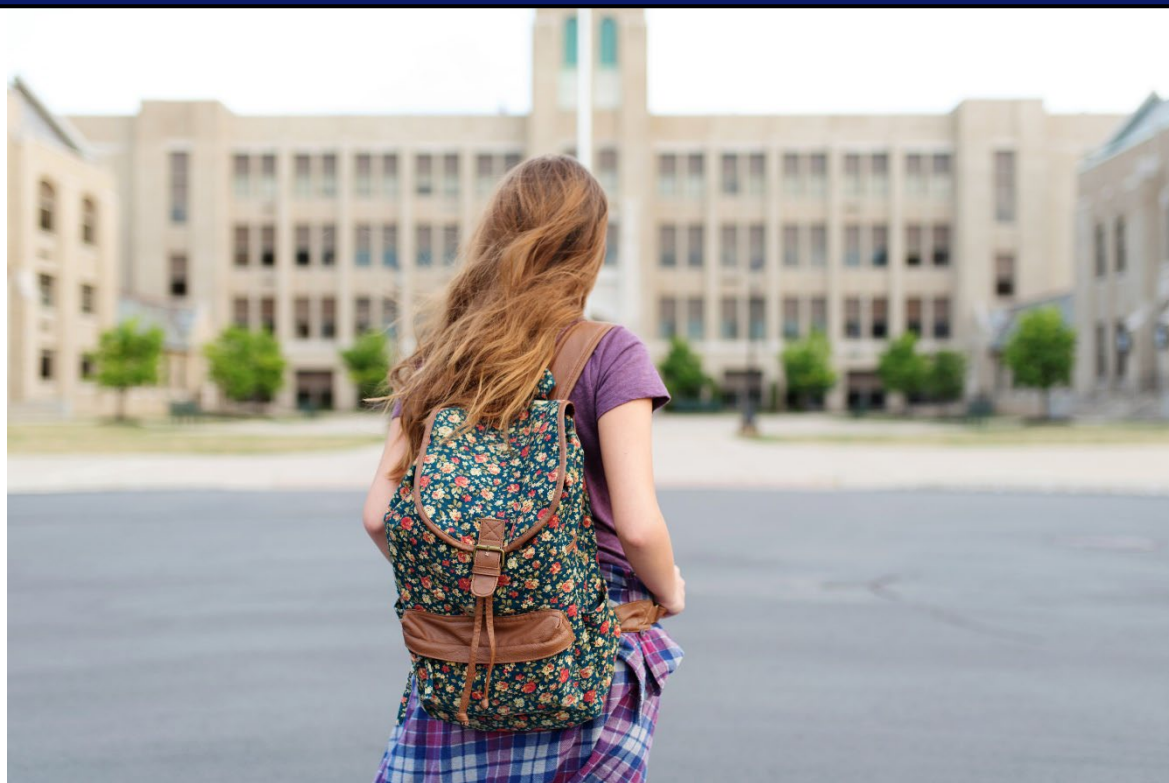




2026

NJASBO Online Learning Course Catalog



New Jersey Association of School
Business Officials / ©NJASBO 2026

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NJASBO Online Learning Introduction

Welcome to our association's professional development online learning catalogue! We are excited to offer a variety of online, on demand courses designed to enhance your skills and knowledge. These courses complement our monthly in person professional development sessions, our virtual one-hour Lunch and Learn sessions and our live in person Academy sessions for newer School Business Administrators. Dive in and start learning today!

Types of Courses Offered

Generally speaking, the courses are divided into two types, non-industry specific training and courses customized to reflect New Jersey laws, regulations and procedures. **Courses specific to NJ Education are designated with NJASBO, an asterisk, and have course codes ending with "N".** All other courses are generic training. **All the courses can be taken at your convenience but must be completed within 60 days.**

Course Credits

Online Courses are eligible for CEFM credits where indicated within each course description. Courses are **not** eligible for CPE, QPA or SFO credits. Completers of all courses will receive course completion certificates. Official CEFM credit certificates will be emailed upon completion of the course and full payment of fees. Completion records will be retained in NJASBO's profile database for all participants.

Course Features

The majority of all courses contain extremely valuable downloadable student guides, cheat sheets, handbooks and/or practice files.

Selected courses are designed to help you prepare for Certiport certifications. Certiport is a separate independent credentialing organization. Certiport certifications validate your skills in specific software and are widely respected by employers and educational institutions. Our courses in Excel, PowerPoint, Word, Outlook, Access, and QuickBooks align with Certiport certification objectives, helping you prepare for the certification exams. Look for courses marked "**Certiport Aligned**" with course codes ending in "**C**" to find these opportunities. The certification is a separate test and fee administered by that organization. More information can be found on their website:

<https://certiport.pearsonvue.com/Certifications>

Course Pricing

Member pricing is available to NJASBO and NJSBGA members. Non-members who wish to become members of either organization to take advantage of the member pricing should contact either organization. [New Jersey Association of School Business Officials](#) or [New Jersey School Building & Grounds Association](#) Non-members may also participate via a Guest (Profile only) registration at the non-member price.

We appreciate your dedication to ongoing learning!

The NJASBO Team

Sue, Matt, Lisa, Jamie & Nick

Accounting and Finance

NJASBO Introduction to Payroll

NJASBO is offering Payroll 101 for Payroll Professionals in school business offices. Our goal is to introduce you to the current processes and procedures of today's payroll professionals. During our discussions, we will evaluate the processes and procedures presented and show how to enhance your current workflow to provide continued customer service, timely output of payroll checks and reporting requirements, and hopefully to see the "big picture" as it relates to the payroll function.

This is divided into several units and will cover topics such as:

1. The major components of the payroll process
2. Procedures to provide balanced and auditable payroll records
3. NJDOE guidelines for payroll budget coding
4. An overview of the payroll agency process
5. Pension and health benefits information
6. The importance of internal controls

Course Code	Time to completion	Member Price	Non-Member Price	Credits
PAY101N	8 hours	\$225	325	

[Click Here to Register for Introduction to Payroll](#)

QuickBooks Online

The **QuickBooks Online Basic** course is a 4 hour course designed to help users track expenses, manage invoices, and simplify financial tasks. The course covers a variety of skills, including managing financial transactions, creating invoices and receipts, tracking expenses and income, and running summary and detail reports. Certiport Aligned. Includes quick reference and student guide.

The course is divided into several sections, each focusing on different aspects of QuickBooks Online:

1. **QuickBooks Interface:** Users will learn how to navigate the QuickBooks Online interface and utilize its features effectively.
2. **Company Set Up:** This section covers setting up a company in QuickBooks, including account settings and the chart of accounts.
3. **Basic Sales:** This section focuses on working with customers, creating and editing customer profiles, creating invoices and sales receipts, printing and emailing invoices, receiving payments, and creating customer refunds.
4. **Banking:** Users will learn how to write checks, make deposits, set up online banking, download bank transactions, set up and manage bank rules, transfer funds, and reconcile accounts.
5. **Transactions:** This section covers searching for transactions, viewing registers, running register reports, viewing and editing transactions, filtering transactions, attaching files to transactions, adding transactions, and deleting or voiding transactions.
6. **Basic Reports:** Users will learn how to run various reports, including profit and loss, balance sheet, and accounts receivable aging reports.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ACT101C	4 hours	\$115	\$160	4 CEFM CE-00491

[Click Here to Register for QuickBooks Online](#)

NJASBO Activity Fund Accounting*

This course is a comprehensive course for the accounting and management of student activity accounts in New Jersey public schools. It is designed to ensure compliance with state statutes, administrative code, and audit requirements, while promoting sound fiscal practices, transparency, and accountability in the stewardship of student-generated funds.

The chapter objectives of this course are:

1. Understand the laws, regulations, and GASB 84 requirements governing student activity funds.
2. Recognize the roles and responsibilities of boards, administrators, principals, advisors, and business office staff.

3. Distinguish between centralized and school-based/hybrid accounting models and apply appropriate internal controls.
4. Follow required procedures for planning, approving, and conducting compliant fundraising activities.
5. Apply proper cash-handling practices, including receipting, safeguarding, depositing, and reconciling funds.
6. Process disbursements correctly with required documentation and adherence to allowable-expenditure rules.
7. Identify when sales tax applies and ensure proper tax-exempt purchasing and compliance practices.
8. Maintain audit-ready records and understand expectations for audits, internal reviews, and corrective action plans.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ACT103N	7 hours	\$199	\$299	

[Click Here to Register for Activity Fund Accounting](#)

NJASBO Accounts Payable Processes*

The Accounts Payable department plays a vital role in the successful operation of public school districts in New Jersey. Purchases of goods and services are necessary. Bills must be reviewed for validity, accuracy, and coding before being paid timely so that school district staff and students get the goods and services they need.

This course analyzes the role of Accounts Payable staff members and their interrelationship with both Accounting and Purchasing. Because cash flows out of districts through the payment process, the course materials will briefly address the need for internal controls and segregation of duties, to the extent possible, to successfully monitor and protect cash – a vital asset for all districts. A purchase is traced through the system from its inception as a requisition to final payment of an invoice representing an expenditure on the financial statements.

This is divided into several units and will cover topics such as:

1. The role of Accounts Payable in the district's financial position
2. Laws and policies affecting the procurement of goods and services

3. Relationships between Accounting, Accounts Payable, and Purchasing departments
4. Process flow of a purchase from requisition to payment to financial statement presentation
5. Internal controls
6. Required IRS reporting
7. Records management

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ACT108N	7 hours	\$199	\$299	

[Click Here to Register for Accounts Payable Processes](#)

NJASBO Managing Special Revenue Funds*

COMING SOON

NJASBO Debt Planning*

This course will help you understand how New Jersey school districts fund major capital improvement projects and equipment. In many cases, these costs such as, new construction, building repairs, roof replacements, safety upgrades, technology equipment, or energy-saving projects, are too large to fund within the regular budget. To manage this, districts may borrow money through the issuance of bonds and other financing tools, which spread payments over time and prevent high, immediate tax increases. You will learn why schools use debt, the main financing option available, and how to decide which approach works best for your district. The course also highlights how strategic planning, collaboration with professional advisors, and compliance with New Jersey statutes and regulations guide every step of the process. By the end, you will be ready to lead financing efforts, explain the impact to your Board and community, and support facility improvements while protecting your district's financial health.

This course is divided into four chapters:

1. What influences decisions in your district?
2. The Professional Services Team
3. Reports/Analyses to Support Financing Options
4. Types of Capital Improvement Funding Options

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ACT314AN	7 hours	\$199	\$299	

[Click Here to Register for Debt Planning](#)

Technology and Software

Excel 2021 Basic

The **Excel 2021 Basic** course is 4 hours long and provides a comprehensive introduction to Microsoft Excel 2021. Learn to navigate the Excel interface, create, open, save, and print workbooks, and utilize essential tools like AutoRecover and the Quick Access Toolbar. 160 Certiport Aligned. Includes quick reference, student guide, and practice exercises

1. **Excel Fundamentals:** Understand the Excel interface and basic workbook operations such as navigating, creating and saving workbooks.
2. **Editing Workbooks:** Learn to select, edit, and manage cell data, use find and replace, and hide columns and rows
3. **Basic Formulas:** Get introduced to formula basics and common functions such as sums, averages, and counts.
4. **Basic Formatting:** Format text, numbers, and cells for better presentation.
5. **Inserting Objects:** Insert and manage images, shapes, and hyperlinks.
6. **Managing Worksheets:** Handle multiple worksheets and customize their views.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
EXL101C	4 hours	\$115	\$160	4 CEFM CE-00492

[Click Here to Register for Excel 2021 Basic](#)

Excel 2021 Intermediate

The **Excel 2021 Intermediate** course is 4 hours long and covers intermediate features like charts, tables, and data management. Learn to create eye-catching charts, use absolute and relative references, apply conditional formatting, and collaborate with other users. Certiport Aligned. Includes quick reference, student guide, and practice exercises

1. **Charts:** Create various chart types and customize using templates, dual-axis charts, layouts, and styles.

2. **Intermediate Formulas:** Use advanced functions and references such as CONCAT function, referencing external worksheets, etc.
3. **Manage Data:** Perform data validation and import/export data.
4. **Tables:** Insert and manage tables, sort and filter data.
5. **Intermediate Formatting:** Apply conditional formatting and themes.
6. **Collaboration:** Share and co-author workbooks, protect worksheets.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
EXL102C	4 hours	\$115	\$160	4 CEFM CE-00493

[Click Here to Register for Excel 2021 Intermediate](#)

Excel 2021 Advanced

The **Excel 2021 Advanced** course is 4 hours long and teaches advanced functions, PivotTables, and data analysis tools. Learn to create PivotTables, troubleshoot complex formulas, automate tasks with macros, and use advanced functions like IF and VLOOKUP. Certiport Aligned. Includes quick reference, student guide, and practice exercises

1. **PivotTables:** Create and manage PivotTables, add multiple fields, and use the GETPIVOTDATA function.
2. **PivotCharts:** Create and customize PivotCharts, and drill down into data.
3. **Troubleshoot Formulas:** Identify and correct formula errors using tools like the Watch Window.
4. **Advanced Formatting:** Customize conditional formatting, color formats, custom themes, and form controls.
5. **Advanced Formulas:** Use advanced functions such as IF, VLOOKUP, SUMIF, AVERAGEIF and nested functions.
6. **Analyze Data:** Use Goal Seek, Scenario Manager, and consolidate data.
7. **Macros:** Enable, create, modify, and copy macros.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
EXL103C	4 hours	\$115	\$160	4 CEFM CE-00494

[Click Here to register for Excel 2021 Advanced](#)

Excel Mac Basic

The **Excel Mac Basic** course is 4 hours long and helps you create and edit spreadsheets, build basic formulas, and format your data with ease. Learn to build basic formulas, format data professionally, visualize data with charts, and create and edit worksheets. Includes quick reference guide.

1. **Getting Started:** Understand the Excel screen, create, navigate, open, save, autorecover, and print workbooks.
2. **Edit a Workbook:** Select cells and ranges, edit cell data, cut, copy, paste, find and replace text, hide columns and rows, and manage document properties.
3. **Basic Formulas:** Learn formula basics, use AutoFill, and calculate sums, averages, MIN, MAX, and COUNT.
4. **Basic Formatting:** Format text, align and merge cells, format numbers and dates, and apply borders and background colors.
5. **Insert Objects:** Insert images, shapes, and hyperlinks, and manage object properties.
6. **View and Manage Worksheets:** View worksheets, use multiple windows, move, copy, insert, rename, and delete worksheets, and freeze rows and columns.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
EXM101	4 hours	\$115	\$160	4 CEFM CE-00495

[Click Here to Register for Excel Mac Basic](#)

Excel Mac Intermediate

The **Excel Mac Intermediate** course is 4 hours long and covers intermediate features like advanced formulas, data management, and chart creation. Learn to create advanced charts, apply conditional formatting, utilize intermediate formulas, and collaborate on workbooks. Includes quick reference guide.

1. **Charts:** Create and customize various chart types and elements, including titles and legends, dual-axis charts and sparklines.

2. **Print and Distribute:** Set page size, scale, print area, and manage headers and footers.
3. **Intermediate Formulas:** Reference external worksheets, absolute and relative references, and advanced functions like CONCATENATE and PMT.
4. **Manage Data:** Outline and subtotal data, use Flash Fill, and import/export data.
5. **Tables:** Insert tables, sort and filter data, remove duplicates, and use structured references.
6. **Intermediate Formatting:** Apply and remove conditional formatting and cell styles.
7. **Collaborate with Excel:** Add comments, share workbooks, track changes, and protect worksheets and workbooks.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
EXM102	4 hours	\$115	\$160	4 CEFM CE-00496

[Click Here to Register for Excel Mac Intermediate](#)

Word 2021 Basic

The **Word 2021 Basic** course is 4 hours long and helps you build foundational word processing skills by guiding you through creating, editing, and formatting documents. Learn to create and manage documents, edit and format text, adjust page settings, and prepare files for printing and sharing. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **Word Fundamentals:** Learn to create, open, save, navigate, view, auto recover, print, and share Word documents.
2. **Work With and Edit Text:** Select and edit text, use cut/copy/paste, undo/redo actions, check spelling and grammar, and insert symbols or text from other files.
3. **Format Text and Paragraphs:** Format fonts, create lists, align paragraphs, apply borders and shading, adjust spacing, and use tab stops, find and replace, and indentation.
4. **Format the Page:** Modify margins, paper size, orientation, headers and footers, page numbers, columns, and background elements.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WRD101C	4 hours	\$115	\$160	4 CEFM CE-00497

[Click Here to Register for Word 2021 Basic](#)

Word 2021 Intermediate

The **Word 2021 Intermediate** course is 4 hours long and helps you enhance your document formatting and organization skills. Learn to work with tables and graphics, apply styles and templates, and manage long documents with advanced tools like outlines, sections, and tables of contents. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **Tables:** Create, format, and manage tables including resizing, sorting, merging cells, splitting cells and applying styles.
2. **Graphics:** Insert and edit images, screenshots, shapes, icons, and WordArt; modify object layout and alignment; insert charts and Smart Art.
3. **Styles, Themes, and Templates:** Apply and customize styles, themes, and templates for consistent formatting.
4. **Long Documents:** Use outlines, bookmarks, sections, cross-references, captions, footnotes, citations, and build tables of contents and indexes.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WRD102C	4 hours	\$115	\$160	4 CEFM CE-00498

[Click Here to Register for Word 2021 Intermediate](#)

Word 2021 Advanced

The **Word 2021 Advanced** course is 3 hours long and helps you master collaboration, automation, and advanced document formatting. Learn to co-author and protect documents, track changes, create forms, use building blocks and macros, and perform mail merges. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **Collaborate with Word:** Co-author documents, highlight and comment, track revisions, and compare versions. Add line numbers, protect content, and inspect for hidden data, and create fillable forms.
2. **Advanced Documents:** Customize Word, use building blocks, create simple macros and copy styles/macros between templates. Learn to use advanced find and replace, fields, and accessibility features.
3. **Mailing Documents:** Perform mail merges, print labels, and print envelopes.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WRD103C	3 hours	\$90	\$125	3 CEFM CE-00499

[Click Here to Register for Word 2021 Advanced](#)

Word Mac Basic

The **Word Mac Basic** course is 4 hours long and introduces beginners to essential word processing skills using Microsoft Word on a Mac. Learn to create and save documents, format text and paragraphs, insert tables, adjust page layout settings, and prepare files for printing and sharing.

1. **The Fundamentals:** Learn to navigate the Word interface, create and open documents, save files, use AutoRecover, view and print documents, share files, and access help tools.
2. **Work With and Edit Text:** Practice selecting and editing text, using cut/copy/paste, undo/redo actions, checking spelling and grammar, using the thesaurus, finding and replacing text, inserting symbols and external text, and using AutoCorrect.
3. **Format Text and Paragraphs:** Format fonts, create bulleted and numbered lists, align paragraphs, apply borders and shading, adjust spacing, copy formatting, set indents and tab stops, and find and replace formatting styles.
4. **Format the Page:** Adjust margins, paper size, and orientation; insert headers, footers, and page numbers; create columns and page breaks; and apply background elements to enhance document layout.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WRM101	4 hours	\$115	\$160	4 CEFM

[Click Here to Register for Word Mac Basic](#)

Word Mac Intermediate

The **Word Mac Intermediate** course is 4 hours long and helps you expand your word processing skills with tools for formatting, visual design, and managing long documents. Learn to create and format tables, insert and edit graphics, apply styles and themes, and organize complex documents with advanced layout features.

1. **Tables:** Create and convert tables, resize rows and columns, apply styles, add borders and shading, position tables, merge/split cells, sort content, and manage headers and page breaks.
2. **Graphics:** Insert and edit pictures, screenshots, and shapes; use WordArt, SmartArt, and charts; modify object layout with text wrapping, layering, alignment, and grouping.
3. **Styles, Themes, and Templates:** Apply and modify styles, use and customize themes, and work with templates for consistent document formatting.
4. **Long Documents:** Use outlines, bookmarks, and navigation tools; manage sections, pagination, and hyphenation; insert cross-references, hyperlinks, captions, footnotes, citations, tables of contents, and indexes.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WRM102	4 hours	\$115	\$160	4 CEFM CE-00507

[Click Here to Register for Word Mac Intermediate](#)

Access 2021 Basic

The **Access 2021 Basic** course is 5 hours long and helps you master database creation, record management, and table design basics. Learn to plan and create databases, add and enter records, find, filter, and sort data, and create and work with tables. Certiport Aligned. Includes quick reference guide.

1. **Access Fundamentals:** Understand the Access interface and work with database objects.

2. **Work with Databases:** Plan and create databases, and edit data.
3. **Work with Data:** Find, replace, sort, and filter data. Freeze/hide columns. Change cell effects.
4. **Tables:** Create tables, understand field types, create lookup fields, format and validate data, etc.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ACC101C	5 hours	\$140	\$195	5 CEFM CE-00500

[Click Here to Register for Access 2021 Basic](#)

Access 2021 Intermediate

The **Access 2021 Intermediate** course is 6 hours long and enhances your skills by mastering relational databases, advanced queries, and form design. Learn to create relational databases, build queries, design and use forms, and create professional reports. Certiport Aligned. Includes quick reference guide.

1. **Create Relational Databases:** Understand table relationships, create and manage relationships, and enforce referential integrity.
2. **Work with Queries:** Create and modify queries, use IIF functions, find duplicate records, use 'and' and 'or' operators, etc.
3. **Work with Forms:** Create, design and modify forms. Manage control properties. Use form wizard.
4. **Work with Reports:** Create and format reports, use wizards, and summarize data.
5. **Advanced Topics:** Use conditional formatting, import/export data, mail merge records to Word, use hyperlink fields and manage database security and maintenance.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ACC102C	6 hours	\$165	\$230	6 CEFM CE-00501

[Click Here to Register for Access 2021 Intermediate](#)

PowerPoint 2021 Basic

The **PowerPoint 2021 Basic** course is 4 hours long and helps beginners create professional presentations with ease. Learn to add and organize slides, adjust layouts, include visuals and notes, deliver presentations, and share or export your work. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **PowerPoint Fundamentals:** Understand the PowerPoint interface and basic functions like creating, opening, saving, recovering, sharing and printing presentations.
2. **Work with Presentations:** Add slides, use external sources, cut, copy, paste, add slide notes and set file properties.
3. **Organize a Presentation:** Use outline and slide sorter views, duplicate, move, and hide slides, and create sections.
4. **Deliver a Slideshow:** Present slides using tools like Presenter View, create custom slide shows, and convert presentations to video or present online.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
PPT101C	4 hours	\$115	\$160	4 CEFM CE-00502

[Click Here to Register for PowerPoint 2021 Basic](#)

PowerPoint 2021 Intermediate

The **PowerPoint 2021 Intermediate** course is 5 hours long and helps you enhance your presentation skills with advanced formatting, multimedia, and slide master tools. Learn to create visually engaging slides, apply transitions and animations, use Slide Masters for consistency, and record narrated presentations. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **Formatting and Themes:** Format text, lists, columns, backgrounds, and customize themes and templates.
2. **Pictures:** Insert, adjust, style, crop, and remove backgrounds from images and screenshots.
3. **Graphics:** Work with text boxes, shapes, WordArt, icons, drawings, and SmartArt.
4. **Charts and Tables:** Insert and import charts and tables to visualize data.

5. **Transitions and Animations:** Apply and modify transitions, animations, and timing effects.
6. **Slide Masters:** Use Slide Master view to manage layouts, footers, backgrounds, and multiple masters.
7. **Self-Run Presentations:** Insert and modify video and audio, use action buttons, and record narrated slide shows.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
PPT102C	5 hours	\$140	\$195	5 CEFM CE-00503

[Click Here to Register for PowerPoint 2021 Intermediate](#)

PowerPoint Mac Basic

The **PowerPoint Mac Basic** course is 4 hours long and teaches you how to create, edit, organize, and deliver presentations using PowerPoint on a Mac. Learn to build new presentations, format slides, insert visuals, manage content, and present professionally with built-in tools and features.

1. **Getting Started:** Learn to navigate the PowerPoint interface, create and open presentations, save files, use AutoRecover, change views, print, and share presentations.
2. **Work with Presentations:** Add and lay out slides, import slides from external sources, use cut/copy/paste, undo/redon actions, add slide notes and comments, check spelling, find and replace text, and finalize file properties.
3. **Organize a Presentation:** Use outline and slide sorter views, create sections, duplicate and move slides, and hide slides for better flow and structure.
4. **Deliver a Slideshow:** Present using Slide Show tools, access Presenter View, create custom slide shows, and convert presentations into video format for sharing or playback.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
PPM101	4 hours	\$115	\$160	4 CEFM CE-00504

[Click Here to Register for PowerPoint Mac Basic](#)

PowerPoint Mac Intermediate

The **PowerPoint Mac Intermediate** course is 5 hours long and helps you enhance your presentation skills with advanced formatting, multimedia, and layout tools. Learn to apply custom themes, insert and edit visuals, use transitions and animations, manage Slide Masters, and create self-running presentations.

1. **Formatting and Themes:** Format text, lists, columns, and slide backgrounds; apply and customize themes, slide sizes, and templates.
2. **Pictures:** Insert and adjust pictures and screenshots, remove backgrounds, apply styles, and crop images for visual impact.
3. **Graphics:** Work with text boxes, shapes, WordArt, SmartArt, and charts; align and arrange objects for polished slide design. Insert and import tables and charts to organize and present data effectively.
4. **Transitions and Animations:** Apply and modify slide transitions and animations, adjust timing, and copy animation effects across slides.
5. **Slide Masters:** Use Slide Master view to manage layouts, footers, backgrounds, and multiple masters; customize Handout and Notes Masters.
6. **Self-Running Presentations:** Insert and modify video and audio, add action buttons, record narrated slide shows, and set up automated presentations.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
PPM102	5 hours	\$140	\$195	5 CEFM CE-00505

[Click Here to Register for PowerPoint Mac Intermediate](#)

Microsoft Copilot

The **Copilot** course is 2 hours long and introduces Microsoft Copilot as a productivity tool for everyday work. Learn to use Copilot effectively, write strong prompts, explore advanced features, and manage conversations to get consistent, useful results.

1. **Copilot Foundations:** Understand what Copilot is, where it's available, how it works, and how to get started with basic interactions.

2. **Prompting Skills:** Learn how to write effective prompts, refine responses with follow-up questions, and control tone, format, and output.
3. **More Copilot Features:** Use Copilot across Microsoft apps, generate and summarize content, analyze information, collaborate more efficiently, and work with **Copilot Agents** to automate and specialize tasks.
4. **Managing Copilot Chats:** Organize and manage conversations, review and refine outputs, and apply best practices for accuracy and usability.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
MCP101	2 hours	\$65	\$90	5 CEFM CE-00578

[Click Here to Register for Microsoft Copilot](#)

Office 365 Essentials

The **Office 365 Essentials** course is 5 hours long and helps you master the core tools of Microsoft Office 365 through interactive simulations and skill assessments. Learn to create, edit, and format documents in Word, build spreadsheets in Excel, and design presentations in PowerPoint. Includes quick reference guide.

1. **Office Fundamentals:** Learn to navigate the Office interface, create, open, save, and print files, and access help resources.
2. **Editing:** Practice selecting and editing text, using cut/copy/paste, undo/redo, checking spelling, finding and replacing text, adding comments, and inserting links and images.
3. **Formatting:** Format fonts, align text, create lists, apply borders and shading.
4. **Word Tools:** Adjust line and paragraph spacing, indent paragraphs, and manage page layout including margins, headers, footers, page numbers, and page breaks. Create tables, apply text wrapping, use styles, and navigate documents with Outline View.
5. **Excel Essentials:** Select and edit cells, insert and delete cells, adjust row heights and column widths, freeze and hide rows/columns, use AutoFill, apply basic formulas, calculate sums and averages, format numbers and dates, and manage worksheets.

6. **PowerPoint Essentials:** Add and organize slides, use slide notes, apply themes, format images, insert and edit shapes, arrange objects, apply transitions and animations, and present slide shows effectively.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
OFE101	5 hours	\$140	\$195	5 CEFM CE-00508

[Click Here to Register for Office 365 Essentials](#)

OneNote

The **OneNote** course is 5 hours long and teaches you how to create, manage, and share digital notebooks for personal and professional use. Learn to capture and organize notes, insert multimedia and links, format content, integrate with Microsoft Office, and collaborate with others using OneNote's powerful features. Includes quick reference and student guides.

1. **The Fundamentals:** Learn to navigate the OneNote interface, use the Quick Access Toolbar, change views, search notes, print content, and access help resources.
2. **Notebook Basics:** Create, open, close, and delete notebooks; manage sections, section groups, pages, subpages, notebook properties, backups, and the recycle bin.
3. **Add Notebook Content:** Capture notes by typing, writing, tagging, and using Quick Notes; insert screen clippings, links, images, recordings, and tables.
4. **Format Notebooks:** Format text and backgrounds, apply styles and lists, add timestamps, adjust paper size and margins, and use spell check.
5. **Templates:** Use existing templates, create custom templates, and set default templates for consistent notebook design.
6. **Using OneNote with Office:** Send notebook content, add files, embed spreadsheets, convert tables to spreadsheets, integrate Outlook meeting details, send notes via Outlook, and create Outlook tasks.
7. **Share and Collaborate:** Export notebooks, create shared notebooks, share content, sync and review changes, manage sharing permissions, apply password protection, and track versions.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ONN101	5 hours	\$140	\$195	5 CEFM CE-00509

[Click Here to Register for OneNote](#)

Outlook 2021 Basic

The **Outlook 2021 Basic** course is 4 hours long and helps you efficiently manage emails, contacts, and calendars using Microsoft Outlook. Learn to compose and format emails, organize your inbox, manage contacts and groups, and schedule appointments and meetings. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **Outlook Fundamentals:** Navigate the Outlook interface, use the View tab and Quick Access Toolbar, search content, delete and restore items, print emails, and access help resources.
2. **Mail:** Compose, retrieve, read, reply to, and forward emails; format messages, work with attachments, pictures, and hyperlinks; check spelling and grammar; manage drafts, sent items, junk email, and conversations; sort emails, create signatures, send automatic replies, and adjust message options.
3. **People:** Add, import, and manage contacts; use the address book; view, search, edit, delete, tag, and sort contacts; share contacts and create, modify, and delete contact groups.
4. **Calendar:** View your calendar, create and edit appointments, set appointment options, schedule and track meetings, manage recurring appointments, and respond to meeting invitations.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
OUT101C	4 hours	\$115	\$160	4 CEFM CE-00510

[Click Here to Register for Outlook 2021 Basic](#)

Outlook 2021 Intermediate

The **Outlook 2021 Intermediate** course is 3 hours long and helps you advance your skills in managing emails, calendars, tasks, and information within Microsoft Outlook. Learn to

automate email organization, customize settings, manage multiple accounts, streamline scheduling, and improve productivity through advanced tools. Certiport Aligned. Includes quick reference, student guide, and practice exercises.

1. **Tasks and Notes:** Create, complete, view, and assign tasks—including recurring ones—and organize notes for better tracking and follow-up.
2. **Advanced Mail:** Use Quick Steps and Quick Parts to automate email actions, redirect replies, recall messages, and save emails in alternate formats. Create and manage rules to organize emails automatically, and use advanced find tools to locate messages efficiently. Customize response formatting, share emails, apply themes and stationery, and adjust email settings for a personalized experience. Add and manage multiple email accounts, learn to use tracking features and voting buttons.
3. **Advanced Calendar:** Schedule meeting rooms, forward and share calendar items, send calendar details, manage multiple calendars, and adjust calendar settings.
4. **Manage Information:** Organize emails using categories and folders, create search folders, view archived or older mail, clean up messages, and import/export information for better data control.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
OUT102C	3 hours	\$90	\$125	3 CEFM CE-00511

[Click Here to Register for Outlook 2021 Intermediate](#)

SharePoint 2016

The **SharePoint 2016** course is 3 hours long and teaches you how to navigate SharePoint sites, manage content, and collaborate effectively. Learn to access and customize sites, manage lists and libraries, work with documents and pages, and integrate SharePoint with Office tools. Includes quick reference guide.

1. **The Fundamentals:** Learn to access SharePoint sites, understand permissions, search content, and use the Recycle Bin.
2. **Use Lists and Libraries:** Create and manage lists, modify columns, populate libraries, and sort/filter content.

3. **Work with Documents:** Create, upload, check out documents, view version history, set alerts, use folders, and share files.
4. **Work with Web Pages:** Create, modify, publish, and manage SharePoint pages.
5. **Manage Sites and Subsites:** Find content, create subsites, manage users, and change site themes.
6. **Manage Tasks and Events:** Add and modify task lists, change views, and use the SharePoint calendar.
7. **Use SharePoint with Office:** Sync libraries, save from Office apps, and integrate with Outlook, Excel, and co-authoring tools.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
SHP101	3 hours	\$90	\$125	3 CEFM CE-00512

[Click Here to Register for SharePoint 2016](#)

Project 2016

The **Project 2016** course is 5 hours long and teaches you how to manage projects more effectively using Microsoft Project. Learn to create new projects, schedule tasks, manage resources, track progress, and generate reports through interactive lessons and assessments. Includes quick reference guide.

1. **The Fundamentals:** Understand the Project interface, create new projects, open and save files, set project information, define work days and hours, manage calendars, use the Quick Access Toolbar, print documents, and access help resources.
2. **Project Views:** View tasks and resources, use timeline and split views, sort and filter project information, and adjust zoom settings for better visibility and control.
3. **Tasks:** Manage manually and auto-scheduled tasks, create milestones, link tasks, use summary tasks, edit task information, insert, delete, copy, and move tasks, apply lag and lead time, set deadlines and constraints, define task types and calendars, and split tasks.
4. **Resources:** Manage work, material, and cost resources and availability; assign resources; delay resource start; use effort-driven scheduling; create resource groups; and handle resource allocation.

5. **Manage Projects:** Set fixed and work resource costs, establish baselines, update actual values and task completion, review project statistics and variance, and reschedule work as needed.
6. **Reports:** Generate dashboards, resource reports, cost reports, in-progress reports, and export reports for sharing and analysis.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
PRJ101	5 hours	\$140	\$195	5 CEFM CE-00513

[Click Here to Register for Project 2016](#)

AI for HR

The **AI for HR** course is 1 hour long and provides an overview of how AI tools can streamline hiring, training, and enhance employee management. Learn to transform HR operations, streamline hiring tools, enhance employee engagement, and personalize training paths. Includes quick reference guide.

1. **AI Foundations in HR:** Introduction to AI in HR and its impact on jobs.
2. **AI-Driven HR Functions:** Innovations in time and attendance, recruitment, and performance management.
3. **Talent Development with AI:** Personalized employee learning and talent development strategies.
4. **Workforce Planning Reinvented:** Strategic workforce planning and predictive analytics for talent management.
5. **Engaging Employees with AI:** Boosting engagement through AI tools and improving onboarding/offboarding processes.
6. **The Power of ChatGPT in HR:** Using ChatGPT for HR tasks, FAQs, and writing prompts.
7. **AI for Operational Excellence:** Implementing HR chatbots, virtual assistants, and AI applications in employee surveys.
8. **Preparing for the Future of HR:** Readyng HR for AI disruption and anticipating future AI trends.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
AIH101	1 hour	\$40	\$55	1 CEFM CE-00514

[Click Here to Register for AI for HR](#)

ChatGPT Basics

The **ChatGPT Basics** course is 2 hours long and provides a practical introduction to using ChatGPT effectively for everyday tasks, showing you how to interact with it, use key features, stay organized, and apply it in real-world scenarios.

1. **ChatGPT Foundations:** Covers *What is ChatGPT?* and *Get Started with ChatGPT*—what ChatGPT is and how to begin using it.
2. **Prompting Skills:** Covers *ChatGPT Prompts* and *ChatGPT Follow-Up Prompts*—how to write strong prompts and refine results through follow-up questions.
3. **More ChatGPT Features:** Covers *ChatGPT Internet Access*, *How to Upload Files to ChatGPT*, *ChatGPT Voice*, *ChatGPT Images*, and *ChatGPT Apps and Connectors*—using web access (when available), working with files, voice and image capabilities, and integrating with other tools.
4. **Manage ChatGPT:** Covers *Manage ChatGPT Chats*, *How to Customize ChatGPT*, *ChatGPT Projects*, and *Share Chats and Projects*—organizing chats, personalizing settings, grouping work into projects, and sharing content.
5. **Real-World Use Cases:** Covers *ChatGPT Use Cases*—practical examples of how to apply ChatGPT for work, learning, and productivity.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GPT101	2 hours	\$65	\$90	2 CEFM CE-00556

[Click Here to Register for ChatGPT Basics](#)

Computer Basics

The **Computer Basics** course is 1 hour long and helps you master entry level skills like navigating, typing, and organizing files effortlessly. Learn to use the mouse and keyboard, navigate toolbars and menus, create and manage files, and format and edit text. Includes quick reference guide.

1. **Use the Mouse:** Master mouse operations.
2. **Use the Keyboard:** Learn typing skills.
3. **Toolbars, Menus, and Ribbons:** Navigate toolbars and menus.
4. **Create, Save, and Open Files:** Manage files efficiently.
5. **Select and Edit Text:** Edit text with ease.
6. **Cut, Copy, and Paste:** Perform basic text operations.
7. **Undo and Redo:** Correct mistakes quickly.
8. **Format Text:** Apply text formatting.
9. **Format Paragraph Alignment:** Align paragraphs.
10. **Find and Replace Text:** Search and replace text.
11. **Print:** Print documents.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
CMB101	1 hour	\$40	\$55	1 CEFM
				CE-00515

[Click Here to Register for Computer Basics](#)

Gmail

The **Gmail** course is 3 hours long and teaches you to manage your email efficiently. Learn to view and organize your inbox, compose and send emails, and customize your email settings. Includes quick reference, student guide, and practice exercises.

1. **View Your Email:** Navigate, sort, design and manage your inbox.
2. **Compose and Send Email:** Write, format, and send emails. Schedule, insert links and send/receive confidential emails.
3. **Organize Your Inbox:** Use labels, filters, flags, archiving and folders to organize your emails and inbox.
4. **Customize Email Settings:** Adjust settings such as out of office messages, signatures, etc. to personalize your email experience.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GML101	3 hours	\$90	\$125	3 CEFM CE-00516

[Click Here to Register for Gmail](#)

Google Calendar

The **Google Calendar** course is 3 hours long and teaches you how to stay organized by managing events, reminders, and shared calendars. Learn to navigate the interface, schedule and edit events, set tasks and reminders, collaborate with others, and customize calendar settings. Includes quick reference guide.

1. **Calendar Fundamentals:** View your calendar, add and edit events, create repeating events, search for entries, duplicate or delete events, print your calendar, and modify calendar settings.
2. **Schedule Meetings:** Schedule and publish meetings, change meeting owners, respond to and track meeting invitations, and add out-of-office dates.
3. **Work with Reminders, Notes, and Tasks:** View and hide reminders, create, edit, and delete reminders, create notes and lists, manage tasks and task lists, and install add-ons for enhanced functionality.
4. **Shared Calendars:** Create and remove calendars, share your calendar with others, view shared calendars, and import/export calendar events.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GCL101	3 hours	\$90	\$125	3 CEFM CE-00517

[Click Here to Register for Google Calendar](#)

Google Docs

The **Google Docs** course is 4 hours long and teaches you to create, edit, and format documents with ease. Learn to create documents, format text and paragraphs, add images and tables, and share and manage versions. Includes quick reference, student guide, and practice exercises.

1. **Docs Fundamentals:** Create, open, and manage documents.

2. **Edit a Document:** Select and edit text, cut, copy, paste, find and replace, check spelling, word count and manage page breaks.
3. **Format Text and Paragraphs:** Format text, create lists, align paragraphs, and set spacing.
4. **Format the Page:** Set up pages, headers, footers, and page numbers.
5. **Insert Objects:** Insert images, links, special characters, bookmarks and tables of content.
6. **Tables:** Insert and resize and position tables, borders, and shading.
7. **Share, Collaborate, and Convert:** Upload, convert, download, email, share documents, and collaborate.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GDC101	4 hours	\$115	\$160	4 CEFM CE-00518

[Click Here to Register for Google Docs](#)

Google Sheets

The **Google Sheets** course is 4 hours long and teaches you to create, edit, and format spreadsheets to organize and analyze data efficiently. Learn to create professional spreadsheets, format data effectively, utilize formulas and functions, and collaborate in real-time. Includes quick reference, student guide, and practice exercises.

1. **Sheets Fundamentals:** Create, open, navigate, and print spreadsheets.
2. **Edit Spreadsheets:** Select cells. Edit, find, replace and hide data. Cut, copy, paste, and manage document properties.
3. **Format Spreadsheets:** Format text, align and merge cells, freeze rows and columns, apply borders, background colors, and conditional formatting.
4. **Formulas and Functions:** Use formula basics, AutoFill, and functions like SUM, AVERAGE, MIN, MAX, and COUNT.
5. **Manage Sheets and Data:** Insert, rename, delete, sort, filter, and protect sheets.
6. **Insert Objects:** Insert and customize charts, images, and links.

7. **Share, Collaborate, and Convert:** Upload, convert, download, email, share, and collaborate on spreadsheets.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GSH101	4 hours	\$115	\$160	4 CEFM CE-00519

[Click Here to Register for Google Sheets](#)

Google Slides

The **Google Slides** course is 4 hours long and teaches you how to design, edit, and deliver professional presentations using Google Slides. Learn to create and format slides, insert multimedia and objects, apply themes and animations, collaborate in real time, and present with confidence. Includes quick reference, student guide, and practice files.

1. **Slides Fundamentals:** Create, open and manage presentations, organize files, print slides, and access help resources.
2. **Edit and Organize a Presentation:** Add and lay out slides, cut/copy/paste content, undo/redo actions, find and replace text, add speaker notes and slide numbers, move or skip slides, duplicate slides, and change views.
3. **Formatting and Themes:** Format text, apply borders and shading, format lists, insert links, copy and clear formatting, and use themes for consistent design.
4. **Graphics and Animations:** Insert and edit shapes and images, arrange and format objects, apply slide transitions, and add animations to objects.
5. **Insert Objects:** Add text boxes, charts, tables, diagrams, Word Art, and videos to enhance slide content.
6. **Deliver a Presentation:** Present slideshows, use slideshow tools, and utilize Presenter View for effective delivery.
7. **Share, Collaborate, and Convert:** Download and email presentations, share and collaborate with others, manage versions, and use add-ons to extend functionality.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GSL101	4 hours	\$115	\$160	4 CEFM CE-00520

[Click Here to Register for Google Slides](#)

Google Workspace

The **Google Workspace Essentials** course is 5 hours long and helps you boost productivity by mastering Google's core tools. Learn to use Gmail, Drive, Docs, Sheets and Slides. Meet effectively, collaborate in real time, manage tasks, and organize files seamlessly.

1. **Google Workspace Fundamentals:** Access apps, create and manage files and folders, and use search and print functions.
2. **Editing Tools:** Select and edit text, cut, copy, paste, undo/redo, check spelling, and add comments, images, and links.
3. **Formatting in Google Docs:** Format fonts, align text, create lists, adjust spacing, margins, headers, footers, and apply styles.
4. **Working in Google Sheets:** Select and edit cells, manage rows and columns, use formulas, AutoFill, and format data.
5. **Using Google Slides:** Add and organize slides, apply themes, insert images and shapes, arrange objects, and use transitions and animations.
6. **Gmail Essentials:** Navigate your inbox, read, compose, reply, and forward emails, manage attachments, labels, and email organization.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GWS101	5 hours	\$140	\$195	5 CEFM CE-00521

[Click Here to Register for Google Workspace](#)

Google Forms

The **Google Forms** course is 1 hour long and teaches you how to build, distribute, and analyze surveys and quizzes using Google Forms. Learn to create professional forms, customize their appearance, design interactive quizzes, and manage responses effectively. Includes quick reference guide.

1. **Create Forms:** Learn to create a new form, add and edit questions, insert images and videos, change theme options, organize content into sections, and set up form navigation. Change Form Settings including response collection, confirmation

messages, and access permissions. Convert a form into a quiz, assign point values, add correct answers, and enable automatic grading.

2. **Share Forms and Track Responses:** Send forms via email or link, collect and view responses in real time, print forms, grade and return quizzes, and export results for further analysis.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GFM101	1 hour	\$40	\$55	1 CEFM CE-00522

[Click Here to Register for Google Forms](#)

Google Meet

The **Google Meet** course is 1 hour long and teaches you how to host, join, and manage virtual meetings effectively. Learn to run better online meetings by mastering screen sharing, participant controls, and meeting customization. Includes quick reference guide.

1. **Join a Meeting:** Learn how to access and enter Google Meet sessions using various methods and devices.
2. **Host a Meeting:** Understand how to schedule, start, and manage meetings, including inviting participants and controlling access.
3. **Set Up Audio and Video:** Configure microphone and camera settings to ensure clear communication during meetings.
4. **Share Your Screen:** Practice sharing your entire screen, a specific window, or a browser tab to present content seamlessly.
5. **Meeting Options:** Explore settings such as recording, captions, layouts, and participant permissions to customize your meeting experience.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GMT101	1 hour	\$40	\$55	1 CEFM CE-00523

[Click Here to Register for Google Meet](#)

Google Chrome

The **Google Chrome** course is 2 hours long and teaches you how to browse the web more efficiently by managing tabs, bookmarks, settings, and extensions. Learn to navigate

Chrome's features, organize your browsing experience, and customize the browser to suit your needs.

1. **Browsing and Tabs:** Navigate websites, open and manage multiple tabs, and use Chrome's built-in tools for efficient browsing.
2. **Bookmarks and History:** Create and organize bookmarks, browse privately with Incognito Mode, and manage your browsing history.
3. **Customization and Profiles:** Adjust page views, save web pages, manage downloads, and use multiple profiles for different browsing needs.
4. **Extensions and Settings:** Install, use, and manage Chrome extensions, and access browser settings to customize privacy, appearance, and functionality.
5. **Search and Organization:** Use Chrome's search tools, color-code content, and organize your workspace for better productivity.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GCM101	2 hour	\$65	\$90	2 CEFM CE-00530

[Click Here to Register for Google Chrome](#)

Google Drive

The **Google Drive** course is 2 hours long and teaches you how to store, organize, and share files efficiently using Google Drive. Learn to navigate the interface, manage files and folders, collaborate with others, sync across devices, and control access and versions.

1. **Organize and Access Files:** Navigate views, search for files, open and create documents and folders, move content, and use stars and color coding for quick identification.
2. **Manage Workspaces and Content:** Create workspaces, delete and restore files, and manage notifications to stay updated on changes.
3. **Collaborate and Share:** Share files and folders, adjust access permissions, and collaborate in real time with others.
4. **Transfer and Sync Files:** Upload and download files, sync content using Google Drive for Desktop, and ensure access across devices.

5. **Version and History Control:** Track file versions, restore previous versions, and manage document history for accuracy and control.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
GDV101	2 hour	\$65	\$90	2 CEFM CE-00531

[Click Here to Register for Google Drive](#)

Cyber Security

The **Cyber Security** course is a 1 hour basic course which teaches you to identify risks, protect sensitive data, and implement best practices in cyber security in general. Learn to identify security risks, protect confidential information, prevent malware infections, and implement network security measures. Includes quick reference guide.

1. **Identify Security Risks:** Understand various online threats.
2. **Protect Confidential Information:** Learn techniques to safeguard sensitive data.
3. **Prevent Malware Infections:** Discover methods to avoid viruses, malware, and spyware.
4. **Implement Network Security Measures:** Use firewalls and secure network practices.
5. **Safely Install Software:** Ensure safe software installation.
6. **Email and Phishing:** Recognize and prevent phishing attacks.
7. **Protect Your Computer's Data:** Implement data protection strategies.
8. **Backups:** Learn the importance of and methods for backing up data.
9. **Browse Securely:** Practice safe browsing habits.
10. **Social Media:** Understand security measures for social media use.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
CYB101	1 hour	\$40	\$55	1 CEFM CE-00524

[Click Here to Register for Cyber Security](#)

Salesforce

The **Salesforce** course is 5 hours long and teaches lead management, opportunity tracking, and report generation. Learn to manage leads, accounts, and opportunities, use tasks, notes, and the calendar, create views, reports, and dashboards, and collaborate in Chatter.

1. **Salesforce Fundamentals:** Understand Salesforce interface and tabs including editing records and working with tasks and the calendar.
2. **Salesforce for Sales Reps:** Create and convert leads, manage accounts and contacts, and log activities.
3. **Views and Reports:** Create, edit, and delete views and reports, and apply filters.
4. **Dashboards:** Create, edit, and manage dashboards.
5. **Collaborate with Chatter:** Use Chatter for communication and collaboration.
6. **Record Management:** Duplicate leads, merge accounts, and import leads.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
SFC101	5 hours	\$140	\$195	5 CEFM CE-00525

[Click Here to Register for Salesforce](#)

Zoom

The **Zoom** course is 1 hour long and enhances your virtual meetings by teaching you to schedule, host, and manage online meetings effectively. Learn to host Zoom meetings, schedule video conferences, share screens seamlessly, and manage participants efficiently. Includes quick reference guide.

1. **Using Zoom:** Sign in and out, and join a meeting.
2. **Configure Audio and Video:** Set up your audio and video settings.
3. **Host a Meeting:** Start and manage a Zoom meeting.
4. **Schedule a Meeting:** Plan and schedule meetings.
5. **Sharing Your Screen:** Share your screen during meetings.
6. **Manage Meeting Attendees:** Handle participants and their interactions.

7. **Send and Receive Messages:** Use chat features.
8. **Record a Meeting:** Record and save meeting sessions.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
ZOM101	1 hour	\$40	\$55	1 CEFM CE-00526

[Click Here to Register for Zoom](#)

Windows 11

The **Windows 11** course is 4 hours long and covers navigation, file management, and customization to boost your productivity. Learn to use windows, apps, and desktops, organize files and folders, browse the internet, and personalize Windows and adjust privacy settings. Includes quick reference guide.

1. **The Fundamentals:** Navigate the Start Menu, open apps, connect to a wireless network, view widgets and use multiple desktops.
2. **Work with Apps:** Install, update, and uninstall apps; resize and move windows.
3. **Work with Folders and Files:** Organize files and folders, use OneDrive, create shortcuts and libraries, connect to network computers, etc.
4. **Personalize Windows:** Modify system settings, customize the taskbar, customize accessibility settings and manage user accounts.
5. **Maintain Your Computer:** Use Windows Update, Task Manager, add and remove devices, improve battery life and enhance security and privacy settings.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WIN101	4 hours	\$115	\$160	4 CEFM CE-00527

[Click Here to Register for Windows 11](#)

Windows 10

The **Windows 10** course is 4 hours long and covers navigation, file management, and customization to boost your productivity. Learn to use windows, apps, and desktops,

organize files and folders, browse the internet, and personalize Windows and adjust privacy settings. Includes quick reference, student guide, and practice files.

1. **The Fundamentals:** Navigate the Start Menu, open apps, and connect to a network.
2. **Work with Apps:** Install, update, and uninstall apps; resize and move windows.
3. **Folders and Files:** Organize files and folders, use OneDrive, use libraries and manage shortcuts.
4. **Personalize Windows:** Customize backgrounds, colors, the taskbar, and user accounts.
5. **Maintain Your Computer:** Use Windows Update, Task Manager, System Restore and enhance security and privacy settings.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
WIN100	4 hours	\$115	\$160	4 CEFM CE-00528

[Click Here to Register for Windows 10](#)

MacOS

The **macOS** course is 4 hours long and shows you how to manage files, customize settings, and use essential features with ease. Learn to navigate the macOS interface, manage files and folders, customize system preferences, and maintain and back up your macOS.

1. **macOS Fundamentals:** Navigate the macOS interface, connect to WiFi, share files between Macs and use multiple desktops.
2. **Work with Applications:** Open, close, resize, and move applications; install and uninstall apps.
3. **Work with Files and Folders:** Organize files and folders, use iCloud Drive, create aliases, find files and manage the Trash.
4. **Personalize Your Computer:** Customize system preferences, use iCloud, project the display, manage user accounts, and change the Dock and Menu bar.
5. **Maintain Your Mac:** Optimize battery life, back up and recover files, and update software.

Course Code	Time to completion	Member Price	Non-Member Price	Credits
MAC101	4 hours	\$115	\$160	4 CEFM CE-00529

[Click Here to Register for macOS](#)