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1. Principles of Effective Management	Dan Wubbena	9
2. Management Principle - Staffing	Dan Wubbena	9
3. Management Principle - Leading	Dan Wubbena	9
4. Management Principle - Motivating	Dan Wubbena	9
5. Management Principle - Controlling	Dan Wubbena	9
6. Management Principle - Planning	Dan Wubbena	9
7. Management Principle - Organizing	Dan Wubbena	9
8. Marketing Principle – Price	Dan Wubbena	4
9. Marketing Principle - Product	Dan Wubbena	4
10. Marketing Principle – Promotion	Dan Wubbena	4
11. Marketing Principle – Overview	Dan Wubbena	4
12. Marketing Principle - Place	Dan Wubbena	4
13. Introduction to Teamwork Through Network Communications	Dave Wellfry	4
14. Understanding Modifiers	Theresa M. Jackson	2
15. Understanding Parallel Structure	Theresa M. Jackson	2
16. Pronoun Antecedent Agreement	Theresa M. Jackson	2
17. Introduction to Decimals and Place Values	Sima Dabir & Lisa Knecht	2
18. Adding and Subtracting Like and Un-Like Fractions	Patti Nevin	2
19. Me, Myself, or I	Theresa M. Jackson	2
20. Adding Decimals	Sima Dabir & Lisa Knecht	2
21. Introduction to Fractions	Patti Nevin	2
22. Grammar Dirty Dozen	Theresa M. Jackson	2
23. Personal Safety Awareness in the Mfg. Workplace	Rogers Pitts	4
24. Responsible Behaviors in the Work Place	Carolyn Rants	3
25. Effective Test Taking Strategies	Sarah Hill	1

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26. Most Common Types of Safety Signs (English)	Rogers Pitts	4
27. Most Common Types of Safety Signs (Spanish)	Rogers Pitts	4
28. Multi –Sensory Learning Styles	Tambrey Groves	1
29. Visual Learning Styles	Tambrey Groves	1
30. Basics for Security Analysis	Gary Powell	4
31. Motivation in the Workplace	Carolyn Rants	4
32. Most Common Types of Job Interviews	Nancy Muecke	1
33. Helpful Hints to a Successful Interview	Nancy Muecke	1
34. Steps to Effective Problem Solving –Six Sigma, DMAIC Methodology	Rogers Pitts	3
35. Steps to Effective Problem Solving –Six Sigma, SIPOC Methodology	Rogers Pitts	3
36. Mfg. Production Terms & Definitions - Unit 2	Rogers Pitts	4
37. Manufacturing Acronyms and Definitions – Unit 1	Rogers Pitts	4
38. Manufacturing Acronyms and Definitions – Unit 2	Rogers Pitts	4
39. Appropriate Social Behaviors in the Workplace	Carolyn Rants	3
40. The Conflict Co-Workers	Kendra Bergenske	3
41. Rules of Positive Workplace	Rhonda Briggs	3
42. The 7Cs of Effective Workplace Communications	Kendra Bergenske	3
43. Mfg. Production Terms & Definitions – Unit 1	Rogers Pitts	4
44. Mfg. Quality Terms & Definitions – Unit 1	Rogers Pitts	4
45. Mfg. Quality Terms & Definitions – Unit 2	Rogers Pitts	4
46. Dividing Decimals by Decimals	Sima Dabir & Lisa Knecht	2
47. Introduction to Percents	Sima Dabir & Lisa Knecht	2
48. Converting Percents to Fractions	Sima Dabir & Lisa Knecht	2
49. Converting Decimals to Fractions	Sima Dabir & Lisa Knecht	2
50. Multiplying Decimals	Sima Dabir & Lisa Knecht	2

RLO Title – Content	Author	Tier
51. Dividing Decimals by a Whole Number	Sima Dabir & Lisa Knecht	2
52. Subtracting Decimals	Sima Dabir & Lisa Knecht	2
53. Basic Electronics – Terms and Definitions	Rogers Pitts	5
54. Basic Electricity – Terms and Definitions	Rogers Pitts	5
55. Principles of Effective Selling – Overview	Dan Wubbena	4
56. Principles of Effective Selling Step 1: Introduction and Building Rapport	Dan Wubbena	4
57. Principles of Effective Selling Step 2: Fact Finding Questions	Dan Wubbena	4
58. Principles of Effective Selling Step 3: Features and Benefits	Dan Wubbena	4
59. Principles of Effective Selling Step 4: Asking for the Sale and Overcoming Objections	Dan Wubbena	4
60. Principles of Effective Selling Step 5: Service the Sale and Follow-up	Dan Wubbena	4
61. Multiplying and Dividing Fractions	Sima Dabir & Lisa Knecht	2
62. Reducing/Simplifying Fractions to Lowest Terms	Patti Nevin	2
63. Rounding Decimals	Sima Dabir & Lisa Knecht	2
64. Converting Improper Fractions to Mixed Fractions	Sima Dabir & Lisa Knecht	2
65. Geared for Careers – A (Education)	Andrea Albrecht	6
66. Geared for Careers – B (Recruiting)	Andrea Albrecht	6
67. Welding Processes – Terms & Definitions	Rogers Pitts	5
68. Adding Mixed Fractions Without Regrouping	Patti Nevin	2
69. Converting Decimals to Percents	Sima Dabir & Lisa Knecht	2
70. Percent Application Problems: Percent is Unknown	Sima Dabir & Lisa Knecht	2
71. Percent Application Problems : Base is Unknown	Sima Dabir & Lisa Knecht	2
72. Percent Application Problems: Amount is Unknown	Sima Dabir & Lisa Knecht	2
73. Converting Fractions to Percents	Sima Dabir & Lisa Knecht	2
74. Converting Percents to Decimals	Sima Dabir & Lisa Knecht	2

RLO Title – Content	Author	Tier
75. Introduction & Definitions of Whole Numbers	Patti Nevin	2
76. Adding Whole Numbers	Patti Nevin	2
77. Subtracting Whole Numbers	Patti Nevin	2
78. Multiplying Whole Numbers	Patti Nevin	2
79. Dividing Whole Numbers	Patti Nevin	2
80. Ratios and Proportions	Sima Dabir & Lisa Knecht	2
81. Proportion Application Problems	Sima Dabir & Lisa Knecht	2
82. Basic Word 2007 – ClipArt	Kasandra Gugat	3
83. Basic Word 2007 - Editing	Kasandra Gugat	3
84. Basic Word 2007 - The File	Kasandra Gugat	3
85. Basic Word 2007 - List & Tables	Kasandra Gugat	3
86. Basic Word 2007 - Pictures	Kasandra Gugat	3
87. Basic Excel 2007 - Editing	Kasandra Gugat	3
88. Basic Excel 2007 - Formatting	Kasandra Gugat	3
89. Basic Excel 2007 - Formulas	Kasandra Gugat	3
90. Basic Excel 2007 - Creating Charts	Kasandra Gugat	3
91. Basic Excel 2007 - Formatting Charts	Kasandra Gugat	3
92. Adding Mixed Fractions With Regrouping	Patti Nevin	2
93. Subtracting Mixed Fractions With & Without Regrouping	Patti Nevin	2
94. Education & Training Using Financial Aid	Andrea Albrecht	3
95. Preparation for Furthering Your Education	Andrea Albrecht	3
96. Percent of Increase and Percent of Decrease Problems	Sima Dabir & Lisa Knecht	2
97. Finding Average	Sima Dabir & Lisa Knecht	2
98. Rectangle: Perimeter and its Applications	Sima Dabir & Lisa Knecht	2
99. Triangle: Area and its Applications	Sima Dabir & Lisa Knecht	2
100. Triangle: Perimeter and its Applications	Sima Dabir & Lisa Knecht	2

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101. Square: Perimeter, Area and its Applications	Sima Dabir & Lisa Knecht	2
102. Rectangle: Area and its Applications	Sima Dabir & Lisa Knecht	2
103. Circle: Circumference and its Applications	Sima Dabir & Lisa Knecht	2
104. Circle: Area and its Applications	Sima Dabir & Lisa Knecht	2
105. Transformers: Terms, Definitions & Calculations	George Koetters	6
106. Series Circuits – Terms, Definitions & Uses	George Koetters	6
107. Parallel Circuits – Terms , Definitions & Uses	George Koetters	6
108. Boiler Theory	Roger Wenzel	6
109. Basic Boiler Operations	Roger Wenzel	6
110. Combustion Basics and Boiler Types	Mike Meister	6

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