

MARITIME CENTRE FOR CONSTRUCTION LEARNING

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COURSE CATALOGUE

2025

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ABOUT US

MARITIME CENTRE FOR CONSTRUCTION LEARNING

powered by **CANB** Moncton Northeast

Empowering construction industry through training and education since 2000.

Maritime Centre for Construction Learning (MCCL) supports construction professionals in enhancing their skills and attaining their objectives. We are committed to improving industry knowledge and expertise by offering extensive courses covering all Gold Seal National Curriculum Standard Subjects.

Our training program will allow you to:



Enhance your knowledge



Expand your expertise



Grow your business



Strengthen your network

BENEFITS

- Over 50 Courses
- Seasoned Facilitators
- Free learning seminars/webinars
- Up-to-date sessions on Industry dynamism
- Networking opportunities
- Flexibility: In-person, Virtual or Hybrid



GOLD SEAL ACCREDITED COURSES



CCA PREFERRED PARTNER

OUR COURSES

Maritime Centre for Construction Learning (MCCL) stands as a reliable partner in nurturing advancement and achievement across the Construction Industry, with a steadfast dedication to excellence and innovation

The courses are meticulously categorized into key areas, ensuring learners can easily access content that aligns with their specific needs:



Our institute provides comprehensive training opportunities for continuous professional growth, tailoring to professionals at various career stages.

MODE OF DELIVERY



In-Person



Virtual



Hybrid

EXECUTIVE LEADERSHIP



Managing Employees in Construction Industry

MODE OF DELIVERY
DURATION



IN-PERSON
6 hours

Every General Manager, Manager, Supervisor, and Crew Lead must understand the essential elements of how to properly interact with employees to create greater levels of engagement and commitment.

TOPICS

- Relate and interact with employees.
- Create greater levels of engagement.
- Provide guidance for employees growth.
- Address and correct issues respectfully.



Time Management Skills for the Construction Industry

MODE OF DELIVERY
DURATION



IN-PERSON
3 HOURS

In the construction industry, effective Time Management tends to be a combination of project management, stakeholder coordination, and organized task execution.

TOPICS

- Time management.
- Organize the big picture.
- Coordinate resources and personnel.
- Apply basic organization skills.



Managing Change in Construction

The change management process in standard construction contracts will be reviewed along with CCDC guidelines

TOPICS

- Change Order Form
- Change Directive Form
- Proposed Change Form
- Supplemental Instruction Form
- Notice Form
- Summary of Changes
- CCA 16 – Guidelines for Determining the Costs Associated with Performing Changes in the Work
- CCA Guide to Cost Predictability in Construction

MODE OF DELIVERY
DURATION



VIRTUAL
4 HOURS



Construction Industry Ethics

MODE OF DELIVERY
DURATION



IN-PERSON / VIRTUAL
6 HOURS

The Construction Industry Ethics course has been designed to help you understand ethics as it relates to the construction industry through examples of ethical decision-making.

TOPICS

- Ethical behavior
- Importance of ethics in business
- Ethical decisions
- Ethics in the context of the law
- Ethics and company's success



Communication & Negotiation Skills for Construction Industry

MODE OF DELIVERY
DURATION



IN-PERSON
3 HOURS

Effective communication skills are critical to success in the construction industry.

TOPICS

- Characteristics and elements of effective communication.
- Persuasion in important conversations.
- Negotiating skills to resolve disagreements.
- Deal with difficult individuals.



Construction 101 & beyond

Construction 101 is a comprehensive introduction to the Canadian construction industry and how it works.

MODE OF DELIVERY
DURATION



HYBRID
12 HOURS

TOPICS

- Introduction to the construction industry
- Major steps in a construction project
- Risk management
- Bid documents
- General contract law
- Bidding
- Receiving bids and award of contract
- Format of contracts and contract clauses
- Project start-up to close out



Crafting Winning Proposals: Strategies for successful RFPs

MODE OF DELIVERY
DURATION



VIRTUAL
10 HOURS

This workshop will equip contractors with the skills, strategies, and tools necessary to craft winning RFP submissions. Throughout this workshop, we will delve into the intricacies of the RFP process, exploring best practices, industry insights, and practical techniques to enhance your response capabilities.

Whether you're a seasoned contractor or new to the bidding process, this workshop offers valuable insights and actionable strategies to elevate your RFP responses to the next level. From deciphering RFP requirements to developing compelling narratives, we'll cover it all.





BUSINESS DEVELOPMENT, FINANCE & PROFITABILITY



Finance and Accounting for non-financial Managers

MODE OF DELIVERY

 VIRTUAL

DURATION

 12 hours

This course offers an extensive understanding of construction and financial management by bridging the gap between construction processes and accounting reports.

TOPICS

- Learn to forecast cash flows, review accounts receivable strategies, and justify fixed asset acquisitions.
- Delve into revenue, cost accruals, and their significance in financial reporting
- Get acquainted with Generally Accepted Accounting Principles
- Explore risk management and its mitigation rewards
- Using reports and analyses to monitor strengths and weaknesses
- Learn the real costs of lost productivity
- Forecast revenue to ensure overheads are covered and profit is achieved
- Developing profit and revenue goals
- Create a strong financial awareness in all personnel who attend.




Profitable Contracting

MODE OF DELIVERY

 VIRTUAL

DURATION

 8 HOURS

This course discusses effective cost controls, Labour productivity and recognition of high overhead costs, profits, cash flow headaches and timely reports.

TOPICS

- 10 basic requirements to earn and sustain profits
- Best methods to increase profits and cash flow
- Construction industry risks, common problems, bid errors
- Proven, effective employee practices to increase productivity.
- Safeguarding company assets
- Forecasting company and project cash flows
- Controlling and/or reducing overhead costs
- Benefiting from financial reports to deliver better results
- Creating measurable goals with consistent performance reports



Strategic Planning for Growth

MODE OF DELIVERY |  VIRTUAL
GOLD SEAL HOURS |  8 HOURS

Planning provides an action guide, directs actions toward desired outcomes, improves resource utilization, provides motivation, sets performance standards and allows flexibility.

TOPICS

- Strategic Growth Plan
- Financial Plan
- Annual Business Plan



BluePrint for Success - Construction Project Planning

MODE OF DELIVERY |  VIRTUAL
DURATION |  7 HOURS

This workshop outlines a comprehensive planning process encapsulated in a construction execution plan & includes:

- Mastery of Planning Techniques
- Comprehensive Understanding of Project Lifecycle
- Effective Scope Management
- Site Logistics
- Stakeholder Communication and Management
- Schedule
- Identifying risks and opportunities.



Getting Paid & Managing Cash flow in construction

MODE OF DELIVERY |  VIRTUAL
DURATION |  4 HOURS

The payment process in standard contracts will be reviewed along with contract language from non-standard contracts which can delay payment.

TOPICS

- CCA 28 – A Guide to Improving Cash Flow in the Construction Industry
- CCA 50 – A Prime Contractors Guide to Project Financing and Payment Security
- CCA 53 – Trade Contractors Guide and Checklist to Construction Contracts
- CCA Banking Guide for the Canadian Construction Association
- CCDC 12 – Project Financial Information Disclosure Form



Earned Value Management for construction

MODE OF DELIVERY |  VIRTUAL
DURATION |  6 HOURS

Participants will:

- Understand and use an effective performance management system.
- Detect trends in a timely manner.
- Forecast the Projected Final Cost (Estimate at Completion) using several techniques.
- Make project decisions concerning scope, cost, and schedule.
- Identify and mitigate risks.





CONSTRUCTION PROJECT MANAGEMENT



Construction Project Management

MODE OF DELIVERY |  IN-PERSON
DURATION |  16 HOURS


This course provides knowledge to project managers, project coordinators, and project administrators to successfully manage a construction project.

TOPICS

- Project Leadership
- Construction Fundamentals
- Construction Delivery Methods
- Contracts and Contract Documents
- Understanding Tendering
- Client relations
- Project Planning
- Resource and Time Management
- Construction Plan Execution
- Post Construction



Construction Site Superintendent

MODE OF DELIVERY |  IN-PERSON
DURATION |  24 HOURS

Throughout this course, the site supervisor will be introduced to processes and procedures to support their understanding and supplement their skills for successful project delivery

TOPICS

- Project Leadership
- Construction Fundamentals
- Construction Delivery Methods
- Construction law, Contracts Specifications and Documents
- Understanding Tendering Process
- Pre-Construction Project Planning
- Start-Up and Mobilizations
- Construction Operations
- Construction Closeout.



Effective Construction meetings & meeting minutes

Meeting minutes require effective listening, accurate recording and the understanding of the risk involved.

MODE OF DELIVERY
DURATION

VIRTUAL
 3.5 HOURS

TOPICS

- Conducting effective and efficient construction meetings.
- Types of construction meetings and when to have them.
- Recording accurate and factual construction meeting minutes.
- Standard topics and other topics to discuss and document.
- Importance of construction meeting minutes to manage deliverables and risk.
- Engaging project stakeholders to deliver as recorded.
- Managing actionable items.
- Understanding how construction meeting minutes become permanent records.
- Distribution and follow-up.



Project Manager's guide to accounting Practices and cost Control

This course offers project management professionals an in-depth understanding of construction financial management.

MODE OF DELIVERY
DURATION

VIRTUAL
 12 HOURS

TOPICS

- Roles and responsibilities of Project Managers and Accountants.
- Differences between Project Management and Accounting systems.
- Generally Accepted Accounting Principles.
- Learn to forecast cash flows, review accounts receivable strategies, and justify fixed asset acquisitions.
- Different contract types and their representation in financial reports.
- Delve into revenue, cost accruals, and their significance in financial reporting.



Construction Planning & Scheduling for Effective Project Delivery

This course introduces the “why and how” of planning and scheduling - taking the participants first through the planning of the project (goals and constraints), identifying the required work activities with their resource and time requirements, and then estimating their requirements for time and cost. It will provide necessary subject information “(know-about learning)” together with the opportunity for its application (“know-how learning”)

MODE OF DELIVERY
DURATION

IN-PERSON
 8 HOURS

The course is offered in two 4-hour in-class sessions:

Section A: Planning (Project and Work Details)

Section B: Scheduling (Work and Project Delivery)

CONSTRUCTION SITE MANAGEMENT



Surveying Basics for Site Personnel

MODE OF DELIVERY |  IN-PERSON
DURATION |  12-13 HOURS

This course will provide an understanding of surveying basics for distance measurements, differential leveling, setting benchmarks, and transferring elevations.

TOPICS

- Introductions, Registrations, Agenda, Housekeeping, Outline.
- General Surveying Overview.
- Types of Levels, and Levelling Rods.
- Distance Measuring.
- Instrument Setup.
- Calculation of a simple circuit
- Differential Leveling
- Profile Levelling
- Setting Benchmarks



Field Scheduling 101

MODE OF DELIVERY |  VIRTUAL
DURATION |  7 HOURS

In the construction industry, effective Time Management tends to be a combination of stakeholder coordination, organized task execution, and project management,

TOPICS

- Planning principles
- Network schedules
- Critical path
- Gantt (bar) charts
- Manpower curves
- Progressing the work
- Productivity and performance factors
- Look-ahead schedules
- Daily work plans



Construction Safety & Environment Management

The course provides an overview of essential knowledge and its application for safety and environmental management in construction.

TOPICS

MODE OF DELIVERY |  IN-PERSON
DURATION |  4 HOURS

- Construction Environmental Impacts and Risk Management
- The Construction Industry and Its Companies
- Government Responsibility
- Site Environmental Protection



Field Productivity 101

MODE OF DELIVERY |  VIRTUAL
DURATION |  6 HOURS


This course will define field productivity, productivity, and outline approaches to increasing field productivity.

TOPICS

- Introduction to field productivity
- Contractor's role and productivity
- The supervisor's role and productivity
- Labor productivity
- Equipment productivity
- Factors that impact productivity
- Quantifying lost productivity



Managing Shop Drawing

MODE OF DELIVERY |  VIRTUAL
DURATION |  4 HOURS

The process for submitting shop drawings, submittals, and samples is key to getting the right materials and equipment to the right place at the right time.

TOPICS



- Common shop drawing process as articulated in CCDC-2, CCA-1, CCA-19, CCA-5B, and CCDC-14.
- Procurement schedule.
- Submittal log.
- Review process.
- What to do when the client wants more than what is called for in the specifications.

Guides covered by the course:

- CCA 53 – Trade Contractors Guide and Checklist to Construction Contracts



Concrete 101

MODE OF DELIVERY |  IN-PERSON
DURATION |  6 HOURS

This course will provide participants with knowledge of the principles, concepts, and properties of concrete.

TOPICS

- Participants will better understand how concrete construction practices, weather, quality control testing, etc. can affect the strength, durability and life of the concrete structure.



Plans & Specs Reading 101

MODE OF DELIVERY |  IN-PERSON
DURATION |  12 HOURS

This course will provide an introduction into the use of drawings and specifications in the tendering and construction phases of a project.

Participants will be introduced to:

- The types and layouts of specifications.
- Use of scales.
- The meaning of symbols.
- General organization of plans.
- The relationship of the specifications to the drawings







CONSTRUCTION CONTRACTS & DOCUMENTS



RTFC - Read the Full Contract

MODE OF DELIVERY
DURATION

 VIRTUAL
 3.5 HOURS



This course will review:

- CCDC-00 – Guide to Use of CCDC Master Specification for Division 00 – Procurement and Contracting Requirements
- CCDC-10 – Guide to Construction Project Delivery Methods
- CCDC-20 – Guide to the use of CCDC-2 Stipulated Price Contract
- CCDC-23 – Guide to the Call and Awarding of Construction Contracts
- CCDC-21 – Guide to Construction Insurance
- CCDC-22 – Guide to Construction Surety Bonds
- CCDC-24 – Guide to Model Forms
- CCDC-29 – Guide to Prequalification
- CCDC-40 – Rules for Mediation and Arbitration of Construction Industry Disputes
- CCA 53 – A Trade Contractor's Guide and Checklist to Construction Contracts.



Closeout of Construction Project

MODE OF DELIVERY
DURATION

 VIRTUAL
 6 HOURS

The principles of how organizing early, teamwork and communication work together to achieve a successful project closeout.

TOPICS

Pre-Construction Closeout

- Internal handover
- Principles of organizing early, teamwork and communication
- O&M manual development and tracking
- Closeout requirements and submissions
- Submittals requirements and submissions
- Permits

Construction Closeout

- Substantial Performance requirements.

Post Construction Closeout

- Final Completion requirements.

Subcontractor Closeout

- Financial requirements.

Internal Closeout

- Internal review and lessons learned.



Mastering Subcontracts

MODE OF DELIVERY
DURATION

 VIRTUAL
 7 HOURS

This course will delve into the strategies and practices that enable participants to leverage subcontracting opportunities to their fullest potential while mitigating associated risks



TOPICS

- Contract law, terms and conditions
- Design responsibility
- Performance specifications
- Conduit or flow-down provisions
- Scope of subcontract work
- Payment
- Insurance
- On-site responsibilities
- Subcontract Handbook
- Analysis of subcontract clauses.



CCA Subcontracts 101

MODE OF DELIVERY
DURATION

 VIRTUAL
 3.5 HOURS

CCA subcontracts with an emphasis on the roles and responsibilities of the contractor, the subcontractor, and the sub-subcontractor.

TOPICS

Contracts covered by the course:

- CCA-1 – Stipulated Price Subcontract
- CCA-19 – Stipulated Price Sub-Subcontract
- Example of a non-standard Stipulated Price Subcontract



Guides covered by the course:

- CCA-51 – Guide to Calling Bids and Awarding Subcontracts
- CCA-53 – A Trade Contractors Guide & Checklist to Construction Contracts



Construction Drawings 101

MODE OF DELIVERY
DURATION

 VIRTUAL
 3 HOURS

The course will deal with the information from plans, elevations, sections, details and notes contained in typical drawings.



TOPICS

- List the components of a typical construction drawing set
- Identify typical drawing types, symbols, notes and scales
- Recognize the common types of drawing sets and explain their differences
- Extrapolate specific information from a drawing set and cross-reference it to the construction specification



Construction Specifications 101

MODE OF DELIVERY
DURATION

 VIRTUAL
 4 HOURS

The course will cover the basics of reading and interpreting both the general and technical specifications.

TOPICS

- The role of the project manual in relationship to the bidding documents, construction contract documents, general requirements, and technical specifications.
- The role of Master Format in construction specifications.
- Difference between a prescriptive and a performance specification.



Contractor's practical guide to change order pricing & management

MODE OF DELIVERY
DURATION

VIRTUAL
6 HOURS

This course will guide the contractor through step-by-step procedures, checklists, forms, and letters that combine to create the blueprint for the successful submittal of proposed change order pricing and issuance of change orders

TOPICS

- Understand conditions that create change orders and be prepared for them
- Learn the Request for Information (RFI) process and how to leverage RFI's for answers and changes
- Understand the Supplemental Instruction (SI) – a no cost, no time document and how to manage risk associated with improperly issued SI's
- Learn about contractual obligations of the change order process including overhead and profit, valid pricing periods and more.
- Learn the step-by-step change order process.
- Understand the qualifications to add to proposed change order pricing to protect the contractor regarding the validity of the pricing duration as well as others.
- Managing the consultant and owner review and issuance of the change order.
- Understanding when the contractor needs to raise the flag by issuing first and second notices and then a "Notice of Delay" to the owner for prompt change order issuance.
- Managing the change orders and issuing subcontractor change orders.
- Understand and be prepared for common change order issues.
- Learn the risky business of change directives and the importance of submitting daily labour timesheets and costs.
- Learn the importance of issuing "zero dollar" subcontractor change orders to ensure that all subcontractors are working from the most current set of documents.
- Learn about the cumulative impact of changes and how it is the contractor's responsibility to be able to predict the future impact of current changes





HUMAN RESOURCES



Developing & Leading High Performance Teams

MODE OF DELIVERY



IN-PERSON

DURATION



3 HOURS

Learn how to create and lead a highly effective team in the construction industry.

TOPICS

- Characteristics of a highly effective team
- How to create a strong sense of team
- How to communicate and leverage the concept of team for higher levels of effort and commitment
- Dealing with poor performance, issues, and problem behaviors of individual team members



Creating Respectful & Inclusive Construction Workplaces

MODE OF DELIVERY



IN-PERSON

DURATION



3 HOURS

Know how to create and lead a respectful and inclusive workplace, and how to deal with violations of respect and inclusion policies.

TOPICS

- Understanding respect and inclusion and why it is so important in today's workplace
- Understanding employee's rights in terms of respect and inclusion
- How to create and lead a respectful and inclusive workplace
- Dealing with violations of our respect and inclusion policies.



Developing & retaining employees in Construction

MODE OF DELIVERY



IN-PERSON

DURATION



3 HOURS

This session provides tips & techniques to increase our chances of retaining the people we have hired.

TOPICS

- Challenges to retaining employees
- Increasing our attraction factor as a member of the construction industry
- Building employee loyalty
- Investing in employees to grow the team we need
- Simple but effective techniques for developing employees



Intercultural Competency Training

MODE OF DELIVERY



IN-PERSON/ VIRTUAL

DURATION



2-3 HOURS

This course will equip your team with the tools to foster a safe work culture & build strong relationships with colleagues and clients.

This 2-3 hour session can Improve your team's cultural awareness, enhancing collaboration, reducing misunderstandings, and opening the door to new growth opportunities.

TECHNOLOGY IN CONSTRUCTION



Leveraging AI for Effective Construction Management

MODE OF DELIVERY |  IN-Person
DURATION |  3 HOURS



workshop aims to provide a brief yet impactful introduction to the use of Artificial Intelligence (AI) in construction management. Participants will learn how AI can improve decision-making, enhance efficiency, and optimize processes within the scope of construction management.

TOPICS

- Overview of Artificial Intelligence, Machine Learning, and Data Analytics.
- Key areas where AI is applied in construction management.
- AI's role in assisting decision-making through predictive analytics
- Construction reports and dashboards.
- Demonstration of AI-driven tools.
- AI's role in enhancing stakeholder communication



Bluebeam Revu Basics

MODE OF DELIVERY |  VIRTUAL
DURATION |  7 HOURS

This full-day training session will give you the knowledge and skills to create, edit, markup, and collaborate on AEC documents using Bluebeam Revu.

TOPICS

- Interface and navigation
- Profiles
- Markup tools
- Stamps
- The tool chest
- The markups list
- PDF Creation
- Document management
- Introduction to Studio
- Studio sessions
- Studio projects

Bluebeam Revu Estimating Level-1

Participants will learn to be more efficient in their takeoffs and produce more meaningful and clearer ones. This course isn't just about using the software for estimating; it is about using it to its fullest potential!

MODE OF DELIVERY |  VIRTUAL
DURATION |  7 HOURS

PREREQUISITES



- This is NOT a beginner course. You are expected to know what is taught in the Basics course before taking this course.

TOPICS

- Estimating tool sets and profiles
- Length measurements
- Exporting takeoff data
- Setting drawing scale
- Area & volume measurements
- Count measurements

Bluebeam Revu Estimating Level-2

Building on the Level 1 Estimating course knowledge, participants will discover enhanced Bluebeam estimating tools.

MODE OF DELIVERY |  VIRTUAL
DURATION |  7 HOURS

PREREQUISITES

- It is recommended that you complete the Bluebeam Revu: Estimating Level 1 course before taking this course.

TOPICS

- Spaces
- Hyperlinks
- Managing Changes and Revisions
- Slip Sheeting Take-off pages
- Advanced markups list

Bluebeam Revu CAD Drawings Creation

Revu CAD Drawing Creation focuses on teaching participants how to effectively create 2D CAD drawings using Bluebeam Revu. Participants will learn essential drawing techniques, editing tools, and best practices, along with using the Tool Chest to create and manage CAD symbols.

MODE OF DELIVERY |  VIRTUAL
DURATION |  7 HOURS

TOPICS

- Precision and Measurement in Drawings
- Creating 2D CAD Drawings
- Managing Layers and Properties
- The Tool Chest for Managing CAD Symbols
- Editing and Modifying Drawings
- Annotations and Dimensions
- Finalizing 2D CAD Drawings







Microsoft Excel for Construction

This course will teach you how to produce your estimates more quickly and accurately by harnessing the power of Microsoft Excel.

MODE OF DELIVERY
DURATION

 VIRTUAL
 6 HOURS

TOPICS



- Use Excel formulas and functions.
- Create takeoff sheets for use as templates.
- Handy shortcuts to streamline estimating.
- Link information.
- Calculate profit, overhead, markups, and taxes.
- Graphs to visually display work product.
- Features such as VLOOKUP and HLOOKUP.
- Pivot tables and Pivot charts.
- Functions such as COUNTIF and SUMIF.



Microsoft Outlook 365

Participants will gain efficiency in using many of Outlook's features to manage email, contacts, and calendars.

MODE OF DELIVERY
DURATION

 VIRTUAL
 3.5 HOURS

PREREQUISITES

- A basic knowledge of and experience with Windows and Outlook


TOPICS

- Foundations
- Managing Emails
- Contacts
- Calendars
- Outlook and Microsoft Teams

Microsoft Project - Basics

This course is intended for anyone who would like to learn how to use it as a tool to manage their projects.

MODE OF DELIVERY
DURATION

 VIRTUAL
 7 HOURS

PREREQUISITES

- A general understanding of project management concepts and basic skills.


TOPICS

- Create a new project plan file and enter project information.
- Manage tasks by organizing tasks and setting task relationships.
- Determine critical path, total float and free float.
- Manage resources for a project such as labour.
- Finalize a project plan by setting a baseline.
- Track progress using the tracking Gantt chart.

Microsoft Project - Intermediate

This course provide an in-depth look at the features of Microsoft Project as a project management tool.

MODE OF DELIVERY
DURATION

 VIRTUAL
 7 HOURS

PREREQUISITES

- A general understanding of project management concepts and basic skills.

TOPICS

- Modify project calendars (6 and 7 day weeks, statutory holidays, etc.)
- Modify task relationships and lags to allow for buffers and concurrent activity
- Set and modify the project baseline
- Manage resources for a project such as labour and explore resource leveling options in Microsoft Project
- Generate a cash flow projection based on the Microsoft Project schedule that can be exported into Microsoft Excel
- Sort, filter and group the project information
- Format project views and Gantt charts
- Set up a master program with subprojects (for construction managers and project managers who are managing multiple projects at the same time)



Microsoft Word 365

Note: Access to the Microsoft Word desktop app is required for this course.

Microsoft Word 365 - Basics

Participants will gain efficiency in using some features to manage professional-looking documents.

MODE OF DELIVERY

 VIRTUAL

DURATION

 3.5 HOURS

PREREQUISITES

- A beginner/basic knowledge of and experience with Windows and Microsoft Word.

TOPICS

- Foundations
- Formatting
- Proofing Tools
- Tables and Graphics

Microsoft Word 365 - Intermediate

Participants will gain efficiency in using more advanced features to manage professional-looking documents.

MODE OF DELIVERY

 VIRTUAL

DURATION

 3.5 HOURS

PREREQUISITES

- A beginner/basic knowledge of and experience with Windows and Microsoft Word.

TOPICS

- Ribbon and Quick Access Toolbar
- Document Elements and Design
- Create and Manage References
- Collaboration
- Forms
- Mail Merge
- Macros
- Recording a macro



Microsoft SharePoint & OneDrive 365

Participants will learn how to navigate SharePoint sites and how to use OneDrive.

MODE OF DELIVERY

 VIRTUAL

DURATION

 3.5 HOURS

PREREQUISITES

Basic knowledge of and experience with Office 365, SharePoint, OneDrive, and cloud computing concepts.

TOPICS

- SharePoint Sites
- List Basics
- Library Basics
- Working with Documents
- OneDrive

CANCELLATION POLICY



- The candidate is entitled to a full refund or education credit equal to the amount paid for the course if registration is cancelled six (6) business days before the course start date.
- Candidates can reschedule their enrollment for the next course date at least three (3) business days before the course start date by emailing us for no additional fees at: education@mneca.ca
info@mneca.ca
- Course fee/payment is non-refundable if cancellation is made within six (6) business days of the course start date.
- MNECA will provide a full refund or transfer payment (if agreed by the candidate) to the next course date on cancellation of the course on its end.
- Candidates can substitute themselves with another member of the company/team until the course starts time by emailing us for no additional fees at: education@mneca.ca
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