



**Kentucky League of Cities Insurance Services  
Online University Catalog  
All Course Offerings**



Blue Rows = Water/Wastewater Courses  
Green Rows = NEW 2011 Courses  
Yellow Rows = NEW 2012 Courses

**Professional Development Programs:**  
Wastewater Operators Continuing Ed Credits  
KLCIS (KLC Insurance Services Certification)  
COTC (City Officials Training Center Award)  
UOP (University of Phoenix Degree Credits)

Subject	Category	No.	Course Title	Length In Minutes	Cost In Credits	Includes Audio	Professional Development Programs
<b>Core and Continuing Education Courses Owned by KLC / KLCIS</b>							
Health and Safety	Asbestos Safety	AS09	Asbestos Awareness	60	1	Yes	KLCIS
Health and Safety	Back Injury Prev	BS09	Back Safety	30	1	Yes	KLCIS
<b>Health and Safety</b>	<b>Bloodborne Pathogens</b>	<b>BP15</b>	<b>Bloodborne Pathogens (OSHA)</b>	<b>60</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
<b>Health and Safety</b>	<b>Chemical Hazards</b>	<b>CG09</b>	<b>Compressed Gas Safety</b>	<b>60</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
<b>Health and Safety</b>	<b>Chemical Hazards</b>	<b>HC15</b>	<b>Hazard Communication</b>	<b>60</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
Health and Safety	Chemical Hazards	LE09	Lead Safety Awareness	60	1	Yes	KLCIS
Health and Safety	Chemical Hazards	MS09	Material Safety Data Sheets	60	1	Yes	KLCIS
Health and Safety	Chemical Hazards	PP09	Pollution Prevention	60	1	Yes	KLCIS
<b>Health and Safety</b>	<b>Confined Space</b>	<b>CS15</b>	<b>Confined Space Entry (OSHA)</b>	<b>60</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
Driver Safety	Defensive Driving	AC11	Avoiding Collisions	30	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV21	Light Truck Drivers - Backing Safety	20	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV79	Defensive Driving (Score Card)	90	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV24	Light Truck Drivers - Trailing	20	1	Yes	KLCIS
Driver Safety	Defensive Driving	WI09	Winter Driving Safety	60	1	Yes	KLCIS
<b>Health and Safety</b>	<b>Electrical Safety</b>	<b>ES15</b>	<b>Electrical Safety (OSHA)</b>	<b>60</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
Health and Safety	Ergonomics	EO10	Ergonomics for the Office	60	1		KLCIS
Health and Safety	Ergonomics	EV09	Ergonomics for Supervisors	60	1	Yes	KLCIS
Health and Safety	Ergonomics	ER09	General Ergonomics (OSHA)	30	1	Yes	KLCIS
<b>Health and Safety</b>	<b>Excavation/Trenchng</b>	<b>TE15</b>	<b>Trenching and Excavation Safety</b>	<b>60</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
Health and Safety	Eye Face Head	EF09	Eye and Face Protection	20	1	Yes	KLCIS
Health and Safety	Fall Protection	FF09	Fall Protection (OSHA)	30	1	Yes	KLCIS
Health and Safety	Fall Protection	ST09	Slips, Trips, and Falls (OSHA)	30	1	Yes	KLCIS
Health and Safety	Fire Safety	FE09	Fire & Explosions Hazards	30	1	Yes	KLCIS
Health and Safety	Fire Safety	FP09	Fire Prevention (OSHA)	30	1	Yes	KLCIS
<b>Health and Safety</b>	<b>First Responder</b>	<b>EP09</b>	<b>Emergency &amp; Disaster Preparedness</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>



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Health and Safety	First Responder	IC09	Emergency Response-Chemical Release	60	1	Yes	KLCIS	
Health and Safety	First Responder	FA09	First Aid & CPR Academic Training (OSHA)	90	1	Yes	KLCIS	
Health and Safety	Forklift Safety	FS09	Forklift Safety (OSHA)	60	1	Yes	KLCIS	
Health and Safety	General Safety	BC09	Basic Construction Safety	60	1	Yes	KLCIS	
Health and Safety	General Safety	SO09	Basic Industrial Safety	30	1	Yes	KLCIS	
Health and Safety	General Safety	JS09	Job Safety Analysis	60	1	Yes	KLCIS	
Health and Safety	General Safety	EE09	Emergency Evacuation & Egress Safety	60	1	Yes	KLCIS	
Health and Safety	General Safety	HT09	Hand and Power Tool Safety	30	1	Yes	KLCIS	2011 New Course
Health and Safety	General Safety	JA09	Job Safety Analysis for Supervisors	60	1	Yes	KLCIS	
Health and Safety	General Safety	MH09	Materials Handling & Storage	60	1	Yes	KLCIS	
Health and Safety	General Safety	OF09	Office Safety	30	1	Yes	KLCIS	
Health and Safety	General Safety	WC09	Welding, Cutting, Brazing Safety	30	1	Yes	KLCIS	
Health and Safety	General Safety	ET09	Working in Extreme Temperatures	30	1	Yes	KLCIS	
Health and Safety	General Safety	W011	Working Outdoors in Warm Weather	30	1	Yes	KLCIS	
Health and Safety	Hearing	HP09	Hearing Conservation (OSHA)	30	1	Yes	KLCIS	
Health and Safety	Ladder Safety	LA09	Ladder & Scaffolding Safety (O)	30	1	Yes	KLCIS	
Health and Safety	Lockout/Tagout	LT15	Lockout/Tagout Training (OSHA)	60	1	Yes	KLCIS	State Approved
Health and Safety	Machine Guarding	MG09	Machine Guarding	30	1	Yes	KLCIS	2011 New Course
Health and Safety	Management	BB09	Behavior-Based Safety Training	30	1	Yes	KLCIS	
Health and Safety	Management	FC09	Forming Effective Safety Committees	60	1	Yes	KLCIS	
Health and Safety	OSHA Specific	EN09	Environmental Regulations Overview	30	1	Yes	KLCIS	
Health and Safety	OSHA-Specific	IO10	Introduction to OSHA	60	1		KLCIS	
Health and Safety	OSHA-Specific	OI09	OSHA Investigations & Inspections	60	1	Yes	KLCIS	
Health and Safety	Protective Equip	PE15	Personal Protective Equipment (OSHA)	60	1	Yes	KLCIS	State Approved
Health and Safety	Respiratory Protect	RP09	Respiratory Protection	60	1	Yes	KLCIS	State Approved



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Subject	Category	No.	Course Title	Length In Minutes	Cost In Credits	Includes Audio	Professional Development Programs
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**Core and Continuing Education Courses Owned by KLC / KLCIS (continued)**

Health and Safety	Safety orientation	AI11	Accident Incident Investigation	60	1		KLCIS	
Human Capital Mgt	Substance Abuse	KL01	Drug Free Workplace Refresher Training	30	1	Yes	COTC	[For Everyone]
Human Capital Mgt	Substance Abuse	KL02	Substance Abuse Awareness Refresher-Superv	30	1	Yes	COTC	[Supervisors Only]
Human Capital Mgt	General Safety	WS09	Stress Management	30	1	Yes	COTC	
Human Capital Mgt	Harassment	SE09	Sexual Harassment Prevention (Score Card)	30	1	Yes	COTC	
Human Capital Mgt	Legal Issues	PD09	Preventing Discrimination	30	1	Yes	COTC	
Human Capital Mgt	Legal Issues	WD09	Workplace Diversity	30	1	Yes	COTC	
Human Capital Mgt	Management	WV09	Workplace Violence	30	1	Yes	COTC	

**Elective Courses Offered**

Business Skills	Business Skills	ML26	Basics of Business Math (16 hours)	960	6		COTC	UOP 2 Credit Hrs
Business Skills	Business Skills	ML27	Building Relationships	300	6		COTC	UOP 5 Credit Hrs
Business Skills	Business Skills	ML28	Business Ethics (5.33 hours)	320	6		COTC	UOP 3 Credit Hrs
Business Skills	Business Skills	ML29	Customer Service (21 hours)	1260	6		COTC	
Business Skills	Business Skills	ML30	Dealing with Difficult People (8.30 hours)	498	6		COTC	UOP 8 Credit Hrs
Business Skills	Business Skills	ML31	Effective Business Communication (11 hours)	660	6		COTC	UOP 8 Credit Hrs
Business Skills	Business Skills	ML32	Effective Presentations	600	6		COTC	
Business Skills	Business Skills	ML33	Fundamentals of Business Management	600	6		COTC	UOP 10 Credit Hrs
Business Skills	Business Skills	ML36	Management Skills Introduction (6.75 hours)	405	6		COTC	UOP 3 Credit Hrs
Business Skills	Business Skills	ML37	Managing Change	300	6		COTC	UOP 4 Credit Hrs
Business Skills	Business Skills	MM01	Motivating Team Members	60	4		COTC	UOP 1.5 Credit Hrs
Business Skills	Business Skills	ML38	Motivation (11 hours)	660	6		COTC	UOP 11 Credit Hrs
Business Skills	Business Skills	ML39	Motivation Methods and Strategies	60	6		COTC	UOP 1 Credit Hr
Business Skills	Business Skills	ML40	Negotiating (19 hours)	1140	6		COTC	UOP 19 Credit Hrs
Business Skills	Business Skills	ML41	Project Management (22 hours)	1320	6		COTC	UOP 22 Credit Hrs
Business Skills	Business Skills	ML42	Project Management Certification (12 hours)	720	6		COTC	



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<b>Elective Courses Offered (continued)</b>							
Business Skills	Business Skills	ML43	Sarbanes-Oxley Act	360	6		COTC UOP 6 Credit Hrs
Business Skills	Business Skills	ML45	Teams That Work	240	6		COTC UOP 4 Credit Hrs
Business Skills	Business Skills	ML46	Time Management Fundamentals	660	6		COTC UOP 11 Credit Hrs
Business Skills	Communication Skills	ML73	E-Mailing Your Way to the Top (8 hours)	480	6		COTC UOP 3 Credit Hrs
Business Skills	Customer Service	ST11	Star Service	60	4		COTC UOP 1.5 Credit Hrs
Business Skills	Grammar	ML34	Grammar (10 hours)	600	6		COTC
Business Skills	Innovation	ML74	Innovation in the Workplace (7 hours)	420	6		COTC UOP 2 Credit Hrs
Business Skills	Personal Career Dev	ML75	Problem Solving Through Productive Thinking	420	6		COTC UOP 7 Credit Hrs
Business Skills	Personal Career Dev	ML76	Time Management for Maximum Productivity	360	6		COTC UOP 6 Credit Hrs
Driver Safety	Defensive Driving	DD09	Defensive Driving	30	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV20	Light Trucks - Avoiding Collisions	20	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV22	Light Trucks - Driving Hazards	20	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV25	Light Trucks - Ergonomics	20	1	Yes	KLCIS
Driver Safety	Defensive Driving	DV23	Light Trucks - Extreme Conditions	20	1	Yes	KLCIS
Driver Safety	Light Truck Safety	BU07	Light Trucks - Safety Suite	120	4	Yes	KLCIS
Human Capital Mgt	Communication Skills	AC02	Achieving Communication Effectiveness	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Communication Skills	NC72	Communicating for Results	120	4		COTC
Human Capital Mgt	Communication Skills	NC14	Communication Essentials	120	4		COTC
Human Capital Mgt	Communication Skills	NC70	Communication Nightmares	120	4		COTC
Human Capital Mgt	Communication Skills	NC25	Creating Messages That Motivate	240	10		COTC
Human Capital Mgt	Communication Skills	NC29	Customer Service Excellence	120	4		COTC
Human Capital Mgt	Communication Skills	NC78	Delivering Winning Presentations Every time	240	10		COTC
Human Capital Mgt	Communication Skills	NC79	Effective Communicating	120	4		COTC
Human Capital Mgt	Communication Skills	NC49	Feedback Solutions	120	4		COTC
Human Capital Mgt	Communication Skills	NC59	Negotiate with Confidence	120	4		COTC



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<b>Elective Courses Offered (continued)</b>							
Human Capital Mgt	Communication Skills	NC19	Giving and Receiving Feedback	120	4		COTC
Human Capital Mgt	Conflict Management	NC27	A Problem Free Approach to Problem Solving	120	4		COTC
Human Capital Mgt	Conflict Management	NC33	Conflict Management	120	4		COTC
Human Capital Mgt	Conflict Management	NC15	Dealing with Difficult Workplace Behaviors	120	4		COTC
Human Capital Mgt	Conflict Management	NC11	Defusing Workplace Violence	120	4		COTC
Human Capital Mgt	Conflict Management	NC17	Managing Workplace Conflict for Managers	120	4		COTC
Human Capital Mgt	Conflict Management	NC16	Managing Workplace Conflict (Employee)	120	4		COTC
Human Capital Mgt	Continuous Improvement	NC40	Planning Your Job Performance	120	4		COTC
Human Capital Mgt	Continuous Improvement	NC65	Talent Development: Planning Your Career	120	10		COTC
Human Capital Mgt	Customer Service	NC12	Building Customer Loyalty	120	4		COTC
Human Capital Mgt	Customer Service	NC71	But I Don't Have Customers	120	4		COTC
Human Capital Mgt	Customer Service	NC43	Creating Loyal Customers for Associates	240	10		COTC
Human Capital Mgt	Customer Service	NC24	Creating Loyal Customers for Leaders	240	10		COTC
Human Capital Mgt	Customer Service	CS01	Delivering Customer Focused Service	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Customer Service	CS02	Difficult Customer Situations	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Customer Service	NC44	Keep Them Calling - Customer Service/Phone	120	4		COTC
Human Capital Mgt	Service on the Phone	TS03	Making Customer Recommendations	60	4		COTC UOP 1 Credit Hr
Human Capital Mgt	Service on the Phone	NC45	Quality Service in the Public Sector	120	4		COTC
Human Capital Mgt	Diversity	NC01	Dealing with Diversity	120	4		COTC
Human Capital Mgt	Diversity	DV02	Diversity Awareness	60	4		COTC
Human Capital Mgt	Diversity	NC02	Diversity: The Real Deal	240	10		COTC
Human Capital Mgt	Diversity	NC51	Job Strategies for New Employees	120	4		COTC
Human Capital Mgt	Employee Development	NC28	Empowerment in the Workplace	120	4		COTC
Human Capital Mgt	Employee Development	NC10	Ethics in the Workplace	120	4		COTC
Human Capital Mgt	Employee Development	NC76	How to Get Everything Done	120	4		COTC



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<b>Elective Courses Offered (continued)</b>							
Human Capital Mgt	Employee Development	NC36	Human Touch Performance Appraisals	120	4		COTC
Human Capital Mgt	Employee Development	NC48	Listening for Understanding	120	4		COTC
Human Capital Mgt	Employee Development	PO03	Professionalism in the Office	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Employee Development	NC64	Taking Personal Responsibility	120	4		COTC
Human Capital Mgt	Employee Development	NC42	Turning Feedback into Change	120	4		COTC
Human Capital Mgt	Employee Development	NC69	Why Didn't I Think of That	120	4		COTC
Human Capital Mgt	Finance	NC30	Fundamentals of Business Math	120	4		COTC
Human Capital Mgt	Finance	NC31	Introduction to Finance	120	4		COTC
Human Capital Mgt	Harassment	NC07	Preventing Harassment/Workplace - Employee	120	4		COTC
Human Capital Mgt	Harassment	NC06	Preventing Harassment/Workplace-Supervisor	120	4		COTC
<b>Human Capital Mgt</b>	<b>Harassment</b>	<b>SM09</b>	<b>Sexual Harassment Prevention for Supervisors</b>	<b>90</b>	<b>3</b>	<b>Yes</b>	<b>COTC 2011 New Course</b>
Human Capital Mgt	Harassment	NC21	Stopping Sexual Harassment for Employees	120	4		COTC
Human Capital Mgt	Harassment	NC20	Stopping Sexual Harassment for Managers	120	4		COTC
Human Capital Mgt	HIPAA	HZ09	HIPPA Privacy for Employers	60	2	Yes	COTC
Human Capital Mgt	HIPPA	HX09	HIPPA Privacy for Healthcare Providers	60	2	Yes	COTC
Human Capital Mgt	Interviewing	HW01	Hiring Winning Talent	120	8		COTC
Human Capital Mgt	Interviewing	NC37	Interviewing and Hiring	120	4		COTC
Human Capital Mgt	Interviewing	NC03	Legal Issues in Interviewing - You Be the Judge	120	4		COTC
Human Capital Mgt	Interviewing	NC38	More Than a Gut Feeling	120	4		COTC
Human Capital Mgt	Interviewing	NC41	Talent Selection	240	10		COTC
Human Capital Mgt	Legal Issues	NC74	Discrimination Legal Issues	120	4		COTC
Human Capital Mgt	Legal Issues	NC05	Documenting Discipline	120	4		COTC
Human Capital Mgt	Legal Issues	NC09	Legal Issues in Management	120	4		COTC
Human Capital Mgt	Legal Issues	NC60	No Privacy: Legal Issues in Email	120	4		COTC
Human Capital Mgt	Manage/Supervise	NC04	Care & Control: Better approach to termination	120	4		COTC



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Human Capital Mgt	Manage/Supervise	CJ11	Coaching Job Skills	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	CU11	Communicating Up	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	DE11	Delegating	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	DC11	Developing and Coaching Others	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	NC22	Developing Effective Supervisory Skills	120	4		COTC
Human Capital Mgt	Manage/Supervise	DP11	Developing Performance Goals/Standards	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	ED11	Effective Discipline	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	EL12	Essential Skills of Communication	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	EL11	Essential Skills of Leadership	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	IW11	Improving Work Habits	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	NC50	Investing Time for Maximum Return	120	4		COTC
Human Capital Mgt	Manage/Supervise	NC55	Manager's Mindset	120	10		COTC
Human Capital Mgt	Manage/Supervise	MC11	Managing Complaints	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	NC57	Mentoring for Success	240	4		COTC
Human Capital Mgt	Manage/Supervise	NC58	Motivation in the Workplace	120	4		COTC
Human Capital Mgt	Manage/Supervise	NC61	Personal Workplace Issues	120	4		COTC
Human Capital Mgt	Manage/Supervise	PP11	Providing Performance Feedback	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	RC11	Resolving Conflicts	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Manage/Supervise	SC11	Supporting Change	60	4		COTC UOP 1.5 Credit Hrs
Human Capital Mgt	Meeting Management	NC52	Leading Meetings to Success	120	4		COTC
Human Capital Mgt	Personal Career Dev	NC32	Coaching for Performance Excellence	120	4		COTC
Human Capital Mgt	Personal Career Dev	NC53	Making Change Work for You	120	4		COTC
Human Capital Mgt	Recruiting/Retention	NC62	Ready to Recruit	120	4		COTC
Human Capital Mgt	Team Building	NC26	Developing an Effective Team	120	4		COTC
Human Capital Mgt	Team Building/Teamwork	NC66	Team Up for Success	120	4		COTC



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<b>Elective Courses Offered (continued)</b>							
Human Capital Mgt	Team Building/Teamwork	NC77	The Consultant on Teamwork Challenges	120	4		COTC
Human Capital Mgt	Training	NC73	Effective On The Job Training	120	4		COTC
Human Capital Mgt	Training	NC68	Training Other People to Train	120	4		COTC
Health and Safety	Biological Hazards	BO10	Field Biological Hazards	30	1		KLCIS
Health and Safety	Chemical Hazards	CA09	Carcinogen Safety	30	1	Yes	KLCIS
<b>Health and Safety</b>	<b>Chemical Hazards</b>	<b>HS11</b>	<b>Hydrogen Sulfide Awareness</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS State Approved</b>
Health and Safety	Chemical Hazards	AQ09	Indoor Air Quality	30	1	Yes	KLCIS
Health and Safety	Chemical Hazards	LR09	Laboratory Radiation Safety	60	2	Yes	KLCIS
Health and Safety	Chemical Hazards	LS09	Laboratory Safety	60	2	Yes	KLCIS
Health and Safety	Chemical Hazards	CB09	Proactive Approaches-Chemical Threats	120	4	Yes	KLCIS
Health and Safety	Chemical Hazards	PS09	Process Safety Management	120	4	Yes	KLCIS
Health and Safety	Chemical Hazards	SP09	Spill Prevention and Control	30	1	Yes	KLCIS
Health and Safety	Chemical Hazards	TX09	Toxicology Training	30	1	Yes	KLCIS
Health and Safety	Chemical Hazards	WM09	Waste Management	60	2	Yes	KLCIS
<b>Health and Safety</b>	<b>Child Safety</b>		<b>Aquatics Safety (to be released soon)</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS 2012 New Course</b>
<b>Health and Safety</b>	<b>Child Safety</b>	<b>PG01</b>	<b>Playground Safety</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS 2012 New Course</b>
Health and Safety	DOT	DT09	DOT Hazardous Materials	60	2	Yes	KLCIS
Health and Safety	DOT	DX09	DOT Security Training	60	2	Yes	KLCIS
Health and Safety	DOT	DS09	DOT Shipper Training	60	2	Yes	KLCIS
<b>Health and Safety</b>	<b>Electrical Safety</b>	<b>AF01</b>	<b>Arc Flash Awareness</b>	<b>30</b>	<b>1</b>		<b>KLCIS 2011 New Course</b>
Health and Safety	Employee Development	NC08	Office Safety/The Safety Secret	120	4		KLCIS
<b>Health and Safety</b>	<b>Firefighter Safety</b>	<b>OP09</b>	<b>Occupational Disease Prevention - Firefighters</b>	<b>20</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS 2011 New Course</b>
<b>Health and Safety</b>	<b>General Safety</b>	<b>DC09</b>	<b>Decontamination in Industrial Environment</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS 2011 New Course</b>
<b>Health and Safety</b>	<b>General Safety</b>	<b>EA11</b>	<b>Employee Safety Awareness</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS 2011 New Course</b>
<b>Health and Safety</b>	<b>General Safety</b>	<b>SU11</b>	<b>Supervisors Safety Awareness Program</b>	<b>30</b>	<b>1</b>	<b>Yes</b>	<b>KLCIS 2011 New Course</b>





## Kentucky League of Cities Insurance Services Online University Catalog All Course Offerings



**Blue Rows = Water/Wastewater Courses**  
**Green Rows = NEW 2011 Courses**  
**Yellow Rows = NEW 2012 Courses**

**Professional Development Programs:**  
**Wastewater Operators Continuing Ed Credits**  
**KLCIS (KLC Insurance Services Certification)**  
**COTC (City Officials Training Center Award)**  
**UOP (University of Phoenix Degree Credits)**

Subject	Category	No.	Course Title	Length In Minutes	Cost In Credits	Includes Audio	Professional Development Programs
<b>Elective Courses Offered (continued)</b>							
Health and Safety	General Safety	HF09	Hand and Finger Safety	30	1	Yes	KLCIS
Health and Safety	General Safety	PH11	Safe Patient Handling	60	2	Yes	KLCIS 2011 New Course
Health and Safety	General Safety	SA11	Safety Awareness for Seasonal Employees	30	1		KLCIS
Health and Safety	General Safety	SC09	Site Control	30	1	Yes	KLCIS 2011 New Course
Health and Safety	Hazardous Waste	HZ10	Hazardous Waste Operations/Emerg Response	480	10		KLCIS
Health and Safety	Lift Truck/Hoists	HR09	Hoisting and Rigging	60	2	Yes	KLCIS
Health and Safety	Lift Truck/Hoists	CR09	Indoor Crane and Sling Safety	60	2	Yes	KLCIS
Health and Safety	Lift Truck/Hoists	PI09	Powered Industrial Truck Safety	30	1	Yes	KLCIS
Health and Safety	Management-Supervision	OC09	Operating Safety Committees	60	2	Yes	KLCIS
Health and Safety	New Employee Orientation	NE01	New Employee Safety Orientation	60	2	Yes	KLCIS 2011 New Course
Health and Safety	Respiratory Protection	RP40	Proteccion Respiratoria (Spanish)	120	4		KLCIS
Law Enforcement	Law Enforcement	LC09	Effective Law Enforcement Communication	20	1	Yes	KLCIS 2011 New Course
PC Desktop Skills	PC Desktop	ML01	Access 2003 (22 hours)	1320	6	Yes	COTC UOP 22 Credit Hrs
PC Desktop Skills	PC Desktop	ML02	Access 2007 (24 hours)	1440	6	Yes	COTC UOP 9 Credit Hrs
PC Desktop Skills	PC Desktop	ML04	Computing Concepts (23 hours)	1380	6	Yes	COTC UOP 23 Credit Hrs
PC Desktop Skills	PC Desktop	ML06	Excel 2003 (26 hours)	1560	6	Yes	COTC UOP 26 Credit Hrs
PC Desktop Skills	PC Desktop	ML78	Excell 2003 to 2010 Upgrade	600	6	Yes	COTC 2011 New Course
PC Desktop Skills	PC Desktop	ML07	Excel 2007 (11 hours)	660	6	Yes	COTC UOP 11 Credit Hrs
PC Desktop Skills	PC Desktop	ML08	Excel 2007Advanced	240	6	Yes	COTC UOP 12 Credit Hrs
PC Desktop Skills	PC Desktop	ML09	Internet Explorer 6 (6 hours)	360	6	Yes	COTC UOP 6 Credit Hrs
PC Desktop Skills	PC Desktop	ML10	Internet Explorer 7	120	6	Yes	COTC UOP 2 Credit Hrs
PC Desktop Skills	PC Desktop	ML11	Introduction to PC's (35 hours)	2100	6	Yes	COTC UOP 31 Credit Hrs
PC Desktop Skills	PC Desktop	ML12	Office 2003	120	6	Yes	COTC UOP 2 Credit Hrs
PC Desktop Skills	PC Desktop	ML13	Office 2007 (17 hours)	1020	6	Yes	COTC UOP 17 Credit Hrs
PC Desktop Skills	PC Desktop	ML79	Office 2010	900	6	Yes	COTC 2011 New Course



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Subject	Category	No.	Course Title	Length In Minutes	Cost In Credits	Includes Audio	Professional Development Programs
<b>Elective Courses Offered (continued)</b>							
PC Desktop Skills	PC Desktop	ML14	Office XP Upgrade (10 hours)	600	6	Yes	COTC UOP 10 Credit Hrs
PC Desktop Skills	PC Desktop	ML15	Outlook 2002 (18 hours)	1080	6	Yes	COTC UOP 18 Credit Hrs
PC Desktop Skills	PC Desktop	ML16	Outlook 2003 (25 hours)	1500	6	Yes	COTC UOP 25 Credit Hrs
<b>PC Desktop Skills</b>	<b>PC Desktop</b>	<b>ML80</b>	<b>Outlook 2003 to 2010 Upgrade</b>	540	6	Yes	<b>COTC 2011 New Course</b>
PC Desktop Skills	PC Desktop	ML70	Outlook 2007 (13 Hours)	780	6		COTC UOP 15 Credit Hrs
PC Desktop Skills	PC Desktop	ML17	PowerPoint 2002 (17 hours)	1020	6	Yes	COTC UOP 17 Credit Hrs
PC Desktop Skills	PC Desktop	ML18	PowerPoint 2003 (25 hours)	1500	6	Yes	COTC UOP 25 Credit Hrs
<b>PC Desktop Skills</b>	<b>PC Desktop</b>	<b>ML81</b>	<b>PowerPoint 2003 to 2010 Upgrade</b>	660	6	Yes	<b>COTC 2011 New Course</b>
PC Desktop Skills	PC Desktop	ML69	PowerPoint 2007 (19 hours)	1140	6	Yes	COTC UOP 19 Credit Hrs
PC Desktop Skills	PC Desktop	ML19	Project 2003 (30 hours)	1800	6	Yes	COTC UOP 30 Credit Hrs
PC Desktop Skills	PC Desktop	ML72	Project 2007 (16 hours)	960	6		COTC UOP 16 Credit Hrs
PC Desktop Skills	PC Desktop	ML20	Visio 2002 (36 hours)	2160	6	Yes	COTC UOP 36 Credit Hrs
PC Desktop Skills	PC Desktop	ML21	Windows Vista	120	6	Yes	COTC UOP 2 Credit Hrs
PC Desktop Skills	PC Desktop	ML22	Windows XP Upgrade (6 hours)	360	6	Yes	COTC UOP 6 Credit Hrs
PC Desktop Skills	PC Desktop	ML23	Word 2002 (19 hours)	1140	6	Yes	COTC UOP 16 Credit Hrs
PC Desktop Skills	PC Desktop	ML24	Word 2003 (32 hours)	1920	6	Yes	COTC UOP 32 Credit Hrs
<b>PC Desktop Skills</b>	<b>PC Desktop</b>	<b>ML82</b>	<b>Word 2003 to 2010 Upgrade</b>	660	6	Yes	<b>COTC 2011 New Course</b>
PC Desktop Skills	PC Desktop	ML25	Word 2007 (14 hours)	840	6	Yes	COTC UOP 14 Credit Hrs
Quality Managemt	Continuous Improvement	NC23	Continuous Improvement in the Workplace	120	4		COTC
Quality Managemt	Personal Career Dev	NC80	Effective Project Management	120	4		COTC
ISO 9000	ISO 9000	DN00	DNV Interpretation of ISO 9001:2000	360	17		KLCIS