

## Learning Record

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Time spent studying on ALISON

**24:53:02**

### Certified courses



#### Fundamentals of Health and Safety in the Workplace

95%

This free online course is about health and safety in the workplace and is suitable for all people in training and employment. It is intended to raise your awareness of the dangers of your work so that you will not get injured. It is also designed to help you understand your duties to your fellow workers, as well as your employer's duties towards you. The course will help identify risks and hazards in the workplace and describe the steps involved in a risk assessment. You will learn about the different types of fires and which type of fire extinguisher should be used to extinguish them. You will also review health and safety issues involving electricity...



#### Diploma in Food Safety

90%

Food safety is extremely important to businesses of any size which handle food. Through ALISON's free food handlers certificate online course, you will learn the systems and procedures necessary to maintain a top quality food business. From staff hygiene practices to maintaining a stringent pest prevention system, this course will ensure that you have the knowledge necessary to manage a hygienic food service operation. You are first introduced to food safety topics such as water quality, pest control measures, food service accidents and incident management. The course then reviews a case study on how to handle food safely in the food service industry. This...



#### Microsoft PowerPoint 2010

82%

Microsoft PowerPoint is the most popular software application used to create computer-based presentations. This free online course on PowerPoint 2010 illustrates the many new features that extend its workflow capabilities and functionality. In this free PowerPoint course, you will begin by learning why you should make the switch to PowerPoint 2010 from previous versions of the software. You will learn how to navigate the ribbon, explore the menu bar, and understand the different tasks that can be done with it. You will learn how to create, manage, and collaborate on presentations with other people; and how to enrich your presentations with video,...



  
Director

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### Microsoft Word 2010

86%

Microsoft Word is one of the world's most popular software applications. Although first released decades ago, the number of feature sets, ease of use, and the overall power of this productivity tool has continued to increase. This free online course will assist Microsoft Word users to make the switch from earlier versions of Word to the more advanced 2010 version. Word 2010 allows for more customization of the work space and creates an easier work flow when creating more complex documents. This course will introduce all the new aspects of Word 2010 including the new Backstage view, the Navigation Pane, the customizable Ribbon, formatting text...



### Food Safety Knowledge - Basic Level Requirements

93%

This free course from ALISON is compiled from the Food Safety Knowledge Network's Basic Level Requirements for Food Manufacturers. Topics covered include hygiene, water quality, allergens, and pest control, as well as contamination, food hazards, and incident management. The practices outlined in the course adhere to internationally recognized standards, codes of practice, and guidelines relating to food, food production, and food safety recognized by the WHO (World Health Organization) and United Nations. This course is ideal for individuals, food safety managers, and businesses responsible for food safety.



### Diploma in Workplace Safety and Health

85%

Workplace safety and health policies are key elements of any modern business or organization. They can help ensure employee well-being as well as foster a productive work environment. ALISON's free online health and safety certification course guides you through the important aspects involved in workplace safety and health and is ideal for anyone wishing to attain certification or gain a greater understanding of the topic. Topics covered in this free online course include behavior-based safety for supervisors and managers, workstation ergonomics, back safety, and the keys to maintaining a drug-free workplace. You will gain a thorough understanding...

## Work in Progress



### Food Safety Training - Safe Practices and Procedures

23% completed

Having a good sanitation and safety program is vital to any food service operation, big or small. This is a follow-on course from our basic level requirements course and will help you understand different aspects of food safety and sanitation. It will teach you different programs that can be brought into effect within your operation. From individual cleanliness guidelines that are applicable to everyone within the sanitation and safety operation, to the imperative role the manager plays in the operation, this free online course will quickly ensure that your food service operation will have a reputation for good cleanliness and sanitation. This...



### Microsoft Excel 2010

0% completed

Microsoft Excel 2010 is one of the most popular software applications worldwide and is part of the Microsoft Office 2010 productivity suite. This free online course will help you switch to Excel 2010 from a previous version of the software, and will give you a thorough knowledge and understanding of Excel and its applications if you have never used it before. You can use Excel to analyse data, for example, in accounts, budgets, billing and many other areas. You learn how to navigate this revised version of Excel, exploring the menu bar and the different tasks that can be done with it. You will work on sample spreadsheets doing basic math, adding...



*Michael James James*  
Director



*Michael James James*  
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Director