites and identify opportunities to implement Best Management Practices (BMP's) including soil testing, hydrologic analysis, vegetation assessment, and invasive species evaluation
- Have working knowledge of a template for design and implementation of Green Building concepts applicable to cities and municipalities.
- Understand pavement lifecycles, pervious vs. impervious pavement, albedo or reflectivity of pavement, pavement materials, devising a materials program, and different material applications.
- Understand mechanisms to affect right-of-way construction by private utilities, technology to minimize pavement damage and degradation, and the upgrades to utility installation and maintenance.
- Understand integrated stormwater management planning, water pollution prevention, construction runoff prevention, surface pre-treatments for filtering runoff, catch basin inserts and water quality inlets, detention and infiltration structures, and constructed wetlands.
- Have a working knowledge of citywide landscape planning, maintaining and enhancing biodiversity and ecology, landscapes capable of high rates of stormwater absorption, infiltration, and treatment, tree planting for quantity, density, and diversity. Also recognize turf grass reduction, plant selection, design water-efficient landscapes and pest management.
- Understand construction practices such as site protection, plan development, protecting water sources and planted areas, developing waste management and recycling plans, and minimizing construction and recycling impacts.

Course Topics:

This program includes the following modules to give the student a complete overview of Green Infrastructure Guidelines:

- Green Infrastructure 1: Introduction to High Performance Guidelines
- Green Infrastructure 2: Best Practices for Site Assessment
- Green Infrastructure 3: Best Practices for Streetscape
- Green Infrastructure 5: Best Practices for Utilities
- Green Infrastructure 6: Best Practices for Stormwater Management
- Green Infrastructure 7: Best Practices for Landscape
- Green Infrastructure 8: Best Practices for Construction Practices

Commercial Green Building Certification

Program Objective

High performance buildings maximize operational energy savings; improve comfort, health, and safety of occupants and visitors; and limit detrimental effects on the environment. This program provides instruction in the new methodologies that form the underpinnings of high performance commercial and municipal buildings. Coverage includes how these practices may be implemented within existing frameworks of municipal capital project administration and facility management.

These Guidelines promote careful study of all stages in project development to ensure the fiscal integrity of the commercial project. They also encourage the formulation of responsible budgets at the planning stage. Further, they help the design team to identify any high performance cost premiums (together with cost savings) and to justify them to the Owner's satisfaction. This course is valuable to those in Architecture, Project Management, and Engineering who will likely be involved in developing applications for LEED certification for their buildings.

Course Topics:

After completing this course you will be able to:

- Describe Green Building Principles and Practices as they apply to Commercial Buildings
- Recognize how to raise expectations for the facilities performance.
- Implement these improved practices that improve the capital budgeting design and construction practices, thus promoting investments that make economic and environmental sense.
- Implement these improved practices through:
 - o Comprehensive pilot high performance building efforts
 - o Incremental use of individual high performance strategies on projects of limited scope.
- Create partnerships in the design and construction process around environmental and economic performance goals.
- Save money through reduced energy and material expenditures, waste disposal costs and utility bills.
- Improve the comfort, health, and well being of building occupants and public visitors.
- Design buildings with improved performance that can be operated and maintained within the limits of existing resources.



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Business and Accounting

Business Administration Diploma

Program Objective

Prepare yourself for the demands of today's fast-paced business environment. This comprehensive program exposes students to a vast array of business knowledge, management and administration skills, and practical tools that will assist them in dealing with situations within a business-related career. Includes knowledge of how businesses utilize technology, e-commerce, business correspondence, office procedures, project management, and employment success strategies.

This course is particularly valuable to those who have started, or wish to start, their own small business as well as those interested in making themselves better managers and improving their prospects for job promotion.

Occupational Outlook For Business Administration

The US Small Business Association reports that businesses with fewer than 20 employees employ over 10% of the US workforce, a number that has been consistent for over 20 years. This represents the efforts of those who have started their own businesses. With the current unemployment rates in the US, starting your own business has never looked like a better option compared to competing with many others for the few advertised jobs.

Course Topics

This program covers a comprehensive range of courses in the areas of Economics, Management, Communication, HR, Marketing, Sales and Microsoft Office programs:

Business Administration Integrative Project
Business Correspondence I & II
Micro Economics
Macro Economics
Business Law
Business Math
Business Presentations
Customer Service
Excel I & II

Financial Management
Human Resource Management
Management Fundamentals
Marketing and Sales
Supervisory Skills
Business Essentials
Business in the Electronic Age
PointPoint I
Word I & II

Program Completion:

Most people are able to complete this program in 8-10 months. You should plan on investing about 15-20 hours a week to get the most out of the program. Remember, you have access for 12 months with your initial purchase and it will cost \$500 for a 6 month extension if you aren't finished by then.

Administrative Assistant Certificate

Program Objective

This program provides the necessary skills to thrive in an office environment, especially as the support person for business executives. The course includes communication and customer service development as well as handling forms and documents, such as applications, agreements, and letters, in accordance with established procedures, guidelines, and schedules. Also included in the course is an introduction to the Microsoft Office suite.

Occupational Outlook For Administrative Assistant jobs

Skilled Administrative Assistants are in great demand by both large corporations and small independent businesses. Since this role is almost impossible to outsource overseas, it continues to have strong employment potential. All employers, in all industry sectors, require staff that possess strong office and software related skills to perform administrative functions. Administrative Assistants may move into supervisory office positions as their careers progress.

The US Bureau of Labor Statistics projects that the number of executive secretary and administrative assistant clerical jobs will increase by nearly 15% over the next 10 years. That's a total of nearly 500,000 job openings that you can become eligible for! The median salary in this field according to salary.com is \$35,000 a year.

Course Topics

This program covers a comprehensive range of courses in the areas of Communication, Office Procedures and Microsoft Office programs:

- Business Correspondence I & II
- Customer Service
- Excel I & II
- Office Procedures I & II
- PowerPoint I
- Resumes & Job Search
- Word I, II & III

Program Completion:

Most people are able to complete this program in 4-5 months. You should plan on investing about 15-20 hours a week to get the most out of the program. Remember, you have access for 6 months with your initial purchase and it will cost \$500 for a 3 month extension if you aren't finished by then.

Accounting Certificate

Program Objective

On completion of the Accounting Certificate, you will acquire and apply the knowledge of business accounting and office skills to meet the demands of today's business. Includes training on Accounting, QuickBooks, Excel, Simply Accounting Pro.

Occupational Outlook For Accounting jobs

Accounting Clerks skilled in computers play an integral role in the financial department of any company. Those with initiative can work their way up the corporate ladder. Those who enjoy working with numbers, taking on challenges and who have strong attention to detail and getting things done right the first time are a good fit for an accounting career.

The US Bureau of Labor Statistics projects that the number of clerical jobs in accounting and bookkeeping will increase by more than 12% over the next 10 years. That's a total of nearly 600,000 job openings that you can become eligible for! The median salary in this field according to salary.com is \$35,000 a year.

Course Topics

This program covers a comprehensive range of courses in the Business Math, Accounting Principles, Accounting Software and Communication:

- Accounting I & II
- Business Math
- Business Correspondence I
- Excel I & II
- QuickBooks Pro
- Resumes & Job Search
- Simply Accounting Pro

Program Completion:

Most people are able to complete this program in 3-4 months. You should plan on investing about 15-20 hours a week to get the most out of the program. Remember, you have access for 6 months with your initial purchase and it will cost \$250 for a 3 month extension if you aren't finished by then.

Office Clerk Certificate

Program Objective

Students will learn the basics required to successfully enter the office environment. The program includes courses on Basics of Workplace Success, Grammar, Business Correspondence and introduction to the Microsoft Office suite.

Occupational Outlook For Office Clerk jobs

Opportunities for advancement are better than ever in this area, especially for those students who show initiative and are prepared to increase their knowledge of computer applications. This program prepares students to join the workforce at a skilled level. Skilled Office Clerks are an integral part of today's business office, especially for those students who show initiative and are prepared to increase their knowledge of computer applications.

The US Bureau of Labor Statistics projects that the number of receptionist and information clerk jobs will increase by nearly 17% over the next 10 years. That's a total of nearly 500,000 job openings that you can become eligible for! The median salary in this field according to salary.com is \$24,000 a year.

Course Topics

This program covers a range of courses that you'll need to be successful in an office environment:

- Business Correspondence I
- Customer Service
- Excel I & II
- Office Procedures I
- Resumes & Job Search
- Windows I
- Word I & II

Program Completion:

Most people are able to complete this program in 3-4 months. You should plan on investing about 15-20 hours a week to get the most out of the program. Remember, you have access for 6 months with your initial purchase and it will cost \$250 for a 3 month extension if you aren't finished by then.

Customer Service Representative Certificate

Program Objective

Students will learn the basics required to successfully enter the office environment. This program include Verbal Communication, Grammar, Business Correspondence, and introduction to the Microsoft Office suite. Those who complete this program typically find jobs as customer service representatives or in related careers such as Library Clerk, Courtesy Receptionist, Complaint, Inquiries, or Information Clerk.

Occupational Outlook For Office Clerk jobs

The US Bureau of Labor Statistics projects that the number of customer service representative jobs will increase by nearly 25% over the next 10 years. That's a total of nearly 1,200,000 job openings that you can become eligible for! The median salary in this field according to salary.com is \$30,500 a year.

Course Topics

This program covers a comprehensive range of courses in the areas of Communication, Office Procedures and Microsoft Office programs

- Business Math
- Business Verbal Communication
- Customer Service
- Excel I
- Office Procedures I
- Resumes & Job Search
- Word I & II

Program Completion:

Most people are able to complete this program in 3-4 months. You should plan on investing about 15-20 hours a week to get the most out of the program. Remember, you have access for 6 months with your initial purchase and it will cost \$250 for a 3 month extension if you aren't finished by then.

Microsoft Office Skills Certificate

Program Objective

The Microsoft Office suite of programs is used in the vast majority of all offices today. Knowing how to use these tools can often be the difference between success and failure in an office environment, especially during the early stages of your career. Our program allows you to build up your skills and gain confidence using these applications so you can be more productive at work.

Course Topics

This program covers the main Microsoft Office programs with an introduction to Windows XP:

- Windows I
- Word I & II
- Outlook I
- Excel I & II
- PowerPoint I

Program Completion:

Most people are able to complete this program in 3-4 months. You should plan on investing about 15-20 hours a week to get the most out of the program. Remember, you have access for 6 months with your initial purchase and it will cost \$250 for a 3 month extension if you aren't finished by then.

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Ethics & Compliance Course Library



Course Library

Preventing Insider Trading
Business Ethics – Introduction
Business Ethics – Advanced
Understanding and Complying with FCPA
Sexual Harassment in Hospitality
Preventing Workplace Discrimination and Sexual Harassment (Managers)
Preventing Workplace Discrimination and Sexual Harassment (Employees)
School Employee Sexual Misconduct
Sexual Harassment CA AB 1825
Basics of Antitrust
Conflicts of Interests
Creating an Honest and Theft-Free Workplace
Electronic Communication in the Workplace
Custom Code of Conduct/Company-Specific Custom Courses
Additional Ethics and Compliance Courses

Webuild Training Offers Over 1000 Online Training Courses Through Our Website. For A Complete Listing Of Ethics And Compliance Courses Offered, Please View Our Online Course Directory. This Catalog Only Represents A Few Of The Many Ethics And Compliance Courses Offered.

Course Descriptions

Preventing Insider Trading

This course will introduce the concept of insider trading, which occurs when company employees or stakeholders buy or sell company stock based on inside information that they possess.

The course also examines the principles underlying its unfairness and illegality, as well as how to prevent unlawful insider trading. Using examples that illustrate how these principles might play out in real-life scenarios, the course explores the impact that unlawful insider trading has on the financial market, companies, and investors.

Topics explored include the meanings of “material” and “non-public,” SEC financial disclosure guidelines, how insider trading laws apply to you, how to avoid violations, compliance steps, and penalties.

1 Hour

Business Ethics – Introduction

This course will introduce the student to the application of business ethics and ethical standards in the workplace. Within recent years, the media has bombarded the public with stories of the degradation of many of the country’s top businesses based solely on unethical conduct. As these cases bring to light, the actions of a few employees can drastically affect the entire company.

Compliance with applicable laws and regulations is required by law. However, this course seeks to expand the definition of ethical conduct to include the everyday office behavior that defines an organization and its standards of business conduct. Every workplace must adhere to a strict Code of Conduct (COC), describing the acceptable practices, ethical standards, and responsibilities that must be met by both the company and each individual to achieve the highest level of behavior and standards throughout the entire employee population.

Ethics in the workplace is the fundamental element of any basic COC and provides all employees with an understanding of essential topics. This course includes a number of recent case studies and relevant scenarios to present the basics of ethics in the workplace. The ability of a company to establish an effective Code of Conduct (COC) directly correlates to the company’s potential for success. During your orientation as a new employee with a company, you most likely reviewed the Code of Conduct. However, if you have questions, or you need additional information or access to your company’s COC, you should contact your Human Resource department.

1 Hour

Business Ethics – Advanced

Every workplace must adhere to a strict Code of Conduct in (COC) order to achieve the highest level of behavior and standards throughout the entire employee population. Ethics in the workplace is the fundamental element of any basic COC and provides all employees with an understanding of essential topics.

This advanced business ethics course delves deeper into the ethical issues within a corporate workplace: honesty, lawful behavior, integrity, confidentiality, and more. Professional codes of ethics, which dictate the behaviors of members of a specific profession, will also be discussed. This advanced ethics course includes a number of recent case studies and relevant scenarios in order to present the basics of ethics in the workplace. Course participants will expand on the basics of ethical principles, and learn to apply ethical behaviors in practical ways within the workplace environment.

1 Hour

Understanding and Complying with FCPA

This course will familiarize you with the Foreign Corrupt Practices Act (FCPA), which outlaws bribing a foreign official to get or keep private or government business and making false or misleading entries on company books, for any purpose.

Topics covered include who FCPA covers, FCPA's purpose and background, FCPA anti-bribery provisions, affirmative defenses to the FCPA, compliance issues, records and accounting practices, how to recognize "red flags" in foreign business ventures, the legal standard for FCPA criminal violations, sanctions against bribery, and foreign corrupt practices act opinion procedure. This course also stresses the importance of documenting red flags to protect yourself and your company from legal repercussions.

1 Hour

Sexual Harassment in Hospitality

This course will examine sexual harassment prevention and education with an emphasis in the hospitality business. The unique characteristics of hospitality, i.e., informal working conditions and atmospheres, and long/irregular hours, make employers and employees of hospitality companies more susceptible to sexual harassment issues and lawsuits than other industries.

Therefore, it is vital that hospitality employers and employees are educated about sexual harassment and trained to prevent and deal with it if it does occur. Topics explored include the laws regulating sexual harassment; who can be a harasser and who can be a victim of sexual harassment; what constitutes sexual harassment; acceptance of sexual harassment in the hospitality industry; the importance of sexual harassment education, training, and prevention; and the investigation process, legal recourse, and complaint procedure for sexual harassment.

1 Hour

Preventing Workplace Discrimination and Sexual Harassment (Managers)

This course will provide employers and managers with relevant and useful information on employee rights in the workplace. A manager is directly responsible for maintaining a respectful and professional workplace environment. Covering pertinent federal laws on job discrimination and explaining how to establish a company anti-discrimination policy, the course prepares a manager and employer for the responsibilities associated with preventing discrimination and harassment in the workplace. The material in the course

provides the employer with a step-by-step process for handling discrimination complaints by employees. Finally, the course provides numerous examples and scenarios, which aid in the retention of these concepts. Although this course is specifically designated for workplace employers, it is also ideal for small business owners, individual supervisors, and corporate enterprise-wide implementation.

The second portion of this course addresses the impact of sexual harassment in the workplace. Because sexual harassment consists of unwanted and unwelcome sexual advances or sexual conduct that has the effect of unreasonably interfering with a person's work performance, this type of behavior can create an intimidating or hostile work environment. The goal of eliminating sexual harassment in the workplace must begin with prevention. To accomplish this goal, this instruction will help you identify situations and behaviors that could be perceived as such harassment, understand a supervisor's obligations and responsibilities to create and maintain a harassment-free work environment, apply specific strategies for preventing and eliminating sexual harassment and appropriately responding to allegations of sexual harassment.

1 Hour

Preventing Workplace Discrimination and Sexual Harassment (Employees)

This course will provide employees with relevant and useful information on employee rights within the workplace. In addition to examining an employee's right to fair and equal consideration and treatment, the course covers pertinent federal laws on job discrimination, processes for reporting discrimination or harassment, and procedures for filing a complaint with the Equal Employment Opportunity Commission (EEOC). Specifically designated for workplace employees, the course presents numerous examples and scenarios, which detail the different types of discrimination that may occur within the workplace, as well as useful strategies for avoiding discriminatory actions and their effects.

The second portion of this course addresses the impact of sexual harassment in the workplace. Because sexual harassment consists of unwanted and unwelcome sexual advances or sexual conduct that has the effect of unreasonably interfering with a person's work performance, this type of behavior can create an intimidating or hostile work environment. The goal of eliminating sexual harassment in the workplace must begin with prevention. To accomplish this goal, this course will help you identify situations and behaviors that could be perceived as sexual harassment and to apply specific strategies for preventing and eliminating sexual harassment in the workplace.

1 Hour

School Employee Sexual Misconduct

With so many challenges facing K-12 education today, school districts need to stay proactive to mitigate the distraction, emotional costs and financial burdens that result from sexual harassment in this unique workplace. This course is designed to target school employees and interactively educate them on what constitutes sexual misconduct and to identify and avoid such situations in the educational environment.

1 Hour

Sexual Harassment CA AB 1825

This two-hour-and-fifteen-minute course satisfies the California State AB1825 requirement -- and is similar in scope to the Connecticut and Maine requirements -- for workplace sexual harassment prevention training. This course teaches best practices that all states should embrace to fight the ever-growing incidences and risks of sexual harassment in the workplace. All employees must understand these risks, and the importance of creating and enforcing a workplace free of sexual and other forms of harassment.

The Equal Employment Opportunity Commission's definition of sexual harassment includes using one's submission to or rejection of sexual favors as conditions of that person's employment, or as a basis for employment decisions, and/or unwelcome sexual behaviors that intimidate or interfere with another's employment. Sexual harassment harms more than the recipient of the unwanted behaviors -- it also damages other employees, teams, and the Company itself through a loss of morale, human dignity, and productivity.

All employees must learn how to identify, stop and report sexual harassment behaviors. Managers and supervisors, in particular, must be vigilant about the legal, ethical and professional obligations they have to prevent and halt workplace harassment, and to respond swiftly and appropriately to any charges of sexual and other forms of workplace harassment.

2 Hours 15 Minutes

Basics of Antitrust

This course introduces the basics of antitrust laws, which prohibit industry competitors from making agreements or taking actions that limit competition and restrict free trade, thereby creating monopolies. Such agreements and actions include price fixing, bid rigging, market division, collusion, some forms of benchmarking, tying arrangements, price discrimination and promotional allowances, and exclusive dealing. Because violations of antitrust laws negatively affect a company's credibility and reputation with its customers, clients, suppliers, and community, as well as undermining its integrity, employees should be informed on these laws, acceptable and unacceptable conduct, and how to avoid violating the laws or even the appearance of such violations.

Focusing on federal antitrust statutes, the course covers topics such as Antitrust Violations; *Per Se* Violations and What Law Enforcement Looks for in Investigating them; Acceptable and Prohibited Conduct in Relations with Competitors, Customers, and Suppliers; Benchmarking; Reciprocity; Territory and Customer Restrictions; Reporting Suspected Violations of Antitrust Laws; Handling Investigations; and Sanctions and Penalties.

1 Hour

Conflicts of Interests

It is important that all of us understand how the Company must operate when faced with conflicts of interest. This course will provide an introduction to the issue of conflicts of interest at individual and company levels, including kinds of conflicts of interest and how a Company must respond to and resolve them.

First, the course will examine Company expectations of each member of the team, regardless of the person's position (i.e., the employee's duty of disclosure). Next, the course will look at potential situations involving conflicts of interest that an employee might encounter in day-to-day workplace activities. In closing, the course will review the procedures the Company should have in place to spot or avoid conflicts of interest and take remedial action when necessary.

1 Hour

Creating an Honest and Theft-Free Workplace

It has been said that "happy employees tend to be honest and productive employees." Another common saying is: if the employer is fair and loyal to the employee, the employee will be fair and loyal to the employer." This course will introduce the student to the importance of honesty in the workplace. It will address such behaviors as lying and cheating and, especially will emphasize how various forms of theft behavior including embezzlement, product theft, supplies theft, time theft and production theft (loafing), and expense account/benefits fraud erode morale and lead to loss of jobs and the demise of companies themselves.

This course will address the importance of honesty at all levels of the workplace—from company owners, supervisors and managers to those working on the ground floor. It will include statistics about the prevalence of employee theft in the United States as well as of shifting trends. It will include some case studies and examples of dishonesty in the workplace and will also explore the different motivations for dishonesty. Finally, this course will outline a number of ways in which both the employer and employees can work together to promote a more honest—and therefore, more enjoyable and productive—workplace.

1 Hour

Electronic Communication in the Workplace

This course offers a comprehensive guide to all things workplace e-communication: from e-mail to texting, from Facebook to Instant Messaging (IM). Most employees use these and other forms of electronic communication, but few understand the risks inherent with careless clicking. Though professional courtesy is a must in e-mails, this course focuses on using e-communications appropriately.

Participants will learn to recognize the risks associated with forwarding emails, when and how to use the company email, and how to make statements of fact, versus statements of opinion. Email offers a distinct disadvantage in that there is no way to properly convey the writer's tone (or level of seriousness), so employees must learn how to respond appropriately to offensive messages, and when face-to-face communication (rather than email) is warranted. This course also discusses the future of e-communication, including proper IM usage through the Company IM, and improper usage via the employee's personal IM, Twitter, Facebook, and other social networking sites.

1 Hour

Additional Ethics and Compliance Courses

Americans with Disabilities Act
Code of Conduct
Deficit Reduction Act Compliance
Drug Free Workplace
Ethics for Legal Staff
Export Controls
Fair Labor Standards Act
Family Medical Leave Act
FAR Subpart 9.5
Federal Government Contracts
Fraud Detection & Awareness
Gramm-Leach Bliley Act
Healthcare Fraud & Abuse
HIPAA Privacy & Security
Managing Workplace Stress
Preventing Workplace Violence
Professional Image
Protecting Trade Secrets
Questionable Interview Questions
Records Management
Reliable Communications
The SBAR Technique
Workplace Diversity

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Public Safety Course Catalog



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Alcohol Server Courses

Alcohol Seller/Server – On Premise

This course provides you with all the necessary knowledge and techniques you need to be a responsible server of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to cut someone off; how to prevent and deal with disturbances, and; how to accurately check IDs and recognize minors.

2hr (DC)
4hr (MD)
4hr (PA)
4hr (WI)
4hr (WY)
3hr (all other states)

Alcohol Seller/Server - Off Premise

This course provides you with all the necessary knowledge and techniques you need to be a responsible seller of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to refuse a sale to someone; how to prevent and deal with disturbances; how to accurately check IDs and recognize minors; how to prevent second party sales and loitering and how to refuse a sale.

3hr

Identification Screening Basics

This course covers the various ways that underage drinkers try to sneak into clubs and bars and strategies the door person can utilize to detect fake, altered or borrowed identification. The course is broken down into sections covering the importance of the screener's position, important rules and regulations relating to underage drinking and I.D., available I.D. security features, acceptable forms of identification, methods to check I.D., including federal forms of I.D., techniques for spotting and examining fake, altered or borrowed I.D., what to do when you receive bad I.D., and tools to help examine I.D.

2.5hr

Improving Your Tips, Tips on Getting Larger Tips!

This course is approximately 1 hour and covers helpful tips to help ensure you get better tips. It will provide you with handy customer service suggestions, up selling and ways to walk with more cash.

1hr

Recognizing Club Drugs

Recognizing Club Drugs is designed to alert bar and nightclub staff to the warning signs of drug use on their property and to educate them about the process of addiction, the symptoms of overdose and the psychological and physiological effects of various drugs. Special emphasis is also placed on how various drugs may be smuggled into the establishment for sale and use, on recognizing patrons who may be under the influence of drugs and on strategies for cooperating with law enforcement authorities to curb illegal activity.

1.5hr

Alcohol Server State-specific Courses

Florida

Florida Responsible Beverage Alcohol Service Refresher Course Off-Premise

This course provides you with all the necessary knowledge and techniques you need to be a responsible server of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to cut someone off; how to prevent and deal with disturbances, and; how to accurately check IDs and recognize minors.

1hr

Florida Responsible Beverage Alcohol Service Refresher Course On-Premise

This course provides you with all the necessary knowledge and techniques you need to be a responsible server of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to cut someone off; how to prevent and deal with disturbances, and; how to accurately check IDs and recognize minors.

1hr

Iowa

City of Boise-approved Alcohol Training and Certification Course Alcohol Seller/Server

This course provides you with all the necessary knowledge and techniques you need to be a responsible server of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to cut someone off; how to prevent and deal with disturbances, and; how to accurately check IDs and recognize minors.

3hr

Alcohol Seller/Server - Off Premise

This course provides you with all the necessary knowledge and techniques you need to be a responsible seller of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to refuse a sale to someone; how to prevent and deal with disturbances; how to accurately check IDs and recognize minors; how to prevent second party sales and loitering and how to refuse a sale.

3hr

Kentucky

Alcohol Seller/Server Lexington-Fayette, KY

This course provides you with all the necessary knowledge and techniques you need to be a responsible server of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to cut someone off; how to prevent and deal with disturbances, and; how to accurately check IDs and recognize minors. **The alcohol seller/server course specific to Lexington-Fayette County, KY has been approved by the Lexington-Fayette County Urban County Government office of Alcoholic Beverage Control.**

3hr

New York

The ABCs of the New York ABC Laws

This program will give owners an understanding of their duties and responsibilities under the New York State Alcohol Beverage Control Law. The program provides detailed guidance on the steps a licensee can take to ensure they operate in compliance with the law.

Possessing a license to sell alcoholic beverages is a privilege carrying with it obligations to your patrons and the community. The purpose of this training program is to acquaint you with your basic duties and responsibilities as a licensee. By taking affirmative action to ensure your establishment acts in compliance with the law you are more likely to avoid enforcement action. It is not intended to be an all-inclusive legal or operational training.

Upon completion of this course, you will be able to:

- Provide patrons with a safe and legal social establishment
- Employ individuals in accordance with the law
- Prevent patrons from harming themselves or others
- Avoid selling alcoholic beverages to underage patrons
- Avoid criminal and civil legal repercussions

This course has been reviewed and recommended by the NY State Liquor Authority.

2hr

Texas

TABC Certification

This course is focused on the issues surrounding responsible practices in selling and serving alcoholic beverages. This course is approximately 4 hours in length including the final certification quiz. Upon completion of the entire course and passing the final quiz, you will receive your Texas Alcoholic Beverage Commission Seller/Server Certification.

3hr 20min

TABC Certification + TX Food Handler All Counties

This course is focused on the issues surrounding responsible practices in selling and serving alcoholic beverages. This course is approximately 4 hours in length including the final certification quiz. Upon completion of the entire course and passing the final quiz, you will receive your Texas Alcoholic Beverage Commission Seller/Server Certification.

State Approved Texas Food Handler Course –All Counties

This course is a basic review of food safety practices for food service employees. This course is recommended for all food industry employees, which can assist employees in the implementation of safe food handling practices at their food establishment. The Texas Department of State Health Services recognizes and has approved this Learn2serve.com Food Handler's Course. All students must present their completion certificate to their local health authority and must pay the required fees associated with registration at their local authority. The course fees do not cover the any fees associated with your local health department.

6hr 20 min

Utah

E.A.S.Y. Off-premise Utah

This course provides you with all the necessary knowledge and techniques you need to be a responsible seller of alcohol in the state of Utah.

Through this course you will gain the Utah state specific knowledge of guidelines and techniques you need to be a responsible seller of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to refuse a sale to someone; how to prevent and deal with disturbances; how to accurately check IDs and recognize minors; how to prevent second party sales and loitering and how to refuse a sale.

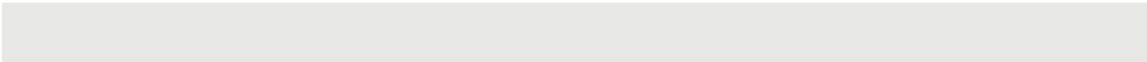
1hr

Vermont

Vermont Alcohol Server Awareness Program (ASAP)

Your online A.S.A.P. certification will take approximately 3 hours to complete. Students may log-in and log-out throughout the course as necessary. Although recommended, the course is not required to be completed in one sitting. At the end of the course, you will be prompted to take a final exam.

3hr



Food Server Courses

Food Safety Training/Prep Course

This course supports all those who are preparing for certification as a Food Safety Manager. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education.

8hr

Food Server State-specific Courses

California

Los Angeles County Certified Food Handlers Training

This course supports all those who are preparing for certification as a Food Safety Manager/Handler. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education. The Los Angeles County Online course includes the required curriculum on Preventing Stormwater Pollution and Tuberculosis, including locations of TB testing sites.

10hr

Florida

Florida Foodservice Worker Training

Foodservice worker training course includes:

- Introduction to Food Safety
- Personal Hygiene
- Contaminants
- Preservation and Time & Temperature Controls
- Cleaning & sanitizing
- Pest Control

4hr

Illinois

Food Safety Management Principles

This course supports all those who are preparing for certification as a Food Safety Manager. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education. The Food Safety Management Principles Certification Training Course is APPROVED by the Illinois Department of Public Health. This food protection certification course is the equivalent of the fifteen hour classroom training course

Minnesota

Food Handler's Safety

This course will take you through the fundamentals of food safety. By the time you have finished this course you should have a better understanding of what foodborne illnesses are, how they are caused, and what you can do to help prevent them.

3hr

Pennsylvania

Pennsylvania Food Employee Certification Training

This course supports all those who are preparing for certification as a Food Safety Manager. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education.

8hr

South Carolina

Food Safety Management Principles

This course supports all those who are preparing for certification as a Food Safety Manager. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education. This course covers food safety issues, regulations, and techniques to maintain a food-safe environment. It will help you to better understand how handling food correctly is not only the law, but it improves safety and lowers cost as well.

8hr

Texas

Packages

Food Safety Manager Certification Examination + Prep Course

2009 Texas Food Safety Manager Certification Examination

Approval through Texas Department of State Health Services The _____ Manager Certification Examination and Prep Course is an education package which includes the Food Safety Manager Training preparation course and the Texas Department of State Health Services approved Food Protection Management Examination. When the student successfully passes the exam, an electronic certificate will be available for download.

10hr

Food Safety Manager Certification Examination + Prep Course(en Espanol)

2009 Texas Food Safety Manager Certification Examination

Approval through Texas Department of State Health Services The _____ Manager Certification Examination and Prep Course is an education package which includes the Food Safety Manager Training preparation course and the Texas Department of State Health Services approved Food Protection Management Examination. When the student successfully passes the exam, an electronic certificate will be available for download.

10hr

Individual Courses

Food Safety Manager Certification Examination (en Espanol)

2009 Texas Food Safety Manager Certification Examination

Approval through Texas Department of State Health Services The _____

Manager Certification Examination and Prep Course is an education package which includes the Food Safety Manager Training preparation course and the Texas Department of State Health Services approved Food Protection Management Examination. When the student successfully passes the exam, an electronic certificate will be available for download.

2hr

Food Safety Manager Certification Examination (English)

2009 Texas Food Safety Manager Certification Examination
Approval through Texas Department of State Health Services The
Manager Certification Examination and Prep Course is an education package which includes the Food Safety Manager Training preparation course and the Texas Department of State Health Services approved Food Protection Management Examination. When the student successfully passes the exam, an electronic certificate will be available for download.

2hr

Food Safety Manager Certification Prep

This course covers food safety issues, regulations, and techniques to maintain a food-safe environment. It will help you to better understand how handling food correctly is not only the law, but it improves safety and lowers cost as well.

COURSE OUTLINE

LESSON 1: INTRODUCTION TO FOOD SAFETY

- What Is Food Safety
- Critical Control Points
- Regulation and Inspection

LESSON 2: BIOHAZARDS, FOODBORNE DISEASE, FOOD SPOILAGE

- What Is A Biohazard?
- Viruses and Parasites
- Bacteria
- Food-Borne Disease
- Common Food-Borne Illnesses
- Food Spoilage

LESSON 3: CONTAMINANTS

- Biological Contamination
- Physical Contamination
- Chemical Contamination

LESSON 4: PRESERVATION AND TEMPERATURE CONTROL

- Preservation
- Temperature Control

LESSON 5: EMPLOYEE HEALTH AND HYGIENE

- Common Hazards
- Hand Washing
- Skin, Hair, Mouth, Nose and Throat
- Clothing, Perfume and Jewelry
- Employee Sickness

LESSON 6: PURCHASING, RECEIVING, AND STORING FOODS

- Purchasing
- Receiving
- Storage

LESSON 7: CLEANING AND SANITIZING

- How to Clean and Sanitize
- The Difference between Cleaning and Sanitizing
- The Importance of Cleaning and Sanitizing

LESSON 8: PEST CONTROL

- Pest Control
- Eradication
- Prevention

LESSON 9: FACILITY DESIGN

- Building Design
- Floors, Walls, and Ceilings
- Equipment

LESSON 10: THE HACCP SYSTEM

5hr

Food Safety Manager Certification Prep (en Espanol)

This course covers food safety issues, regulations, and techniques to maintain a food-safe environment. It will help you to better understand how handling food correctly is not only the law, but it improves safety and lowers cost as well.

COURSE OUTLINE

LESSON 1: INTRODUCTION TO FOOD SAFETY

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LESSON 8: PEST CONTROL

- Pest Control
- Eradication
- Prevention

LESSON 9: FACILITY DESIGN

- Building Design
- Floors, Walls, and Ceilings
- Equipment

LESSON 10: THE HACCP SYSTEM

8hr

Utah Food Handler's Safety

This course will take you through the fundamentals of food safety. By the time you have finished this

course you should have a better understanding of what foodborne illnesses are, how they are caused, and what you can do to help prevent them.

3hr

Wisconsin Food Handler's Safety

This course will take you through the fundamentals of food safety. By the time you have finished this course you should have a better understanding of what foodborne illnesses are, how they are caused, and what you can do to help prevent them.

3hr

Food Manager Recertification

This course supports all those who are preparing for certification as a Food Safety Manager. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education.

8hr

Food Safety Management Principles

This course supports all those who are preparing for certification as a Food Safety Manager. This certification, which is accredited in the United States of America by the Conference for Food Protection and the American National Standards Institute, is a benchmark for the food industry and part of a global standard in food safety education. This course covers food safety issues, regulations, and techniques to maintain a food-safe environment. It will help you to better understand how handling food correctly is not only the law, but it improves safety and lowers cost as well.

8hr

Wyoming Alcohol Seller/Server (WY)

This course provides you with all the necessary knowledge and techniques you need to be a responsible server of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to cut someone off; how to prevent and deal with disturbances, and; how to accurately check IDs and recognize minors.

4hr

Alcohol Seller/Server (WY) - Off Premise

This course provides you with all the necessary knowledge and techniques you need to be a responsible seller of alcohol. Specifically, you will learn: how to protect yourself and your establishment from liability; how alcohol affects your customers; how to recognize the effects of alcohol on your customers; how to prevent customers from becoming intoxicated; how to intervene when you need to refuse a sale to someone; how to prevent and deal with disturbances; how to accurately check IDs and recognize minors; how to prevent second party sales and loitering and how to refuse a sale.

3hr

Identification Screening Basics

This course covers the various ways that underage drinkers try to sneak into clubs and bars and strategies the door person can utilize to detect fake, altered or borrowed identification. The course is broken down into sections covering the importance of the screener's position, important rules and regulations relating to underage drinking and I.D., available I.D. security features, acceptable forms of identification, methods to check I.D., including federal forms of I.D., techniques for spotting and examining fake, altered or borrowed I.D., what to do when you receive bad I.D., and tools to help examine I.D.

2.5hr

Improving Your Tips, Tips on Getting Larger Tips!

COURSE DESCRIPTION:

This course covers helpful tips to help ensure you get better tips. It will provide you with handy customer service suggestions, up selling, and ways to walk away with more cash.

SEAT TIME:

This course has been reviewed and approved for 1 hour.

PRE-REQUISITE

N/A

1hr

Recognizing Club Drugs

Recognizing Club Drugs is designed to alert bar and nightclub staff to the warning signs of drug use on their property and to educate them about the process of addiction, the symptoms of overdose and the psychological and physiological effects of various drugs. Special emphasis is also placed on how various drugs may be smuggled into the establishment for sale and use, on recognizing patrons who may be under the influence of drugs and on strategies for cooperating with law enforcement authorities to curb illegal activity.

1.5hr

HACCP Food Safety

HACCP Food Safety Course

HACCP proves that what you do or don't do makes a big difference in serving safe food. The goal of HACCP is to stop, control, and prevent food safety problems. Our goal for you in this module is for you to become a HACCP Superstar!

Course Format

SCORM Online Course

Course Description

Every operation serving or selling food needs to have a food safety system in place that is designed specifically to guarantee the food being served is safe to eat. This specific food safety system is called HACCP for Hazard Analysis and Critical Control Point. **HACCP** is a system comprised of 7 principles that are to be applied to a written food safety program focusing on the food in your operation. This course aims to teach you the importance and use of all 7 principles in order to make you a safer, more effective food service employee.

Course Credit

4hr

Course Level if Applicable

Basic

Learning Objectives

By the time you finish this course you will be able to:

- Identify the causes of food borne illness
- Identify the key points of HACCP
- Explain the 7 HACCP principles
- Follow prerequisite programs for food safety
- Apply standard operating procedures for food safety and food defense in your operation
- Identify the three classifications of recipes
- Determine critical control points
- Apply critical control limits
- Complete monitoring forms
- Determine effective corrective actions

Topics Covered

The following topics are covered during this course:

- Prerequisite Programs
- Food Defense
- Hazard Analysis
- Determining Critical Control Points
- Critical Limits
- Monitoring
- Corrective Actions
- Verification
- Record Keeping

Regulatory Requirements

In compliance with 2005 FDA code

Course Prerequisites

N/A

Testing

Refers to the minimum required passing scores, as applicable, to:

- Pre-quizzes – N/A
- Lesson quizzes – N/A
- Final exam – N/A

Course Completion

Passing grade of 70% or higher needed to be certified.

Upon completion of this course, please print your certificate to demonstrate that you are certified in HACCP principles for two years from the date of completion.

About the Subject Matter Expert

Tara Paster is President of Paster Training, Inc., one of the largest private training companies dedicated to educating food industry managers and employees about food safety, alcohol training, HACCP, operations, support services, employee training, and customer service training.

Texas Food Handler

Packages

TABC Certification 2009 Version + TX Food Handlers All States

TABC Seller/Server Training

This course is focused on the issues surrounding responsible practices in selling and serving alcoholic beverages. This course is approximately 4 hours in length including the final certification quiz. Upon completion of the entire course and passing the final quiz, you will receive your Texas Alcoholic Beverage Commission Seller/Server Certification.

State Approved Texas Food Handler Course –All Counties

This course is a basic review of food safety practices for food service employees. This course is recommended for all food industry employees, which can assist employees in the implementation of safe food handling practices at their food establishment. The Texas Department of State Health Services recognizes and has approved this [Online Training](#) Food Handler's Course. All students must present their completion certificate to their local health authority and must pay the required fees associated with registration at their local authority. The course fees do not cover the any fees associated with your local health department.

6hr 20min

TABC Certification + TX Food Handler (City of Plano)

TABC Certification:

This course is focused on the issues surrounding responsible practices in selling and serving alcoholic beverages. This course is approximately 4 hours in length including the final certification quiz. Upon completion of the entire course and passing the final quiz, you will receive your Texas Alcoholic Beverage Commission Seller/Server Certification.

TX Food Handler (City of Plano):

This course is a basic review of food safety practices for food service employees. This course is recommended for all food industry employees, which can assist employees implement safe food handling practices at their food establishment. The Texas Department of State Health Services recognizes and has approved this [Online Training](#) Food Handler's Course. Your registration fee for this course does include the City of Plano's registration fee. Once you have completed this training, please print out your temporary certificate. Your official food handler card will be mailed to you within 5-10 days.

6hr 20min

Individual Courses

State Approved Texas Food Handler Course - City of Plano

This course is a basic review of food safety practices for food service employees. This course is recommended for all food industry employees, which can assist employees implement safe food handling practices at their food establishment. The Texas Department of State Health Services recognizes and has approved this [Online Training](#) Food Handler's Course. Your registration fee for this course does include the City of Plano's registration fee. Once you have completed this training, please print out your temporary certificate. Your official food handler card will be mailed to you within 5-10 days.

3hr

State Approved Texas Food Handler Course - All Counties

This course is a basic review of food safety practices for food service employees. This course is recommended for all food industry employees, which can assist employees in the implementation of safe food handling practices at their food establishment. The Texas Department of State Health Services recognizes and has approved this [Online Training](#) Food Handler's Course. All students must present their completion certificate to their local health authority and must pay the required fees associated with registration at their local authority. The course fees do not cover the any fees associated with your local health department.

3hr

Sexual Harassment Prevention

Sexual Harassment Prevention Training

This course introduces management staff to the basic concepts of sexual harassment, including the difference between 'quid pro quo' and hostile work place forms of harassment, examples of harassment and hostile environments, strategies for recognizing and confronting potentially harassing behavior, and suggestions for following up on and investigating complaints of sexual harassment, minimizing liability, establishing employee training programs and for further resources that managers may wish to consult.

3hr

California Sexual Harassment Prevention Training

California Spanish Sexual Harassment Prevention Course

Sexual Harassment

AB 1825 Overview

The new law, effective January 2005, requires employers with 50 or more employees to provide at least two hours of "classroom or other effective interactive training" to all supervisory employees on the prevention of sexual harassment, discrimination and retaliation.

2hr

California Sexual Harassment Prevention Course (English)

Sexual Harassment

AB 1825 Overview

The new law, effective January 2005, requires employers with 50 or more employees to provide at least two hours of "classroom or other effective interactive training" to all supervisory employees on the prevention of sexual harassment, discrimination and retaliation.

2hr



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