Online Courses

2015-16

To activate individual/group logons, contact ejenkins@wcupa.edu, 610-425-7435. Online Registration

**MS Office 365** Transitioning to Office 365 can be confusing to your staff resulting in frustration and loss of productivity as your organization moves to the cloud. Five 1-hour online courses will be delivered virtually by an instructor while employees remain at their desk. The new features and functions of Office 365 will be introduced and explain the differences between the full MS version and the cloud. The MS Office 365 Overview course will explain One Drive navigation, settings and introduce Lync. The 4 other courses: MS Word, Excel, Outlook and PowerPoint will compare and contrast the full and cloud versions of each product, while exploring the capabilities and differences, tab by tab. All five courses may be selected or just the topics of interest, with a minimum of 6 attendees per course. Call to schedule course(s) tailored to the needs of your business and staff.  

$50 per course, per person, 6-25 attendees

**Managerial Styles: Sharks, Carps, and Dolphins** Working with a variety of personalities can be a challenge in business and in social gatherings. The aggressive shark, the passive carp, and the adept dolphin all exist for us to interact with regularly in our work and personal environments. This 4-hour online workshop presents 3 recognizable styles and explains how to spot them, how to work with them, and how to become your best dolphin. Based on 30+ years of experience with a variety of organizations, the presenters provide memorable descriptions with examples that are easily absorbed into our consciousness. Awareness of one's personal managerial style, as well as others, is a benefit to everyone when used as a catalyst to initiate change, positively. Managerial Styles is a valuable coaching tool for any new or seasoned manager in the workplace. Learning is accomplished via video presentations, real life scenarios and thought-provoking, situational review and quizzes.  

$100

**Fundamentals in Project Management** is a 12-hour course designed to provide those new to project management with the essential basics. Online users will be equipped with the technical and procedural knowledge so they can apply the methods and tools to successfully undertake their first projects. Problem solving is interspersed with the following nine modules:

+ Project initiation and organization  
+ Score definition and development of the concept  
+ Planning of activities and resources  
+ Risk analysis, monitoring and control  
+ Estimations, budget and cost control  
+ Quality planning and control  
+ Performance control and change management  
+ Training and team building, communication  
+ Project closing, lessons learned

$300  
12 contact hours/PDUs

**Advanced Project Management** is an 18-hour online experience for those who already possess the fundamentals in project management and would like to add to their knowledge or perfect skills in preparation for certification. The 9 advanced modules include:

+ Methodology, stakeholders and roles within a project  
+ Estimations of costs and duration, planning and scheduling, and communication  
+ Distribution and supervision of work, integration management, quality assurance, performance reports and earned value analysis  
+ Identification, quantification, criticality and cost of risk  
+ Risk response and monitoring  
+ Supply management and contract management  
+ Acquisition and development of the team, diagnostic and measures  
+ Problem solving, negotiation and conflict management  
+ Business and projects, processes and project marketing

$375  
18 contact hours/PDUs