BIGGER BRAINS

Course Catalog 2022

Uniquely Engaging™ eLearning
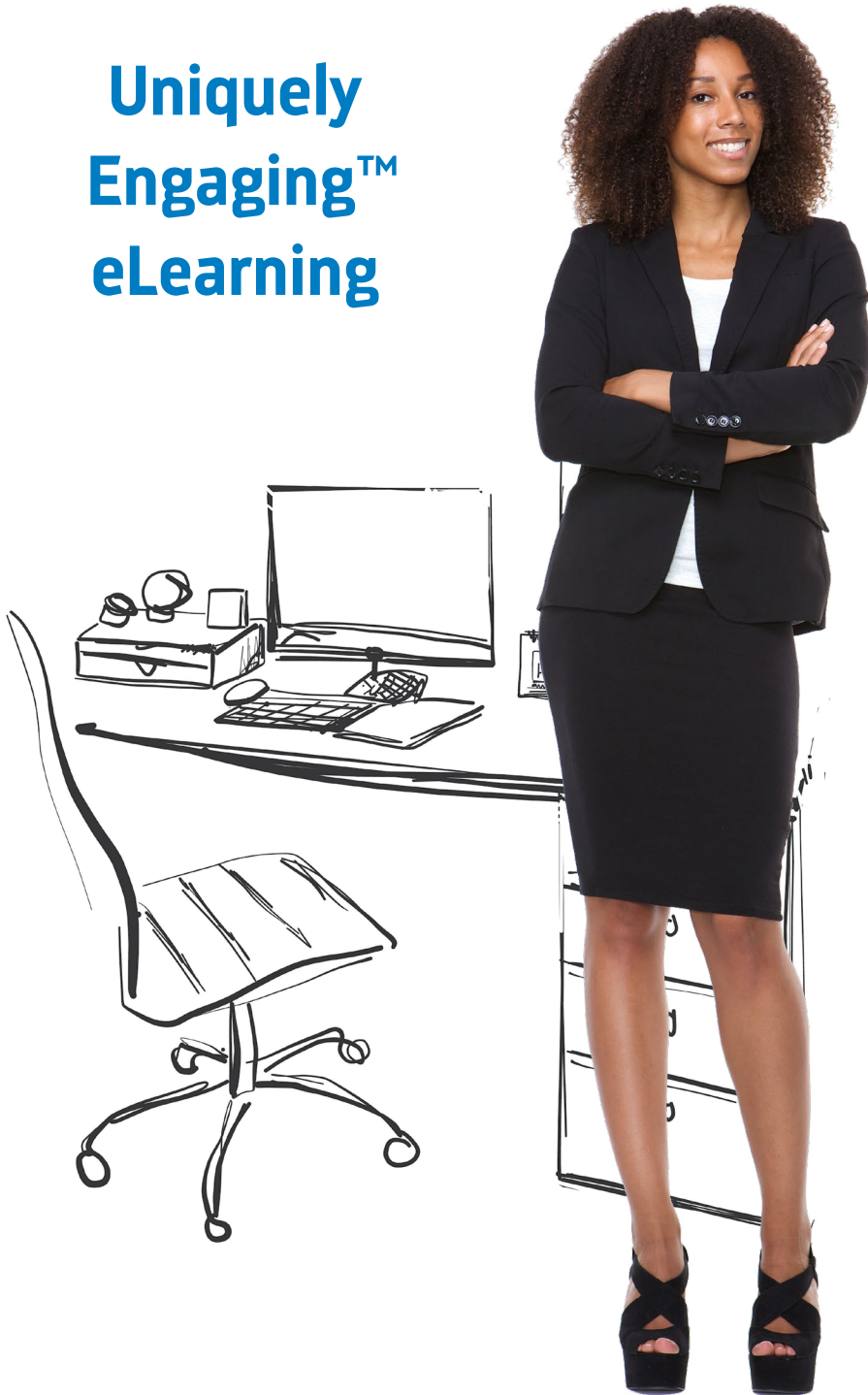
NEW COURSE TITLES ARE IN GREEN!

Customers Request

We Deliver

Engaging!
And easy to review so learners actually learn.

- Our Uniquely Engaging™ Teacher/Learner style brings the interactivity and social engagement of classroom training into an eLearning format.

- Course formats and style are based on research about retention and effective learning.

- Search capability and lessons that cover one topic at a time so reviewing is easy!

Training should fit the whole group. What about diversity and accessibility?

- Courses are Section 508 compliant & WCAG AA.

- Teachers, writers, and on-screen talent are diverse.

- Most courses come with transcripts - many in multiple languages!

- Available whenever/wherever, from any computer, phone, or tablet, in bite-sized lessons.

To be up and running fast!

- *Essentials* software courses are pared down to just what is essential!

- *...In 30 Minutes* courses give an in-depth view on just that function - in 30 minutes!

- *Brain Bites* courses are information rich and under 45 minutes.

We want high-quality, modern training.

- Instructors average 17+ years of experience.

- Modern and professional TV-style video production.

- Consistent awards! *Best of ELearning Magazine Awards* for 2015-2020... *Craig Weiss 2020 Content Award* ... *Training Industry 2020 and 2021 Watch List Company*...
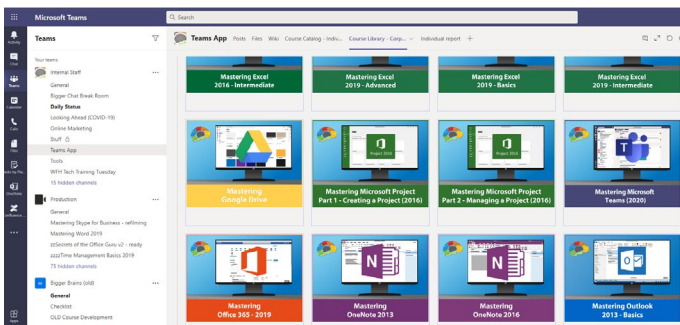
Additional Benefits

The Teams
eLearning App

elearninginteams.com
The Bigger Brains training library is available right inside Microsoft Teams through our eLearning app!

- The Bigger Brains app is an excellent way to turn Microsoft Teams into a mini-Learning Management System, with an entire suite of on-demand courses that can be made available to all users or assigned to specific teams or channels.

- Teams' own features can be used to discuss and collaborate around course topics.

- The unique management reporting can keep track of which courses each user has completed.


Workflow Learning and Reinforcement
Available for many courses. BrainBot.ai

BrainBot is an intelligent, AI-based chatbot that works with learners in their natural workflow without a proprietary app. It sends short, periodic interactions to help learners retain knowledge from training courses (boosters) or to learn new information (lessons).

Curious? Try BrainBot!

To try BrainBot for yourself, open your favorite browser and go to brainbot.ai/tryit/. Watch the free Brain Bites: Time Management mini-course from Bigger Brains, and then sign up for the BrainBot boost at brainbot.ai/booster/subscribe/time_management/.
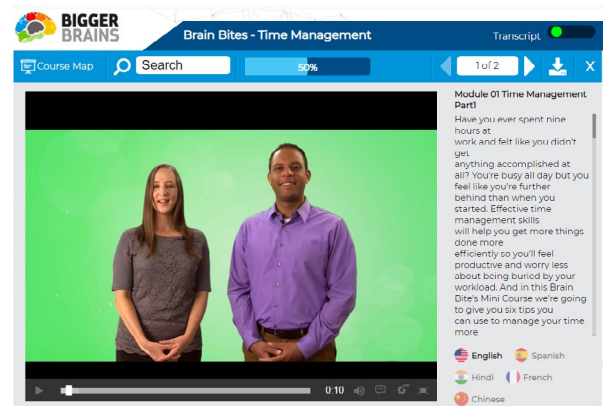

Want to see a demo without the course? Sign up for a free BrainBot account at BrainBot.ai. Once signed in, click the green "Subscribe to a Sequence" button to the right. From the drop-down menu, select A BrainBot Demo which will walk you through the various ways BrainBot is used. You will see for yourself how helpful BrainBot can be!

ULTIMATE MICROSOFT EXCEL TRAINING

Mastering Excel 2013, 2016, 2019, 2021, 365
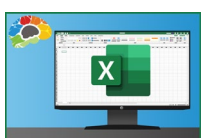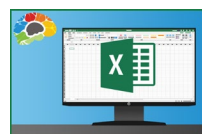
2.75-10 Hours   21-75 Lessons

Includes Basics, Intermediate, and Advanced courses
Our most requested training course!

Excel in 30 Minutes

Learn to master Microsoft Excel quickly! Bite-sized, <30 minute courses on specific topic areas to get you upskilled FAST.
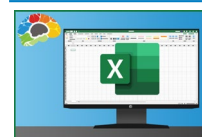
Excel for Project Management

51 Minutes   6 Lessons

All PM info in one place! Track the deliverables of a project management plan in Excel

Excel: Data Analysis With Pivot Tables
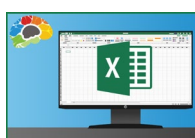
2.5 Hours   15 Lessons

The powerful tool for analyzing and summarizing huge amounts of data.

Excel: Intro to Power Pivot

1 Hour   7 Lessons

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models.

Excel: Creating Dashboards

2.75 Hours   20 Lessons

Learn to use forms, lookup functions, charts, PivotTables, and slicers.

Excel Power Functions

48 Minutes   8 Lessons

Learn to use the 10 Excel functions recommended by experts.

Excel for Mac Basics

2 Hours   18 Lessons

Learn how to use this Office power tool on your Mac.

What's New in Excel 2019?

1 Hour   8 Lessons
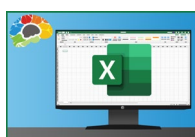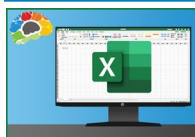
Optimizing the world's most popular spreadsheet.

Want to improve your TOSA certification?

TOSA helps to assess your skill level in Microsoft Apps. Our uniquely effective courses can help you move to the next level of proficiency! www.tosa.org/EN/index

● ASSESS SKILLS ● ● TAKE APPROPRIATE *LEARNING* COURSE ●
● GET CERTIFIED! ●

Learning Excel 2019
Beginner, Basics, Productive, Advanced, Expert

2.25 - 5.5 Hours
21-55 Lessons

Learning PowerPoint 2019
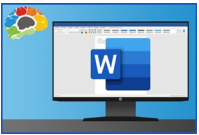Beginner, Basics, Productive, Advanced, Expert

1 - 5 Hours
7-41 Lessons

isograd

MICROSOFT WORD
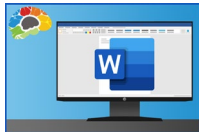
Mastering Word 2013, 2016, 2019, 365

⏱ 2.5-10 Hours 📑 21-92 Lessons ☑ 🤖

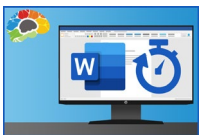**Includes Basics, Intermediate, and Advanced courses**

Hands-down the most powerful document creation tool on the planet.

Creating Word Templates

⏱ 35 Minutes 📑 8 Lessons ☑

Don't re-create documents over and over.

Word in 30 Minutes ☑

Word 2019 - Basics in 7 lessons under 30 minutes each! Pick and choose what you need to learn.
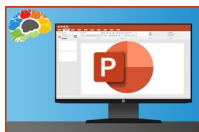
What's New in Word 2019?

⏱ 1.5 Hour 📑 13 Lessons

New editing and image features improve the world's most popular document app.

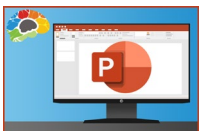## MICROSOFT POWERPOINT

Mastering PowerPoint 2013, 2016, 2019, 2021, 365

⏱ 1.25-9.5 Hours 📑 11-89 Lessons ☑

Includes Basics and Advanced courses

Presentations to make people sit up and pay attention.
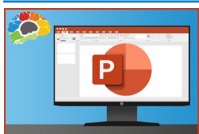
Power-Up PowerPoint (Presentation Skills)

⏱ 2.5 Hours 📑 26 Lessons ☑

Ditch The Defaults and Power-Up YOUR PowerPoint!

What's New in PowerPoint 2019?

⏱ 1.25 Hour 📑 11 Lessons

This release of PowerPoint 2019 packs quite a punch.

About Our Course Names

Bigger Brains make it easy for managers to select the right courses for their needs!

These naming standards will help identify which course version is the perfect fit. A Brain Bites mini-course? An Essentials course to get one up and going as fast as possible? A master class to become an app Guru? Or simply the correct version for the company's system!

Brain Bites are short, information-rich courses designed by experts in the topic and presented by actors.

Mastering courses cover a topic in extensive detail. E.g.: "Mastering Excel 2019 – Basics"

Essentials courses cover a topic well, but are are not comprehensive.

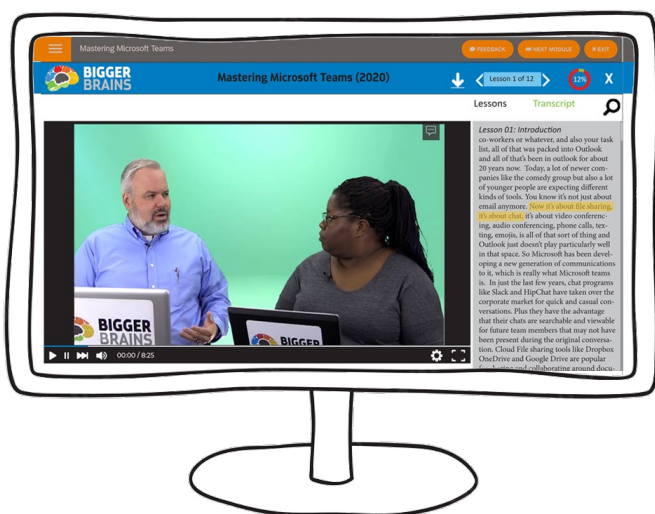*... In 30 Minutes* courses are a quick overview of a specific topic in about 30 minutes.

Year in parentheses, i.e. (2020) indicates this is a topic which is frequently updated, and the year indicated is when this version of the course was updated.

Year not in parentheses, i.e. Mastering Excel 2019 means the year is likely part of a specific product name.

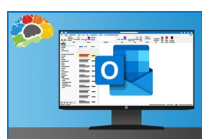We also offer curated Playlists!
Find them at this link:
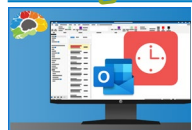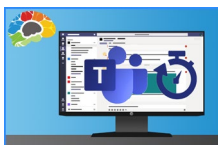getbiggerbrains.com/category/playlists/

MICROSOFT TEAMS

Microsoft Teams Fundamentals & Best Practices (2022)

🕐 1 Hour 📑 7 Lessons ☑

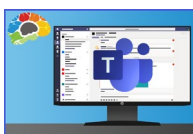Learn the best tools to us for communication within Microsoft Teams.

Microsoft Teams In 30 Minutes (2021)

🕐 34 Minutes 📑 3 Lessons ☑

Quickly learn to collaborate and communicate with Microsoft Teams... very quickly!

Mastering Microsoft Teams - Basics (2022)

🕐 2 Hours 📑 16 Lessons ☑

Conversations, collaborations, and chatbots: Teams.
Mastering Microsoft Teams - Bonus Content is included with this course!
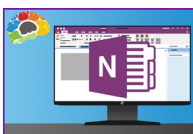
Brain Bites: Microsoft Teams Meetings

🕐 34 Minutes 📑 6 Lessons ☑

If someone told you you'd be comfortable using Teams in less than 30 minutes, would you believe them?

MICROSOFT OUTLOOK

Mastering Outlook 2016, 2019

🕐 2-6 Hours 📑 17-52 Lessons ☑ 🤖

Includes Basics and Advanced courses
Few things have a greater impact on your productivity than the way you employ Outlook.

Saving Time in Outlook

🕐 35 minutes 📑 7 Lessons ☑

Find more time in your day with just a few powerful tools.

Outlook On The Web Essentials (2020)
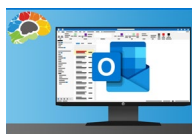
🕐 2.5 Hours 📑 19 Lessons ☑
Communicate anytime, anywhere.

What's New in Outlook 2019?
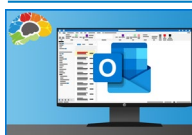
🕐 30 Minutes 📑 7 Lessons ☑

Better image and collaboration tools.

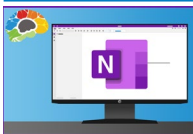## MICROSOFT ONENOTE

Mastering OneNote 2013, 2016

🕐 2.5-3 Hours 📑 20-27 Lessons ☑

Organize your work and life into pages, sections, and notebooks!
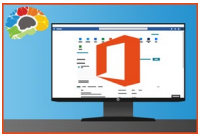
OneNote for Win10 Essentials

🕐 1.25 Hours 📑 22 Lessons ☑

The structure you need with the flexibility you want.

All Bigger Brains Microsoft office courses are aligned to the Microsoft Office Specialist certifications. Office 2016 & 2019 courses are also aligned to the Logical Operations curricula, to support classroom training.

MICROSOFT 365 / OFFICE 365

Mastering Microsoft 365 (2021)
🕐 12.5 Hours 📑 80 Lessons

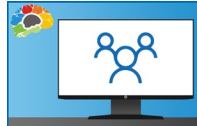The powerful, everything-you-need-in-one-bundle online suite.

Intro to Microsoft 365 (2021)
🕐 1 Hour 📑 5 Lessons ☑

All the apps and services you didn't know existed!

Microsoft 365 Office Essentials (2020)
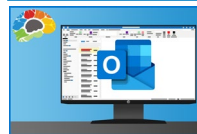🕐 3.25 Hours 📑 21 Lessons
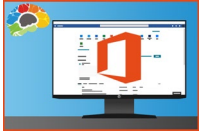
Organize and maintain your virtual office using Microsoft 365.

OneDrive Essentials (2021)
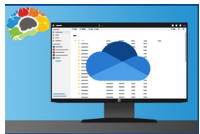🕐 1.5 Hours 📑 11 Lessons

Radically improve your productivity.

OneDrive in 30 Minutes (2021)
🕐 30 Minutes 📑 4 Lessons
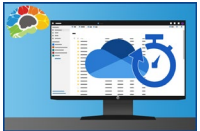
The fastest way to start using Microsoft's cloud storage.

Microsoft Planner Essentials (2021)
🕐 40 Minutes 📑 7 Lessons

Learn to use Office 365 Planner to organize your team in a simple visual format.

Microsoft 365 To Do, Calendar, and People Essentials (2022)
🕐 1.5 Hours 📑 11 Lessons

The essentials for working with three 365 apps

Microsoft Forms Essentials (2022)
🕐 32 Minutes 📑 3 Lessons

Forms makes it easy to collect data using forms and quizzes.

Microsoft 365 Admin Tips & Tricks
🕐 2 Hours 📑 19 Lessons

Keep your Microsoft 365 tenant safe and secure.

Microsoft 365 Groups Essentials (2021)
🕐 1 Hour 📑 7 Lessons

Get up to speed on all the power Groups has to offer.

Microsoft 365 Email Essentials (2021)
🕐 1.5 Hours 📑 10 Lessons

Master your email with Outlook on the Web

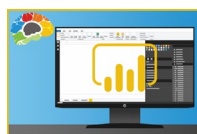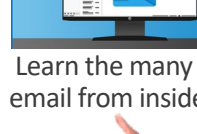## Microsoft Sway Essentials
🕐 1.25 Hours 📑 7 Lessons

The easy way to create compelling, modern presentations.

Power BI Essentials
🕐 1.5 Hours 📑 12 Lessons ☑

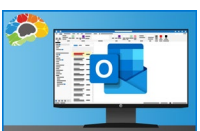Learn to create stunning reports with real-time data.

Microsoft 365 Sharing Calendars and Email (2022)
🕐 1.5 Hours 📑 11 Lessons

Learn the many different ways you can share calendars and email from inside your Microsoft 365 account.
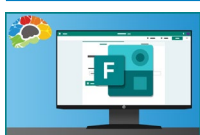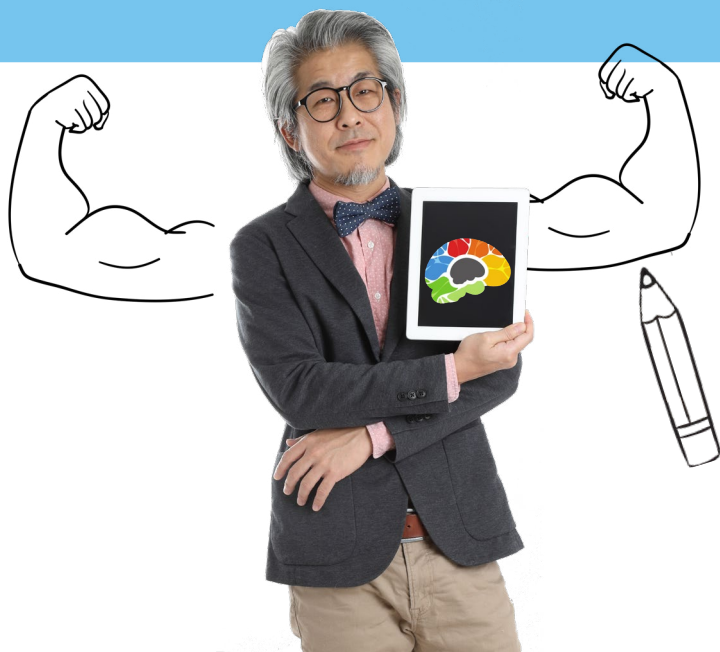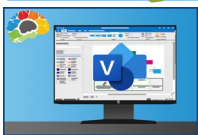
Secrets of the Office Guru

⏱ 6 Hours 📑 43 Lessons

Chock-full of practical, productivity-boosting tips, tricks, and skills that will turn experienced Microsoft Office Users into gurus!

MORE MICROSOFT APPS

Mastering Visio (2021)

⏱ 45 Minutes 📑 9 Lessons

Includes Basics and Intermediate
Visual charts to make your work flow!

Mastering Access 2013, 2016

⏱ 2.75-3 Hours 📑 19-27 Lessons

Includes Basics and Intermediate courses
Learn to build your own database quickly and easily!

MICROSOFT WINDOWS

Windows 10 Essentials

⏱ 1 Hour 📑 8 Lessons ☑

For people new to Windows 10.

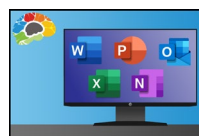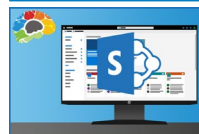### Brain Bites: Using Windows 10

⏱ 40 minutes 📑 7 Lessons

Learn how to really use the tools!

Brain Bites: Windows 11 Essentials

⏱ 30 minutes 📑 7 Lessons ☑

The evolution of Win10!

MICROSOFT SHAREPOINT

SharePoint Online Basics

⏱ 2 Hours 📑 14 Lessons ☑

Build your own collaboration site—No tech skills needed!

SharePoint for Site Owners

⏱ 80 Minutes 📑 14 Lessons ☑

Empower your team with a SharePoint site.

SharePoint Online Essentials (2018)

⏱ 45 Minutes 📑 4 Lessons ☑

Create an online SharePoint site for your team.

SharePoint for Site Owner Administrators

⏱ TBD 📑 11 Lessons

Learn to administer your team's SharePoint site.

MICROSOFT PROJECT

Mastering Microsoft Project
Part 1: Creating a Project

⏱ 2.25 Hours 📑 19 Lessons ☑

The critical knowledge and skills a project manager needs to create a project plan.

Mastering Microsoft Project
Part 2: Managing a Project

⏱ 2.25 Hours 📑 20 Lessons ☑

Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.

QUICKBOOKS

Mastering QuickBooks Online - Basics (2021)

⏱ 3.25 Hours 📑 56 Lessons

Get on your way to learning QuickBooks!

Mastering QuickBooks Desktop (2018)

⏱ 3.5 Hours 📑 45 Lessons

This course is loaded with those time-saving lessons that can change the way you think about QuickBooks!

Advanced QuickBooks (2016)

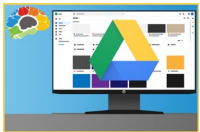⏱ 5.25 Hours 📑 37 Lessons

Move beyond the basics of QuickBooks.

GOOGLE

Google Workspace Essentials (2020)

⏱ 1.5 Hours 📑 21 Lessons ☑

Google's collection of cloud computing, productivity, and collaboration tools.

Mastering Google Drive (2020)

⏱ 1.25 Hours 📑 17 Lessons ☑

It's time to leave attachments behind.

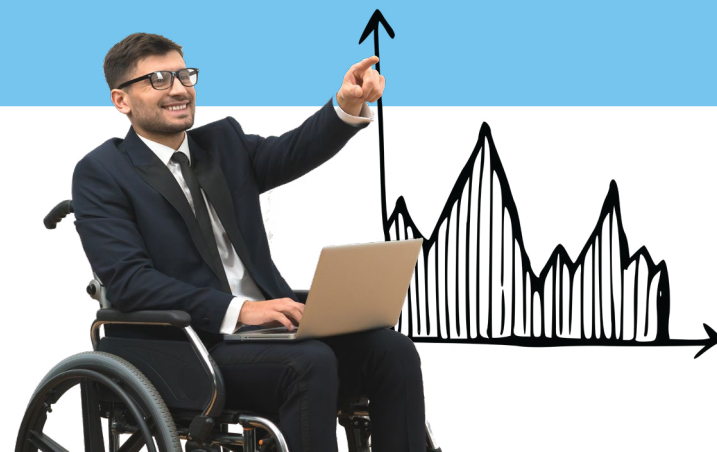### Gmail Essentials (2021)
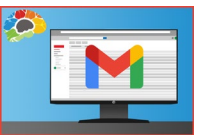
⏱ 1.25 Hours 📑 10 Lessons ☑

Power your Gmail account.

Intro to Chromebooks

⏱ 1.5 Hours 📑 12 Lessons

Setting up and working with the Chromebook.

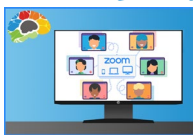## SALESFORCE

Salesforce Essentials

⏱ 1.25 Hours 📑 13 Lessons ☑

Everything you need to start using Salesforce today!
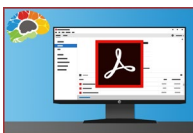
ZOOM

Leading Engaging Zoom Meetings

⏱ 1 Hour 📑 10 Lessons ☑

Maximize your meetings in Zoom.

ADOBE

Adobe Acrobat DC Essentials

⏱ 3 Hours 📑 19 Lessons ☑

Create, manipulate, and liberate your PDF Documents.

OTHER IT

Networking Essentials

⏱ 12.5 Hours 📑 63 Lessons

The keys to improved network troubleshooting and optimization.

SQL for Non-Technical Users

⏱ 1.25 Hours 📑 11 Lessons ☑

Learn to write simple queries to get the information you need to do your job.

Brain Bites: POWERFUL TRAINING PACKED INTO 30 MINUTES!

Brain Bites are fast-paced and information-rich courses, featuring two co-hosts presenting each topic. With 5-minute lessons and most courses under 30 minutes, Brain Bites give your people the skills they need in the most efficient and engaging way!
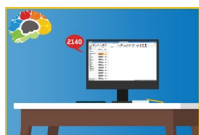
COVID-19 and Healthy Workspaces (formerly Sharing a Workspace)

17 Minutes
5 Lessons

Learn to safely share a workspace.

Email Management

23 Minutes
5 Lessons

From a frustrating chore to a powerful tool.

Empathy - The Key to Active Listening

17 Minutes
5 Lessons

Send others the clear message that you are listening to understand

Let Them Know You're Listening

16 Minutes
5 Lessons

It's not easy to REALLY listen.

Microsoft Teams Meetings
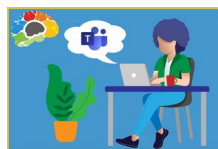
34 Minutes
6 Lessons

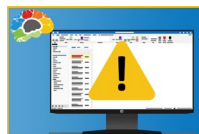If someone told you you'd be comfortable using Teams in less than 30 minutes, would you believe them? Believe it!

Organizing Your Files

28 Minutes
5 Lessons

Stop wasting time looking for information.

Staying Safe Online

18 Minutes
3 Lessons

The fast, effective way to a safer business.

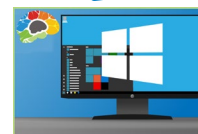## Time Management

13 Minutes
2 Lessons

Learn how to reduce distractions and focus on priorities.

Using Windows 10

40 Minutes
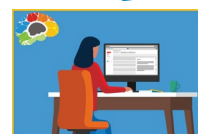7 Lessons

Learn how to really use the tools in Windows 10.

Windows 11 Essentials

30 minutes
7 Lessons

The evolution of Windows 10!

Writing Effective Emails

24 Minutes
6 Lessons

Send emails that are read, understood, and acted on.

GENERAL BUSINESS SKILLS

Basic Business Finance

⏱ 1 Hours 📑 7 Lessons ☑

All the accounting basics every business professional should know.

Entrepreneuring: Keys To Business Success

⏱ 6 Hours 📑 14 Lessons

The art of starting and growing a successful business.

Intro to Data Literacy

⏱ 40 Minutes 📑 10 Lessons

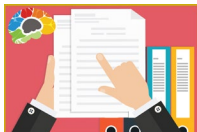Turn data skeptics into data enthusiasts who can make better decisions.

Motivational Ethics

⏱ 1.75 Hours 📑 12 Lessons ☑

Choices, consequences and the human side of ethics.

New Manager Starter Kit

⏱ 49 Minutes 📑 8 Lessons ☑

Learn goal setting, human skills, and the best practices of exemplary leadership.

Stronger Together: Delegation & Task Management

⏱ 24 Minutes 📑 7 Lessons ☑

Unlocking the power of delegation and task management.

COMMUNICATION

Designing Beautiful Documents

⏱ 25 Minutes 📑 6 Lessons ☑

Using easy design principles for great results.

Increase Your Listening Power

⏱ 52 Minutes 📑 6 Lessons

Many people believe they are good listeners, but are they? Are you?

Persuasion: The Art of Communication

⏱ 81 Minutes 📑 11 Lessons

Every form of communication is a form of PERSUASION.

Proofreading

⏱ 34 Minutes 📑 9 Lessons

Proofreading is an under-taught business skill that can make an enormous difference in how one is perceived as a professional.
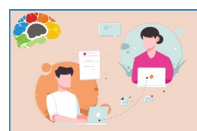
Storytelling in Business

⏱ 1.5 Hours 📑 9 Lessons ☑

Connect with costumers and clients through storytelling.

Writing in Plain Language

⏱ 75 Minutes 📑 12 Lessons

Top plain-writing techniques for the workplace.

SAFETY AND COMPLIANCE

Awkward At The Office:
Supervisor & Employee Versions

🕐 1-2 Hours 📄 15-21 Lessons ☑

How to create a better workplace. This course covers current state requirements and includes customized versions for specific states:

- California (AB 1825)
- Delaware
- Maine
- Connecticut
- Illinois (SB 75)
- New York & NYC

Intro to HIPAA

🕐 2.75-3.25 Hours 📄 20-24 Lessons

Understand the basics of The Health Information Privacy Law.

Three Versions Available for Specific Audiences:

- Covered Entities (CE)
- Business Associates (BA)
- Managed Service Providers (MSP / ITSP)

Think Before You Click (Cybersecurity)

🕐 1 Hour 📄 6 Lessons ☑

Protect yourself and your company from the online bad guys.

Workplace Safety: Active Shooter

🕐 45 Minutes 📄 7 Lessons ☑

The essentials you need to be safe, secure, and to survive.

SALES AND MARKETING

Competitive Selling

🕐 1.75 Hours 📄 15 Lessons ☑

Dive into Competitive Selling and become better than the competition.

Internet Marketing 101

🕐 74 Minutes 📄 9 Lessons

Social Media! SEO! Blogging! Email Marketing! What?

Marketing 101: Top 5 Marketing Mistakes
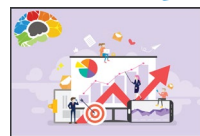
🕐 3 Hours 📄 21 Lessons

Marketing that delivers what really matters: RESULTS!

Sales 101: Appointment Making

🕐 77 Minutes 📄 9 Lessons

Don't give up too soon - expect, plan for, and use objections!
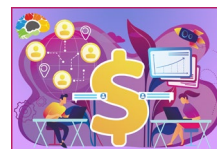
Virtual Selling

🕐 2.25 Hours 📄 19 Lessons ☑

Equip yourself for the virtual sales world and increase your sales!

DIVERSITY AND INCLUSION

Blind Spots: Diversity & Ethics

🕐 33 Minutes 📄 3 Lessons ☑

Understand how our minds create blind spots and subconscious bias, and learn to overcome the breakdowns.

Improving Diversity and Inclusion in Your Workplace (DEI)
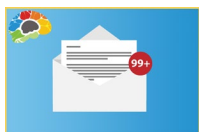
🕐 39 Minutes 📄 11 Lessons ☑

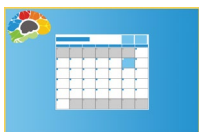Diversity and Inclusion is more than policies, programs, and headcounts!

PROJECT MANAGEMENT

Excel for Project Management
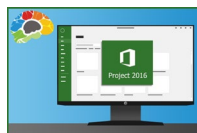🕐 51 Minutes 📑 6 Lessons

All PM info in one place. Track the deliverables of a project management plan in Excel

Mastering Microsoft Project
Part 1: Creating a Project
🕐 2.25 Hours 📑 19 Lessons ☑

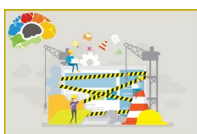The critical knowledge and skills a project manager needs to create a project plan.

Mastering Microsoft Project
Part 2: Managing a Project
🕐 2.25 Hours 📑 20 Lessons ☑

Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.

Project Management Fundamentals
🕐 3.5 Hours 📑 24 Lessons ☑

Develop a solid understanding of project management processes and terms.

PRODUCTIVITY

Get It Done: Managing Emails
🕐 49 Minutes 📑 6 Lessons
Take control of your inbox!

Get It Done: Sharing Calendars
🕐 1.5 Hours 📑 10 Lessons
Don't "make do" with makeshift calendars taped on a wall or emailed to the group!

The Science of Personal Productivity
🕐 51 Minutes 📑 10 Lessons ☑
Can science makes you more productive? You bet!

Time Management Basics
🕐 1.5 Hours 📑 10 Lessons ☑
Take control of your time.

Our Experts

Bigger Brains courses are popular with both learners and L&D professionals around the world. One of the reasons? We use accomplished subject matter experts with real-world experience. They come from universities and corporations; they are classroom teachers, key note speakers, and nationally recognized trainers with more than 17 years of experience (on average) sharing their expertise with people around the world. Get to know our experts! getbiggerbrains.com/experts/

☑ Knowledge Checks are included with this course 🤖 There is a BrainBot retention sequence for this course
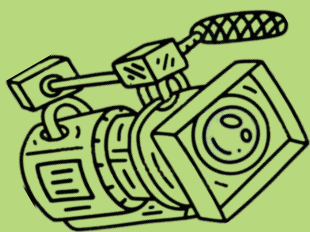
Doblados al español

MICROSOFT

Lo Elemental de Microsoft Teams (2019)
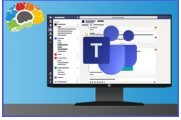
45 Minutos
5 Lecciones

Aprende a colaborar y comunicarte con Microsoft Teams.

Lo Elemental de Planner Office 365

47 Minutos
5 Lecciones

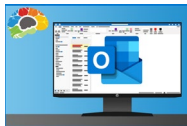Aprende a usar Office 365 Planner para organizar tu equipo con un formato visual poderosamente simple.

Lo Elemental de SharePoint en la Web

46 Minutos
4 Lecciones

Crea un nuevo sitio de SharePoint para tu equipo.

Lo Elemental de Outlook en la Web (2020)

2.5 Horas
18 Lecciones

Comuníquese en cualquier lugar.

OTROS CURSOS

Ventas Competitivas

1.6 Horas
15 Lecciones

Llamadas proactivas en un mundo reactivo.

BOCADOS DE SABER

Gestión de Tiempo

13 Minutos
2 Lecciones

Aprende a reducir las distracciones y concéntrese en las prioridades.

Empatía: La Clave para la Escucha Activa

17 Minutos
5 Lecciones

Envíe el mensaje de que está escuchando para entender.

Escribiendo Emails Efectivos
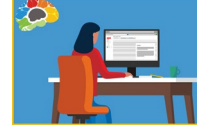
24 Minutos
6 Lecciones

Envíe emails que se lean, comprendan y sobre los que se actúa.

Déjales Saber que Estás Escuchando

16 Minutos
5 Lecciones

No es fácil escuchar REALMENTE.

SUBTÍTULOS EN ESPAÑOL DISPONIBLES

Bocados de Saber: Gestión de Correo Electrónico
Bocados de Saber: Organizando tus archivos
Bocados de Saber: Seguro en línea
Bocados de Saber: Gestión del tiempo
Bocados de Saber: Usando Windows 10
Dominando Excel 2016
Dominando Excel 2016 - Avanzado
Dominando Excel 2016 - Básico
Dominando Excel 2016: Intermedio
Dominando Google Drive
Dominando Microsoft Project 2016
Dominando Microsoft Teams 2020
Dominando Office 365 (2019)
Dominando Outlook 2016
Dominando Outlook 2016 - Avanzado
Dominando Outlook 2016 - Básico
Dominar Outlook 2019 - Básico
Dominando PowerPoint 2016 - Básico
Dominando Quickbooks en línea (curso más reciente disponible en inglés)
Dominando Word 2016 - Básico
Excel: Análisis de Datos con Tablas Dinámicas
Excel en 30 minutos - Básico
Excel en 30 minutos - Intermedio
Excel para Mac
Excel para la Gestión de Proyectos
Finanzas Comerciales Básicas
Fundamentos de la Gestión de Proyectos

Lo Elemental de Adobe Acrobat DC
Lo Elemental de Microsoft Forms
Lo Elemental de Microsoft Teams
Lo Elemental de Microsoft To-Do (curso más reciente disponible en inglés)
Kit de Inicio para el Nuevo Gerente
Lo Elemental de Office 365 Grupos
Lo Elemental de Office 365 Planner
Lo Elemental de OneDrive (curso más reciente disponible en inglés)
Lo Elemental de Outlook en la Web (2020)
Lo Elemental de Power BI
Lo Elemental de SharePoint en la Web (2018)
Lo Elemental de Skype for Business
Lo Elemntal de Windows 10
Merota tu PowerPoint (Habilidades de Presentación)
OneNote 2016
Piense Antes de Hacer Clic (ciberseguridad)
SharePoint para Propietarios de Sitios
Storytelling para los Negocios
¿Qué hay de nuevo en Excel 2019?
¿Qué hay de nuevo en Outlook 2019?
¿Qué hay de nuevo en Word 2019?
Ventas Competitivas
Ventas para Principiantes: Concretando citas
Word 2016 - Avanzado
Word 2016 - Intermedio
Word en 30 minutos

Bigger Brains is pleased to offer many of its courses with captions in various languages and we are always adding more to the list.
(French, Portuguese, Chinese (Mandarin) and Hindi, among others)

Find all transcript translations and localizations at
getbiggerbrains.com/translation-localization/

INDEX

Availability

Bigger Brains courses are available individually and in the following bundles:

MICROSOFT ESSENTIALS

Our simplest bundle includes the core productivity tools in Microsoft Office: Excel, Outlook, PowerPoint, and Word.

MICROSOFT COMPLETE

Our expanded bundle includes everything Microsoft 365 including all productivity tools like OneDrive, Groups, Planner, SharePoint, as well as the online apps.

THE BRAIN BITES COLLECTION

Pick a five pack or a 10 pack of our power-packed, info-rich mini courses!

THE FULL LIBRARY

Give your learners the ability to self-select and your managers the flexibility to assign courses to their teams when needed. This bundle includes all Bigger Brains courses as well as all new courses created during the license period.

Available through our partners:

BIZ LIBRARY   hsi   Vector Solutions   Cyber U   blr   Udemy

OpenSesame   learnformula   Prositions   cloudradial   ej4

DeskDirector   talent lms   TrainingToday   HealthStream   NEOGOV   vado *action defined.*   **and others**

... and through top technology consultants around the world.

AVAILABLE FORMATS

Bigger Brains courses are available in SCORM, AICC, and xAPI (TinCan) formats for use in most LMS platforms. We guarantee compatibility with any SCORM-compliant LMS.

Our SCORM packages feature a responsive design with built-in translations, a transcript, search functions, and a course map.