



GoldSRD Professional Development Quick Reference Guide

Course Title			Course Length (in Hours)								NASBA Category	
			1	2	4	8	16	24	32	40		
10 Steps to Success: Starting an Internal Audit Department			X	X	X	X						Auditing
21 Hot Topics for 2018 and Beyond			X	X								Auditing
Access 2007: Advanced					X	X						Computer Software & Applications
Access 2007: Essentials					X	X						Computer Software & Applications
Access 2010: Advanced					X	X						Computer Software & Applications
Access 2010: Essentials					X	X						Computer Software & Applications
Access 2010: Expert					X	X						Computer Software & Applications
Access 2013: Advanced					X	X						Computer Software & Applications
Access 2013: Essentials					X	X						Computer Software & Applications
Access 2013: Expert					X	X						Computer Software & Applications
Access 2016: Essentials					X	X						Computer Software & Applications
Administrative Office Procedures					X	X	X	X				Business Management & Organization
Administrative Support					X	X	X					PCS: Business Mgmt & Org
Agile Auditing	*				X	X	X	X				Auditing
Alphabet Soup: GRC, ERA, ARA, ITRA and IA – How to Connect the Dots					X	X	X	X				Auditing
Anger Management – Managing Your Inner Child					X	X	X					Personal Development
Anit-Bribery Management Systems Based on ISO 37001	◆	☒					X	X		X	X	Management Services
Appreciative Inquiry: Influencing Change & the Power of Positive Imagery					X	X	X					Communications & Marketing
Archiving and Records Management Workshop					X	X	X	X				Information Technology
Assertiveness and Self-Confidence					X	X	X					Personal Development
Assessing Corporate Culture					X	X	X					Auditing
Assessing Financial-Related Activities and Controls					X	X	X	X	X			Auditing
Assessing Risk: Enterprise, Audit and How to Effectively Interview					X	X	X	X				Auditing
Attention Management: Focused Behavior					X	X	X					Personal Development
Audit Report Writing					X	X	X	X	X			Auditing
Audit Team Building					X	X	X	X				PCS: Business Mgmt & Org
Audit2020: Evolving the Internal Audit Process					X	X	X	X				Auditing
Basic Bookkeeping Skills Workshop					X	X	X					Accounting
Being a Likeable Boss					X	X	X					PCS: Business Mgmt & Org
Body Language Basics					X	X	X	X				Communications & Marketing
Budgets and Financial Reports: The Basics					X	X	X					Accounting
Business Acumen					X	X	X					PCS: Business Mgmt & Org
Business Continuity Management Systems Based on ISO 22301	◆	☒					X	X			X	Information Technology
Business Continuity Planning					X	X	X					PCS: Business Mgmt & Org
Business Ethics for Business People					X	X	X	X				Behavioral Ethics
Business Etiquette					X	X	X					Personal Development
Business Succession Planning					X	X	X					PCS: Business Mgmt & Org
Business Writing					X	X	X	X				Communications & Marketing
CAE's as Audit Committee Members: It Only Makes Sense					X							Auditing
Call Center Training Basics of Successful Call Centers					X	X	X					PCS: Business Mgmt & Org
Change Management					X	X	X					PCS: Business Mgmt & Org
Civility in the Workplace					X	X	X					Personal Development
Coaching and Mentoring					X	X	X	X				PCS: Business Mgmt & Org
Coaching Salespeople					X	X	X					Personnel/Human Resources
Communication Strategies for the Workplace					X	X	X	X				Communications & Marketing
Communications Security	◆	☒					X	X			X	Information Technology
Computer Forensics		☒			X	X	X	X	X		X	Information Technology
Conducting Annual Employee Reviews Workshop	◆				X	X	X	X				Personnel/Human Resources
Conflict Resolution – Managing Conflict in the Workplace					X	X	X	X				Communications & Marketing



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Consumer Product Safety based on ISO 10377	◆	☒				X	X					X	Production
Continuous GRC			X	X	X	X							Auditing
Contract Auditing: Soup to Nuts			X	X	X	X							Auditing
COSO Internal Control Framework 2013 Update			X	X	X	X	X						Auditing
Creating Value-Added Work Programs			X	X	X	X	X						Auditing
Creative Problem Solving			X	X	X								PCS: Business Mgmt & Org
Crisis Management			X	X									PCS: Business Mgmt & Org
Critical Thinking: Putting Yourself in the Shoes of an Another	★	◆	X	X	X	X							Personal Development
Crucial Communications: Skills When the Stakes are High			X	X	X	X							Communications & Marketing
Customer Service: The Basics			X	X	X								PCS: Business Mgmt & Org
Cybersecurity Audit	◆	☒				X	X						Information Technology
Cybersecurity based on ISO/IEC 27032	◆	☒				X	X					X	Information Technology
Cybersecurity Essentials	◆					X	X					X	Information Technology
Cybersecurity for Non-IT Auditors			X	X	X	X							Information Technology
Delivering Constructive Criticism			X	X	X								Communications & Marketing
Developing Corporate Behavior Workshop			X	X	X	X							Personal Development
Developing Creativity Workshop			X	X	X	X							Personal Development
Developing New Managers			X	X	X	X							PCS: Business Mgmt & Org
Digitalization and Electronic Archiving (IT)	◆	☒										X	Information Technology
Disaster Recovery	◆	☒				X	X					X	Information Technology
Effective Audit Planning and Engagement Risk Assessments			X	X	X	X	X						Auditing
Effectively Managing Your Audit Committee			X	X									PCS: Business Mgmt & Org
Emotional Intelligence			X	X	X	X							Communications & Marketing
Emotional Intelligence for Auditors			X	X	X	X							Communications & Marketing
Employee Motivation			X	X	X	X							PCS: Business Mgmt & Org
Employee Onboarding Workshop			X	X	X	X							Personnel/Human Resources
Employee Recognition Workshop			X	X	X								Personnel/Human Resources
Employee Recruitment			X	X	X								Personnel/Human Resources
Employee Termination Processes Workshop			X	X	X								Personnel/Human Resources
ERM – Practical Approach, Practical Application			X	X	X	X							Auditing
Event Planning			X	X	X								Personal Development
Excel 2007: Advanced						X	X						Computer Software & Applications
Excel 2007: Essentials						X	X						Computer Software & Applications
Excel 2010: Advanced						X	X						Computer Software & Applications
Excel 2010: Essentials						X	X						Computer Software & Applications
Excel 2013: Advanced						X	X						Computer Software & Applications
Excel 2013: Essentials						X	X						Computer Software & Applications
Excel 2013: Expert						X	X						Computer Software & Applications
Excel 2016: Essentials						X	X						Computer Software & Applications
Excel 2016: Expert						X	X						Computer Software & Applications
Excel 365: Essentials						X	X						Computer Software & Applications
Executive and Personal Assistants Workshop			X	X	X								Employee Management
Facilitation Skills			X	X	X								Communications & Marketing
Fraud Auditing for Internal Auditors			X	X	X	X	X						Auditing
General Data Protection Regulations (GDPR)	◆	☒				X	X	X				X	Information Technology
Generation Gaps for All Generations			X	X	X	X							PCS: Business Mgmt & Org
Goal Setting and Getting Things Done			X	X	X								Personal Development
Guidelines for Management Consultancy Services based on ISO 20700	◆	☒				X	X						Management Services
Health and Wellness at Work Workshop			X	X	X								Personnel/Human Resources
High Performance Teams (Remote Workforce) Workshop			X	X	X								Personal Development



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HIPAA Compliance - What, When & How			X	X	X	X						Auditing
Hiring Strategies Workshop			X	X	X							Personnel/Human Resources
How the Recession has Changed Internal Audit			X	X	X	X						Auditing
Human Resource Management			X	X	X							Personnel/Human Resources
Human Resources Security	◆	☒					X					Information Technology
IFRS ("International Financial Reporting Standards") Conversion			X	X	X							Accounting
Improving Mindfulness Workshop			X	X	X							Personal Development
Increasing Self-Awareness			X	X	X							Personal Development
Increasing Your Happiness Workshop			X	X	X	X						Personal Development
Information Security Controls-Best practices based on ISO/IEC 27002	◆	☒				X	X	X			X	Information Technology
Information Security Incident Management based on ISO/IEC 27035	◆	☒				X	X				X	Information Technology
Intermediate SOX			X	X	X	X						Auditing
Internal Audit 101.5: Experienced Internal Audit Training			X	X	X	X	X	X	X	X	X	Auditing
Internal Audit 101: Basics and Principles			X	X	X	X	X	X	X	X	X	Auditing
Internal Audit 201: Keys to Being an Effective Audit Senior			X	X	X	X	X	X	X	X	X	Auditing
Internal Audit 301: Keys to Being an Effective Audit Manager			X	X	X	X	X	X	X	X	X	Auditing
Internal Audit Best Practices and Fundamental Principles			X	X	X	X	X	X	X	X	X	Auditing
Interpersonal Skills			X	X	X	X						Communications & Marketing
IT Auditing 201: IT Application Controls			X	X	X	X						Information Technology
IT For the Non-IT Auditor			X	X	X	X						Information Technology
IT Governance – Who, What and Why			X	X	X	X						Information Technology
It's a Wrap: Effective Audit Follow-Up			X	X	X							Auditing
Job Search Skills			X	X								Personal Development
Knowledge Management			X	X	X							PCS: Business Mgmt & Org
Lead Ethical Hacker	◆	☒									X	Information Technology
Leadership and Influence			X	X	X	X	X					PCS: Business Mgmt & Org
Lean Process and Six Sigma			X	X	X							Specialized Knowledge
Life Coaching Essentials Workshop			X	X	X							Specialized Knowledge
LinkedIn: How To and How NOT to Utilize			X	X								PCS: Business Mgmt & Org
Management Systems for Educational Organizations Based on ISO 21001		☒				X	X	X			X	Management Services
Management Systems for Records based on ISO 30301	◆	☒				X	X	X			X	Management Services
Manager Management			X	X	X	X						Personal Development
Managing Risk			X	X	X	X						Auditing
Managing Up – Managing Your Manager			X	X	X	X						PCS: Business Mgmt & Org
Managing Workplace Anxiety			X	X	X							PCS: Business Mgmt & Org
Marketing Basics			X	X	X	X						Communications & Marketing
Marketing Internal Audit			X	X	X							Auditing
Measuring Results from Training			X	X	X							PCS: Business Mgmt & Org
Meeting Management			X	X								PCS: Business Mgmt & Org
Middle Manager Workshop			X	X	X	X						PCS: Business Mgmt & Org
Millennial Onboarding			X	X	X	X						Personnel/Human Resources
Molding Tomorrow's Internal Auditors			X	X	X							PCS: Business Mgmt & Org
Motivating Your Sales Team Workshop			X	X	X	X						Personal Development
Negotiation Skills			X	X	X	X						Communications & Marketing
Networking Power			X	X	X							Personal Development
Office Politics for Managers			X	X								PCS: Business Mgmt & Org
OneNote 2007: Advanced						X	X					Computer Software & Applications
OneNote 2007: Essentials						X	X					Computer Software & Applications
OneNote 2010: Advanced						X	X					Computer Software & Applications



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OneNote 2010: Essentials						X	X					Computer Software & Applications
OneNote 2013: Advanced						X	X					Computer Software & Applications
OneNote 2013: Essentials						X	X					Computer Software & Applications
OneNote 365: Essentials						X	X					Computer Software & Applications
Operational Auditing: Supply Chain				X	X	X	X					Auditing
Optimized Audit Interviewing				X	X	X	X					Auditing
Optimized Audit Interviewing Workshop							X	X				Auditing
Optimized Critical Thinking				X	X	X	X					Personal Development
Optimized Operational Auditing				X	X	X	X					Auditing
Optimized Presentation Skills				X	X	X	X	X				Communications & Marketing
Optimized Public Speaking Skills				X	X	X	X	X				Communications & Marketing
Organizational Resilience Based on ISO 22316	◆	☒							X		X	Information Technology
Organizational Skills				X	X	X						PCS: Business Mgmt & Org
Outlook 2007: Advanced						X	X					Computer Software & Applications
Outlook 2007: Essentials						X	X					Computer Software & Applications
Outlook 2010: Advanced						X	X					Computer Software & Applications
Outlook 2010: Essentials						X	X					Computer Software & Applications
Outlook 2010: Expert						X	X					Computer Software & Applications
Outlook 2013: Advanced						X	X					Computer Software & Applications
Outlook 2013: Essentials						X	X					Computer Software & Applications
Outlook 2013: Expert						X	X					Computer Software & Applications
Outlook 2016: Essentials						X	X					Computer Software & Applications
Outlook 365: Essentials						X	X					Computer Software & Applications
Pen Testing	◆	☒									X	Information Technology
People-Centric Skills, 2nd Edition				X	X	X	X	X				PCSkills: Communication
Performance Management				X	X	X						PCS: Business Mgmt & Org
Personal Financial Planning based on ISO 22222	◆	☒				X			X		X	Finance
Personal Productivity				X	X	X						Personal Development
Personal Branding				X	X	X						Personal Development
Powerpoint 2007: Advanced						X	X					Computer Software & Applications
Powerpoint 2007: Essentials						X	X					Computer Software & Applications
Powerpoint 2010: Advanced						X	X					Computer Software & Applications
Powerpoint 2010: Essentials						X	X					Computer Software & Applications
Powerpoint 2010: Expert						X	X					Computer Software & Applications
Powerpoint 2013: Advanced						X	X					Computer Software & Applications
Powerpoint 2013: Essentials						X	X					Computer Software & Applications
Powerpoint 2013: Expert						X	X					Computer Software & Applications
Powerpoint 2016: Essentials						X	X					Computer Software & Applications
Powerpoint 365: Essentials						X	X					Computer Software & Applications
Practical Ethics				X	X	X	X					Behavioral Ethics
Practical Stats: Statistical Sampling for Auditors				X	X							Statistics
Privacy Implementation Based on ISO/IEC 29100	◆	☒									X	Information Technology
Project 2007: Advanced						X	X					Computer Software & Applications
Project 2007: Essentials						X	X					Computer Software & Applications
Project 2010: Advanced						X	X					Computer Software & Applications
Project 2010: Essentials						X	X					Computer Software & Applications
Project 2010: Expert						X	X					Computer Software & Applications
Project Management Based on ISO 21500	◆	☒				X			X		X	PCS: Business Mgmt & Org
Project Management Basics				X	X	X	X					PCS: Business Mgmt & Org
Project Management for Internal Auditors				X	X	X	X					Auditing
Publisher 2007: Essentials						X	X					Computer Software & Applications



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Publisher 2010: Essentials					X	X					Computer Software & Applications
Publisher 2013: Advanced					X	X					Computer Software & Applications
Publisher 2013: Essentials					X	X					Computer Software & Applications
Publisher 2007: Advanced					X	X					Computer Software & Applications
Quality Assurance and Control Plan	◆	☒						X			Production
Quality Assurance Reviews & Leading Practices			X	X	X	X					Auditing
Quality Management Systems based on ISO 9001	◆	☒				X			X		Production
Quality Management Systems for Medical Devices based on ISO 13485	◆	☒				X			X		Production
Recession-Proof Your Career			X	X							Personal Development
Risk Assessment Methods	◆	☒					X	X		X	Management Services
Risk Management Based on ISO 31000	★	◆	☒			X	X	X		X	Management Services
Root Cause Analysis	◆		X	X	X						Auditing
Root Cause Analysis (DMAIC)		☒					X				Production
Safety in the Workplace			X	X							Specialized Knowledge
Sales Fundamentals Workshop			X	X	X	X					Personal Development
Self-Leadership Workshop			X	X	X	X					Personal Development
Servant Leadership Workshop	★		X	X	X	X					Personal Development
Six Sigma Belts	◆					X	X				Production
Six Sigma Methodology Framework based on ISO 13053	◆	☒				X	X			X	Production
Social Learning/Intelligence			X	X	X	X					PCS: Business Mgmt & Org
Social Media Concerns for Internal Audit and Compliance			X	X	X						Auditing
Social Media in the Workplace			X	X	X						Auditing
SOFT Approach to Auditing			X	X	X	X					Auditing
Soup to Nuts: The Fraud Risk Assessment Process			X	X	X	X					Auditing
SOX 101			X	X	X	X					Auditing
Stress Management			X	X	X						Personal Development
Supervising Others			X	X	X	X					PCS: Business Mgmt & Org
Supply Chain Management			X	X	X						PCS: Business Mgmt & Org
Supply Chain Security Management Systems Based on ISO 28000	◆	☒				X	X			X	Production
Talent Management			X	X	X	X					PCS: Business Mgmt & Org
Team Building For Managers			X	X	X	X					PCS: Business Mgmt & Org
Team Building Through Chemistry Workshop	◆		X	X	X	X					PCS: Business Mgmt & Org
Teamwork and Team Building			X	X	X	X					PCS: Business Mgmt & Org
The Cloud and Business Workshop			X	X	X	X					Information Technology
The People Audit: Auditing Human Resources			X	X	X	X					Auditing
Time Management			X	X	X						PCS: Business Mgmt & Org
Top 10 Sales Secrets			X	X	X						Personal Development
Training the Trainer			X	X	X	X					Personal Development
Universal Safety Practices Workshop	◆	☒	X	X	X	X					Production
Virtual Auditing: Leading Practices		☒	X	X	X	X					Auditing
Virtual Team Building and Management			X	X	X						PCS: Business Mgmt & Org
Visio 2007: Advanced					X	X					Computer Software & Applications
Visio 2010: Advanced					X	X					Computer Software & Applications
Visio 2010: Essentials					X	X					Computer Software & Applications
Visio 2007: Essentials					X	X					Computer Software & Applications
Word 2007: Advanced					X	X					Computer Software & Applications
Word 2007: Essentials					X	X					Computer Software & Applications
Word 2010: Advanced					X	X					Computer Software & Applications
Word 2010: Essentials					X	X					Computer Software & Applications



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Word 2010: Expert				X	X				Computer Software & Applications
Word 2013: Advanced				X	X				Computer Software & Applications
Word 2013: Essentials				X	X				Computer Software & Applications
Word 2013: Expert				X	X				Computer Software & Applications
Word 2016: Essentials				X	X				Computer Software & Applications
Word 2016: Expert				X	X				Computer Software & Applications
Word 365: Essentials				X	X				Personal Development
Work/Life Balance		X	X	X					Personal Development
Workplace Diversity		X	X	X	X				Personnel/Human Resources
Workplace Harassment & Violence		X	X	X					Personal Development

Course Includes a Third Party Certification (PECB); Courses are one day (Introduction), two days (Foundation), three days (Manager) or five days (Lead Manager) in most cases - please contact us for specifics.

◆ Curriculum, testing and certification is provided by PECB, a certification body which provides education and certification under ISO/IEC 17024 for individuals on a wide range of disciplines.

◆ Courses are part of our Agile Audit Methodology Bootcamp.



GOLDSRD D/B/A GOLDCAL LLC IS REGISTERED WITH THE NATIONAL ASSOCIATION OF STATE BOARD OF ACCOUNTANCY (NASBA) AS A SPONSOR OF CONTINUING PROFESSIONAL EDUCATION ON THE NATIONAL REGISTRY OF CPE SPONSORS. STATE BOARD OF ACCOUNTANCY HAVE FINAL AUTHORITY ON THE ACCEPTANCE OF INDIVIDUAL COURSES FOR CPE CREDIT. COMPLAINTS REGARDING REGISTERED SPONSORS MAY BE SUBMITTED TO THE NATIONAL REGISTRY OF CPE SPONSORS THROUGH ITS WEBSITE: WWW.LEARNINGMARKET.ORG.