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COURSE LIST FOR
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COURSE TITLE	COURSE OVERVIEW
CYBERSECURITY 1: MOBILE WORKING	If you work on-the-go, your organization's information and mobile devices must be kept safe and secure. Do you know the security risks associated with public Wi-Fi____33 hotspots? Also, are you aware of who looking over your shoulder at everything you type? Whether you are a remote worker, a home worker, or just an employee who likes to take your work on-the-go, the ability to work from anywhere is fantastic but can be perilous. Master mobile working by learning: Why you should limit the use of public Wi-Fi hotspots. Why you should password-protect your mobile devices. Why you should make sure all software is kept up to date. Why you should lock away mobile devices when not in use and never leave them unattended. Why you should be mindful of your environment when mobile working and check for shoulder surfing. Let us get started! Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change. Keeps employees compliant.
CYBERSECURITY 2: PERFECT PASSWORDS	A good password is like a good bouncer - the right people get past; the wrong people must try somewhere else. But even though your password is often the only thing blocking a whole tidal wave of fraud, mischief, and headaches (both for you personally and your organization), it might shock you to learn that guessing a password is much, much easier than you might think. Organizations of all sizes- perfect for end-users who use any form of IT equipment e.g., computers protect authorized access by learning: Why you should never disclose your passwords to anyone. What single words, names, or keyboard patterns, such as ~qwerty, are easy for cybercriminals to guess. Why you should avoid reusing or recycling passwords. Why strong passwords are if possible, have a collection of random dictionary words with uppercase and lowercase letters, numbers, and symbols. How you can use a reputable password manager to keep your passwords secure in a lockable location to which only you have access. Let us get started!
CYBERSECURITY 3: KEEPING IT CLEAR	Poorly kept information can quickly become lost or stolen when it is left unattended. Therefore, it is essential that you maintain a clear desk. Maintaining a clear desk involves correctly storing all information - physical and digital. Information created, used, stored, or transmitted by your organization is valuable, both internally and externally, which is why ensuring that you maintain a clear desk is vital to keeping your organizations' information secure. Organizations of all sizes- perfect for end-users who use any form of IT equipment e.g., computers Stop passing threats by learning: How to adopt a Clear Desk Policy. The best way to store important information. The consequences of not keeping a clear desk. The importance of locking your computer screen. Let us get started and keep it clear! Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall. Influences behavioral change. Keeps employees compliant.

COURSE TITLE	COURSE OVERVIEW
CYBERSECURITY 4: EMAIL ETIQUETTE	Organizations are always at risk of disclosing confidential information to the wrong people as the biggest cause of data breaches is human error. Email etiquette is not just about whom you are sending to, but how you send. Therefore, you should always remain cautious when composing and sending your emails. Find out how you can improve your etiquette within your emails. Target Audience Organizations of all sizes - perfect for end-users who use any form of IT equipment e.g., computers Learning Objectives Mind your e-manners by learning: The best practice for sending emails. What the legal obligations of emails are. Why you should take care to follow legal guidance about disclaimers. Consider data protection legislation before sending out marketing communications. Become more elegant with your emails right now. Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change keeps employees compliant
CYBERSECURITY 5: MASTERING MALWARE	Malware attacks are like real-world illnesses. You need to have your jabs and be protected to combat infection just like how you need up-to-date antivirus software to stop malware such as viruses, trojans, and ransomware. Stay protected and ready to fight malware attacks when they strike you unexpectedly. Organizations of all sizes- perfect for end-users who use any form of IT equipment e.g., computers. Mastering malware comes with constant focus, get into the required mindset by learning: Where cybercriminals are most likely to strike with malware. How to identify different types of malware on your system. How to handle malware. How to prevent malware from accessing your system. Why you should report and log malware attacks. Let us get started and master that malware! Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change. Keeps employees compliant.
CYBERSECURITY 6: SOCIAL MEDIA	Right now, social media is integral to modern organization's processes. It can be an invaluable tool if used in the right way. However, as helpful as it can be, it can also be rather damaging. Learn how to stay safe and avoid costly slip-ups on social media networks now. Organizations of all sizes- perfect for end-users who use any form of IT equipment e.g., computers become a social media guru by mastering the following: What opportunities social media can provide for organizations. How to stay safe and appropriate online while using social media. The risks associated with organizations using social media. Why it is important is to be careful with social media privacy and admin settings. Let's get started! Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change. Keeps employees compliant.
CYBERSECURITY 7: WEB WOES	The Internet has become a vital part of most people's everyday life, both at work and at home. However, just one wrong click and you could end up spinning into a black hole of digital danger, and sometimes there is no coming back. Yes, it is tricky in cyberspace! However, if you know how to check for danger, this can help secure you and your organization from cyber threats. Organizations of all sizes- perfect for end-users who use any form of IT equipment e.g., computer Surf safely on the Internet by learning: Why you should be careful when downloading software online. Why you should check the validity of websites by clicking the padlock icon. Why you should be careful when sharing information online. How to close windows or pop-ups safely and securely using keyboard shortcuts. So, let us get started and wipe out those web woes! Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change. Keeps employees compliant.

COURSE TITLE	COURSE OVERVIEW
CYBERSECURITY 8: PHISHING FEARS	Designed to look like reputable organizations, cybercriminals are mastering their technique of phishing their victims and obtaining personal information, such as passwords to accounts and even financial details. The best way to stop these cybercriminals is to beat them at their own game. Learn how to spot phishing attacks and how to correctly report and dispose of them without giving the cybercriminals what they want. Know how to arm yourself and your organization against phishing attacks by learning: What happens if cybercriminals phish someone in your organization. What to watch out for to avoid being caught in a phishing scam. What cybercriminals do with the information they phish from their victims. How to prevent cybercriminals from successfully phishing your organization. Let's get started! Business Outcomes helps to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change keeps employees compliant
CYBERSECURITY 9: SECURE PRINTING	Course Overview Imagine printing a confidential document to reach the printer and see that it is not there. Did you click ˜Print, or could someone has taken it? Often, it's overlooked just how crucial it is to take precautions when you are printing sensitive information, but the risk of leaking data that could potentially damage your organization is very, very real. Target Audience Organizations of all sizes- perfect for end-users who use any form of IT equipment e.g., computers Learning Objectives Print securely by learning: How to ensure safe and secure printing. The risks when using shared standard printers. The consequences of losing information by printing insecurely. How to develop best practices for printing sensitive and confidential information. Let us get started! Business Outcomes Help to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change. Keeps employees compliant.
CYBERSECURITY 10: CAREFULLY CLASSIFIED	Classifying information is more than just marking a document ˜confidential and locking it away. If you do not know how to correctly classify, store, and dispose of the different levels of information classification, then you could be putting your organization at real risk without even knowing it. Carefully classify by learning: What information classification is. The consequences of not classifying correctly. The responsibilities of information owners. How to store confidential information securely. Your responsibilities regarding the disposal of confidential information. Let's get started!
CYBERSECURITY 11: IDENTITY THEFT	Have you ever dropped a bank receipt, sent a letter to the wrong address, or shared too much information on social media? Leaving personal information lying around can be an easy mistake to make. However, did you know that if specific information gets into the wrong hands, criminals could quite easily pass themselves off as you? Criminals only need a few pieces of personal information to strike, so learn ways to counteract them in this course. Counteract identity thieves by learning: The importance of secure disposal of documents that contain personal or confidential information. How credit checks can help identify identity theft. Why passwords and PINs should never be shared. How to be a selective sharer with your personal information online. Why you should be vigilant when buying online. Let's get started! Business Outcomes Help to achieve compliance with ISO27001 Creates a strong human firewall Influences behavioral change keeps employees compliantly

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COURSE TITLE	COURSE OVERVIEW
CREATING A DIGITAL CULTURE	When digital tools are used well everyone benefits. This module gives tips on finding appropriate digital solutions and explains your role in creating a better digital culture at work. Target Audience: Any employee
CYBER SECURITY AWARENESS	All professional and competent organizations should care about upskilling their workforce with essential training in cybersecurity. Both organizations and their employees must understand and feel confident that they know how to keep information secure at every level of the business. Rigorous Cyber Security training is essential for any organization that deals with personal and sensitive information daily. It can be a confusing topic to learn and can sometimes be a task all on its own to figure out where to start! Comprehensive cybersecurity management can be difficult to master, however, we are here to help you make sense of all the security essentials with this introductory course. Learning Objectives By the end of this cybersecurity training you should be able to: Be able to understand what Cyber Security is. Be able to understand and identify the different areas of Information Security. Understand what could happen if you do not implement Information Security. Know why it is important to keep information secure. Know what Cyber and Information Security procedures you should put into practice. Business Outcomes During this course we will cover: Cyber security procedures customer sensitive information Proper password construction protection from malicious software Email Etiquette Clear Desk procedures social Engineering and its consequences Remote / Mobile Working Personal/physical security Data handling incident handling Duration30 Minutes
PERSONAL DATA PROTECTION ACT (SINGAPORE)	Private organizations that collect, use, and disclose personal information within Singapore must comply with the Personal Data Protection Act (PDPA). This 35-minute course is designed to help employees understand the fundamental requirements of the PDPA, including the Data Protection Provisions and Do-Not-Call Registry Provisions. Among the topics discussed are: Employee responsibilities related to the collection, use, and disclosure of personal information, Physical, administrative and technical safeguards, the best practices for handling personal information and avoiding security breaches Target Audience Applicable to all Sectors
INTRODUCTION TO LEADERSHIP	Maintaining a successful team demands effective authentic leadership. Leadership is about social influence. Leaders need to win the confidence, respect, and loyal cooperation of people, such that their effort in working toward the achievement of a common goal is maximized. In this course, we introduce foundation concepts associated with leadership.

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COURSE TITLE	COURSE OVERVIEW
DEVELOPING YOUR LEADERSHIP STYLE	Are you an emerging or experienced leader in the community services industry, looking for ways to hone your leadership skills? If so, this course is just for you! Who is it for? This professional development course 'Developing your leadership style' is aimed at leaders in the community services industry. However, the insights, information, and ideas presented will benefit employees of all levels. After all, we are all leaders in one way or another! What is included? The course explores the underpinning concepts of leadership in the workplace, encouraging you to reflect on and challenge your current perceptions of what it means to be a good leader. It consists of the following elements: 1 x visually engaging, interactive Module A toolbox full of helpful posters and infographics online quiz where you can test your knowledge. What will I learn? By completing this course, will help you to Examine the characteristics of a good leader and high performing teams evaluate different leadership styles, including your preferences align your leadership approach to your organization's requirements lead by example, role modeling positive behaviors such as cooperation, open communication, collaboration, and professionalism Maintain team productivity, morale, and culture by identifying and resolving conflict quickly and effectively. How long will it take? This course will take around 1.5 hours to complete, depending on how deep you want to go. It is broken down into discreet packages, so it is easy to dip in and out of your learning when it suits you. This professional development course is NOT accredited. However, the content contained within the course aligns with the unit of competencyCHCMGT003 Lead the work team'. That is great! You can extend your learning experience by completing the other courses in this suite: Setting your team up for success driving team performance.
CUSTOMER SERVICE SKILLS PATHWAY	Consistent customer service skills are not an accident but the result of good training and application of specific fundamentals to give customers an amazing experience that will bring them back time and time again. Split into 12 bite-sized 10-minute videos each with a workbook, you will find this course both straightforward to manage and easy to apply. Consistent customer service skills are not an accident but the result of good training and application of specific fundamentals to give customers an amazing experience that will bring them back time and time again Split into 12 bite-sized 10-minute videos each with a workbook, you will find this course both straight forward to manage and easy to apply. Whether phone-based or face to face these skills can be easily applied to any customer-facing role. Topics for this course include Attitude, customer service, communication, listening, questioning, showing empathy, being assertive, positive first impressions, difficult customers, keeping customers informed, fix the customer first, and advanced customer service. Each topic includes a workbook that will help you apply the principles in your role and provide an action plan that you can work towards for each area. This pathway takes you through 12 x 10-minute interactive videos with workbooks and action plans to help you improve your customer service skills in any customer-facing role.
PASSION FOR SERVICE EXCELLENCE – INTERACTIVE	Passion for Service Excellence is a course that demonstrates how to deliver excellent service. You will learn that when you are passionate about your work, making a positive first impression, giving a warm greeting, or responding quickly to questions, will all flow naturally. The case study video segments in this course show how different organizations achieve service excellence, from phone calls to relationships, from product knowledge to handling complaints. Each person featured in this video delivers service from the heart.

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COURSE TITLE

MICROSOFT OFFICE 365

COURSE OVERVIEW

Increase the productivity of your team by mastering Office 365. Microsoft 365 is the subscription service that gives you all the latest Microsoft Office applications. It is packed with a full suite of Microsoft productivity tools, including old favorites like Excel, PowerPoint, and Word, and more recent ones like Teams, Planner, Sway, and OneDrive. It is the go-to place for the modern worker. In this Microsoft 365 course from Filtered, we focus on how to use this digital swiss army knife to ensure effortless, integrated collaboration across your business.

This course is for people who are brand new to Microsoft 365 and those that are using it already but not unlocking its full potential. The course is divided into distinct sections, with each section comprising multiple modules. Each module includes a how-to video and test questions to embed the learning. Sections Section 1 Introduction &; Getting Started Section 2 OneDrive for Business Section 3 Using Microsoft Productivity Apps (Excel, Word, PowerPoint, OneNote) in the Cloud Section 4 Outlook on the Web Section 5 Communicate Effectively with Microsoft Teams Section 6 SharePoint Online Section 7 Using Yammer Section 8 Getting Started with Microsoft Analytics Section 9 Microsoft Planner, Stream, and Sway This course puts business productivity front and center. Some of the key learning outcomes include: Learning how to use and sync One Drive Learn to recover lost OneDrive files share files on OneDrive with colleagues and work collaboratively learn to collaborate online in Excel, PowerPoint, Word, and OneNote Set up Outlook Online to do the heavy lifting for you, including archiving, sweep, folders, and so much more. Share and collaborate via calendars and Outlook Groups.

Set up a new team in Microsoft Teams Create channels and expand the capability of Teams using apps. Schedule, initiate and hold conference and video calls in Teams effortlessly. Record virtual meetings and share your screen in Teams. Create your own SharePoint Online Team Site. Learn to add colleagues and customize SharePoint to the needs of your team. Create private and public Yammer groups. Learn to use the tools included in Yammer, such as Polls and announcements.

Utilize 'My Analytics' to gain data-driven insights into your work patterns, including the uninterrupted time to focus. Use Planner to create, edit, manage, and assign tasks. Upload videos and create and share live events in Microsoft Stream. Build an engaging presentation using Sway. The Microsoft 365 suite of tools can increase productivity and collaboration across teams and businesses, yet so many people do not use these time-saving tools effectively. Do not be one of them. Learn to leverage the power of Office 365 for your business today.

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COURSE TITLE	COURSE OVERVIEW
MANAGING RISK EFFECTIVELY	Are you an emerging or experienced leader in the community services industry, looking to delve deeper into effective risk management? If so, this course is just for you! Who is it for? This professional development course 'Managing risk effectively' is aimed at leaders in the community services industry. However, the insights, information and ideas presented will benefit employees of all levels. After all, we are all leaders in one way or another! What is included? The course explores the identification and treatment of risk in the workplace including identifying and assessing risks, communicating with affected individuals, and developing action plans to address risks. It consists of the following elements: 1 x visually engaging, interactive Module A toolbox full of helpful posters and infographics an online quiz where you can test your knowledge. What will I learn? By completing this course, well help you to: Identify a range of risks Analyze and prioritize risks Design plans to minimize risks. How long will it take? This course will take around 1.5 hours to complete, depending on how deep you want to go. It is broken down into discreet packages, so it is easy to dip in and out of your learning when it suits you. Is this course accredited? This professional development course is NOT accredited. However, the content contained within the course aligns with the unit of competency 'BSBRSK501 Manage risk'. I loved this course... I want more! That is great! You can extend your learning experience by completing the other course in this suite: Risk management 101.
APPLYING DESIGN THINKING TO AN EVERYDAY PROBLEM	You know that one of the top trends in business innovation these days is design thinking. Only problem is, you are not quite sure what it is. You have heard it described in a bunch of different ways, and you are starting to wonder if no one else understands it either. But the truth is, design thinking is one of the most effective new methods and mindsets for framing and solving problems. Top businesses, organizations, consultancies, schools, and governments are adopting it to innovate their processes and service offerings, using human empathy, design principles, action-oriented solutions, imagination, intuition, and systematic reasoning. Taught by Lee-Sean Huang, cofounder and creative director of Fossa, a community-centered design consultancy, this course will help you understand what design thinking is and how to apply it to your own work and life.

COURSE TITLE	COURSE OVERVIEW
DRIVING CONTINUOUS IMPROVEMENT AND INNOVATION	Are you a self-motivated individual working in the community services industry, looking to set your services apart by delivering your best, every time? If so, this course is just for you! Who is it for? This professional development course 'Driving continuous improvement and innovation' is aimed at leaders in the community services industry. However, the insights, information, and ideas presented will benefit employees of all levels. After all, we are all leaders in one way or another! What is included? The course explores how to embed innovation and continuous improvement within your organization consists of the following elements: 1 x visually engaging, interactive Module A toolbox full of helpful posters and infographics an online quiz where you can test your knowledge. What will I learn? By completing this course, will help you to: Define what is meant by 'continuous improvement' and 'innovation 'Plan improvement and innovation activities Test continuous improvement plans Implement improvements and innovation ideas. How long will it take? This course will take around 1.5 hours to complete, depending on how deep you want to go. It is broken down into discreet packages, so it is easy to dip in and out of your learning when it suits you. Is this course accredited? This professional development course is NOT accredited. However, the content contained within the course aligns with the unit of competency 'BSBMGT608 Manage innovation and continuous improvement'.
DATA-DRIVEN MARKETING	Data is everywhere and now more than ever modern marketers need to understand how to use this data to make informed marketing decisions. This course will give you an overview of the basics of data and how data can be used to make informed marketing decisions.
INTRODUCTION TO DATA SCIENCE	Modern businesses are always looking for ways to improve their strategies. "Which webpage attracts more readers? " "Does the new store layout affect sales? " or "What can we do to improve customer satisfaction? " are just a few examples of questions that sit behind decision making in companies. To answer these questions, we need a mix of analytical skills (to manipulate data) business acumen (to apply findings to real-world situations), and statistics (to separate what's essential from what's not). This is the skillset of the ˜data scientist a new job role that has emerged to meet the increased demands and opportunities of the profusion of data generated by the web and modern technology. This course wrests data science back from the data scientist it teaches the key elements of data science to allow business generalists to solve real business problems themselves. It also provides an accelerated way for those interested in a career in data science.
INTRODUCTION TO DIGITAL MARKETING	Course Overview This course provides an overview of digital marketing and basic marketing principles.
AGILE PRINCIPLES AND METHODOLOGIES	Agile projects use short work iterations and incremental development of products that focus on business priorities and customer value. In this course, you will learn fundamental Agile concepts, including the eight Agile values and twelve Agile principles. This course also covers the five phases of the Agile project management model and introduces you to the most common Agile methodologies and frameworks. Finally, this course introduces key activities for managing an Agile project, including creating a product vision and project charter, and best contract and documentation types. This course is one of a series in the Skillsoft learning path that covers the objectives for the PMI Agile Certified Practitioner (PMI-ACP) ® exam. PMI-ACP is a registered mark of the Project Management Institute, Inc.

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COURSE TITLE | COURSE OVERVIEW

INTRODUCTION TO INTERNET OF THINGS

IoT is a hot area and it has the potential to impact a variety of industries. This course is designed to initiate the widest possible group of people to the field of IoT and will be comprehensive in its scope. This course supplies in-depth content that puts the theory into practice. The course will start with a basic introduction to IoT and take the student through an IoT solution case study. You will then be given another case study to understand the building blocks of a typical IoT solution which will introduce the Spark fun ESP8266 thing□, which is a customized ESP8266 development board that we will use to rapidly prototype IoT solutions. The course will then introduce you to Cayenne - a drag and drop IoT platform which helps you to build IoT solutions fast without any programming needed, it also assists you in building interesting IoT solutions that cover all the basic building blocks of IoT. Finally, you will be able to build IoT solutions on your own to solve your business needs. Target Audience This course is for anyone curious who wants to explore how he/she can learn IoT and profit from the IoT megatrend. You could be an entrepreneur, engineer, student, hobbyist, or corporate employee. By the end of the course, you will understand how to build your own IoT Solution. Business Outcomes a comprehensive and friendly guide to understanding how the Internet of Things works. Covers Internet of Things with fully up-to-date techniques, code examples, and used cases. A practical tutorial designed for anyone in understanding IoT.

STATISTICS FOR DATA SCIENCE AND BUSINESS ANALYSIS

Course Overview is statistics a driving force in the industry you want to enter? Do you want to work as a Marketing Analyst, a Business Intelligence Analyst, a Data Analyst, or a Data Scientist? This is where you start. And it is the perfect beginning! In no time, you will acquire the fundamental skills that will enable you to understand complicated statistical analysis directly applicable to real-life situations. Target Audience Business Analysts Business Executives People who want a career in data science, business intelligence. People looking for a refresher on their Stats knowledge. Learning Objectives understand the fundamentals of statistics Learn how to work with different types of data How to plot different types of data Calculate the measures of central tendency, asymmetry, and variability Calculate correlation and covariance Distinguish and work with different types of distributions Estimate confidence intervals Perform hypothesis testing Make data-driven decisions Understand the mechanics of regression analysis Carry out regression analysis Use and understand dummy variables Understand the concepts needed for data science even with Python and R! Business Outcomes People who take this course will develop a data-driven approach to problems at the workplace.

EXCEL 365 BEGINNER

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the fundamentals of Excel and give you the skills you need to begin to create and manipulate worksheets. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to enter data, format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks, use styles and themes, insert various graphic objects, and options for proofing your workbooks. Prerequisites The recommended prerequisite for this course is basic computer skills. Certification This IAAP-certified course counts for 4.75 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.

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COURSE TITLE	COURSE OVERVIEW
EXCEL 365 INTERMEDIATE	In this course, students will learn how to link workbooks and worksheets, work with range names, sort, and filter range data, and analyze and organize with tables. Students will also apply conditional formatting, outline with subtotals and groups, display data graphically with charts and sparklines. Additionally, students will also understand PivotTables, Pivot Charts, and slicers and work with advanced PivotTables and PowerPivot features. Prerequisites The recommended prerequisite for this course is Excel 365 Introduction course or equivalent knowledge or experience. Certification This IAAP-certified course counts for 4.5 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.
EXCEL 365 ADVANCED	This course will teach students advanced concepts and formulas in Microsoft Excel 365. Students will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, students will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotTables and PowerPivot add-in, work with Macros, use form controls, and ensure data integrity in their worksheets and workbooks. Students will also learn about Excel's many collaboration features and import and export data to and from their workbooks. Prerequisites The recommended prerequisite for this course is Excel 365 Introduction and Intermediate courses or equivalent experience. Certification This IAAP-certified course counts for 4.25 recertification points for the CAP certification under the Business Writing and Document Production content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.
EXCEL 365 VBA EXPERT	This course will teach students proper Visual Basic programming techniques along with an understanding of Excel's object structure. Students will learn how to work with variables, how to use various conditional logic statements such as If and Else, and how to work with string functions. Students will also learn how to work with various loops such as next loops and each loop, as well as how to create user forms. Finally, students will get an in-depth understanding of the debugging tools available and how to effectively debug their code. Prerequisites Intermediate Microsoft Excel training or equivalent experience is recommended. Certification This IAAP-certified course counts for 5 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.
WORD 365 BEGINNER	This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 365. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, students will work with bulleted and numbered lists, tables, and their various features and options. Students will also work with graphics and the various tools available in Word 365 to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare documents for distribution and publication. Prerequisites There is no prerequisite for this course. Certification This IAAP-certified course counts for 4.5 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.

COURSE TITLE	COURSE OVERVIEW
WORD 365 INTERMEDIATE	This is the intermediate course in the Microsoft Word 365 series. This course expands upon the topics covered in the Word 365 Introduction course. In this course, students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. Students will then review advanced document layout options in Word and various collaboration tools. Lastly, students will work with graphic elements such as pictures, text boxes, shapes, the Drawing Canvas, SmartArt, Text Effects, Typography Effects, WordArt, and Equations. Additional graphic element features such as grouping, layering, and moving objects will also be covered. Prerequisites The recommended prerequisite for this course is Word 365 Beginner or equivalent experience. Certification This IAAP-certified course counts for 6.25 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.
WORD 365 ADVANCED	In this course, students will automate with Microsoft Word 365 using building blocks, Quick Parts, fields, and Macros. Students will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Students will also learn techniques to manage long documents through a table of contents, indexing, and captions. Students will also work with Outline View and master documents, Mail Merge, and forms. Prerequisites Word 365 Beginner and Intermediate courses or equivalent experience. Certification This IAAP-certified course counts for 5 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.
POWERPOINT 365 BEGINNER	In this course, students will get started with PowerPoint 365 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will also review presentation editing options, text formatting options, various graphic options, and insertion methods, how to add, edit, and format tables and charts in a presentation, and various presentation preparation and delivery options. Prerequisites There is no prerequisite for this course. Certification This IAAP-certified course counts for 4.5 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.
POWERPOINT 365 ADVANCED	In this course, students will learn the various collaboration tools in Microsoft PowerPoint 365 such as reusing slides, creating slides from Word, and working with Excel. Students will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. Besides, students will learn to create exciting presentations by animating text and objects, add slide transitions, and use advanced graphic features including SmartArt, and audio and video. Finally, students will present like a pro by using advanced presentation features including annotations, hyperlinks and action buttons, timings, recordings, and creating videos and review additional advanced slideshow options. Prerequisites The recommended prerequisite for this course is PowerPoint 365 Beginner or equivalent experience. Certification This IAAP-certified course counts for 2.75 recertification points for the CAP certification under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate.

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COURSE CATEGORIES FOUND IN
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INFINITY

Accommodation and Food Services	Accounting and Finance	Administrative and Support Services	Agriculture	Arts and Recreation Services	Audiovisual and Music	Business skills	Care and Social Assistance	Communication
Compliance	Computer Science and Engineering	Construction	Crisis Management	Customer service	Data & Analytics	Data Compliance	Design and Animation Developments	Devops
Digital Marketing	Education and Training	Electricity	Entrepreneurship	Financial and Insurance Services	Financial Compliance	Forestry and Fishing	Gaming and Games Development	Gas
General Management	General Personal Development	Health and Safety	Health and Well-being	Health Care and Social Assistant	Housing and Real Estate	HR Compliance	Human Resources	Industrial Skills
		Information Media and Telecommunications	Investment and Trading	IT Skills	IT Software	Management	Manufacturing	Language and Literature
			Leadership	Legal	Marketing	Mobile App Development	Networking & Security	People and Communication Skills
			Postal and Warehousing	Personal Development	Programming and Web Development	Project Management	Public Administration and Safety
			Retail and Wholesale Trade	Sales and Customer Service	Time Management	Transport	Water and Waste Service
			Web Design and Development	Well-being	Writing and Publishing		