



Office Health And Safety

SEHG-HR-5522 · Business · approx. 10 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Human Resources course covering office health and safety. Self-paced lessons with applied exercises.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 10 instructional videos — 10 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Common Winter Illnesses (I)**
 - Cold
 - Cold Sores
 - Influenza
 - Pneumonia
- **Module 3 — Common Winter Illnesses (II)**
 - Conjunctivitis
 - Sore Throat
 - Strep Throat
 - Norovirus/ Viral Gastroenteritis
- **Module 4 — Cold/ Cold Sores**
 - How It Spreads
 - Symptoms
 - Treatment
 - Prevention
- **Module 5 — Influenza**
 - How It Spreads
 - Symptoms

- Treatment
- Prevention
- **Module 6 — Pneumonia**
 - How It Spreads
 - Symptoms
 - Treatment
 - Prevention
- **Module 7 — Sore Throat/ Strep Throat**
 - How It Spreads
 - Symptoms
 - Treatment
 - Prevention
- **Module 8 — Norovirus/ Viral Gastroenteritis**
 - How It Spreads
 - Symptoms
 - Treatment
 - Prevention
- **Module 9 — Keeping Your Office Clean**
 - Dusting
 - HEPA Filters
 - Disinfecting Surfaces
 - Daily Trash Disposal
- **Module 10 — Stay/ Go Home**
 - Offer Paid Sick Days
 - Early Release With Pay
 - Alternative Work Days
 - Work From Home
- **Module 11 — Emergency Response Plan (ERP)**
 - Developing An ERP
 - Communicate ERP
 - Evaluate ERP
 - Revise ERP
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-HR-5522 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.