





# UPSKILLING RESKILLING

#### CHOOSE FROM THESE SELECTED MASSIVE OPEN ONLINE COURSES (MOOC)

Language Courses Office Management Skills IT/Media Skills

Hospitality & Tourism

Business & Management

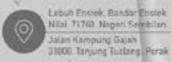
Others

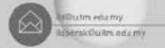
**Other Free Online Training Courses** 

**Thank You to** 





















### **Language Courses**



1.Introductory Arab	9
2. Introductory Japanese Language (Level I)	9
3.Introductory Mandarin 1	9
4. English for Academic Reading	9
5. English for Pre Diploma	9
6. English for Pre Diploma 1	9
7. Fundamental Academic English	9
8. Introductory Mandarin (Level I)	9
9. Japanese For Tourism I	9







### Office Management Skills



1. Typing for Everyone	
2. Front Office Management	
3. Office Administration 1	
4. Office Administration 2	









#### IT/Media Skills



1. Web Application Development	9
2.2D Animation	9
3. Introduction of Advertising and Art Direction	
4. Introduction of Graphic Communication	
5. Visual and Perceptual Communication	
6. Interactive Design	









### Hospitality & Tourism



1. Information Technology and Tourism	9
2. Food Quality Assurance and Control	9
3. Food Safety Management	9
4. Foodservice Yield Management	9
5. Culinary Essentials	9
6. Tourism Fundamentals	9
7. Islamic Tourism	9
8. Tourism Destination Analysis	9







### Business & Management

## UPSKILLING RESKILLING

1. Design Management and Product Strategy	9
2. Halal Management and Business	9
3. Industrial Project Management	9
4. Event Management	9
5. Management Systems in Project Management	9
6. Organization Development	9
7. Total Quality Management	9
8. Business Communication	9
9. Introduction to Entrepreneurship	9
10. Introduction to Business	9







#### Other



1. Administration of Archives	
2. Construction Health and Safety	
3. Environmental Psychology for Interior Design	
4. Fundamentals of Music: PART 1	
5. Re-Engineering Teaching and Learning with Technology	9
6. Introduction to Financial Accounting	9
7. Landscape Around Us	
8. Personality Development at Hand	9
9. Plants Around You	9
10. Nutrition and Health	9
11. Sport Consumer Behaviour	9
12. Instructional Technology	9









### Other Free Online Training Courses

Free online training by INTAN

https://www.epsa.gov.my/

Free online training by USM

https://learning4life.usm.my

Free EXCEL online training









### Thank You

Institute of Continuing Education & Professional Studies (iCEPS) & to all of the MOOCs developers









