

eu24h



Courses catalog catalogue des cours



eu24h



Plateforme certifiée de Formation Professionnelle Continue
en 42 langues européennes.



European Union

Courses in European languages



Austria

Belgium

Bulgaria



Croatia

Cyprus

Czech Republic

Denmark

Estonia



Finland

France

Germany

Greece

Hungary



Ireland

Italy

Latvia

Lithuania

Luxembourg



Malta

Netherlands

Poland

Portugal

Romania



Slovakia

Slovenia

Spain

Sweden

United Kingdom



www.officehousecapellen.com

OFPC: SFP/KM-MK2016

RSC F10421 – OFC Arrête

Ministériel du 28.06.2016

INCLUSIVE AND QUALITY EDUCATION FOR ALL

OHC / EU24h is an eLearning platform with a social mission, offering 900+ language, and professional development courses.

We're all about online learning, but we're also about making a lasting difference!

We believe that education has the power to change lives, and empowering people through education has always been at the center of what we do.

"Continuing Education and Marketing for SMEs are the tools for the Sustainable Development."

Fabio Biolcati



+1,000
certificates issued



+10,000
learning hours



+ 900
lives changed



+ 140 Language courses

a

Abruzzese
Afrikaans
Albanian
Alsatian
Amharic
American Sign Language (ASL)
Arabic Modern Standard
Arabic -Classical
Arabic -Egyptian
Arabic -Lebanese
Arabic -Moroccan
Armenian
Assamese
Aymara
Azeri

b

Basque
Belorussian
Bengali
Berber (Tamazight)
Bosnian
Breton
Bulgarian
Burmese

c

Cantonese
Catalan
Cebuano
Chibemba
Chichewa
Chinese Mandarin **All Levels**
Chuvash

|

Cornish
Corsican
Croatian
Czech

d

Danish
Dari
Dutch
Dzongkha

e

English **All Levels**
English American
English Australian
English Canadian
English Cockney
English Indian
English Scottish
Esperanto
Estonian

f

Faroese
Farsi
Fijian
Finnish
Flemish
French **All Levels**
French Canadian
Frisian

g

Galician
Georgian
German **All Levels**
German Swiss
Greek **All levels**
Greenlandic
Gujarati

|

Klingon
Korean
Kurdish
Kurdish –Kurmanji
Kirghiz

h

Haitian
Haitian Creole
Hausa
Hawaiian
Hebrew
Hindi
Hungarian

|

Lao
Latin
Latvian
Lingala
Lithuanian
Luganda
Luxembourgish



i

Icelandic
Igbo
Ilocano
Indonesian **All Levels**
Irish
Italian **All Levels**

m

Macedonian
Malagasy
Malay
Malayalam
Maltese
Manx
Maori
Marathi
Mongolian

|

j

Japanese **All Levels**
Javanese
Jèrriais

n

Navajo
Nepali
Norwegian

k

Kachchi
Kannada
Kazakh
Khmer
Kinyarwanda Rwanda

o

Occitan
Oriya
Oromo

P

Papiamentu
Persian
Pashto
Pidgin Papua New Guinea
Pidgin (Nigerian)
Polish
Portuguese
Portuguese Brazilian
Provencian
Punjabi

T

Tagalog
Tajiki
Tamil
Telugu
Thai
Tibetan
Tigrinya
Tswana
Turkish
Turkmen

Q

Quechua

U

Ukrainian
Urdu
Uzbek

R

Romanian
Romansh
Russian

V

Vietnamese

S

Saami
Samoan
Sardinian
Scots
Scottish Gaelic
Serbian
Sesotho Southern
Shona
Sicilian
Sindhi
Sinhala
Slovak
Slovenian
Somali
Spanish **All Levels**
Spanish Argentinian
Spanish Latin American
Swahili
Swedish

W

Welsh
Wolof

X

Xhosa

Y

Yiddish
Yoruba

Z

Zulu

Certified courses for personal and professional development (English only)

10 Soft Skills You Need
60 Minutes to Self Esteem
7 Skills You Need For Workplace
Success

a

Accounting Skills for New Supervisors
Active Listening
Access
Actualize Academy -Advanced Personal Development Success
Administrative Office Procedures
Administrative Support
Adult Learning
Advanced Parenting Skills -Secrets Top Therapists Use For FAST Results!
Advanced Project Management
Advanced Skills for the Practical Trainer
Advanced Writing Skills
Anger Management - Understanding Anger
Appreciative Enquiry
Archiving and Records Management
Assertiveness and Self-Confidence
Attention Management

b

Balanced Scorecard Basics
Basic Bookkeeping
Basic Internet Marketing
Being a Likeable Boss
Body Language - Reading Body Language as a Sales Tool
Body Language - The Scientific Way
Brand: Creating and Managing Your Corporate Brand
Budgets and Managing Money.
Building a Brand on Social Media
Building a Consulting Business.
Building an Online Business.
Building Better Teams
Building Relationships for Success in Sales
Building Your Self Esteem and Assertiveness Skills
Bullying in the Workplace
Business Acumen
Business Ethics for the Office
Business Etiquette - Gaining That Extra Edge
Business Leadership
Becoming Management Material
Business Process Management.
Business Succession Planning - Developing and Maintaining a Succession Plan
Business Writing That Works

C

Call Center Training
Call Center Training - Sales and Customer Service Training for Call Center Agents
Change Management
Change Management - Change and How to Deal With It
Civility in the workplace
Cleaning - Professional and Safe
Coaching and Mentoring
Coaching Salespeople
Collaborative Business Writing
Communication Strategies
Communications for Small Business Owners
Computer Basics
Conducting Accurate Internet Research
Conducting Annual Employee Reviews
Conducting Effective Performance Reviews
Conference and Event Management
Conflict Resolution - Dealing With Difficult People
Conflict Resolution - Getting Along In The Workplace
Conquering Your Fear of Speaking in Public
Contact Center Training
Continuous Improvement with Lean
Contract Management
Conversational Leadership
Creating a Dynamite Job Portfolio.
Creating a Google AdWords Campaign
Creating a Great Webinar
Creating a Positive Workplace Environment
Creating a Top-Notch Talent Management Program
Creating Winning Proposals
Creative Thinking and Innovation

Crisis Management
Critical Elements of Customer Service
Critical Thinking
CRM - An Introduction to Customer Relationship Management
Customer Service Training - Critical Elements of Customer Service
Customer Service Training - Managing Customer Service
Cyber Security

d

Dealing With Difficult People in Life & Work
Delegation - The Art Of Delegating Effectively
Delivering a Lunch and Learn Program
Delivering Constructive Criticism
Developing a High Reliability Organization
Developing a Lunch and Learn
Developing a Safety Procedures Manual
Developing a Training Needs Analysis
Developing a Corporate Behavior
Developing Creativity
Developing New Managers
Developing Your Executive Presence
Developing Your Training Program
Digital Citizenship
Disability Awareness - Working with People with Disabilities
Diversity Training - Celebrating Diversity in the Workplace
Dynamite Sales Presentations

e E-Commerce Management
Effective Planning and Scheduling

Emotional Intelligence
Employee Accountability
Employee Dispute Resolution -
Mediation through Peer Review
Employee Motivation Employee
Onboarding Employee
Recognition Employee
Recruitment Employee
Termination Processes

Encouraging Sustainability and
Social Responsibility in Business

Entrepreneurship 101
Event Planning
Excel (basic and advanced)
Executive and Personal Assistants

f Facilitation Skills

g Generation Gap - Closing the Generation
Gap in the Workplace
Getting Stuff Done - Personal
Development Boot Camp
Getting Your Job Search
Started
Giving Effective Feedback
Global Business Strategies
Goal Setting

h Handling a Difficult Customer
Health and Wellness at Work
High Performance Teams In
Company
Hiring for Success -Behavioral
Interviewing Techniques
Hiring Strategies
Human Resources Training - HR
for the Non-HR Manager

i Improving Mindfulness
Improving Self-Awareness
In Person Sales
Increasing Your Happiness
Influence and Persuasion
Infopath
Intermediate Project
Management
Interpersonal Skills
Intrapreneurship
Introduction to E-Mail Marketing

Introduction to NeuroLinguistic
Programming
Inventory Management -The
Nuts and Bolts
IT - Word, Excel, Power Point

k Kickstarting Your Business with
Crowdsourcing
Knowledge Management



Leadership and Influence
Leadership Skills for Supervisors-
Communication, Coaching, and
Conflict

Lean Process Improvement

Life Coaching Essentials

Logistics and SupplyChain
Management

Love Your Job Even If You Don't
Like It

m Making Training Stick

Manager Management

Managing Across Cultures

Managing Difficult Conversations

Managing Personal Finances

Managing Pressure and Maintaining
Balance

Managing the Virtual Workplace

Managing Workplace Anxiety

Marketing and Sales Marketing
Basics

Marketing for Small Businesses

Marketing with Social Media

Mastering the Interview

Measuring Results from Training

Measuring Training Results

Media and Public Relations

Meeting Management - The Art of
Making Meetings Work

Mexico Culture Awareness

Microsoft Access

Microsoft Business Contact
Manager

Microsoft Office Access

MicrosoftOffice Excel

Microsoft Office

Infopath Designer

Microsoft Office Onenote

Microsoft Office Outlook

Microsoft Office Powerpoint

Microsoft Office Project

Microsoft Office Publisher

Microsoft Office Sharepoint
Server

Microsoft Office Visio

Microsoft Outlook

Microsoft Sharepoint
Designer

Microsoft Windows 10

Microsoft Word

Middle Manager

Millennial Onboarding

Mindful Walking

mLearning Essentials

Motivating Your Sales Force

Motivation Training –

Motivating Your Workforce

Multi-Level Marketing

n Negotiation Skills

Negotiating for Results

Networking for Success

Networking Outside the
Company

Networking within theCompany

NLP Tools for Real Life

O

Office Politics for Managers
Onboarding -The Essential Rules for a Successful Onboarding Program
Onenote
Organizational Skills
Orientation Handbook - Getting Employees Off to a Good Start
Outlook
Customer Service - Your Ultimate Guide!
Overcome Your Phobia
Overcoming Objections to Nail the Sale

P

Performance Management - Managing Employee Performance
Personal Brand Maximizing Personal Impact
Personal Branding Personal
Power Point (basic and advanced)
Productivity
Planning for Workplace Safety
Practical Applications - How to Blog and Podcast
Presentation Skills
Problem Solving & Decision Making
Process Improvement with Gap Analysis
Project
Project Management Fundamentals
Project Management Training - Understanding Project Management
Prospecting for Leads like a Pro
Public Relations Boot Camp

Public Speaking - Presentation Survival School
Public Speaking - Speaking Under Pressure
Publisher
Purchasing and Procurement Basics

Q

Quit the B.S - Learn Better Faster

R

REBT - The Science Of Programming Your Mind For Success & Happiness
Research Skills
Risk Management

S

Safety in the Workplace
Sales Action - Become an Action Taker in Sales & Business
Sales Fundamentals
Self-Leadership
Selling Smarter
Servant Leadership
SharePoint Designer
SharePoint Server
Simple Charisma - The Science Of Communication
Six Sigma -Introduction to Entering the Dojo
Skills for the Administrative Assistant
Skype for Business
Social Intelligence

Social learning
Social Media in the
Workplace
Speak Well on Camera:
Public Speaking & Presentation Skills
Strategic Planning
Stress Management
Stress Management –Beating The
Stress of Life & Work
Supply Chain Management
Survival Skills for the New Trainer.

Tough Topics Talking to Employees
about Personal Hygiene
Trade Show Staff Training
Train the Trainer

Train the Trainer
Training with Visual Storytelling

Transformational Leadership

U

t Taking Initiative
Talent Management
Team Building - Developing High
Performance Teams
Team Building for Managers
Team Building Through Chemistry

Teamwork and Team Building
TEFL Certification
Telemarketing Using the Telephone
as a Sales Tool
Telework and Telecommuting
Telephone Etiquette
The 4-Step Sales Guide - Use
Psychology Hacks to Sell More
The ABCs of Supervising Others
The Cloud & Business
The Fear 2.0 Core Confidence
Conditioning
The Minute Taker's Workshop
The Power Of Positive Thinking
The Practical Trainer
The Professional Supervisor
Time Management - Get Organized
for Peak Performance
Top 10 Sales Secrets

UAE Cultural Awareness

Ultimate Persuasion Strategies

Using Activities to Make Training
Fun

V

Virtual Team Building and
Management

Visio



W

Why People Do The Things They Do

Windows 10

Winning With Communication - Master Your Communication Skills

Women in Leadership

Word (basic and advanced)

Work-Life Balance

Working Smarter - Using Technology to your Advantage

Workplace Diversity

Workplace Ergonomics - Injury Prevention Through Ergonomics -

Workplace Harassment - What It is and What to Do About It

Workplace Violence - How to Manage Anger and Violence in the Workplace

Workplace Wellness

Writing a Business Plan

Writing for the Web

Writing Reports and Proposals

Z

ZEN: For Ultimate Personal Development –
ZEN Teachings For Life

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en 42 langues européennes.**



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Business Language courses

a

Arabic Business / Work
Arabic HoReCa / Tourism
Arabic Retail / Sales

c

Chinese **All Levels**
Chinese Business / Work
Chinese HoReCa / Tourism
Chinese Retail / Sales

d

Dutch Business / Work
Dutch HoReCa / Tourism
Dutch Retail / Sales

e

English **All Levels**
English Business / Work
English HoReCa / Tourism
English Retail / Sales

f

French **All Levels**
French Business / Work
French HoReCa / Tourism
French Retail / Sales
French Conversation

g

German **All Levels**
German Business / Work
German HoReCa / Tourism
German Retail / Sales

h

Hindi Business / Work
Hindi HoReCa / Tourism
Hindi Retail / Sales

i

Indonesian **All Levels**
Indonesian Business / Work
Indonesian HoReCa / Tourism
Indonesian Retail / Sales

eu24h

Immersive Language Learning VR -Virtual Reality + Online

Learn online | Practice in VR | Improve skills

Learn with ONLINE classes + Practice in virtual reality = Improve your skills

French | German | English | Spanish | Italian | Greek | Chinese | Japanese | Indonesian

Business Language courses

i Italian **All Levels**
Italian Business / Work
Italian HoReCa / Tourism
Italian Retail / Sales

j Japanese **All Levels**
Japanese Business / Work
Japanese HoReCa / Tourism
Japanese Retail / Sales

L Luxembourgish Wëllkomm A1
Luxembourgish for Senior Care
Luxembourgish for Day Care / Garderie
Luxembourgish Conversation

n Norwegian Business / Work
Norwegian HoReCa / Tourism
Norwegian Retail / Sales

p Portuguese Business / Work
Portuguese HoReCa / Tourism
Portuguese Retail / Sales
Portuguese Conversation

r Russian Business / Work
Russian HoReCa / Tourism
Russian Retail / Sales

Sign Languages Business / Work
Sign Languages HoReCa / Tourism
Sign Languages Retail / Sales
Sign Languages Babies & Toddlers
English / Arabic / Chinese

S Spanish **All Levels**
Spanish Business / Work
Spanish HoReCa / Tourism
Spanish Retail / Sales

Swedish Business / Work
Swedish HoReCa / Tourism
Swedish Retail / Sales

eu24h Immersive Language Learning
VR -Virtual Reality + Online

Learn online Practice in VR Improve skills

Learn with ONLINE classes Practice in virtual reality Improve your skills

French German English Spanish Italian Greek Chinese Japanese Indonesian

Certified courses for personal and professional development (All Languages)

Access	Learn how to use the powerful features of Microsoft Access
Accounting and Financial Administration	Learn how to create a Cash Flow, Balance Sheet, among others.
Accounts Payable and Receivable	Improve the productivity of your Accounts Payable and Receivable department.
Active and Receptive Customer Service	Learn Active and Receptive Customer Service and Telemarketing techniques.
Administrative Assistant	Learn about the routine and procedures of this growing profession.
Advertising and Marketing	Learn how to plan and execute Marketing and Webmarketing strategies.
Advertising and Propaganda	How to use creativity to your advantage in advertising.
Airport Agent	Learn about the rules and procedures followed by airport agents.
Android for Beginners	Learn how to create mobile applications with Android.
Animation and Recreation	Learn how to plan and execute Entertainment and Recreation activities.
ASP	Learn this language capable of creating applications for the internet.
Astrology	Learn about the influence of the stars on us. How to create an astral chart, and more!
Audit	Know what is necessary and expected to perform the role of auditor.
AutoCAD 2D	Learn how to use AutoCAD in 2 dimensions, create plans, projects, etc.
AutoCAD 3D	Learn how to build and design using three dimensions in AutoCAD.
Banking Knowledge	Learn what the Banking System is and how it works.
Bar and Restaurant Management	Learn effective bar and restaurant management techniques.
Barista	Learn everything about coffee, its contents, aromas and preparation.
Bartender	How to prepare the best cocktails and delight the audience.
Basic Accounting	Learn how to prepare balance sheets, accounting statements, among others.
Basic Computing	Learn basics about the internet and computers in general.
Blender 3D	Learn 3D modeling with Blender. Interactive and narrated video lessons.
Breastfeeding	Learn about the importance of breastfeeding for child development.
BrOffice (Writer + Calc)	How to use the main features of BrOffice Writer and Calc.
Bullying	Learn about the different types and how to identify and treat Bullying.
Business Administration	Get to know the different areas of a company and learn how to manage them.
Business Pedagogy	How to apply Pedagogy in the Business sector.
Career Planning	Learn how to develop and guide a good Career Plan
Cash flow	Learn to understand and prepare Cash Flows.
Cashier	Learn how to become a highly successful Cashier.
Child Nutrition	Learn about the care needed to ensure children's good nutrition.
Child Psychology	Learn how to work Psychology with children.
Childhood Obesity	Learn the causes and how to prevent Childhood Obesity.
Chromotherapy	Learn about the importance of colors in the process of healing diseases.
Clinical Nutrition	Learn about current concepts in the area of Clinical Nutrition.
Coaching	Learn how to achieve goals with coaching techniques.
Cognitive-Behavioral Therapy	Understand how to manage emotions, seeking better personal performance.
Computer Assembly	Master the technique and learn how to configure computers.
Computer Science in Education	Learn how to apply IT resources within Education.
Conflict Management	How to identify and deal with conflicts in the workplace.
Corel Draw	Learn how to use Corel Draw tools and effects.
Course for Pregnant Women	Discover tips for a peaceful and healthy pregnancy.
Cupcake	Learn all the steps to create the most beautiful and delicious Cupcakes.
Customer service	Learn how to serve customers well and leave them satisfied.
Cutting and Sewing	Learn how to create different types of clothing using cutting and sewing techniques.

Certified courses for personal and professional development (All Languages)

Dangerous Goods Transport	Learn about the risks and legislation for transporting dangerous products.
Database	How to create and manage databases efficiently
Decoration	Discover good taste techniques for decorating different environments.
Digital Marketing	How to create and manage Digital Marketing Campaigns.
Digital Photography	Learn how to use all the features of your camera and take professional photos.
Dog Training	Learn how to train in a natural and fun way.
Drug Use Prevention	Understand the main factors in combating drug use.
Early Childhood Education	Develop children's potential. Includes literacy, games, among others.
Educational Guidance	Learn about the influence of schools on our society and the role of Guidance.
Educator's Emotional Health	Learn how to preserve the Emotional Health of teachers and educators.
Elderly Caregiver	Learn how to care for the elderly with or without limitations (Senior Care).
Electrician	Learn more about the profession of Electrician, techniques and concepts used in the field.
Entrepreneurship	Learn how to plan, create and run your own business.
Environmental Education	Nature needs our help. Learn how to do your part and help it.
Environmental Impacts	Learn how to measure and evaluate Environmental Impacts.
Ergonomics	Learn how to identify and prevent injuries caused by incorrect posture.
Ethics and Citizenship	The role of the Ethical Citizen in different everyday situations.
Event Production	Learn how to plan, organize and promote events large and small.
Excel	Discover the features and new features of Excel 2013.
Executive Secretariat	Learn everything about this promising profession. Learn how to attend, schedule, etc.
Eyebrow Design	Learn how to create amazing designs for all types of eyebrows.
Facial Aesthetics	Discover the best Facial Aesthetics techniques
Feng Shui	Combine colors and elements to bring well-being and quality of life.
Financial Mathematics HP 12C	Learn Financial Mathematics, its formulas and calculations, all on the HP12C.
First aid	How to provide first aid and stabilize an accident victim.
Food Preservation Method	Discover the best methods for preserving different types of food.
Food Safety	Learn how to preserve food safety and quality.
Foot Reflexology	The effects of Foot Reflexology on the body and mind.
Foreign trade	Learn all the logistics involved in international transactions.
Fun Activities	The importance of playful learning in a child's development.
Game Creation	How to create computer games using the Blender Engine
Gardening and Landscaping	Learn techniques for creating beautiful gardens and landscapes.
Gastronomy Guide	Discover typical and exotic recipes and dishes from Gastronomy.
Global Postural Reeducation	Discover effective Global Postural Reeducation techniques.
Google Tools	Google Drive, Docs, Sheets and Meet in one course.
Hairdresser	Learn how to do treatments, cuts and hairstyles.
Health Surveillance	Health Surveillance in different contexts, its legal and organizational aspects.
HoReCa - LSP Language for specific purposes	Vocabulary and phrases for customer service in any language.
Hospital Management	Learn to run, manage and organize hospitals.
Hospital Pedagogy	Understand the importance of the pedagogue in the hospital environment.
Hospital Receptionist	Understand what the main activities of a hospital receptionist are.
Hotel Management	Learn how to manage all areas of Hotels, Inns, Resorts, etc.
Hotel Receptionist	Learn techniques and procedures for working at a hotel reception.
HTML5	Create quality websites using HTML5 technology
Human Resources Department	Learn how to calculate vacations, salaries, admissions, terminations, among others.
Human Rights	Know the basic rights of all human beings.
Illustrator	Learn how to use the main features of Adobe Illustrator.
Internet Security	Learn how to protect yourself from hacking, how to avoid password theft, etc.
ISO 9001	Discover ISO 9001, an important tool for quality management.
IT basic - Word and Excel	Learn how to format texts, create spreadsheets, formulas, etc.
Job and Salary Analysis	How to develop a fair compensation policy for your company.

Certified courses for personal and professional development (All Languages)

Labor Calculations	Learn how to perform Labor Calculations correctly.
Language courses - all languages of the world	The Language Course adapted to your level, personalized with topics that interest you.
Learn to Speak in Public	Simple and effective techniques to control nervousness and speak well in public.
Learning Disabilities	Learn how to Identify, Deal with and Treat Learning Disorders and Difficulties.
Linux	Learn how to install, configure and use Linux.
Literacy	Learn about and know how to apply the different literacy methods.
Logical Reasoning	Learn what Logical Reasoning is and how to develop it.
Logistics	Learn Logistics techniques, from manufacturing to transportation.
Lymphatic Drainage	Learn and know how to apply Lymphatic Drainage techniques
Makeup	Discover simple and effective makeup techniques.
Management and Leadership	Learn to delegate, motivate, praise, reprimand, among others.
Market research	Learn important application techniques in market research.
Massage therapy	Learn about Massage Therapy and Massages in general, as well as their applications.
Meditation	Learn about the states of the human mind, discipline and teachings of Meditation.
Memorization and Dynamic Reading	Learn how to read quickly and memorize texts, dates, numbers.
MS Project 2007	Learn how to use Project to create and manage your projects.
Nail Art	Discover different practices to beautify and decorate your nails.
Negotiation	Effective techniques for persuading and making great negotiations.
Networks and Hardware Basics	Learn how to set up and configure Computer Networks.
Neuropedagogy	The relationship between the child's brain and the teaching and learning process.
New Media in Education	Learn about the role and how to use new media in the education process.
Nursery teacher	Learn procedures and techniques for caring for babies and children (baby-sitter).
Nursing	Learn about the profession and routine of a professional Nurse.
Nutritional Assessment	Discover the main concepts in the Nutritional Assessment process.
Occupational Nursing	Learn about the duties and responsibilities of Occupational Health Nurses.
Occupational Safety	Learn the duties of an Occupational Safety professional.
Oil and Gas	Learn about the implementation and operational processes of this growing area.
Online Journalism	Discover the trends in Internet Journalism and learn how to write online articles.
Organizational Climate Survey	How to conduct organizational research in your workplace.
Organizational Psychology	Improve well-being in the workplace with concepts from psychology.
Parapsychology	Understand how psychology relates paranormal and psychic concepts.
Pedagogical Coordination	How to monitor and coordinate the Pedagogical area of an institution.
Performance Evaluation	Evaluate your company's Human Resources with this tool.
Personal Finance	Learn how to organize your finances and multiply your money.
Personal Marketing	Improve your personal and professional image by working on your Personal Marketing.
Pharmacy Clerk	Get to know the industry and learn how to be successful in this profession.
Photoshop	Learn how to create montages, edit photos and correct small defects.
PHP and MySQL	Learn how to create interactive pages with PHP and MySQL technology.
Physical Education at School	Learn about the importance of Physical Education at School and its current application
Physiotherapy Practices	The basics of Physiotherapy, most common injuries, treatments, etc.
Pilates	What are the uses of Pilates, its benefits and applications.
Political Marketing	Learn techniques for creating successful political campaigns.
Power BI	Build interactive reports for decision making.
Power Point	Make professional presentations with the features of Power Point
Private Security	How to protect people and property taking into account your own safety.
Professional cleaning	Learn skills, techniques and knowledge for cleaning with professional and safety standards.
Professional Relocation	Learn how to put together a good resume, how to behave during an interview, etc.
Professional Success	Discover effective techniques that can even lead to a promotion at work.
Project Management	Learn how to plan and execute projects of all sizes.
Property Valuation	Learn how to analyze and evaluate different types of properties.
Psychoanalysis	Learn the main concepts and techniques in Psychoanalysis.
Psychomotricity	Study cognitive and affective development through body movements.
Psychopedagogy	Combine pedagogical and psychological practices in the construction of knowledge.
Psychotherapy	Learn how to treat psychological problems through therapy.
Public Management	Essential course for those who are or intend to be a Public Servant.
Public relations	Learn how to create and promote the best image for organizations.
Purchasing Management	Know the procedures and know how to manage a Purchasing Department.

Certified courses for personal and professional development (All Languages)

Quality Management	Learn about important processes and practices focused on Quality Management.
Quality of Life at Work	Learn how to implement Quality of Life at Work - QVT programs.
Real Estate Business	How to persuade, present and negotiate different properties.
Recruitment and Selection	Learn how to identify the best talents, apply Dynamics and Interviews.
Recycling and Renewable Energies	Learn about Recycling processes and the different sources of Renewable Energy.
Reducing Massage	Find out what Reducing Massage is and how to apply techniques.
Reiki	Learn how to practice Reiki techniques to improve your quality of life.
Relationship Marketing	Learn the best customer and supplier relationship techniques.
Religious Education	Learn about the pillars of Religious Education and the professional profile of the area.
Sales Techniques	Discover simple and efficient techniques to be successful in sales.
School Inspector	Learn about the day-to-day life of a School Inspector and the job market in this area.
School Management	Learn how to manage a school institution, learn about the problems and solutions.
School Secretariat	Learn about the routines and procedures in a school office.
Self-makeup	Learn how to enhance your beauty with self-makeup techniques.
Sex Education	Learn how to deal with this issue correctly with children and teenagers.
Social and Business Etiquette	Know how to behave and what to wear at all events and occasions.
Social Marketing	Learn what Social Marketing is and how to develop actions.
Social Worker	Learn everything about the promising profession of Social Worker.
Sommelier	Discover details about wines, their particularities and pairing techniques.
Special Education	Learn about and prepare for Inclusive Special Education.
Sports Nutrition	Learn how to optimize sports performance through nutrition.
Sports Physiotherapy	Learn about the tools used in physiotherapy for athlete recovery.
Statistic	Learn about Statistics and its applicability today.
Stock exchange	Learn how to start investing in the stock market. Learn how to choose the best stocks.
Storytellers	Learn how to spark children's interest and creativity.
Strategic Planning	Learn Strategic Planning techniques and methods.
Sustainability	Learn about the concept of Sustainability and how to apply it.
Teaching Planning	Learn how to make a successful Teaching Plan
Team Management	How to manage professionals seeking high performance.
Tenders and Contracts	How Tenders work and their different stages.
Theology	Know and understand the concepts behind religions.
Time Management	Learn how to optimize your time and improve your quality of life.
Tour guide	Learn about the Profession and find out how to become a Tour Guide.
Toy library	Understand the importance of the toy library in child development.
Travel Agent	Learn how to become a successful Travel Agent.
Typing Course	Learn to type quickly and quickly with interactive games.
Vegetarianism	Learn how to have a healthy and balanced life with this diet.
Warehouse	Learn how to set up and manage warehouses.
Webmaster	Learn how to create your own website quickly and easily.
Window dressing	How to design shop windows that boost sales.
Word	Discover the features and new features of Word 2013.
Writing and Editing	Learn how to better write different types of texts and essays.
Youth and Adult Education	Recommended for Teachers and Educators. How to work in Youth and Adult Education.



OHC- Office House Capellen ASBL Luxembourg

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