

Course Catalog in Fundaula Platform

April 2025

Content Overview



Employability courses

This is a list of the courses that will be migrated over from the Learning Exchange platform:

- Foundational Skills
- Career Planning and Job Search
- Job Tracks
- Instructor Skills and Resources



Courses in Fundaula

The new platform, Fundaula, offers an extensive catalogue of courses in the following categories:

- **Digital Knowledge**

Courses to support learning and understanding about the **digital world** to guide users in this new era, being able to apply this knowledge in the professional and personal environment

- **Soft Skills**

Courses that aim to help users develop the **interpersonal skills** that are essential for adapting and integrating successfully both in the workplace and in their personal lives.

- **Technical Knowledge**


Introduction to technical training. Courses that will allow the user to acquire the knowledge that provides the **technical basis** necessary to enter new areas of activity or jobs in demand.

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Employability

Foundational Skills

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Cybersecurity Overview				
Future of Work				
Financial Literacy Part 1: Earning and Banking				
Financial Literacy Part 2: Budgeting and Financial Goals				
Financial Literacy Part 3: Credit and Debt				
Windows Basics				
Computer Basics				
Internet Basics				
Microsoft Word Beginner				
Microsoft Word Intermediate				
Microsoft PowerPoint Beginner				

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Employability

Career Planning and Job Search

Legend
 Course is available in select language

Course	English	Spanish	French	Portuguese
Career Planning				
Expand Your Network				
Finalize Your Resume				
Networking Techniques				
Professional Online Profile				
Starting Your Resume				
The Interview Process				
Using Social Media Professionally				
Technical Interviews				
Types of Interviews				
Introduction to Cover Letters				

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Employability

Professional Skills

Legend
Course is available in select language

Course	English	Spanish	French	Portuguese
Introduction to Technical Writing				
Active Listening				
Business Communication Tools				
Communicating with Purpose				
Creating a Presentation				
Delivering a Presentation				
Ethics at Work				
Introduction to Growth Mindset				
Introduction to Problem Solving				
Professional Behaviors				
Professional Image				
Sharing and Receiving Feedback				
Teamwork				

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Employability

Professional Skills

Legend
Course is available in select language


Course	English	Spanish	French	Portuguese
Writing with Clarity				
Managing Conflict in the Workplace				
Time Management				
Verbal Communication				
Customer Service Introduction				
Customer Service Excellence				
Work Life Balance				
Develop a Growth Mindset				
Introduction to Business Meetings				
Cross Cultural Understanding				
Valuing Diversity				

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Employability

Job Tracks

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Creating Your Business: Becoming an Entrepreneur				
Creating Your Business: Creating Your business Plan				
Creating Your Business: Business Financial Planning				
Creating Your Business: Marketing Channels and Pricing				
Creating Your Business: Marketing Your Business				
Creating Your Business: Price, Profit and Cost				
Creating Your Business: Protecting Your Business				
Creating Your Business: Running Your Business				


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Employability for instructors










Entrepreneurship Essentials

Legend
 Course is available in select language

Course	English	Spanish	French	Portuguese
Instructor Materials - Entrepreneurship Essentials				

Digital Literacy

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Instructor Materials - Big Data and Using Excel				
Instructor Materials - Computer Basics				
Instructor Materials - Windows Basics				
Instructor Materials - Internet Basics				
Instructor Materials - Browser Basics				
Instructor Materials - Email Basics				
Instructor Materials - Microsoft 365 & OneDrive				
Instructor Materials - Microsoft Word Beginner				
Instructor Materials - Microsoft Word Intermediate				

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Employability for instructors

Digital Literacy

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Instructor Materials - Microsoft PowerPoint Beginner				
Instructor Materials - Microsoft PowerPoint Intermediate				
Instructor Materials - Microsoft Excel Beginner				
Instructor Materials - Microsoft Excel Intermediate				
Instructor Materials - Digital Literacy Faculty Prep				
Instructor Materials - Internet Explorer				
Instructor Materials - Google Chrome				
Instructor Materials - Microsoft Outlook				
Instructor Materials - Web-based Email				

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Employability for instructors

Job Seeker Curriculum

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Instructor Materials - Interviewing				
Instructor Materials – Job Seeker Faculty Prep				
Instructor Materials – Career Planning				
Instructor Materials – Resume and Cover Letter Writing				
Instructor Materials – In-Person Networking				
Instructor Materials – Online Networking				

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Employability for instructors

Retail Industry Fundamentals

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Instructor Materials - Retail Industry Fundamentals Faculty Prep				
Instructor Materials – Module 1 - Retail Industry Fundamentals				
Instructor Materials – Module 2 - Retail Soft Skills				
Instructor Materials – Module 3 - Tips & Tricks to Succeed at Work				
Instructor Materials – Module 4 - Company and Product Knowledge				
Instructor Materials – Module 5 - Communication				
Instructor Materials – Module 6 - Teamwork				
Instructor Materials – Module 7 - Problem Solving				
Instructor Materials – Module 8 - Retail Tools and Technology				
Instructor Materials – Module 9 - Customer Service				

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Employability for instructors

Retail Industry Fundamentals

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Instructor Materials – Module 10 - Product Sales				
Instructor Materials – Module 11 - Inventory Tracking				
Instructor Materials – Module 12 - Workplace Safety				
Instructor Materials – Module 13 - Payment Procedures				
Instructor Materials – Module 14 - Getting Ready for Your Retail Journey				
Instructor Materials – Module 15 - Starting Your New Job				

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Employability for instructors

Starting Your Career

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Instructor Materials - First Job Starting Your Career Faculty Prep				
Instructor Materials – Professionalism and Work Ethic				
Instructor Materials – Writing Techniques				
Instructor Materials – Business Communication				
Instructor Materials – Verbal Communication				
Instructor Materials – Time and Task Management				
Instructor Materials – Teamwork				

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Employability for instructors

Growing in Your Career

Legend
 Course is available in select language

Course	English	Spanish	French	Portuguese
Instructor Materials - First Job Growing Your Career Faculty Prep				
Instructor Materials - Growth Mindset				
Instructor Materials - Customer Service				
Instructor Materials - Conflict Management				
Instructor Materials - Financial Literacy				
Instructor Materials - Inclusion and Diversity				
Instructor Materials - Presentations: Plan and Create				
Instructor Materials - Presentations: Deliver				
Instructor Materials - Capstone				

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Digital Knowledge

Get started in digital technology

Legend

☐ Course is available in select language

Course	English	Spanish	French	Portuguese
Introduction to Digital World	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Browsers and Search Engines. Find what you are looking for!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Need to be Connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Tools and Channels for Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Artificial intelligence

Legend

☐ Course is available in select language


Course	English	Spanish	French	Portuguese
Introduction to Gen AI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mastering Prompting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Use of Gen AI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TerrAIIn: A Gen AI Game	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Digital Knowledge

Master cybersecurity

Legend
 Course is available in select language

Course	English	Spanish	French	Portuguese
Surf the Internet Safely				
Use the Internet Responsibly				

Let's talk about digital communication

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
Smartphone Functions and Applications				
Channels for Communicating on the Internet				
Join the Social Networks				
Create your Own Documents				

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Digital Knowledge

Collaborate Online

Legend
 Course is available in select language

Course	English	Spanish	French	Portuguese
The Cloud				
Digital Tools to Get Organized				
Share Files Online				

Act Digitally

Legend
 Course is available in select language


Course	English	Spanish	French	Portuguese
How to Search for Jobs in the Internet				
E-Commerce				
Create your Digital CV				
Online Procedures and Transactions - Goodbye Paperwork!				

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Digital Knowledge

Learn and work remotely

Legend
 Course is available in select language

Course	English	Spanish	French	Portuguese
Working Online				
Virtual Meetings				
Virtual Workshops				
Virtual Teams and Classrooms				

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Soft Skills

Basic

Legend
Course is available in select language


Competence	Level	English	Spanish	French	Portuguese
Be Digital	Initial				
	Junior				
	Intermediate				
	Advanced				
	Master				
Be Sustainable	Initial				
	Junior				
	Intermediate				
Self-confidence	Initial				
Self-Confidence - Self-Assurance	Junior				
	Intermediate				
	Advanced				
	Master				
Self-Confidence - Self-Knowledge	Junior				
	Intermediate				
	Advanced				
	Master				

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Soft Skills

Basic

Legend
 Course is available in select language


Competence	Level	English	Spanish	French	Portuguese
Self-Control	Initial				
Communication	Initial				
Communication: Written comprehension	Junior				
	Intermediate				
	Advanced				
	Master				
Communication: Written Expression	Junior				
	Intermediate				
	Advanced				
	Master				
Compliance with Rules and Tasks	Initial				
	Intermediate				
	Advanced				

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Soft Skills

Basic

Legend
 Course is available in select language

Competence	Level	English	Spanish	French	Portuguese
Mathematical Reasoning	Initial				
	Junior				
	Intermediate				
	Advanced				
	Master				

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Soft Skills

To Grow

Legend
Course is available in select language


Competence	Level	English	Spanish	French	Portuguese
Flexibility	Initial				
	Intermediate				
	Advanced				
Tolerating Frustration	Initial				
	Intermediate				
Own Organization	Initial				
	Intermediate				
Analysis and Problem Solving	Initial				
	Intermediate				
Interest in Learning	Initial				
	Junior				

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Soft Skills

To Stand Out

Legend
 Course is available in select language


Competence	Level	English	Spanish	French	Portuguese
Ability to Relate	Initial				
	Intermediate				
Focus on Results	Initial				
	Intermediate				
Creativity and Innovation	Initial				
	Intermediate				
	Advanced				
Negotiation	Initial				

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Soft Skills

For Employment

Legend
 Course is available in select language


Competence	Level	English	Spanish	French	Portuguese
Initiative and Decision Making	Initial				
	Intermediate				
Client Focus	Initial				
	Advanced				
	Master				
Team Work	Initial				
	Intermediate				
	Advanced				
Work Quality	Initial				
	Intermediate				
People Management	Initial				

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Technical Knowledge

Programming

Legend
 Course is available in select language


	English	Spanish	French	Portuguese
Introduction to Programming				
Introduction to SQL				
Introduction to PSeInt				
Introduction to Java				
Java I				
Java II				

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Technical Knowledge

Cybersecurity

Legend
 Course is available in select language


	English	Spanish	French	Portuguese
Fundamentals of Cybersecurity I				
Fundamentals of Cybersecurity II				
Security Management and Governance				
Pentesting				
Forensic Analysis				
Cloud Cybersecurity				
Industrial Cybersecurity				
SOC – Security Operations Center				

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Technical Knowledge

Graphic Design

Legend
 Course is available in select language

	English	Spanish	French	Portuguese
Basics of Graphic Design				
Introduction to Graphic Design				
Graphic Design and Technology				
Offline or Print Design				
Video Post-production				
UX/UI Design				
Web Design				
Accessible and Sustainable Design				

Customer Service and Sales

Legend
 Course is available in select language


	English	Spanish	French	Portuguese
Customer Service				
Sales Management				
Communication Channel				
Internal Tools				
Introduction to Contact Centers				

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Technical Knowledge

Data Analytics

Legend
 Course is available in select language

	English	Spanish	French	Portuguese
Fundamentals of Data Analytics				
Introduction to SQL				
Advanced SQL Queries				
Statistical Methods in Data Analytics				

Your Business

Legend
 Course is available in select language

	English	Spanish	French	Portuguese
Grow Your Business				
Track Results				