

**Course Catalog**



**Microsoft Access**

[Access 2019 Basic](#)

5 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2019 Intermediate](#)

5 hours, 45 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics

[Access 2016 Basic](#)

5 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2016 Intermediate](#)

5 hours, 45 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics

[Access 2013 Basic](#)

5 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2013 Intermediate](#)

5 hours, 45 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics



**Microsoft Excel**

[Excel 2019 Basic](#)

5 hours, 42 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

[Excel 2019 Intermediate](#)

5 hours, 53 topics

- Charts
- Print and Distribute
- Intermediate Formulas
- Manage Data Tables
- Collaboration

[Excel 2019 Advanced](#)

5 hours, 53 topics

- PivotTables
- PivotCharts
- Troubleshoot Formulas
- Advanced Formatting
- Advanced Formulas

[Excel for Mac Basic](#)

5 hours, 43 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

[Excel for Mac Intermediate](#)

5 hours, 49 topics

- Charts
- Print and Distribute
- Intermediate Formulas
- Manage Data Tables

- [Microsoft Office](#)
- [Access](#)
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- [Office 365](#)
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## Microsoft Excel

### [Excel 2016 Basic](#)

5 hours, 42 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

### [Excel 2016 Intermediate](#)

5 hours, 53 topics

- Charts
- Print and Distribute
- Intermediate Formulas
- Manage Data
- Tables
- Collaboration

### [Excel 2016 Advanced](#)

5 hours, 44 topics

- PivotTables
- PivotCharts
- Troubleshoot Formulas
- Advanced Formatting
- Advanced Formulas

### [Excel 2013 Basic](#)

5 hours, 42 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

### [Excel 2013 Intermediate](#)

5 hours, 42 topics

- Charts
- Print and Distribute
- Intermediate Formulas
- Manage Data
- Tables
- Intermediate Formatting
- Collaboration

### [Excel 2013 Advanced](#)

5 hours, 44 topics

- PivotTables
- PivotCharts
- Troubleshoot Formulas
- Advanced Formatting
- Advanced Formulas



## Microsoft Office 365

### [Office 365 Essentials](#)

5 hours, 51 topics

- Office Fundamentals
- Editing
- Formatting
- Word
- Excel
- PowerPoint



## Microsoft OneDrive

### [OneDrive](#)

2 hours, 14 topics

- Open & Upload Files
- Share Files
- Version History
- Sync with Your Computer

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**Microsoft OneNote**

OneNote

5 hours, 50 topics

- The Fundamentals
- Notebook Basics
- Add Notebook Content
- Format Notebooks
- Share and Collaborate



**Microsoft Outlook**

Outlook 2019 Basic

5 hours, 41 topics

- Outlook Fundamentals
- Mail
- People
- Calendar

Outlook 2019 Intermediate

5 hours, 35 topics

- Tasks and Notes
- Advanced Mail
- Advanced Calendar
- Manage Information

Outlook 2016 Basic

5 hours, 41 topics

- Outlook Fundamentals
- Mail
- People
- Calendar

Outlook 2016 Intermediate

5 hours, 37 topics

- Tasks and Notes
- Advanced Mail
- Advanced Calendar
- Manage Information

Outlook 2013 Basic

5 hours, 41 topics

- Outlook Fundamentals
- Mail
- People
- Calendar

Outlook 2013 Intermediate

5 hours, 37 topics

- Tasks and Notes
- Advanced Mail
- Advanced Calendar
- Manage Information



**Microsoft PowerPoint**

PowerPoint 2019 Basic

5 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

PowerPoint 2019 Intermediate

5 hours, 49 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
- Slide Masters

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## Microsoft PowerPoint

### [PowerPoint 2016 Basic](#)

5 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

### [PowerPoint 2016 Intermediate](#)

5 hours, 46 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
- Slide Masters

### [PowerPoint 2013 Basic](#)

5 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

### [PowerPoint 2013 Intermediate](#)

5 hours, 46 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
- Slide Masters



## Microsoft Project

### [Project 2016 Basic](#)

5 hours, 50 topics

- The Fundamentals
- Project Views
- Tasks
- Resources
- Reports



## Microsoft SharePoint

### [SharePoint 2016](#)

5 hours, 36 topics

- The Fundamentals
- Use Lists and Libraries
- Work with Documents
- Work with Web Pages
- Manage Sites and Subsites



## Microsoft Teams

### [Teams](#)

5 hours, 33 topics

- Getting Started
- Chats
- Teams
- Meetings
- Calls

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**Microsoft Word**

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[Word 2019 Basic](#)

5 hours, 39 topics

- Word Fundamentals
- Work with and Edit Text
- Format Text and Paragraphs
- Format the Page

[Word 2019 Intermediate](#)

5 hours, 41 topics

- Tables
- Graphics
- Styles, Themes, and Templates
- Long Documents

[Word 2019 Advanced](#)

5 hours, 19 topics

- Collaborate with Word
- Advanced Documents
- Mailing Documents

[Word for Mac Basic](#)

5 hours, 39 topics

- Word Fundamentals
- Work with and Edit Text
- Format Text and Paragraphs
- Format the Page

[Word for Mac Intermediate](#)

5 hours, 39 topics

- Tables
- Graphics
- Styles, Themes, and Templates
- Long Documents

[Word 2016 Basic](#)

5 hours, 39 topics

- Word Fundamentals
- Work with and Edit Text
- Format Text and Paragraphs
- Format the Page

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5 hours, 41 topics

- Tables
- Graphics
- Styles, Themes, and Templates
- Long Documents

[Word 2016 Advanced](#)

5 hours, 19 topics

- Collaborate with Word
- Advanced Documents
- Mailing Documents

[Word 2013 Basic](#)

5 hours, 39 topics

- Word Fundamentals
- Work with and Edit Text
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- Format the Page

[Word 2013 Intermediate](#)

5 hours, 41 topics

- Tables
- Graphics
- Styles, Themes, and Templates
- Long Documents

[Word 2013 Advanced](#)

5 hours, 19 topics

- Collaborate with Word
- Advanced Documents
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## Google Classroom

### [Google Classroom: Teachers](#)

3 hours, 16 topics

- Classroom Fundamentals
- Manage the Classroom
- Assignments
- Communication

### [Google Classroom: Students](#)

1 hours, 3 topics

- Sign In & Join a Class
- Work with Assignments
- Communicate with Others

### [Google Classroom: Guardians](#)

0.5 hours, 1 topic

- Guardian Email Summaries



## Gmail

### [Gmail](#)

5 hours, 32 topics

- View Your Email
- Compose and Send Email
- Organize Your Inbox
- Customize Email Settings



## Google Docs

### [Google Docs](#)

5 hours, 38 topics

- Classroom Fundamentals
- Manage the Classroom
- Assignments
- Communication



## Google Drive

### [Google Drive](#)

3 hours, 14 topics

- Create, Find & Open Files
- File Management
- Share & Collaborate
- Upload & Download Files



## Google Sheets

### [Google Sheets](#)

5 hours, 48 topics

- Sheets Fundamentals
- Format Spreadsheets
- Formulas and Functions
- Manage Sheets and Data

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**Google Slides**

[Google Sheets](#)

4 hours, 41 topics

- Slides Fundamentals
- Edit a Presentation
- Formatting and Themes
- Graphics and Animations
- Insert Objects
- Deliver a Presentation



**Mac OS**

[MacOS](#)

5 hours, 39 topics

- macOS Fundamentals
- Work with Applications
- Work with Files and Folders
- Personalize your Computer
- Maintain Your Mac



**Microsoft Windows 10**

[Windows 10](#)

5 hours, 55 topics

- The Fundamentals
- Work with Apps
- Folders and Files
- Personalize Windows
- Maintain Your Computer



**Salesforce**

[Salesforce](#)

5 hours, 50 topics

- Salesforce Fundamentals
- Salesforce for Sales Reps
- Views and Reports
- Dashboards
- Collaborate with Chatter
- Record Management

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**Business Writing**

[Business Writing](#)

4 hours, 9 topics

- Organize Your Thoughts
- Anatomy of Communication
- Document Design
- Letters
- Emails



**Effective Presentations**

[Effective Presentations](#)

5 hours, 18 topics

- Content
- Design
- Delivery



**Email Etiquette**

[Email Etiquette](#)

4 hours, 9 topics

- Address and Email
- Know Your Audience
- Formatting and Proofing
- Signatures



**Internet Security**

[Internet Security](#)

5 hours, 12 topics

- Confidential Information
- Choose a Password
- Viruses, Malware, Spyware
- Email & Phishing
- Social Media



**Managing Meetings**

[Managing Meetings](#)

4 hours, 11 topics

- Types of Meetings
- Overview & Agenda
- Run Effective Meetings



## Corporate

3M	Facebook	NBA
Accenture	FedEx	New Horizons
Accident Fund	Fidelity Investments	New York Times
Amazon	Ford	Newsweek
American Airlines	GEICO	NFL
American Express	General Electric	NHL
American Family Insurance	General Motors	Interactive Northrop
Amgen	Global Knowledge	Grumman Pfizer
Amoco	Green Bay Packers Guinness	Philip Morris
Associated Press	H. B. Fuller	Philips Semiconductors
Association of Trial Lawyers	Hershey	Pilgrim's Pride Corporation
Bacardi	Hewlett Foundation	Pinkerton's
Barnes & Noble	Home Depot	Raytheon
Bank of America	Honeywell	Scotiabank
Bank of New York	IBM	Siemens
Bank of Scotland	Illinois Mutual	Starbucks
Beringer Blass Wine Estates	Intuit	SunTrust Bank
Bissell Companies	iRobot	TDS Telecom
Blue Cross / Blue Shield Boeing	JP Morgan Chase	Time Inc.
Bristol-Myers Squibb	JVC	Twin Cities Public Television
Canada Life	K & M Consulting	United Agri Products
CBS Companies	Kraft Foods	Unocal
CenturyLink	Kwik Trip	U.S. Cellular
Chevron	Levi Strauss	Veritas Software
Chicago Mercantile Exchange	Libby's	Verizon
China Trust Bank	Liberty Mutual	Volkswagen
CMP	Lockheed Martin	Volvo
Coca-Cola	Logitech	Walmart
Consumer Reports	Lowe's	Webster Financial
Cracker Barrel	Manpower	Wells Fargo
Crown Media	Major League Baseball (MLB)	Williams-Sonoma
Dell	McGraw-Hill	Xcel
Deloitte	Merck & Co.	Zurich Insurance
Digital River	Microsoft	
Dunkin' Donuts	Mitsubishi	
Eastern Bank	Morris Communications	
Ernst & Young	NASDAQ	

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## Government

Alaska Dept of Fish & Game	Environmental Protection Agency (EPA)	Police Dept of Santa Ana
Broward County	Essex Fire and Rescue Service	Sacramento Metro Fire
Buckingham Palace	European Patent Office	Smithsonian Institute
Buffalo City Schools	Executive Office of the President of the United States	Social Security Administration
Buffalo Employment and Training Center	Federal Aviation Administration (FAA)	South Carolina Dept of Parks
California State Parks	Florida Dept of Agriculture	South Dakota Bureau of Personnel Training
Canadian Coast Guard	Florida Fish and Wildlife Conservation Commission	State of Alaska Retirement Benefits
Canadian Food Inspection Agency	Food and Drug Administration (FDA)	State of Florida
Centers for Disease Control (CDC)	Georgia Dept of Transportation	State of New Jersey
Chickasaw Nation	International Criminal Court	State of New Mexico
City of Birmingham	Kansas Adjutant General	State of New York
City of Davis	Kansas Dept of Transportation	Texas Dept of Human Services
City of Decatur	Kentucky League of Cities	Texas Dept of Protective Services
City of Greensboro	League of Minnesota	Texas Dept of Transportation
City of Juneau	Limestone Township Library	Texas Education Agency
City of Key West	Louisiana Dept of Revenue	U.S. Air Force
City of Manassas	Maricopa County	U.S. Army
City of Nashville	Massachusetts Dept of Revenue	U.S. Army National Guard
City of Palm Bay	Miami-Dade Fire Rescue	U.S. Attorney's Office
City of Seattle	Michigan State Senate	U.S. Bureau of Reclamation
City of South Bend	Military Sealift Command	U.S. Coast Guard
City of Tempe	Minneapolis Public Library	U.S. Dept of Housing and Urban Development
Clark County	Minnesota Dept of Commerce	U.S. Dept of Transportation
County of Monmouth	Minnesota Dept of Revenue	U.S. Dept of Veteran Affairs
County of Orange	Missile Defense Agency	U.S. Embassy, Bangkok, Thailand
County of Saginaw	National Foundation for Educational Research	U.S. Geological Survey
County of Winnebago	Nevada Dept of Transportation	U.S. Immigration & Naturalization Service
Denver Human Services	New Jersey Dept of Labor	U.S. Marine Corps
Dept of Army, Surgeon General	New York Dept of Labor	U.S. Navy
Dept of Defense	North Platte Public Library	U.S. Office of the Attorney General
Dept of Energy	Office of the Prime Minister of Grenada	U.S. Secret Service
Dept of Fisheries and Oceans		U.S. Senate
Dept of Health and Family Services		Washington Dept of Social Health Services
Services Dept of Indian Affairs		

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Alaska Vocational Technical Center	Heartland Community College	Purdue University
American College of Radiology	Harvard University	Pima Community College
Arkansas State University	Hennepin Technical College	Roanoke Virginia Community College
Auckland University of Technology	Illinois State University	Roosevelt University
Bates Technical College	Indiana State University	Rowan University
Bellevue College	Ivy Tech State College	Saint Louis University
Baylor College of Medicine	Jefferson Community College	Saint Vincent College
Berkeley Institute	Jewish Theological Seminary of America	St. Petersburg College
Beverly Hills Adult School	Johns Hopkins University	Salford University
Borough of Manhattan College	Joliet Junior College	Scottsdale Community College
Bradley University	King Edward VI College	Stockton College
Bronx Community College	Lake Superior College	Stonehill College
Central Georgia Technical College	Lord Fairfax Community College	Tallahassee Community College
City and Islington College	Los Angeles College	Temple University Hospital
Clark University	Lower Columbia College	Texas Woman's University
Cleveland State University	Louisiana State University	The University of the West Indies
Coast Community College	Marquette University	University of Arkansas
District College of the Desert	Maui Community College	University of Central Florida
College of the Ozarks	Messiah College	University of Chicago
College of Philadelphia	Metro Nashville School	University of Cincinnati
Concordia University	Metropolitan Community College	University of Houston
Danville Community Education	Miami School of Law	University of Illinois
Darton College	Minnesota State University	University of Iowa
Delaware County Community College	Nebraska Indian Community College	University of Missouri
Des Moines Area Community College	Montgomery College	University of New England
Dickinson College	Moody Bible Institute	University of Pennsylvania
Drake University	New Mexico Highlands University	University of Rhode Island
Eastern New Mexico University	Nicholls State University	University of Texas
Empire State College	Northern Kentucky University	University of Virginia
Fisher College of Business	Northwestern University	University of Wisconsin
Flint Hills Technical College	Ohio Wesleyan University	University of Wyoming
Gateway Community College	Oklahoma State University	Vanderbilt University
Georgian Court University	Old Dominion University	Washington College of Law
Glendale Community College	Oxford University	Yale School of Management

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American School of Kuwait  
 Anaheim City School District  
 Anderson County Schools  
 Arlington Public Schools  
 Aspire Public Schools  
 Aurora Public Schools  
 Berkeley County Schools  
 Binghamton City School District  
 Boulder Valley School District  
 Bristol Virginia Public Schools  
 Buffalo City Schools  
 Bullitt County Public Schools  
 Buncombe County Schools  
 Calvary Temple Christian School  
 Cambridge-Isanti High School  
 Cameron High School  
 Cedar Springs Public Schools  
 Centennial School District  
 Central Falls School District  
 Central High School  
 Chaska High School  
 Chicago Public Schools  
 Chippewa Falls Public Schools  
 Churchill Community School  
 Clark County School District  
 Clayton County Public Schools  
 Unified School District  
 Dakota High School  
 Darien Public Schools  
 Dayton Christian High School  
 Dearborn Public Schools  
 Decatur Public Schools  
 Deer Park Middle School  
 Duplin City Schools  
 Duval County Public Schools  
 Eastwood High School

Edina Schools  
 Everett Public Schools  
 Foley High School  
 Fountain Hills High School  
 Fremont Public Schools  
 Gilman Schools  
 Glades School District  
 Grand Rapids Public Schools  
 Grant Joint Union High School  
 Hayes Middle School  
 Hill City School District  
 Humphreys County School  
 District Huntsville City Schools  
 Immanuel Lutheran School  
 Jefferson County Public Schools  
 John F. Kennedy High School  
 Johns Hopkins Bloomberg  
 School  
 Joshua Springs Christian School  
 Kerrville Independent School  
 Kingsway Christian School  
 Kokomo-Christian High School  
 Lake Mary High School  
 Lancaster High School  
 Lodi Unified School District  
 Lyman High School  
 Mansfield Schools  
 Maryville High School  
 Mercer Island School District  
 Mesa Public Schools  
 Metro Nashville School  
 Miami-Dade County Public  
 Schools  
 Milton Hershey School  
 Monte Vista School District  
 New Albany-Floyd County  
 Schools

North Kitsap School District  
 Oak Hills Local Schools  
 Olathe Unified School District  
 Onaway High School  
 Ontario School District  
 Osseo Area Schools  
 Oswego City School District Our  
 Lady of Humility School Paris  
 High School  
 Payson High School  
 Pella School District  
 Peninsula School District  
 Perkins School for the Blind  
 Richfield Public Schools  
 Rio Rancho Public Schools  
 Rochester Public Schools  
 Ronan School District  
 Sacred Heart Schools  
 Sammamish High School  
 Sanborn Christian School  
 San Diego City Schools  
 Santa Fe Public Schools  
 School Board of Highlands  
 County School Board of Marion  
 County  
 School District of Philadelphia  
 Scotland County Schools  
 Seven Bridges Prep School  
 Shepard High School  
 Sioux City School District  
 Sixth Form Government School  
 Southern Columbia High School  
 St. Andrews School  
 St Charles School  
 St. Gabriel's Catholic School  
 Travis Unified School District  
 Upper Canada District School

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**Non-Profit**

AARP	Goodwill Industries	PeaceHealth
Allen Temple Church	Grace Outreach Community Church	People Program
Alliance of Community Hospices	Greater Baltimore Medical Center	Peoples Health Network
American Antiquarian Society	Heifer International	Perkins School for the Blind
American College of Radiology	Henry M. Jackson Foundation	Public Broadcasting Service (PBS)
Ark of Love	Heritage Christian Services Inc.	River Edge Behavioral Center
Bristol Bay Area Health	Hewlett Foundation	Robert Wood Johnson Foundation
Buffalo Urban League	Hillsboro Community Network	Royal Victoria Hospital
Butler Memorial Hospital	Hope Network	Salvation Army
California Healthcare Association	Hospice of Larimer County	Seattle Mental Health
Calvary Chapel	Hurley Medical Center	Sierra Club
CARE	Jefferson Transitional Programs	Siskin Children's Institute
Catholic Charities	Jewish Community Center	St. John's Medical Center
Center for Missing and Exploited Children	King County Dislocated Worker Program	St. Luke's Roosevelt Hospital
Central Texas Workforce Center Charism	Kiwanis Enterprise Centre	St. Mary's Hospital
Columbia Career Center	Lafayette General Medical Center	St. Vincent Hospital
Community Action of Minneapolis	Lakeside Memorial Hospital	STAR Foundation
Computer Seniors of America	Leader Dogs for the Blind	SWS Sheltered Workshop for the Disabled
Computers for Kids	Lighthouse Emergency Services	Temple University Hospital Texas Health System
Conservation International Corporation	Literacy Partners, Inc.	The Cara Program
For Public Management Council of Community	Lutheran Homes of South Carolina	The Center for Blood Research
Clinics Council on Aging	Lutheran Social Services	The Nature Conservancy
CRISTA	Mary Hitchcock Memorial Hospital	The New England Center for Children
Crown Ministries	Mayo Clinic	Trillium Gift of Life Network
Delray Medical Center	Methodist Hospital	Turning Point Community Programs
Diocese of Pittsburgh	Michigan Community Blood Centers	U.S. Olympic Committee
Driscoll Children's Hospital	National Council of Negro Women	UAW/Ford Skills Enhancement Program
El Camino Hospital	National Foundation for Educational Research	United Way
Epilepsy Foundation	National Geographic Society	VA Medical Center
Families First Inc.	National Society for the Prevention of Cruelty to Children	Wilson Medical Center
Families Helping Families	New Avenues to Independence	Women and Infants Hospital
First United Methodist Church		World Villages for Children
Give Kids the World		YMCA
Glide Foundation		
Good Samaritan Society		