

Microsoft & Business Skills Premium Library Course Updates, October 2025

New Courses

Title	Code
Leadership: Situational Fundamentals	UQMBB377
Brain Bites - Computer Basics	UQMBB378
Brain Bites - Copilot Overview	UQMBB386
Brain Bites - Outlook Email Encryption	UQMBB388
Copilot: PowerPoint	UQMBB387
Copilot: Word	UQMBB391
Copilot: Excel	UQMBB393
Copilot: Outlook	UQMBB395

New Courses Leading to Retirements

The following new courses will replace existing, outdated courses. We will retire these older courses on Wednesday, January 14, 2026. Learning Plans will be affected, and we recommend replacing retiring courses before this date with the corresponding new course listed below.

Title	Code	Retiring Course
Power BI: Data Modeling (2025)	UQMBB382	Power BI: Data Modeling (2024) – UQMBB343
Microsoft To Do Essentials (2025)	UQMBB384	Microsoft To Do Essentials (2020) – UQMBB180
Adobe Acrobat: Pro Essentials (2025)	UQMBB392	Adobe Acrobat: DC Essentials – UQMBB038
Excel 365: Intermediate (2025)	UQMBB383	Excel 365: Intermediate (2022) – UQMBB256
Word 365: Beginner (2025)	UQMBB385	Word 365: Beginner (2022) – UQMBB253

Word 365: Basics (2025)	UQMBB390	Word 365: Basics (2022) – UQMBB260
Word 365: Intermediate (2025)	UQMBB394	Word 365: Intermediate (2023) – UQMBB282
Word 365: Expert (2025)	UQMBB399	Word 365: Expert (2024) – UQMBB330
Word 365: Advanced (2025)	UQMBB397	Word 365: Advanced (2023) – UQMBB306
PowerPoint 365: Beginner (2025)	UQMBB398	PowerPoint 365: Beginner (2024) – UQMBB244
PowerPoint 365: Intermediate (2025)	UQMBB396	PowerPoint 365: Intermediate (2022) – UQMBB265
PowerPoint 365: Advanced (2025)	UQMBB400	PowerPoint 365: Advanced (2023) – UQMBB283