



Minerva Learning Centre

COURSES CATALOGUE – FULL LISTING

IT COURSES

- Computer Basics & Digital Literacy
- Typing Speed & Accuracy Training
- File & Folder Management
- Microsoft Word – Beginner
- Microsoft Word – Intermediate
- Microsoft Word – Advanced
- Microsoft Excel – Beginner
- Microsoft Excel – Intermediate
- Microsoft Excel – Advanced (Data Analysis & Pivot Tables)
- Microsoft PowerPoint – Essentials
- Microsoft PowerPoint – Design & Delivery
- Microsoft Outlook & Email Management
- Microsoft Publisher Basics
- Microsoft Teams for Remote Work
- Google Workspace Essentials (Docs, Sheets, Slides)
- Gmail & Google Calendar for Professionals
- Introduction to Google Sheets
- Data Entry Techniques & Accuracy
- Creating Reports & Dashboards in Excel
- Using Spreadsheets for Payroll/Finance
- Data Management with Google Sheets
- Introduction to Databases & MySQL
- Designing Forms & Templates in Word and Google Forms
- Creating Online Surveys (Google Forms, Jotform)
- Using the Internet Safely & Efficiently
- Managing Cloud Storage (Google Drive, OneDrive, Dropbox)
- Internet Research Skills for Work & Study
- Creating and Using QR Codes
- Online Collaboration Tools (Slack, Trello, Zoom, etc.)
- Digital File Sharing & Permissions
- Managing Google Drive Folders Professionally
- Intro to Canva for Business Design
- Intro to Graphic Design Basics
- Using Canva for Certificates, Flyers & Reports
- Creating a Basic Website with WordPress
- Content Management with WordPress
- Intro to Social Media for Business Use (Facebook, LinkedIn, etc.)
- Email Marketing Fundamentals (Mailchimp)
- Digital Branding for Small Businesses
- Intro to E-Commerce Platforms (Shopify, WooCommerce)

- Computer Hardware Basics
- Software Installation & Maintenance
- Computer Troubleshooting & Repair
- Cybersecurity & Online Safety
- Virus Protection & Backup Management
- Network Fundamentals (Wi-Fi, LAN, Routers)
- Basic ICT Troubleshooting for Office Staff

OHS COURSES

- Introduction to Occupational Health & Safety (OHS)
- Roles & Responsibilities under OHS
- Identifying Workplace Hazards
- Risk Assessment & Control Measures
- Personal Protective Equipment (PPE) Use & Maintenance
- Manual Handling & Safe Lifting Techniques
- Fire Safety & Fire Extinguisher Use
- First Aid Awareness (Non-Certified)
- Emergency Procedures & Evacuation Drills
- Workplace Incident Reporting & Investigation
- Basic Life Support & CPR Awareness
- Safety Signage & Workplace Symbols
- Working at Heights Awareness
- Confined Spaces Awareness
- Electrical Safety in the Workplace
- Safe Use of Tools & Machinery
- Safety for Supervisors & Line Managers
- OHS for Office Environments
- OHS for Warehouse & Logistics Workers
- Health & Safety in Educational Institutions
- Contractor Safety Induction
- Workplace Hygiene & Disease Prevention
- Managing Stress & Mental Health at Work
- Alcohol & Substance Abuse Awareness
- Clean Desk Policies & Safe Workstations
- COVID-19 & Infectious Disease Control Basics

SOFT SKILLS COURSES

- Time Management & Prioritization
- Self-Discipline & Motivation at Work
- Goal Setting & Personal Development
- Stress Management & Emotional Wellness
- Confidence Building
- Work Ethics & Attitude
- Business Communication Skills (Written & Oral)
- Telephone Etiquette & Call Handling
- Email Etiquette & Formal Messaging
- Interpersonal Communication Skills
- Public Speaking & Presentation Skills
- Listening Skills for Professionals
- Dealing with Difficult People
- Professional Behavior & Office Etiquette
- Work Attire & Grooming
- Customer Service Excellence
- Handling Complaints Professionally
- Customer-Centered Communication
- Building Rapport with Clients
- Hospitality & Reception Training
- Office Administration Basics
- Records & File Management
- Meeting Coordination & Minute Taking
- Scheduling & Calendar Management
- Supervisory Skills for Team Leaders
- Delegation & Accountability
- Introduction to Project Management
- Problem Solving & Critical Thinking
- Decision Making in the Workplace
- Teamwork & Collaboration
- Building High-Performance Teams
- Leadership for Emerging Managers
- Conflict Resolution & Negotiation
- Leading Meetings Effectively
- Coaching & Mentoring Basics
- Performance Appraisal Basics
- Introduction to Human Resource Practices
- Motivation & Engagement
- Work Readiness & Professionalism
- Diversity & Inclusion at Work

- Ethics & Integrity in the Workplace
- Career Planning & CV Writing
- Interview Preparation Techniques