



# Heart U Course Catalog – Advanced Search

If you're looking for on-demand courses, books, videos, or audiobooks, check out the [Heart U Channel](#) and its over 100K resource opportunities.

## The Catalog's Columns

The catalog organizes Heart U offerings in 7 columns including area of focus, resource title and description, audience, format, duration, cost, and competency associated with the resource.

Area	Title & Description	Audience	Format	Duration	Cost	Competency
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The [Area column](#) refers to the area of focus on a specific topic including: Career Development, Communication, Leadership, Organizational and Individual Effectiveness, Performance Management, Compliance, Diversity, People Selection, and specific AHA Departments.

The [Title & Description column](#) gives a short summary of the resource as well as a link to learn more about that resource.

The [Audience column](#) helps you to identify which courses are right for you, whether you are a manager or an employee.

The [Format column](#) lets you know the delivery method for that particular resource including online training (on demand), live or recorded webinar, workshop, or online material.

The [Duration column](#) lets you know the length of time it will take to complete the resource.

The [Cost column](#) will let you know if there is a cost for that specific resource.

The [Competency column](#) lists the appropriate competency for that resource including competencies for individual contributors including, Collaboration/Teamwork, High Impact Communication, Building Powerful Partnerships, and Drive for Results. Competencies for managers/leaders (one or more direct report) include, Leading Effective and Culturally-Competent Teams, Change Leadership, Building Powerful Partnerships, Developing Direct Reports and Others, Agility, Managerial Courage, and Drive for Results.

## Sorting the Columns

Click at the top of any column to sort the results alphabetically or, in the case of duration and cost, in order from lowest to highest. Click it twice to sort in reverse order or highest to lowest.

Title & Description

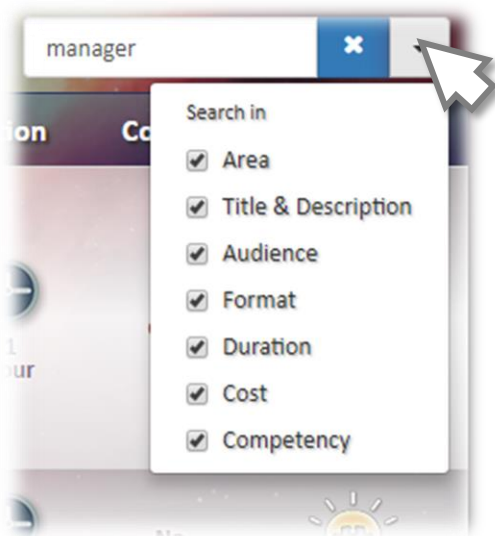




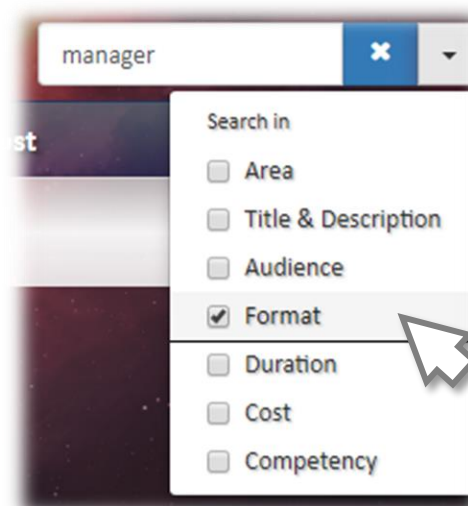
## Focused Search

To search for a term or keyword you can type in the search box in the upper right of the table. You can also search specifically in 1 or more columns allowing you to narrow the focus of your search.

To search only the columns that you are interested in searching click the drop-down arrow to the right of the search bar. This will list all the columns that you can search. By default, they will all be checked, meaning that you are searching in every column. You can uncheck the columns that you want to exclude from your search.



*When all columns are checked, you will be searching every column.*



*Uncheck columns to exclude them from the search. In this case on 'Format' will be searched.*

For instance, if you wanted to display only online courses, you can uncheck every box except the 'Format' box and type in the keyword "Online". This will display every resource that has the keyword "Online" in the 'Format' column.

To do these types of searches, check all the boxes that apply to what you wish to search and then type the search term.

If you use this functionality, be sure to double check which columns are selected during your next search as your settings here will be saved and remembered for your next visit.



## Navigation

The catalog displays 10 resources at a time. The navigation at the bottom right of the page is used to browse additional pages. To navigate to another page you can select the page number to jump to that page, or use the arrow buttons.



The double arrow buttons located at the far corners of the navigation will jump you to the first and last page. The single arrows, located next to the double arrows, advance you one page at a time either forward or backward.

If there are more than 5 pages of results you will see a button with three dots. This button lists the next, or previous set of 5 pages.

## More Help?

For more information or questions regarding searching the catalog, email **Heart U** at: [heartu@heart.org](mailto:heartu@heart.org)