



E-LEARNING

CATALOGUE 01

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Computer Skills Courses

Computer Fundamentals

- Adobe Acrobat XI Pro Part 1
- Adobe Acrobat 7
- Adobe Acrobat 8 Pro
- Adobe Photoshop CS - Foundation
- Adobe Photoshop CS - Intermediate
- Adobe Photoshop CS3 - Foundation
- Adobe Photoshop CS3 - Intermediate
- Adobe Photoshop CS3 - Advanced
- Adobe Photoshop CS3 - Expert
- Computer Basics - Foundation
- Computer Basics - Intermediate
- Computer Basics - Advanced
- Computer Basics - Expert
- Corel WordPerfect 12 - Foundation
- Corel WordPerfect 12 - Intermediate
- Corel WordPerfect 12 - Advanced
- Google G Suite Create
- Google G Suite Connect and Access
- Introduction to HTML and CSS Coding
- Introduction to HTML and CSS Coding Part 2
- Intuit QuickBooks 2008 - Foundation
- Intuit QuickBooks 2008 - Intermediate
- Intuit QuickBooks 2008 - Advanced
- Intuit QuickBooks 2008 - Expert
- Microsoft Internet Explorer 6
- Microsoft Outlook Express 6
- Microsoft Internet Explorer 7
- Microsoft Internet Explorer 8
- Microsoft Windows Vista - Foundation
- Microsoft Windows 8 - Intermediate
- Microsoft Windows Vista - Advanced
- Microsoft Windows Vista - Expert
- Microsoft Windows XP - Foundation
- Microsoft Windows XP - Intermediate
- Microsoft Windows XP - Advanced
- Microsoft Windows 7 - Foundation
- Microsoft Windows 7 - Intermediate
- Microsoft Windows 7 - Advanced
- Microsoft Windows 7 - Expert
- Microsoft Windows 8 - Foundation
- Microsoft Windows 8 - Intermediate
- Microsoft Windows 8 - Advanced
- Microsoft Windows 8 - Expert
- Microsoft Windows 10 Navigating - Navigating the New Windows Environment
- Microsoft Windows 10 Part 1
- Microsoft Windows 10 Part 2
- Microsoft Windows 10 Transition from Microsoft Windows 8.1
- Online Tools for Small Business
- Slack for Business
- Upgrading to Windows 7 From XP
- Upgrading to Windows 7 from Vista
- Upgrading to Windows 8.1
- Windows Mail 7



Computer Skills Courses

Core Essentials

- Core Essentials - Access 2007
- Core Essentials - Excel 2007
- Core Essentials - Outlook 2007
- Core Essentials - PowerPoint 2007
- Core Essentials - Project 2007
- Core Essentials - Publisher 2007
- Core Essentials - Word 2007
- Microsoft InfoPath 2010
- Microsoft OneNote 2010
- Microsoft Office Outlook 2010: Part 1
- Microsoft Office Outlook 2010: Part 2
- Microsoft Office PowerPoint 2010: Part 1
- Microsoft Office PowerPoint 2010: Part 2
- Microsoft Office Word 2010: Part 1
- Microsoft Office Word 2010: Part 2
- Microsoft Office Word 2010: Part 3

Corel Office X3

- Corel Paradox X3
- Corel Presentations X3
- Corel Quattro Pro X3
- Corel WordPerfect Mail
- Corel WordPerfect X3

Microsoft Office 2010 (MOS)

- Microsoft Office Access 2010: Part 1
- Microsoft Office Access 2010: Part 2
- Microsoft Office Excel 2010: Part 1
- Microsoft Office Excel 2010: Part 2
- Microsoft Office Excel 2010: Part 3
- Microsoft Office Excel 2010: PowerPivot
- Microsoft Office Excel 2010: VBA

Microsoft Office 2016 (MOS)

- Introduction to Microsoft Power BI
- Microsoft Excel Online
- Microsoft Office 365 2018 Updates
- Microsoft Office Access 2016: Part 1
- Microsoft Office Access 2016: Part 2
- Microsoft Office Excel 2016: Part 1
- Microsoft Office Excel 2016: Part 2
- Microsoft Office Excel 2016: Part 3
- Microsoft Office Excel 2016: PowerPivot
- Microsoft Office Excel 2016: VBA
- Microsoft Office Outlook 2016: Part 1
- Microsoft Office Outlook 2016: Part 2
- Microsoft Office PowerPoint 2016: Part 1
- Microsoft Office PowerPoint 2016: Part 2



Computer Skills Courses

- Microsoft Office Project 2016: Part 1
- Microsoft Office Project 2016: Part 2
- Microsoft Office Visio 2016: Part 1
- Microsoft Office Visio 2016: Part 2
- Microsoft Office Word 2016: Part 1
- Microsoft Office Word 2016: Part 2
- Microsoft Office Word 2016: Part 3
- Microsoft Office 365: Part 1
- Microsoft Office 365: Part 2
- Microsoft OneNote 2016
- Microsoft OneNote Online
- Microsoft Outlook Online
- Microsoft PowerPoint Online
- Microsoft Publisher 2016
- Microsoft SharePoint 2016 For Owners
- Microsoft SharePoint 2016 For Site Administrators
- Microsoft SharePoint 2016 For Users
- Microsoft Skype for Business 2016
- Microsoft Sway
- Microsoft Teams
- Microsoft Word Online
- Microsoft Office Access 2002 – Advanced
- Microsoft Office Excel 2002 - Foundation
- Microsoft Office Excel 2002 - Intermediate
- Microsoft Office Excel 2002 - Advanced
- Microsoft Office PowerPoint 2002 - Foundation
- Microsoft Office PowerPoint 2002 - Intermediate
- Microsoft Office PowerPoint 2002 - Advanced
- Microsoft Office Outlook 2002 - Foundation
- Microsoft Office Outlook 2002 - Intermediate
- Microsoft Office Outlook 2002 - Advanced
- Microsoft Office Project 2002 - Foundation
- Microsoft Office Project 2002 – Intermediate
- Microsoft Office Project 2002 – Advanced
- Microsoft Office Publisher 2002 - Foundation
- Microsoft Office Publisher 2002 - Intermediate
- Microsoft Office Publisher 2002 - Advanced
- Microsoft Office Word 2002 - Foundation
- Microsoft Office Word 2002 - Intermediate
- Microsoft Office Word 2002 - Advanced
- Microsoft Office Word 2002 - Expert

Microsoft Office 365

- Microsoft PowerPoint 365: Part 1

Office 2002

- Microsoft Office Access 2002 - Foundation
- Microsoft Office Access 2002 - Intermediate

Office 2003

- Microsoft Office Access 2003 - Foundation
- Microsoft Office Access 2003 - Intermediate
- Microsoft Office Access 2003 - Advanced
- Microsoft Office Excel 2003 - Foundation
- Microsoft Office Excel 2003 - Intermediate
- Microsoft Office Excel 2003 - Advanced
- Microsoft Office Outlook 2003 - Foundation
- Microsoft Office Outlook 2003 - Intermediate

Computer Skills Courses

- Microsoft Office Outlook 2003 - Advanced
- Microsoft Office PowerPoint 2003 - Foundation
- Microsoft Office PowerPoint 2003 - Intermediate
- Microsoft Office PowerPoint 2003 - Advanced
- Microsoft Office Project 2003 - Foundation
- Microsoft Office Project 2003 - Intermediate
- Microsoft Office Project 2003 – Advanced
- Microsoft Office Publisher 2003 - Foundation
- Microsoft Office Publisher 2003 - Intermediate
- Microsoft Office Publisher 2003 - Advanced
- Microsoft Office Word 2003 - Foundation
- Microsoft Office Word 2003 - Intermediate
- Microsoft Office Word 2003 – Advanced
- Microsoft Office Word 2003 - Expert
- Microsoft Office Outlook 2007 - Foundation
- Microsoft Office Outlook 2007 - Intermediate
- Microsoft Office Outlook 2007 - Advanced
- Microsoft Office Outlook 2007 - Expert
- Microsoft Office PowerPoint 2007 - Foundation
- Microsoft Office PowerPoint 2007 - Intermediate
- Microsoft Office PowerPoint 2007 - Advanced
- Microsoft Office PowerPoint 2007 - Expert
- Microsoft Office Project 2007 - Foundation
- Microsoft Office Project 2007 - Intermediate
- Microsoft Office Project 2007 - Advanced
- Microsoft Office Project 2007 - Expert
- Microsoft Office Publisher 2007 - Foundation
- Microsoft Office Publisher 2007 - Intermediate
- Microsoft Office Publisher 2007 - Advanced
- Microsoft Office Publisher 2007 - Expert
- Microsoft Office SharePoint Designer 2007 - Foundation

Office 2007

- Microsoft Office Access 2007 - Foundation
- Microsoft Office Access 2007 - Intermediate
- Microsoft Office Access 2007 - Advanced
- Microsoft Office Access 2007 - Expert
- Microsoft Office Business Contact Manager 3
- Microsoft Office Excel 2007 - Foundation
- Microsoft Office Excel 2007 - Intermediate
- Microsoft Office Excel 2007 - Advanced
- Microsoft Office Excel 2007 - Expert
- Microsoft Office InfoPath 2007 - Foundation
- Microsoft Office InfoPath 2007 - Intermediate
- Microsoft Office InfoPath 2007 - Advanced
- Microsoft Office InfoPath 2007 - Expert
- Microsoft Office OneNote 2007
- Microsoft Office SharePoint Designer 2007 - Intermediate
- Microsoft Office SharePoint Designer 2007 - Advanced
- Microsoft Office SharePoint Designer 2007 - Expert
- Microsoft Office SharePoint Server 2007
- Microsoft Office Visio 2007
- Microsoft Office Word 2007 - Foundation
- Microsoft Office Word 2007 - Intermediate
- Microsoft Office Word 2007 - Advanced
- Microsoft Office Word 2007 - Expert



Computer Skills Courses

Office 2010

- Microsoft Office Access 2010 - Foundation
- Microsoft Office Access 2010 – Intermediate
- Microsoft Office Access 2010 - Advanced
- Microsoft Office Business Contact Manager 2010 - Complete
- Microsoft Office Excel 2010 - Foundation
- Microsoft Office Excel 2010 - Intermediate
- Microsoft Office Excel 2010 – Advanced
- Microsoft Office InfoPath Designer 2010 - Foundation
- Microsoft Office InfoPath Designer 2010 - Intermediate
- Microsoft Office InfoPath Designer 2010 - Advanced
- Microsoft Office OneNote 2010 - Foundation
- Microsoft Office OneNote 2010 - Intermediate
- Microsoft Office OneNote 2010 - Advanced
- Microsoft Office Outlook 2010 - Foundation
- Microsoft Office Outlook 2010 - Intermediate
- Microsoft Office Outlook 2010 - Advanced
- Microsoft Office PowerPoint 2010 - Foundation
- Microsoft Office PowerPoint 2010 - Intermediate
- Microsoft Office PowerPoint 2010 - Advanced
- Microsoft Office Project 2010 - Foundation
- Microsoft Office Project 2010 - Intermediate
- Microsoft Office Project 2010 - Advanced
- Microsoft Office Publisher 2010 - Foundation
- Microsoft Office Publisher 2010 - Intermediate
- Microsoft Office Publisher 2010 - Advanced

- Microsoft Office SharePoint Designer 2010 - Foundation
- Microsoft Office SharePoint Designer 2010 - Intermediate
- Microsoft Office SharePoint Designer 2010 - Advanced
- Microsoft Office SharePoint Server 2010
- Microsoft Office Visio 2010 - Foundation
- Microsoft Office Visio 2010 - Intermediate
- Microsoft Office Visio 2010 - Advanced
- Microsoft Office Word 2010 - Foundation
- Microsoft Office Word 2010 - Intermediate
- Microsoft Office Word 2010 - Advanced
- Microsoft Office Word 2010 – Expert

Office 2013

- Microsoft Access 2013 Advanced Essentials
- Microsoft Access 2013 Core Essentials
- Microsoft Access 2013 Expert
- Microsoft Excel 2013 Advanced Essentials
- Microsoft Excel 2013 Core Essentials
- Microsoft Excel 2013 Expert
- Microsoft InfoPath Designer 2013 Advanced Essentials
- Microsoft InfoPath Designer 2013 Core Essentials
- Microsoft InfoPath Filler 2013 Core Essentials
- Microsoft Office Publisher 2010 - Foundation



Computer Skills Courses

- Microsoft OneNote 2013 Advanced Essentials
- Microsoft OneNote 2013 Core Essentials
- Microsoft OneNote 2013 Expert
- Microsoft Outlook 2013 Advanced Essentials
- Microsoft Outlook 2013 Core Essentials
- Microsoft Outlook 2013 Expert
- Microsoft PowerPoint 2013 Advanced Essentials
- Microsoft PowerPoint 2013 Core Essentials
- Microsoft PowerPoint 2013 Expert
- Microsoft Project 2013 Advanced Essentials
- Microsoft Project 2013 Core Essentials
- Microsoft Project 2013 Expert
- Microsoft Publisher 2013 Advanced Essentials
- Microsoft Publisher 2013 Core Essentials
- Microsoft SharePoint Designer 2013 Advanced
- Microsoft SharePoint Designer 2013 Core Essentials
- Microsoft SharePoint Designer 2013 Expert
- Microsoft SharePoint Server 2013 Core Essentials
- Microsoft Visio 2013 Advanced Essentials
- Microsoft Visio 2013 Core Essentials
- Microsoft Visio 2013 Expert
- Microsoft Word 2013 Core Essentials
- Microsoft Word 2013 Advanced Essentials
- Microsoft Word 2013 Expert
- Skype for Business

Upgrading to Office 2007

- Upgrading to Access 2007
- Upgrading to Excel 2007
- Upgrading to InfoPath 2007
- Upgrading to Outlook 2007
- Upgrading to PowerPoint 2007
- Upgrading to Project 2007
- Upgrading to Publisher 2007
- Upgrading to SharePoint Designer 2007
- Upgrading to Windows Vista
- Upgrading to Word 2007

Upgrading to Office 2010

- Upgrading to Access 2010
- Upgrading to Excel 2010
- Upgrading to InfoPath Designer 2010
- Upgrading to OneNote 2010
- Upgrading to Outlook 2010
- Upgrading to PowerPoint 2010
- Upgrading to Project 2010
- Upgrading to Publisher 2010
- Upgrading to SharePoint Designer 2010
- Upgrading to Word 2010
- Upgrading to Visio 2010



Soft Skills Courses

Career Development

- Active Listening
- Advanced Writing Skills
- Becoming a Better Learner
- Building Your Self Esteem and Assertiveness Skills
- Business Etiquette - Gaining That Extra Edge
- Business Writing That Works
- Communication Strategies
- Conducting Accurate Internet Research
- Conflict Resolution - Dealing with Difficult People
- Conquering Your Fear of Speaking in Public
- Creating a Dynamite Job Portfolio
- Creating Winning Proposals
- Creative Thinking and Innovation
- Critical Thinking
- Customer Service Training
 - Critical Elements of
- Customer Service
- Developing Your Executive Presence
- Emotional Intelligence
- Fostering Innovation
- Getting Stuff Done - Personal Development Boot Camp
- Getting Your Job Search Started
- Goal Setting
- Honing and Delivering Your Message
- Identifying and Combatting Fake News
- Influence and Persuasion
- Introduction to Neuro Linguistic Programming
- Managing Pressure and Maintaining Balance
- Mastering the Interview
- Networking for Success
- NLP Tools for Real Life
- Personal Brand - Maximizing Personal Impact
- Public Speaking - Presentation Survival School
- Public Speaking - Speaking Under Pressure
- Project Planning: All You Need to Know
- Project Management: All You Need to Know
- Research Skills
- Self-Leadership
- Skills for the Administrative Assistant
- Skills You Need for Workplace Success
- The Minute Taker's Workshop
- Time Management - Get Organized for Peak Performance
- Working with the Media
- Working Smarter - Using Technology to Your Advantage
- Writing Reports and Proposals



Soft Skills Courses

Human Resources

- Accounting Skills for New Supervisors
- Anger Management - Understanding Anger
- Appreciative Inquiry
- Building Better Teams
- Business Succession Planning - Developing and Maintaining a Succession Plan
- Cannabis and the Workplace
- Change Management
 - Change and How to Deal with It
- Conducting Effective Performance Reviews
- Conflict Resolution - Getting Along in The Workplace
- Creating a Top-Notch Talent Management Program
- Creativity in the Workplace
- Customer Service Training
 - Managing Customer Service
- Employee Dispute Resolution
 - Mediation through Peer Review
- Employee Recognition: Appreciating Your Workforce
- Generation Gap - Closing the Generation Gap in the Workplace
- Hiring for Success - Behavioral Interviewing Techniques
- Onboarding - The Essential Rules for a Successful Onboard Program
- Orientation Handbook - Getting Employees Off to a Good Start
- Performance Management
 - Managing Employee Performance
- Problem Solving and Decision Making
- Public Relations Boot Camp
- Stress Management
- Transgender Employees: Creating an Inclusive Work Community

Internet Marketing

- Basic Internet Marketing
- Building a Brand on Social Media
- Creating a Google AdWords Campaign
- Creating Winning Webinars: Getting Your Message Out
- Growth Hacking
- Introduction to E-Mail Marketing
- Marketing with Social Media
- Promoting a Marketing Webinar
- Story Marketing for Small Businesses
- Writing for the Web



Soft Skills Courses

Sales and Marketing

- Body Language - Reading Body Language as a Sales Tool
- Building Relationships for Success in Sales
- Branding - Creating and Managing Your Corporate Brand
- Call Center Training - Sales and Customer Service
- Training for Call Center Agents
- CRM - An Introduction to Customer Relationship Management
- Dynamite Sales Presentations
- Overcoming Objections to Nail the Sale
- Prospecting for Leads Like a Pro
- Selling Smarter
- Social Selling for Small Businesses
- Telemarketing - Using the Telephone as a Sales Tool
- Trade Shows: Getting the Most Out of Your Trade Show Experience
- Communications for Small Business Owners Entrepreneurship 101
- E-Commerce Management
- Global Business Strategies
- Intrapreneurship
- Kickstarting Your Business with Crowdsourcing
- Making Your Business Better
- Marketing for Small Businesses
- Writing a Business Plan

Small Business Training for Entrepreneurs

- Basic Business Management - Boot Camp for Business Owners
- Building a Consulting Business
- Building an Online Business

Supervisors and Managers

- Advanced Project Management
- Becoming a Progressive Employer
- Budgets and Managing Money
- Business Leadership - Becoming Management Material
- Coaching and Mentoring
- Conference and Event Management
- Conversational Leadership
- Delegation - The Art of Delegating Effectively
- From Boss to Leader
- Human Resources Training - HR for the Non-HR Manager
- Effective Planning and Scheduling
- Giving Effective Feedback
- Intermediate Project Management
- Inventory Management - The Nuts and Bolts



Soft Skills Courses

- Leadership Skills for Supervisors
 - Communication, Coaching, and Conflict
- Logistics and Supply Chain Management
- Managing Across Cultures
- Managing Difficult Conversations
- Managing the Virtual Workplace
- Marketing and Sales
- Meeting Management - The Art of Making Meetings Work
- Motivation Training - Motivating Your Workforce
- Negotiating for Results
- Project Management Fundamentals
- Project Management Training - Understanding Project Management
- Risk Management
- Team Building - Developing High Performance Teams
- The ABC's of Supervising Others
- The Professional Supervisor
- Tough Topics - Talking to Employees about
- Personal Hygiene
- Women and Leadership: Owning Your Strengths and Skills
- Workplace Health and Safety:
The Supervisor's Role and Responsibilities

Train the Trainer

- Advanced Skills for the Practical Trainer
- Developing a Lunch and Learn Program

- Developing a Training Needs Analysis
- Developing Your Training Program
- Facilitation Skills
- Making Training Stick
- Measuring Training Results
- Survival Skills for the New Trainer
- The Practical Trainer
- Training with Visual Storytelling
- Using Activities to Make Training Fun

Workplace Essentials

- An Environmental Audit Primer
- Balanced Scorecard Basics
- Being a Team Player
- Beyond Workplace Politics
- Bullying in the Workplace
- Business Ethics for the Office
- Business Process Management
- Code of Conduct: Setting the Tone for Your Workplace
- Collaboration
- Continuous Improvement with Lean
- Creating a Positive Work Environment
- Creating a Workplace Wellness Program
- Creating Successful Staff Retreats
- Crisis Management
- Developing a High Reliability Organization
- Developing a Safety Procedures Manual

Soft Skills Courses

- Digital Transformation
- Disability Awareness - Working with People with Disabilities
- Diversity Training - Celebrating Diversity in the Workplace
- Employee Accountability
- Encouraging Sustainability and Social Responsibility in Business
- English as a Second Language: A Workplace Communications Primer
- Environmental Sustainability
- GDPR Readiness: Creating a Data Privacy Plan
- GDPR Readiness: Getting the Message Out
- Knowledge Management
- Lean Process Improvement
- Mobbing in the Workplace
- Process Improvement with Gap Analysis
- Purchasing and Procurement Basics
- Planning for Workplace Safety
- Safety in the Workplace
- Six Sigma: Entering the Dojo
- Strategic Planning
- Workplace Ergonomics - Injury Prevention Through Ergonomics
- Workplace Harassment - What It Is and What To Do About It
- Workplace Violence - How to Manage Anger and Violence in the Workplace

