

# **Cybersecurity Fundamentals for Beginners & Small Business Owners**

A practical, defensive cybersecurity course for complete beginners and small business owners; passwords and multi-factor authentication, spotting phishing, securing devices and home/office networks, safe browsing and backups, and building basic incident response habits. Every lesson walks through real, live tools, includes an illustrative diagram, and links to a real video for further explanation. This course teaches protection, not attack; there is no hacking, exploitation, or offensive technique content anywhere in it.

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# **Flutter App Development for Beginners**

A hands-on introduction to building real, cross-platform mobile apps with Flutter and Dart; from your very first “Hello World” through widgets, navigation, state management, live APIs, Firebase, and publishing a real app to Google Play. Every lesson uses the actual tools: VS Code, the Flutter SDK, Firebase Console, and the Google Play Console, with an illustrative diagram and a linked video in each module.

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# UI/UX Design

A hands-on UI/UX design course built around Figma, the industry-standard design tool; covering design principles, wireframing, prototyping, basic user research, and how to package it all into a portfolio that gets you hired or hired for freelance work. Every lesson walks through real, live screens, includes an illustrative diagram, and links to a real video for further explanation.

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# Freelancing, Remote Work & CV/LinkedIn Optimization

A practical course for anyone starting or growing a freelance or remote career; building an ATS-friendly resume, a LinkedIn profile that actually gets found, a working freelance platform presence, and the habits to work remotely well. Every lesson walks through the real screens of the tools involved.

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# Project Fundamentals

# Management

A hands-on course that teaches the fundamentals of project management through Agile and Scrum; using real, live tools (Trello for Kanban, Jira for Scrum) rather than theory alone. Learners come away able to run a real sprint, not just define

one.

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## **Data Analytics for Business Decisions**

A hands-on course that teaches business owners and staff to turn raw data into real decisions; using Excel for foundational analysis, Power BI for interactive dashboards, and Tableau as a second major tool for comparison. Every lesson walks through real, live screens rather than abstract theory.

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## **AI Tools & Prompt Engineering for Small Business**

A practical, non-technical course that teaches small business owners and staff how to use AI tools (like Claude and ChatGPT) to save time, cut costs, and improve marketing, customer service, finance, and daily operations; no coding required.

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# **Digital Marketing & Social Media Growth**

A practical course that teaches small business owners and marketers how to grow visibility both organically (SEO) and through paid channels (Meta Ads and Google Ads) – building traffic, leads, and local customer visibility without needing an agency.

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# **Website & App Development for Beginners**

A hands-on course that teaches complete beginners to build a real, live website using WordPress and the free Elementor page builder; plus a simple mobile app using the no-code tool Glide, without writing a line of code. Every lesson walks through the actual screens, buttons, and menus of real tools, not just theory.

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# **Bookkeeping & Financial Reporting for Small Business Owners**

A practical bookkeeping course for small business owners; set up and run QuickBooks Online (with Wave as a free

alternative), record transactions correctly, reconcile accounts, read the three core financial statements, and prepare for tax season, all through real, live software screens.