



Course Catalog 2024

Uniquely Engaging™ eLearning



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Full Service From



To Our Valued Clients:

We know you count on us not only to keep your systems up and running, but to find new technology solutions to help you be more productive and more profitable.

But what we’ve found is that the best technology solutions do little good if no one knows how to use them! That’s why we’re excited to partner with *Bigger Brains*, an award winning online training company that specializes in engaging and convenient training videos covering many of the applications you use.

Our clients are amazed to discover new tips and tricks that make working in programs like Excel or Word faster and easier, or to discover new capabilities that have a significant impact on their productivity. Training also helps to keep staff motivated and morale high.

We hope you will take advantage of this opportunity. Look through this catalog to discover new ways to work more productively. Then contact us to get started on creating a more productive business!

As always my staff and I are here to assist you with all your technology needs.

Jason Johnson
TechRiver
(612) 699-8821
www.TechRiver.com



Why choose Bigger Brains?

To be **MORE PRODUCTIVE** of course!



AVAILABLE ANYTIME, ANYWHERE

Mobile-friendly and available in SCORM, xAPI, and video formats for any LMS. Also available through our online classroom and Microsoft Teams app.



MULTI-LANGUAGE

Many courses include subtitles and transcripts in Spanish, French, Portuguese, Chinese, Hindi, and other languages. Select courses are available in Spanish audio.



CONTROL

Pause, rewind, speed up, slow down, or even repeat lessons. Our courses allow users to fully control the video lessons.



AWARD-WINNING

We have won awards from eLearning Magazine, Training Industry, and the Craig Weiss group, including 'Best IT Skills Training'.



COMPETITIVE PRICING

As a small eLearning provider we have more flexibility in licensing terms than some larger competitors.



PRACTICE FILES

Select courses include downloadable practice files so students can follow along with the lessons from their PC or Mac.



LICENSING SERVER

Courses are managed from a unique licensing server, which tracks course usage and subscriptions, so no manual reporting & auditing is required.



BRAINBOT

Post-training spaced reinforcement using our unique BrainBot app is available for select courses. Boosters deliver periodic training directly to users after the course is complete.



SOCIAL RESPONSIBILITY

A portion of all sales goes to help fund education initiatives in the US and other countries.



TEACHER/LEARNER STYLE

Our Uniquely Engaging™ style keeps learners interested and involved with the material – no talking heads here.



DOWNLOADABLE HANDOUTS & JOB AIDS

Most courses include supporting documents to reinforce the key points and provide additional quick reference information such as keyboard shortcuts.



RESPONSIVE HTML5

Designed to work on any tablet, phone, PC, or Mac.

Classroom training is often considered more engaging than online courses... **WE DISAGREE!**

It turns out there are several biological and neurological benefits inherent to the classroom that aren't found in most online training courses. **WE'RE CHANGING THAT.** Bigger Brains' unique "Teacher / Learner" style includes two people on screen – a Teacher and a Learner – to bring several classroom benefits to on-demand eLearning, including:



Facial Engagement:

The human brain is uniquely attracted to seeing faces and feels "reward" sensations when viewing a smiling face. Bigger Brains frequently shows the (often smiling) Teacher and Learner on screen to increase engagement.

Classroom Proxy:

The on-screen Learner becomes the proxy for the viewer, able to ask questions, respond to questions, and model behavior similar to what would be experienced in a classroom.

Instinctive Elaboration:

When the brain hears a question, it triggers an automatic response – we try to think of the answer. This focuses the viewer's mind on the material, as well as increases meaningful cognitive effort around the topic, which facilitates knowledge retention.

Mirror Neurons:

Several areas of the human brain exhibit mirror neuron behaviour, in which observing another person do something triggers a response as if they are doing it themselves. This is believed to be important for learning new skills.

Cooperative Learning:

Students learning in a group setting exhibit increased persistence, greater intrinsic motivation, and a deeper understanding of learned materials. The on-screen Learner mimics a group learning experience by being the proxy for the viewer.

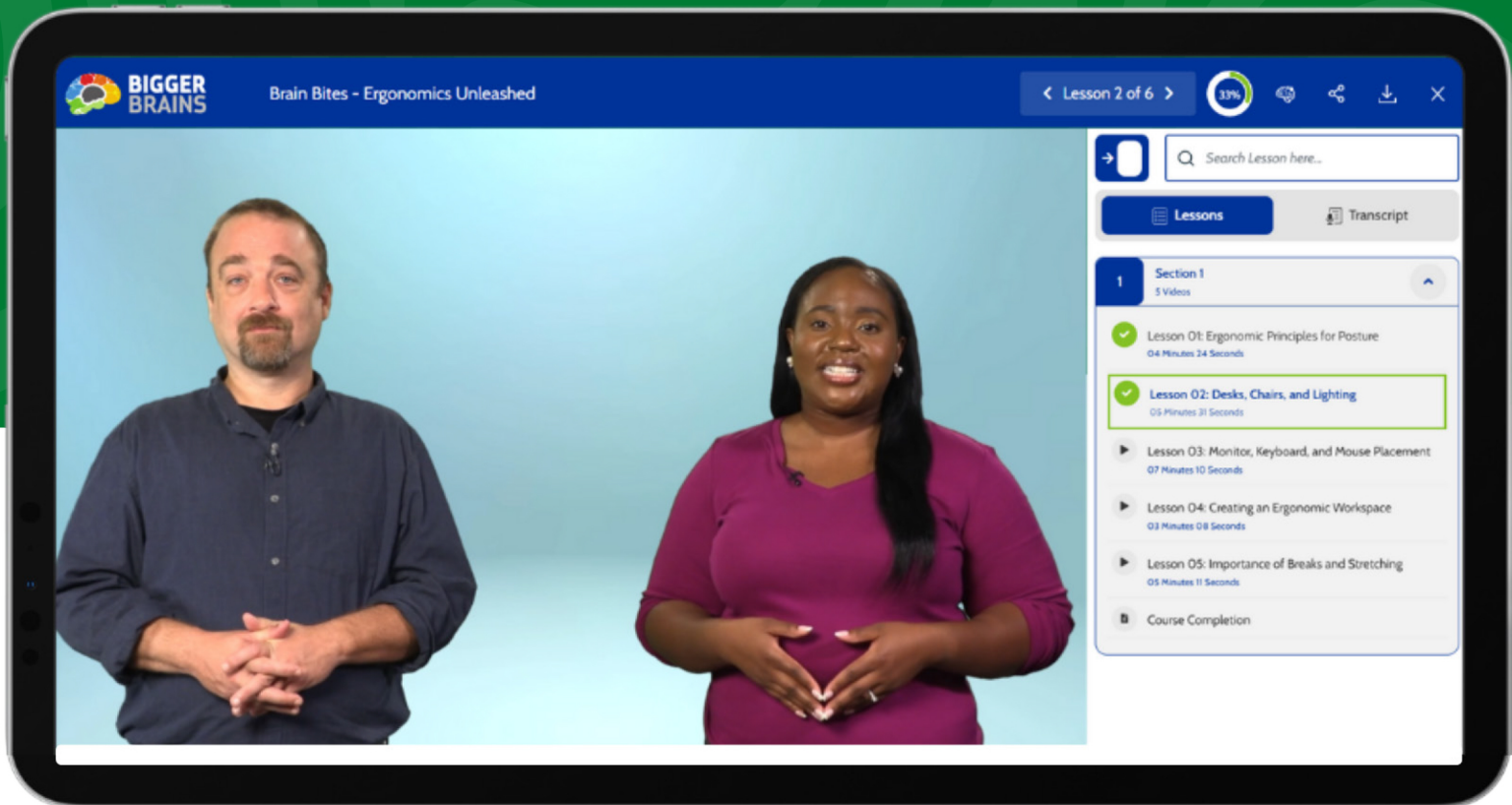
Practical Objectives:

Lessons begin with examples of practical ways the skills being taught can be applied.

Instructional Design Best Practices:

Lessons, sections, courses, knowledge checks, and supporting materials are built around consistently structured objectives and outcomes.

The benefits of our unique SCORM package:



Course Map - Displays a list of all course modules and completion status

Search - Turn on subtitles and choose language (where available)

Progress - See how much you've completed and how much is left

Handouts - Downloadable practice files to follow along with the exercises

Hosted Video - All videos are hosted by a global caching platform network, minimizing storage issues

Transcripts/Captions - Interactive transcripts and on-screen captions for better accessibility; toggle on/off

Subtitles - Turn on subtitles and choose language (where available)

All HTML - Tested across dozens of popular LMS systems

Player Controls - Play, pause, go forward or backwards, adjust the playback speed, and adjust the volume as needed

AI Business Essentials

AI Business Essentials Part 1: ChatGPT



Learn how to use today's revolutionary new AI technology to be more productive in the workplace.



1.40 Hours



14 Lessons



AI Business Essentials Part 2: Dall-E, Midjourney, and Firefly
COMING IN 2024!

AI Business Essentials Part 3: Microsoft Copilot
COMING IN 2024!

Ultimate Microsoft Office

Microsoft PowerPoint

Mastering PowerPoint 365, 2021, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.

Presentations to make people sit up and pay attention.



1.25 - 9.5 Hours



11-89 Lessons



Power-Up PowerPoint (Presentation Skills)



Ditch The Defaults and Power-Up YOUR PowerPoint!



2.5 Hours



26 Lessons



What's New in PowerPoint 2019?



This release of PowerPoint 2019 packs quite a punch.



1.25 Hours



11 Lessons

Microsoft Word

Mastering Word 365, 2019, 2016



Includes Basics, Beginner, Intermediate, Advanced, and Expert courses.

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



2.5 - 10 Hours



21 - 92 Lessons



Creating Word Templates



Don't re-create documents over and over.



35 Minutes



8 Lessons



Word in 30 Minutes



Word 2019 - Basics in 7 courses, all under 30 minutes each! Pick and choose what you need to learn.



30 Minutes



What's New in Word 2019?



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



1.5 Hours



16 Lessons

Microsoft Excel

Mastering Excel 365, 2021, 2019, 2016



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

🕒 2.75 - 10 Hours 📖 21 - 75 Lessons ✅

Brain Bites – Excel Dynamic Array Functions



In this fast-paced course you will learn the characteristics of these new functions and learn how to use each of the seven new functions.

🕒 30 Minutes 📖 6 Lessons ✅

Excel: Data Analysis With PivotTables



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

🕒 2.5 Hours 📖 15 Lessons ✅

Excel: Power Query



Save time cleaning up and managing your data with Excel's popular power tool.

🕒 1.5 Hours 📖 13 Lessons ✅

Excel: Intro to Power Pivot



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

🕒 1 Hour 📖 7 Lessons ✅

Excel in 30 Minutes



Master Microsoft Excel quickly! Bite-sized, 30-minute courses on specific topics to upskill FAST. Includes Basics and Intermediate courses.

🕒 30 Minutes 📖 21 Lessons ✅

Excel: Creating Dashboards



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

🕒 2.75 Hours 📖 20 Lessons ✅

Excel for Project Management



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

🕒 51 Minutes 📖 6 Lessons ✅

What's New in Excel 2019?



Optimizing the world's most popular spreadsheet.

🕒 1 Hour 📖 8 Lessons ✅

Excel for Mac Basics



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

🕒 2 Hours 📖 18 Lessons ✅

Excel Power Functions



Learn to use the 10 Excel functions recommended by experts.

🕒 48 Minutes 📖 8 Lessons ✅

Multiple Languages

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)



Microsoft Outlook

Mastering Outlook 365, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.
There's more to Outlook than just email.

🕒 2 - 6 Hours 📖 17 - 52 Lessons ✅

Saving Time in Outlook



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

🕒 35 Minutes 📖 7 Lessons ✅

Outlook Online Essentials (2020)



Communicate anytime, anywhere.

🕒 2.5 Hours 📖 19 Lessons ✅

Outlook Online in 30 Minutes - Calendar

🕒 41 Minutes 📖 5 Lessons ✅

Outlook Online in 30 Minutes - Email

🕒 28 Minutes 📖 3 Lessons ✅

What's New in Outlook 2019?

🕒 30 Minutes 📖 7 Lessons ✅

Microsoft Teams

Engaging Teams Meetings



Learn how to increase engagement in your virtual meetings by leveraging a variety of tools in the Microsoft 365 Platform.

🕒 46 Minutes 📖 8 Lessons ✅

Brain Bites: Microsoft Teams Meetings (2023)



If someone said you'd learn in less than 30 minutes how to easily meet virtually and collaborate using Teams, would you believe them? Believe it!

🕒 33 Minutes 📖 6 Lessons ✅

Mastering Microsoft Teams – Basics (2022)



Conversations, collaborations, and chatbots: Teams.

* Mastering Microsoft Teams - Bonus Content is included with this course!

🕒 2 Hours 📖 16 Lessons ✅

Microsoft Teams in 30 Minutes (2021)

🕒 34 Minutes 📖 3 Lessons ✅

Mastering Microsoft Teams – Bonus Content

🕒 3 Hours 📖 22 Lessons

Brain Bites – Secrets of Chats and Conversations in Teams

🕒 25 Minutes 📖 4 Lessons ✅

Microsoft Teams Fundamentals & Best Practices (2022)

🕒 1 Hour 📖 7 Lessons ✅

Microsoft OneNote

Mastering OneNote 2016



Organize your work and life into pages, sections, and notebooks!

🕒 2.5 - 3 Hours 📖 20 - 27 Lessons ✅

OneNote for Windows 10 Essentials



The structure you need with the flexibility you want.

🕒 1.25 Hours 📖 22 Lessons ✅



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.

Mastering Microsoft 365 (2022)



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

🕒 12.5 Hours 📖 80 Lessons ✅

Intro to Microsoft 365 (2024)



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

🕒 1 Hour 📖 5 Lessons ✅

Microsoft 365 for New Employees (2022)



Need to get up to speed on Microsoft 365's email, calendar, file sharing and collaboration tools for your new job? This is the course for you!

🕒 5 Hours 📖 36 Lessons ✅

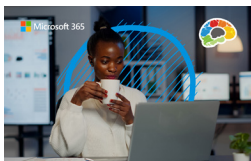
Microsoft Sway Essentials (2023)



Looking to make a different impression in your online communication? SWAY might be the way.

🕒 27 Minutes 📖 7 Lessons ✅

Microsoft 365 Admin Tips & Tricks



Keep your Microsoft 365 tenant safe and secure.

🕒 2 Hours 📖 19 Lessons ✅

Microsoft Planner Essentials (2023)



The Planner tool in Microsoft 365 is a powerful task management app.

🕒 38 Minutes 📖 7 Lessons ✅

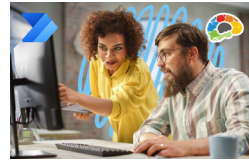
Microsoft 365 To Do, Calendar, and People (2022)



The essentials for working with three 365 apps.

🕒 1.5 Hours 📖 11 Lessons ✅

Microsoft Power Automate - Basics (2024)



Would you like to increase efficiency by automating repetitive tasks? Power Automate can help you do that!

🕒 51 Minutes 📖 8 Lessons ✅

Microsoft Power Automate - Advanced (2024)



This course is designed to show you how to utilize some of the advanced features of the app so that you can automate more of your work.

🕒 43 Minutes 📖 8 Lessons ✅

Power BI Essentials



Learn to create stunning reports with real-time data.

🕒 1.5 Hours 📖 12 Lessons ✅

Microsoft Forms Essentials (2022)



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

🕒 32 Minutes 📖 3 Lessons ✅

Microsoft 365 Sharing Calendars and Email (2022)



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

🕒 1.5 Hours 📖 11 Lessons ✅

OneDrive in 30 Minutes (2024)

🕒 31 Minutes 📖 7 Lessons ✅

Microsoft To Do Essentials (2020)

🕒 1 Hour 📖 9 Lessons ✅

Secrets of the Office Guru (2019)

🕒 6 Hours 📖 43 Lessons

OneDrive Essentials (2024)

🕒 1 Hour 📖 12 Lessons ✅

SQL for Non-Technical Users

🕒 1.15 Hours 📖 11 Lessons ✅

Microsoft 365 Groups Essentials (2021)

🕒 1 Hour 📖 7 Lessons ✅

Microsoft 365 Email Essentials (2021)

🕒 1.5 Hours 📖 10 Lessons ✅

Microsoft Viva

Viva Engage Essentials



Learn how to use the features of this platform to have conversations, share information and ideas, and build strong communities.

🕒 39 Minutes 📖 6 Lessons ✅

Viva Connections Essentials

🕒 43 Minutes 📖 8 Lessons ✅

Viva Insights Essentials

🕒 43 Minutes 📖 8 Lessons ✅

Viva Goals Essentials

COMING IN 2024!

Viva Overview

COMING IN 2024!

Microsoft Windows

Windows 10 Essentials



Windows 10 combines the best features of Windows 8 with new modern benefits.

🕒 1 Hour 📖 8 Lessons ✅

Brain Bites – Using Windows 10



Learn how to really use the tools!

🕒 41 Minutes 📖 7 Lessons ✅

Brain Bites – Windows 11 Essentials



The latest generation of Windows!

🕒 32 Minutes 📖 7 Lessons ✅

Windows 10 Essentials (2024)

COMING IN 2024!

Windows 11 Essentials (2024)

COMING IN 2024!

Microsoft SharePoint

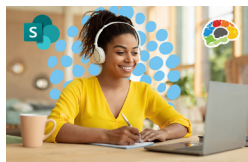
SharePoint Online Basics (2024)



Learn how to create and modify Teams and Communication sites on SharePoint.

🕒 45 Minutes 📖 7 Lessons ✅

SharePoint for Site Owners



Empower your team with a SharePoint site.

🕒 80 Minutes 📖 14 Lessons ✅

More Microsoft Apps

Mastering Visio - Basics



Visio is Microsoft 365's answer to easily creating flowcharts and diagramming processes.

🕒 45 Minutes 📖 9 Lessons ✅

Mastering Access 2016 - Basics

🕒 3 Hours 📖 19 Lessons ✅

Mastering Visio - Intermediate



Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow.

🕒 50 Minutes 📖 12 Lessons ✅

Mastering Access 2016 - Intermediate

🕒 2.45 Hours 📖 20 Lessons ✅

Zoom

Leading Engaging Zoom Meetings



Maximize your meetings in Zoom.

🕒 1 Hour

📖 10 Lessons



Adobe

Adobe Acrobat DC Essentials



Create, manipulate, and liberate your PDF Documents.

🕒 3 Hours

📖 19 Lessons



Google

Gmail Essentials (2021)



Get the maximum benefit from all the tools Gmail has to offer!

🕒 1.25 Hours

📖 10 Lessons



Other Software

Smartsheet Basics



Project management is a difficult role, but Smartsheet makes it easy to create projects and collaborate with teammates.

🕒 1.25 Hours

📖 12 Lessons



Google Docs Essentials

COMING IN 2024!

Mastering Google Drive (2020)

🕒 1.25 Hours 📖 17 Lessons ✓

Google Workspace Essentials (2020)

🕒 1.5 Hours 📖 21 Lessons ✓

Salesforce Essentials



Everything you need to start using Salesforce today!

🕒 1.25 Hours

📖 13 Lessons



Networking Essentials

🕒 12.5 Hours 📖 62 Lessons

QuickBooks & Accounting

Mastering QuickBooks Online (2021)



Get on your way to learning QuickBooks!

🕒 3.25 Hours

📖 56 Lessons



Mastering QuickBooks Desktop (2018)



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

🕒 3.5 Hours

📖 45 Lessons



Advanced QuickBooks 2016

🕒 5.25 Hours 📖 37 Lessons

Business Accounting Basics, Part 1

🕒 24 Minutes 📖 5 Lessons

Business Accounting Basics, Part 2

🕒 25 Minutes 📖 4 Lessons

Safety & Compliance

Think Before You Click (Cybersecurity)



Protect yourself and your company from the online bad guys.

🕒 1 Hour

📖 6 Lessons



Intro to HIPAA



Three versions of our HIPAA course.

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

🕒 2.75 - 3.25 Hours 📖 20 - 24 Lessons ✓

Brain Bites – Staying Safe Online

🕒 18 Minutes 📖 3 Lessons ✓

Brain Bites – Cybersecurity Awareness Training

COMING IN 2024!

Brain Bites – Intro to HIPAA (2024)

COMING IN 2024!

Project Management

Excel for Project Management



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

🕒 51 Minutes

📖 6 Lessons



Mastering Microsoft Project P1: Creating a Project



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

🕒 2.25 Hours

📖 19 Lessons



Project Management Fundamentals



Develop a solid understanding of project management processes and terms.

🕒 3.5 Hours

📖 20 Lessons



Mastering Microsoft Project P2: Managing a Project



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

🕒 2.25 Hours

📖 20 Lessons



Pro Tips

Pro Tips are a series of short courses featuring experts who share powerful productivity tips for business professionals.

Microsoft To Do with Mary Myers



Mary and Chip take a look at how to get the most from Microsoft To Do, Microsoft's flexible and powerful personal task manager.

🕒 19 Minutes

📖 4 Lessons

Microsoft Whiteboards with Jennifer Buchholz



Jennifer and Chip demonstrate how to use Microsoft Whiteboard for effective meetings and brainstorming.

🕒 30 Minutes

📖 5 Lessons

Calendars in Teams with Tim Blake



Tim teaches Chip a new way to create and share a color-coded calendar inside Microsoft Teams.

🕒 30 Minutes

📖 6 Lessons

MFA in M365 with Amy Babinchak



Amy walks through the best way to secure Microsoft 365 using MFA and conditional access.

🕒 22 Minutes

📖 4 Lessons

Availability

About Our Course Names

Bigger Brains makes 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 expert? There's something for everyone!

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 2021 – Basics"

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

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

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

Year in parentheses, i.e. (2024) is used for software which frequently changes, and the year indicates when the course was last updated.

BrainBot

Workflow learning and reinforcement is available for many courses.

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).



[Try BrainBot](#)

Want to see a demo?

Sign up for a free BrainBot account at [BrainBot.ai](https://brainbot.ai). Once signed in, click the blue "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!

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/

Four Ways to Use BrainBot:

Training Boosters

BrainBot sends periodic Booster interactions, which can include seven kinds of multiple choice and text questions as well as videos, links, images, and more.

By triggering our brains to think meaningfully about the key points we've learned, it cues our brains to keep our new knowledge, boosting the retention and ROI of our learning activities.

Bigger Brains eLearning

Many Bigger Brains courses include pre-designed and customizable BrainBot boosters to help reinforce the key points of each course, sent periodically to the learner over several weeks after completing the course.

Bigger Brains courses can also be delivered via BrainBot's drip-feed learning capability through the BrainStation LMS!

Assessments and Surveys

Using BrainBot for Assessments and Surveys allows you to capture information from learners on a scheduled basis days or weeks after a learning event.

Use "Open Text" interactions to gather honest comments and feedback over time!

Drip-Feed Learning

BrainBot's drip-feed learning abilities send eLearning lessons to learners on a scheduled basis, including videos, text, links, questions, and more.

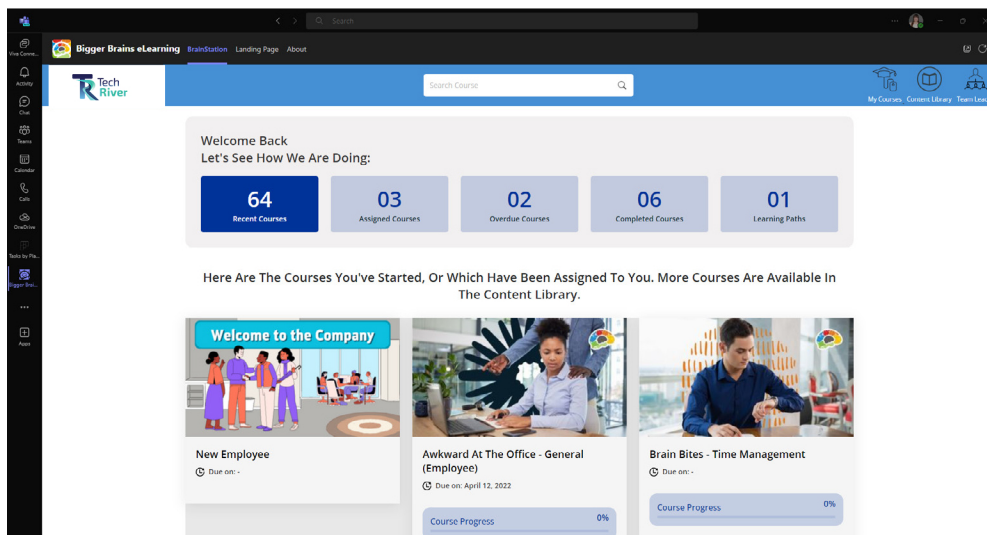
Learners receive the lessons in their workflow via Teams, Webex, Slack, or email, and can choose to complete multiple lessons at once or wait for the next scheduled interaction.

Microsoft Teams and Webex Learning Apps

The Bigger Brains training library is available inside Microsoft Teams or Webex through our eLearning app!

The Bigger Brains app, **Bigger Brains eLearning**, is an excellent way to turn Microsoft Teams or Webex 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



Find the Bigger Brains training library through the following!



