

Course List

Category	Course	Course Link	New/Updated
March 2022			
Business	Branding, Systems, and Strategies	View	New
Business	Brand Research and Development	View	New
Business	Brand Management and Customer Loyalty	View	New
Business	Introducing Social Media ROI	View	New
Business	Helpful Practices	View	New
Business	Developing a Social Media ROI Strategy	View	New
Business	Implementing Social Media ROI Strategy	View	New
Business	Introducing the Value Proposition	View	New
Business	Writing a Value Proposition	View	New
Business	Introducing Project Leadership	View	New
Business	Project Leadership Characteristics	View	New
Business	Project Leadership Methodologies	View	New
Business	Why Hire High-Potential Employees?	View	New
Business	Recruiting High Potentials	View	New
Business	Retaining High Potentials	View	New
Business	The Role of Ethics in Business	View	New
Business	How Ethics Inform Codes of Conduct	View	New
Business	Updating Code Standards and Ensuring Compliance	View	New
Business	Live Chatting and Texting with Customers	View	New
Business	Customer Chat and Text Management	View	New
Business	Taking Calls from Difficult Customers	View	New
Business	Call Control Management Tips	View	New
Business	Supervisor Roles, Styles, and Duties	View	New
Business	Supervisors and the Organization	View	New
Business	Supervisors and Workplace Culture	View	New

Business	Diversity, Team Identity and Organizations	View	New
Business	Promoting a Diverse Team Culture	View	New
Business	Engaging Members of Diverse Teams	View	New
Business	Risk Management: Assessing Risk	View	New
Computer	Evolving Kotlin	View	New
Computer	Beginner AutoCAD	View	New
Computer	The AutoCAD Application Interface	View	New
Computer	AutoCAD Drawing Tools	View	New
Computer	Modifying Objects in AutoCAD	View	New
Computer	Text in AutoCAD	View	New
Computer	Page Setup, Printing and Plotting in AutoCAD	View	New
Computer	Windows 11	View	New
Computer	Upgrading to Windows 11	View	New
Computer	Account Settings in Windows 11	View	New
Computer	Getting Started in Windows 11	View	New
Computer	Desktop Management and Customization in Windows 11	View	New
Computer	Files and Storage in Windows 11	View	New
Computer	Browsing, Devices, and Third-party Apps in Windows 11	View	New
Computer	Work and Collaboration in Windows 11	View	New
Computer	Communication and Time Management in Windows 11	View	New
Computer	Sharing Data and Backing Up in Windows 11	View	New
Computer	Windows 11 Security	View	New
Computer	Google Drive	View	New
Computer	Getting Started in Google Drive	View	New
Computer	Viewing and Editing Files in Google Drive	View	New
Computer	Working with Files in Google Drive	View	New
Computer	Shared Files in Google Drive	View	New
Computer	Google Drive and Other Google Apps	View	New
February 2022			
Business	Negotiation and the Sales Process	View	New
Business	Value and Negotiation in Sales	View	New
Business	Sales Negotiation Techniques	View	New
Business	Preparing Your Sales Presentations	View	New

Business	Relationship-Building During Sales Presentations	View	New
Business	Personal Behavior and Sales Presentations	View	New
Business	Characteristics of Selling	View	New
Business	The Sales Planning Process	View	New
Business	The Selling Process	View	New
Business	Defining Project Requirements	View	New
Business	Documenting Project Requirements	View	New
Business	Developing and Implementing a Requirements-Management Plan	View	New
Business	Understanding Communication & Project Stakeholders	View	New
Business	Communications Management	View	New
Business	Information Dissemination	View	New
Business	The Skill of Managing Expectations	View	New
Business	Data Analysis and Project Reporting	View	New
Business	Emotional Balance and Self Awareness	View	New
Business	Emotion Regulation	View	New
Business	Navigating and Managing Emotions in Life Situations	View	New
Business	Core Concepts of Competitive Strategy	View	New
Business	Achieving Cost Advantage	View	New
Business	Achieving Differentiation	View	New
Business	Different Types of Competitive Advantage	View	New
Business	Growth Hacking and Marketing	View	New
Business	Developing and Implementing Growth Hacking Principles	View	New
Business	Strategic Elements of Growth Hacking	View	New
Business	Role Definition for New Managers	View	New
Business	Establishing Authority and Authenticity for New Managers	View	New
Business	New Managers and Fostering a Supportive Work Culture	View	New
Business	Motivation, Leadership, and the Psychological Contract	View	New
Business	Leading a Motivated Workplace Culture	View	New
Business	Becoming a Motivating Leader	View	New
Computer	Adobe InDesign Advanced	View	New
Computer	Neural Networks	View	New
Computer	Machine Learning	View	New

Computer	Adobe Dreamweaver Intermediate	View	New
Computer	Git/GitHub Fundamentals	View	New
Computer	Google Analytics Intermediate	View	New
Computer	Intermediate AutoCAD	View	New
Compliance	Title VI: The Civil Rights Act of 1964	View	New
Compliance	Security for Banks and Financial Institutions	View	New
January 2022			
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