LK LearnKey®

Course Catalog

Courses Available on the OnlineExpert powered by LearnKey Platform

Computer Fundamentals
Database Technologies
Information Security
K12 Curriculum
Leadership and Management
Networking

Office Productivity
Personal Productivity
Programming and Development
Safety and Compliance
Web and Graphic Design

Course Index

Course Index

Device Configuration and Management

Overview

This course, part of the IT Specialist Certification series, focuses on managing device and the Windows configuration within those devices. The exam focuses specifically on Windows installation and configuration, application and peripheral management, data access and management, device security, and troubleshooting. This certification is ideal for those wanting to become more employable in the areas of desktop and device support.

Expert: Natasha Nelson
Product ID #: 632729
Length: 8 Hours

IC3 Global Standard 5 (GS5) - Windows 10 and Office 2016

Overview

In LearnKey's IC3 GS5 training series you will learn what you will need to know to be prepared to sit for the Computing Fundamentals, Key Applications, and Living Online GS5 exams. You will learn how to identify computer hardware, how to use an operating system, and how to use word processing, presentation, and spreadsheet applications to edit documents, organize data, create charts, and design basic presentations. You will also learn the basics of networks, electronic communication, and life in digital world. This course covers the Windows 10 and Office 2016 exam.

Expert: LearnKey Signature Courseware
Product ID #: 632079
Length: 19 Hours

IC3 Global Standard 6 (GS6) - Level 1

Overview

LearnKey's IC3 GS6 Level 1 course goes over basic technology concepts like hardware and software, operating systems, and connectivity. It teaches users how to protect their personally identifiable information, data, and digital identity. It covers digital communication and collaboration while explaining their appropriate etiquette standards. Students will learn how to search for, legally use, and properly cite online content. This course is the first of three levels of the IC3 GS6 certification.

Expert: Natasha Nelson
Product ID #: 632239
Length: 10 Hours

IC3 Global Standard 6 (GS6) - Level 2

Overview

LearnKey's IC3 GS6 Level 2 course goes over basic technology concepts like device and browser settings, cloud computing, processing devices, and content creation. It teaches users how to share data and collaborate online using the appropriate tools and etiquette. Students will become familiar with safety and security issues associated with the use of digital technology and know-how to protect themselves and others. This course is the second of three levels of the IC3 GS6 certification.

Expert: Natasha Nelson
Product ID #: 632339
Length: 8.5 Hours

IC3 Global Standard 6 (GS6) - Level 3

Overview

LearnKey's IC3 GS6 Level 3 course explores ways to create content like videos, tables, and flowcharts. It teaches students how to keep their data secure using virus-scanning software and multifactor authentication. Students will learn how to search for, legally use, and properly cite online content, along with how to best resolve issues with clients by working internally with teammates to identify and understand the issue. This course is the last of three levels of the IC3 GS6 certification.

Expert: Natasha Nelson
Product ID #: 632519
Length: 8.5 Hours

IC3 Spark

Overview

LearnKey's IC3 Spark course is focused on teaching younger students the basic foundational knowledge covered in LearnKey's IC3 GS5 training. Join LearnKey expert Wyett Ihler for over 2 hours of online video training and project-based activities. Students will learn a broad range of computing knowledge and skills including: software, hardware, operating systems, key applications, and living online.

Expert: Wyett Ihler
Product ID #: 631789
Length: 7 Hours

Microsoft 365 Fundamentals (MS-900)
Overview
LearnKey's Microsoft 365 Fundamentals (MS-900) course covers concepts of the Software as a Service (SaaS) portion of the cloud through introducing one to manage implementations through Microsoft 365. This course is excellent for those wanting to obtain the Microsoft 365 Fundamentals certification and become more employable in the area of SaaS administration. Specific topics in this course include: cloud concepts; core Microsoft 365 services and concepts; security, compliance, privacy and trust in Microsoft 365; and Microsoft 365 pricing and support.

Expert: Jason Manibog
Product ID #: 281099
Length: 7.5 Hours

MTA Cloud Fundamentals (98-369)*
Overview
The MTA Cloud Fundamentals (98-369) course is a perfect starting point for those who want to learn about cloud computing, a computing method that is ever-increasing in popularity and is a career field in great need. This course helps with employability prospects in the fields of general cloud computing and support for Office 365 and Intune. The course will also prepare students for the 98-369 exam. Topics in this course include: understanding the cloud, enabling Microsoft cloud services, administering Office 365 and Intune, using and configuring cloud services, and supporting cloud users.

Expert: Jason Manibog
Product ID #: 631909
Length: 5.5 Hours

MTA Mobility and Device Fundamentals (98-368)*
Overview
MTA Mobility and Device Fundamentals (98-368) is designed to prepare students to learn to accomplish the technical tasks required to pass exam 98-368. Students will gain an understanding of device configurations, security, cloud services, data access, and management. This exam is one step forward in earning a Microsoft Certified Solutions Associate (MCSA) certification.

Expert: Jason Manibog
Product ID #: 631699
Length: 8 Hours

* Exam retired 7/1/2021

MTA Windows Operating System Fundamentals (98-349)*
Overview

The MTA Windows Operating System Fundamentals course (exam 98-349) has been updated to include Windows 10 features and delete any features from Windows 7 not supported in Windows 10. This is a perfect course for someone who wants to learn how to manage Windows 10 and gain the skills necessary to pass the 98-349 exam. LearnKey Senior Instructor Jason Manibog will take you through these Windows 10 topics: Understanding Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files and Folders, Managing Devices, and Understanding Operating System Maintenance. This MTA certification is a precursor to an MCSA certification for Windows 10.

Expert: Jason Manibog
Product ID #: 631849
Length: 12 Hours

* Exam retired 7/1/2021

Databases

Overview

LearnKey's Databases course is an introduction to building, entering information into, and querying databases. The course also provides a solid introduction to Structured Query Language (SQL), the primary language used to get the desired information from a database. This course helps one get ready to take and pass the IT Specialist Databases exam and will help one's employability prospects in any job requiring querying and junior database administration skills. Specific topics for this course include Database Design, Database Object Management, Data Retrieval, Data Manipulation, and Troubleshooting.

Expert: Jason Manibog
Product ID #: 412569
Length: 6 Hours

MTA Database Administrator Fundamentals (98-364)*

Overview

MTA Database Administrator Fundamentals is the first step on the path to becoming a Microsoft Certified Database Administrator or Database Developer. This training course prepares students for Microsoft exam 98-364. MTA is a new entry-level credential from Microsoft that validates the foundational knowledge needed to take the first step toward building a successful career in technology. This MTA training will help you become familiar with concepts and technologies pertaining to Database Administration. In this course you will learn about relational databases, queries, stored procedures, and the security requirement for databases and the data stored in them. If a career in database administration is what you are looking for, then this is the first step on your certification journey. Expert Wayne Snyder guides you through each exam objective seamlessly, all the while preparing you for Microsoft exam 98-264. This course provides you with interactive videos that meet the needs of multiple learning styles from auditory to visual. The MTA Database Administrator Fundamentals eLearning course includes a pre test and post test that accurately identifies your skill gap. Snyder will come in and help you close the skill gap with content concentrating on each exam objective. Achieving MTA certifications is the first step toward becoming a Microsoft Certified Technology Specialist (MCTS).

Expert: Wayne Snyder
Product ID #: 412509
Length: 15.5 Hours

* Exam retired 7/1/2021

Cisco Certified Support Technician: Cybersecurity

Overview

The Cisco Certified Support Technician (CCST): Cybersecurity certification is ideal for anyone new to the field of cybersecurity and is interested in becoming a cybersecurity specialist. The objectives cover the core topics important to cybersecurity specialists, including essential principles, network security, endpoint security, vulnerability assessments, risk management, and incident handling. Mastering these core topics builds a good foundation for passing the exam and becoming a cybersecurity professional. LearnKey's Cisco Certified Support Technician: Cybersecurity course covers all five exam domains. Join LearnKey security expert Michael Solomon as he covers all the necessary objectives required in the Cisco Certified Support Technician (CCST): Cybersecurity certification exam.

Expert: Michael Solomon
Product ID #: 153389
Length: 7.5 Hours

CISSP 2021 Series

Overview

The (ISC)[2] Certified Information Systems Security Professional (CISSP) certification is ideal for cybersecurity professionals looking to move up or expand their cybersecurity career prospects. The objectives cover a broad spectrum of cybersecurity topics, including physical security, digital strategy, and policy creation. The CISSP certification is the summit where IT security professionals demonstrate their depth of experience to provide cybersecurity leadership and how it will impact the ecosystem. As a management-level certification, it sits at the top of the DoD Directive 8570 list of certifications. Because of that, it is constantly in demand and comes with an average salary of over $120k per year. LearnKey's CISSP course covers all eight domains making up the CISSP Common Body of Knowledge (CBK). Join LearnKey expert Michael Solomon to cover all of the necessary objectives required in the CISSP certification exam.

Expert: Michael Solomon
Product ID #: 153099
Length: 26 Hours

Cybersecurity
Overview
The Information Technology Specialist Cybersecurity certification is ideal for anyone new to the field of cybersecurity and is interested in becoming a cybersecurity specialist. The objectives cover the core topics important to cybersecurity specialists, including essential principles, network security, endpoint security, vulnerability assessments, risk management, and incident handling. Mastering these core topics builds a good foundation for passing the exam and becoming a cybersecurity professional. LearnKey's Information Technology Specialist Cybersecurity course covers all five exam domains. Join LearnKey security expert Michael Solomon as he covers all the necessary objectives required in the Information Technology Specialist - Cybersecurity certification exam.

Expert: Michael Solomon
Product ID #: 153279
Length: 10.5 Hours

Cybersecurity - Protecting Yourself and Your Organization
Overview
The Cybersecurity – Protecting Yourself and Your Organization course is an approximately one-hour course geared toward helping individuals and organizations better protect their data, devices, and physical locations from cybersecurity-related attacks. Rather than tying to any industry certifications, this course simplifies what individuals and organizations must do to protect digital assets. Topics include: protecting email, protecting information, protecting devices, physical security, and working remotely.

Expert: Jason Manibog
Product ID #: 153469
Length: 1 Hour

MTA Security Fundamentals (98-367)*
Overview
LearnKey's MTA Security Fundamentals course is geared toward those looking to learn basic operating system security fundamentals. This course will also prepare students to take and pass the MTA Security Fundamentals exam (98-367). The four main topics covered in this course are: security layers, operating system security, network security, and security software. This course will also improve employability prospects for those trying to gain an entry-level IT support/desktop position with some basic security knowledge requirements.

Expert: Jason Manibog
Product ID #: 152709
Length: 11.5 Hours

* Exam retired 7/1/2021

Network Security

Overview

LearnKey's Network Security course is geared toward those looking to learn basic operating system security fundamentals. This course will also prepare students to take and pass the Network Security exam. The four main topics covered in this course are: defense in depth, operating system security, network device security, and secure computing. This course will also improve employability prospects for those trying to gain an entry level IT support/desktop position with some basic security knowledge requirements.

Expert: Jason Manibog
Product ID #: 152929
Length: 13 Hours

Security+ (SY0-601)

Overview

LearnKey's Security+ (SY0-601) course will prepare you for the CompTIA SY0-601 exam. The latest course places far more emphasis on newer IT security needs, such as the Internet of Things (IoT). This certification will be of tremendous help to anyone looking to become an IT security professional. Topics covered in this course include attacks, threats and vulnerabilities, architecture and design, implementation, operations and incident response, and governance, risk, and compliance.

Expert: Jason Manibog
Product ID #: 152999
Length: 52 Hours

Security, Compliance, and Identity Fundamentals (SC-900)

Overview

LearnKey's Security, Compliance, and Identity Fundamentals (SC-900) course introduces identity management and how properly managing identities impacts security and compliance in cloud-based environments. The course focuses on Microsoft Azure cloud-based environments and integration with existing on-premises Windows and Linux environments. Specific topics include security, compliance and identity concepts, how to manage identities across cloud-based and on-premises environments, security and compliance solutions. This course will help students get ready to pass the SC-900 exam, and help with employability prospects for any job requiring general knowledge of Microsoft solutions to identity, security, and compliance challenges involving cloud-based environments.

Expert: Michael Solomon
Product ID #: 153209
Length: 10 Hours

Conflicts, Communications, and Relationships

Overview

This course offers students a chance to develop their communication skills in all types of relationships. A series of scenarios describe typical conflicts between friends, siblings, parents and children, and an employee and boss. A leading adolescent psychologist helps students understand the scenarios by showing how maximizing communication, listening, and mediation skills can help to resolve most conflicts. Students take turns figuring out what they would do to enhance the communication and resolve the conflict for each situation.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120769
Length: 1 Hour

Emotional Self-Control: Do You Have It?

Overview

National studies warn that many of today's teens have failed to develop vital emotional abilities they will need to go through life. Some of these emotional abilities are handling conflict, planning ahead, resisting anxiety and learning to control hot-tempered reactions. Using real life scenarios, this program actually teaches students emotional self-control by showing them four basic ways to evaluate their own feelings and understand when they might be moving in the wrong direction.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120789
Length: 1 Hour

Hurting With Words

Overview

This course is designed to raise awareness of a very real, yet often overlooked, form of abuse: emotional violence. Hurtful words include threats, bullying, and intimidation-anything which causes feelings of humiliation, fear, or worthlessness on the part of the victim. You'll examine the causes of many different types of emotional abuse: men to women, husbands to wives, parents to children, adults to children, and group to group. At the conclusion of this course, you'll be aware of many successful methods of dealing with verbally or emotionally abusive people.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120829
Length: 1 Hour

Action Toward Accountability

Overview

Based on research conducted by Partners in Leadership, less than 20% of individuals successfully hold others accountable for delivering on expectations in the workplace. In this course, you will learn about the essence of accountability, how to establish an accountability mindset, and how to strengthen the behaviors and skills that support action toward accountability. You will be introduced to strategies that will support your personal accountability, which you can then extend to promote a culture of accountability. Whether you're looking to improve your performance at work, strengthen your personal relationships, or become a more reliable leader, this course will provide the tools and insights you need to succeed. By the end of the course, you will have developed essential skills in personal accountability that will help you and your team achieve greater success.

Expert: Kerri Laryea
Product ID #: 040299
Length: 1 Hour

Building Self-Trust and Credibility

Overview

Do you struggle with imposter syndrome, second-guessing your decisions, or having difficulty building trusting relationships with others? If so, you may be experiencing a lack of self-trust, which can significantly impact your personal and professional life. Throughout this course, you will explore the essence of self-trust and how it is the core of the trust model. You will learn how to identify gaps and strengthen your self-trust. With self-trust as a foundation, you will then explore the qualities that establish credibility and how to develop trusting relationships and positively influence others. Whether you are an individual contributor or a mid-level manager, this course will provide the tools and insights you need to build self-trust, establish credibility, and develop trusting relationships. Join us on this journey to become a more confident and trustworthy leader.

Expert: Kerri Laryea
Product ID #: 040239
Length: 1 Hour

Delivering Constructive Feedback

Overview

Feedback is a gift. We cannot learn new skills and improve our performance without the gift of feedback. Managers who struggle to provide timely, constructive feedback to employees limit their employees' potential for performance improvement, as well as their own. Feedback is the information you give employees about their past performance, delivered in the present and designed to influence future behavior. Constructive feedback is actionable and within one's abilities to address, whereas unconstructive feedback is out of someone's control to change. In this course, you will learn to deliver constructive feedback by following these approaches: set the stage, check yourself, and follow the process.

Expert: Kerri Laryea
Product ID #: 040039
Length: 1 Hour

Effective Communication and Productive Conversations

Overview

This course is designed to help you develop strong communication skills in the workplace and facilitate more productive conversations with coworkers. Effective communication is essential for building trust and maintaining successful relationships with colleagues and employees. In this course, you will follow Jason's journey to becoming a more effective communicator at work. Through his story, you will explore different communication styles and learn how to adapt your communication to be more effective. In addition, you will discover the negative impact of ineffective communication regarding workplace errors, delays, and misunderstandings, leading to decreased productivity and increased costs. You will also learn how to use productive conversations to get better results with coworkers and employees. You will gain essential skills in honest, vulnerable, and clear communication to help you build stronger relationships with your colleagues and enhance your effectiveness in the workplace..

Expert: Kerri Laryea
Product ID #: 040419
Length: 1.5 Hours

Entrepreneurship and Small Business

Overview

LearnKey's Entrepreneurship and Small Business course is designed to prepare a student to sit for the Entrepreneurship and Small Business certification exam. The course provides scenarios and example questions to apply knowledge of fundamental entrepreneurship and small business management concepts. Topics covered include: defining an entrepreneur, recognizing an opportunity, starting and operating a business, how to market a business, managing sales, and basic financial management. The course is designed for a student who has taken a small business management class, but will prepare any student for the ESB exam.

Expert: LearnKey Signature Courseware
Product ID #: 063119
Length: 8.5 Hours

Maintaining Employee Engagement

Overview

Invest in your organization's success by prioritizing employee engagement. The key to fostering a motivated, high-performing workforce lies in maintaining strong levels of engagement among your employees. This interactive course will equip you with the knowledge, strategies, and tools to cultivate a culture of engagement within your organization. Through real-life scenarios and practical examples, you will explore the three levels of employee engagement to understand their impact on productivity, innovation, and overall organizational success. You will gain insight into the role of leadership in driving engagement learning how to adapt your leadership style to maximize employee motivation and commitment.

Expert: Kerri Laryea
Product ID #: 040479
Length: 1.5 Hours

My Success Drivers

Overview

When people have a better self-understanding of what matters to them, they can bring their best skills and talents to their work and find more enjoyment with others at work. Employees who feel connected to their organization work harder, stay longer, and motivate others to do the same. Employee engagement affects just about every important aspect of your organization, including profitability, revenue, customer experience, employee turnover, and more. In this course, you will learn your success drivers and how to use them effectively, including leveraging your strengths and values, managing work stressors, maximizing motivators, and workplace engagement.

Expert: Kerri Laryea
Product ID #: 040169
Length: 1 Hour

Navigating Conflict Effectively

Overview

Your ability to navigate conflict effectively depends on your skills in establishing a positive mindset that helps you self-regulate your skills with building trusting relationships and your ability to leverage tools that optimize communication and collaboration. In this course, you will learn to effectively navigate conflict by focusing on these three areas: how to recognize conflict, how to manage conflict, and how to address conflict.

Expert: Kerri Laryea
Product ID #: 040099
Length: 1 Hour

Resilience

Overview

Resilience is the ability to withstand adversity and bounce back from difficult life events. Being resilient requires a skill set that you can work on and develop over time. Building resilience takes time, strength, and help from people around you; you will likely experience setbacks along the way. It depends on personal behaviors and skills (like self-esteem and communication skills), as well as external things (such as social support and resources available to you). In this course, you will learn what the various types of resilience are, how to assess your personal level of resilience, and how to train yourself to be more resilient. You will also learn how to build resilience in the workplace.

Expert: Kerri Laryea
Product ID #: 040359
Length: 1 Hour

A+ (220-1101) Series

Overview

LearnKey's A+ series of courses, starting with the 220-1101 exam (also known as the Core 1 exam), prepares students for the premier certification for people looking to gain employability in a tech support role. These courses will help people gain the skills needed to eventually move to a higher IT role, such as tech support manager or application support specialist. Specifically, the 220-1101 course focuses on hardware and troubleshooting and covers mobile devices, networking, hardware, virtualization and cloud computing, and hardware and network troubleshooting. The exam is the first of two exams one needs to pass to obtain the A+ certification.

Expert: Jason Manibog
Product ID #: 104779
Length: 20.5 Hours

A+ (220-1102) Series

Overview

LearnKey's A+ 220-1102 course is the second half of the A+ certification series. The 220-1102 exam, also known as the Core 2 exam, focuses more on the software aspect of information technology. Specific topics covered in this course include operating systems, security, software troubleshooting, and operating procedures. Passing this exam and the 220-1101 exam will gain one the A+ certification, a leading industry certification for technical support and troubleshooting. This certification will also help employability prospects for entry-level to mid-level IT positions requiring technical support knowledge.

Expert: Jason Manibog
Product ID #: 104859
Length: 32.5 Hours

Azure Administrator (AZ-104)

Overview

The Azure Administrator (AZ-104) course is for those looking to become Azure administrators and earn the Azure Administrator Associate certification. Specific topics covered include: managing Azure subscriptions and resources, implementing and managing storage, deploying and managing virtual machines, configuring and managing virtual networks, and managing identities.

Expert: Jason Manibog
Product ID #: 280959
Length: 9.5 Hours

Azure AI Fundamentals (AI-900)

Overview

LearnKey's Azure AI Fundamentals (AI-900) course is an introduction to building artificial intelligence (AI) machine learning models through Azure. The course also covers basic AI concepts, giving those who take this course an increase in skills needed to land an introductory AI-based job. Specific exam topics include AI workloads and considerations, fundamental principles of machine learning, computer vision workloads, Natural Language Processing (NLP) workloads, and conversational AI workloads.

Expert: Jason Manibog
Product ID #: 374399
Length: 8 Hours

Azure Data Fundamentals (DP-900)

Overview

LearnKey's Azure Data Fundamentals (DP-900) course provides a fundamental introduction to cloud-based data storage and analytics services with an emphasis on Microsoft Azure. The course is an excellent step in learning about today's data environments and analytics capabilities in Azure, as it will prepare students for the DP-900 exam. This course will cover core data concepts, relational and non-relational data storage techniques, and address today's data analytics requirements. This course is a great choice for anyone aspiring to improve their employability prospects for an Azure Database Administrator, Data Engineer, or Data Analyst career path.

Expert: Michael Solomon
Product ID #: 281419
Length: 3.5 Hours

Azure Fundamentals (AZ-900) - 2023 Edition

Overview

LearnKey's Azure Fundamentals (AZ-900) certification provides a fundamental introduction to cloud services with an emphasis on Microsoft Azure. The course serves as an excellent stepping stone to learning Azure further as it will prepare students for the AZ-900 exam, a Microsoft exam on Azure Fundamentals. Specific topics covered in this course include cloud concepts, architecture and services, and management and compliance. This should be the first course for anyone aspiring to improve their employability prospects for any Azure Administrator, Developer, or Data Analyst career path.

Expert: Jason Manibog
Product ID #: 281489
Length: 2.5 Hours

Azure Security Engineer (AZ-500)
Overview
The Azure Security Engineer (AZ-500) course is for those who want to become Azure security engineers and, specifically, those who want to obtain the Azure Security Engineer Associate certification. Specific topics covered include: managing identity and access, implementing platform protection, managing security operations, and securing data and applications.

Expert: Jason Manibog
Product ID #: 281029
Length: 12 Hours

Certified Network Associate (200-301)
Overview
The Certified Network Associate (220-301) course is geared toward entry-level and burgeoning Cisco network administrators and covers the material on the brand new, all-in-one Cisco CCNA exam. Topics covered include network fundamentals, network access, IP connectivity, IP services, security fundamentals, automation, and programmability, with an emphasis on configuring and verifying aspects of routers and switches. The material in this course both maps to the 200-301 exam and boosts the employability prospects for those looking to become network administrators.

Expert: Jason Manibog
Product ID #: 564849
Length: 14 Hours

Cisco Certified Support Technician: Networking
Overview
The Cisco Certified Support Technician (CCST) – Networking certification is a junior-level networking certification that is general in nature but with some focus on Cisco-related topics, especially for Cisco device commands. This course will help anyone looking to launch an IT career as a support technician or similar position. Specifically, the course covers networking standards and concepts, addressing, endpoints and media types, infrastructure, troubleshooting, and security.

Expert: Jason Manibog
Product ID #: 564929
Length: 3.5 Hours

IT Fundamentals (FC0-U61)

Overview

LearnKey's IT Fundamentals (FCO-U61) course will focus on essential IT skills and foundational knowledge for an entry level IT professional. Specific topics covered include: concepts and terminology, infrastructure, applications and software, software development, and security and database fundamentals. Among these topics, students will learn how to identify types of software, how to use an operating system, understand common peripherals, and learn key troubleshooting methodologies. At the completion of this course students will be prepared to take the IT Fundamentals exam and will be more employable for any entry level IT position.

Expert: Jason Manibog
Product ID #: 632619
Length: 17.5 Hours

Microsoft Power Platform Fundamentals (PL-900)

Overview

The Power Platform Fundamentals course introduces students to Power Platform, a suite of apps that help to automate business processes and analyze data within an organization. The suite comprises Power Apps, Power Automate, Power BI, Power Virtual Agents, and Power Pages. The course covers all five of these apps at a high level and gets one ready to obtain the Power Platform Fundamentals certification. And the course simulates a real-world environment in which Power Platform apps are used, thus readying one to be more employable for any job that requires Power Platform skills.

Expert: Jason Manibog
Product ID #: 281559
Length: 2 Hours

MTA Networking Fundamentals (98-366)*

Overview

The MTA Networking Fundamentals (98-366) course is an excellent entry-level certification course for those looking to gain a network certification and increase employability prospects for any junior to mid-level networking career. This course covers, in detail, three networking aspects: network infrastructure, networking hardware, and protocols and services. This course is also a solid precursor to other networking certifications, most notably the CompTIA Network+ certification.

Expert: Jason Manibog
Product ID #: 280789
Length: 7 Hours

* Exam retired 7/1/2021

MTA Windows Server Administration Fundamentals (98-365)*

Overview

The MTA Windows Server Administration Fundamentals (98-365) course is an excellent course for those looking to get an introduction to server administration. Presented as if you are being promoted to a junior server administrator, this course focuses on server installation, server roles, Active Directory, storage, server performance, and server maintenance. This course will help students gain employability skills in server administration, help to earn an MTA certification, and serve as a bridge to more advanced Windows Server courses and certifications.

Expert: Jason Manibog
Product ID #: 280699
Length: 10.5 Hours

Network+ (N10-008)

Overview

The Network+ (N10-007) course is an excellent course for those looking to gain employability skills in the area of network administration and gain the CompTIA Network+ certification. Specifically, this course covers the five domains on the N10-007 exam: networking concepts, infrastructure, networking operations, network security, and network troubleshooting. This course covers the material through the eyes of a brand-new junior network administrator, learning both what it takes to pass the exam and the real-life job skills necessary to succeed as a junior to mid-level network administrator.

Expert: Jason Manibog
Product ID #: 104679
Length: 34.5 Hours

* Exam retired 7/1/2021

Access 2016 (77-730)
Overview
In Access 2016, the relational database app in Microsoft Office, you can design your own databases or use templates to create databases to share with others, namely coworkers. LearnKey Senior Instructor Jason Manibog will take you through creating databases, creating tables, building queries, building forms, and building reports. These five topics are also the topics on the Microsoft Office Specialist exam for Access 2016 (Exam 77-730). This, combined with what you will learn about relational database structures, will improve your employability prospects in any position needing skills with small to medium-sized relational databases.

Expert: Jason Manibog
Product ID #: 203669
Length: 17 Hours

Access 2019 Expert (MO-500)
Overview
Access 2019 is the relational database program in the Microsoft Office Suite. This course covers the main topics on the Access 2019 Expert (MO-500) exam, which includes managing databases, creating and modifying tables, creating and modifying queries, modifying forms, and modifying reports. Though not on the exam, special coverage is given to the concept of relational databases, as it is critical one understands this when working with Access. Learning these concepts will improve the employability prospects for anyone looking for a position requiring basic relational database skills.

Expert: Jason Manibog
Product ID #: 204769
Length: 8 Hours

Certified Bookkeeping Professional
Overview
LearnKey's Certified Bookkeeping Professional course builds on a student's knowledge and understanding of accounting and bookkeeping principles. It walks students through accounting basics like the double-entry accounting method, T-accounts, and the accounting cycle. Students will also learn how to account for assets, sales transactions, liabilities, equity, and purchase transactions along with how to reconcile accounts and read and analyze financial reports. The concepts taught in this course will prepare students to take and pass the Intuit Certified Bookkeeping Professional exam and improve one's employability prospects in any job requiring bookkeeping skills.

Expert: Natasha Nelson
Product ID #: 550969
Length: 7 Hours

Excel 2016 (77-727)

Overview

If you are looking to start a career in business or finance, having a working knowledge of Microsoft's Excel 2016 is a must. Our new and exciting course taught by LearnKey Senior Instructor Jason Manibog will teach you how to reveal insights hidden in your data with the help of new features such as the "Tell Me" feature, chart options, and more!

Expert: Jason Manibog
Product ID #: 203429
Length: 14 Hours

Excel 2016 Expert (77-728)

Overview

The Excel 2016 Expert course (exam 77-728) is a course that specializes in managing Excel and data analysis, two very important skills for one's employability for any job requiring taking large amounts of data and summarizing the data in a tidy fashion. The course, which simulates analyzing data from a worldwide bike shop, will take you through the major exam domains: Managing Workbooks and Settings, Applying Custom Data Formats and Layouts, Creating Advanced Formulas, and Creating Advanced Charts and Tables. After completing this course, you will indeed be able to call yourself an Excel expert.

Expert: Jason Manibog
Product ID #: 204119
Length: 7.5 Hours

Excel 2019 (MO-200)

Overview

The Excel 2019 course demonstrates new features for working with your data all while preparing a user to sit for the Excel 2019 certification exam. Learn to use Excel to visualize data and to better present your data to be easily understood. Improve your employability by learning how to manage worksheets and workbooks; manage data cells, ranges, and tables; use formulas and functions; and create, modify, and format charts.

Expert: Jason Manibog
Product ID #: 204329
Length: 5 Hours

Excel 2019 Expert (MO-201)

Overview

LearnKey's Excel 2019 Expert (MO-201) course builds on the Excel 2019 course and readies one for the Excel 2019 Expert (MO-201) exam. Many of the skills taught in this course showcase time-saving tips and data analysis skills, which are crucial for employability in many industries. Topics covered in this course include: managing options and settings, managing and formatting data, advanced formulas, macros, and advanced charts and tables.

Expert: Jason Manibog
Product ID #: 204699
Length: 7 Hours

Excel 365 Apps (MO-210)

Overview

This course covers the fundamentals of Excel, the spreadsheet app in the suite of Microsoft 365 apps. The course specifically covers managing worksheets and workbooks, managing data cells and ranges, managing tables and table data, performing operations by using formulas and functions, and managing charts. Specifically, this course matches to the MO-210 exam.

Expert: Jason Manibog
Product ID #: 204979
Length: 6 Hours

Excel 365 Apps Expert (MO-211)

Overview

The Excel 365 Apps Expert course demonstrates new features for working with data while preparing students to sit for the Microsoft Excel Expert (Microsoft 365 Apps) certification exam. Learn to use Excel to visualize data and better present your data to be easily understood. Students will improve their employability by learning how to manage worksheets and workbooks; manage data cells, ranges, and tables; use formulas and functions; and create, modify, and format charts.

Expert: Jason Manibog
Product ID #: 205139
Length: 5.5 Hours

Outlook 2016 (77-731)

Overview

In this course, LearnKey Senior Instructor Jason Manibog will take you through what is needed to become proficient and efficient in Outlook 2016, the personal information management tool in Microsoft Office. Specific topics include: email, calendar, contacts, tasks, and notes. The course will also prepare you to take exam 77-731, the Microsoft Office Specialist exam for Outlook 2016.

Expert: Jason Manibog
Product ID #: 203729
Length: 9.5 Hours

Outlook 2019 (MO-400)

Overview

IOutlook 2019 teaches the new and improved features to help users learn how to more effectively communicate with others on projects, events, assignments, and more. The Outlook 2019 course teaches how to configure and customize the application, and to manage messages, schedules, calendars, meetings, contacts, and tasks. Users will improve their overall employability while preparing for the Outlook 2019 certification exam.

Expert: Natasha Nelson
Product ID #: 204519
Length: 6.5 Hours

PowerPoint 2016 (77-729)

Overview

If you have the desire to be successful in the business world, a working knowledge of PowerPoint 2016 is a must. LearnKey expert Jason Manibog will teach you how to create and manage presentations, insert and format shapes and slides, apply transitions, and how to use the new screen recording feature. This course will also help you study and prepare to take the Microsoft's PowerPoint 77-729 Certification exam.

Expert: Jason Manibog
Product ID #: 203549
Length: 18 Hours

PowerPoint 2019 (MO-300)

Overview

The PowerPoint 2019 course teaches a step-by-step process of how to create and manage presentations and slides; insert and format text, shapes, and images; and apply transitions and animations. Techniques to insert tables, charts, SmartArt, 3D models, and other media are also taught. The PowerPoint 2019 course includes ways to create new presentations through using templates, themes, recent, and blank presentations. Users will improve their overall employability while preparing for the PowerPoint 2019 certification exam.

Expert: Jason Manibog
Product ID #: 204409
Length: 6.5 Hours

QuickBooks Desktop 2020

Overview

LearnKey's QuickBooks Desktop Certified User course is well suited toward those who want to obtain the QuickBooks Desktop Certified User certification and learn how QuickBooks is used for accounting tasks at a small business. Specific topics covered in the course include setting up QuickBooks, managing lists and items, managing sales and purchases, setting up and running payroll, and running and analyzing reports. There is also a topic on basic accounting terms and practices, which one should know to best understand and utilize QuickBooks. This course will help anyone's employability prospects in jobs needing to know how to use basic accounting software.

Expert: Jason Manibog
Product ID #: 550751
Length: 12.5 Hours

QuickBooks Online (2022)

Overview

LearnKey's QuickBooks Online course walks students through using the cloud-based accounting software. Students will learn how to set up a QuickBooks Online account, create and manage lists and transactions, and make transactions recurring. In addition, students will explore basic financial reports and learn how to customize them to meet specific needs.

Expert: Natasha Nelson
Product ID #: 551049
Length: 5 Hours

Word 2016 (77-725)
Overview
If you are working toward becoming career-ready you must have a working knowledge of Word 2016. LearnKey expert Jason Manibog will teach the basic concepts of Microsoft Word and build on those ideas to help you master this program. This course will teach you how to create and manage documents, and format text, paragraphs, and sections. This course will also help you study and prepare to take the Microsoft Word 77-725 Certification exam.

Expert: Jason Manibog
Product ID #: 203489
Length: 16.5 Hours

Word 2016 Expert (77-726)
Overview
Word 2016 Expert (77-726) is a course geared for those who want to gain Word Expert certification, through passing exam 77-726, and learn advanced Word skills, particularly in the areas of Word settings and working with longer documents. Using the theme of working through a term paper and other long documents, this course specifically addresses document options and settings, advanced documents, advanced references, and custom Word elements. This course is great for anyone looking to gain an employability edge for jobs requiring advanced Word skills.

Expert: Jason Manibog
Product ID #: 204069
Length: 6 Hours

Word 2019 (MO-100)
Overview
The Word 2019 course demonstrates how to use the software to create eye-catching resumes, well-formatted cover letters, engaging newsletters, and more. The course covers creating and managing documents; formatting text, paragraphs, and sections; adding tables and lists; creating and managing references; inserting and formatting graphical elements; and effectively collaborating on documents. Users will improve their overall employability while preparing for the Word 2019 certification exam.

Expert: Jason Manibog
Product ID #: 204229
Length: 6.5 Hours

Word 2019 Expert (MO-101)

Overview

Word 2019 Expert builds on the Word 2019 course and readies one for the Word 2019 Expert exam. Skills taught are important for employability in today's digital world and include managing options and settings, advanced editing and formatting, custom document elements, and advanced Word features such as forms, macros, and mail merges. These skills offer crucial time-saving features for anyone looking to improve on their Word skills.

Expert: Natasha Nelson
Product ID #: 204629
Length: 5 Hours

Word 365 Apps (MO-110)

Overview

LearnKey's Word 365 Apps course demonstrates how to use the software to create organized documents, engaging newsletters, eye-catching flyers, and more. The course covers creating and managing documents, formatting text, paragraphs, and sections, adding tables and lists, inserting and formatting graphical elements, and effectively collaborating on documents. Students will improve their employability while preparing for the Word 365 Apps certification exam.

Expert: Natasha Nelson
Product ID #: 204889
Length: 6 Hours

Word 365 Apps Expert (MO-111)

Overview

LearnKey's Word 365 Apps Expert course is made for those who want to learn advanced Word skills and improve employability prospects for any job requiring knowledge of building and formatting long documents in Word. This course maps to the MO-111 exam and covers the specific areas of managing document options and settings, using advanced editing and formatting features, creating custom document elements, and using advanced Word features.

Expert: Natasha Nelson
Product ID #: 205209
Length: 3.5 Hours

ART of Customer Service
Overview
Excellence in customer service boils down to three basic ideas: give customers the attention they want, the respect they deserve, and the time to answer their questions and take care of their needs. This newly revised customer service video uses humorous scenes mixed in with first-person responses to tell viewers what customers really want. It seems so simple, yet today's customers generally feel that service has gotten worse. Use this customer service video to bring the message home to your employees and make it stick: customer service is an ART.

Expert: Kantola
Product ID #: 062859
Length: 1 Hour

B Careful When U Txt: The Dangers of Texting and Sexting
Overview
Cell phones have become indispensable gadgets for most of us. We use these devices not only to talk, but to keep track of schedules, email, search the Internet, chat online, and text our friends. It should come as no surprise, then, that some of us are sending, simply put, the wrong message. Perhaps not realizing the dangers inherent in cell phone use, we are putting themselves—and others—at risk. The dangers these behaviors cause is real and comes in two main forms: physical and emotional. The physical dangers can come from activities like using a phone at a time or place that is unsafe or from allowing personal information to fall into the wrong hands. The emotional dangers arise when we inadvertently subject ourselves and others to harassment or shame. This course will teach responsible cell phone use and best practices, in fact, many of these practices are the same techniques used to make computer and Internet use safe. The fact is that cell phones are here to stay and their features are always evolving. This course empowers users to take and stay in control of their cell phone use.

Expert: Human Relations Media
Product ID #: 062669
Length: 1 Hour

Bullying and Respect in the Workplace
Overview
In five dramatic stories taking place in settings that range from a hospital to City Hall, victims and witnesses will see how to speak up and challenge a coworker's mean-spirited behavior in a straightforward way that earns them respect. They'll also learn they do not have to face this problem alone. If they are not comfortable challenging a bully on their own—or if they do speak up and the behavior continues—they can reach out to supervisors, HR or other designated resources to help resolve the issues. As for any bullies who may be watching: this video clearly shows that mistreating a fellow employee makes you look bad in the eyes of others and will not be tolerated in your workplace.

Expert: Kantola
Product ID #: 062879
Length: 1 Hour

Business Ethics on the Job

Overview

The age-old "golden rule"—to treat others the way you would like to be treated—continues to be the cornerstone of ethical behavior. Seven essential business ethics that people should understand include integrity, loyalty, honesty, responsibility, empathy, confidentiality, and respect. In today's competitive world, it is more essential than ever that people set themselves apart from the crowd. Business Ethics on the Job is designed to aid in the understanding of the basic ethics necessary for successful employment. By advising students of the fundamentals of business ethics, educators are preparing students for a long, fruitful, and enjoyable career.

Expert: Human Relations Media
Product ID #: 062549
Length: 1 Hour

Communication Skills for Business (CSB)

Overview

The LearnKey Communication Skills for Business (CSB) course will help both students in school and adults in the workforce learn basic communication principles, plan for effective communication, discover best practices for business deliverables, hone message delivery, receive communications, and analyze communication scenarios. Effective communication is vital in interviews, presentations, and daily verbal and written communication. Whether you are searching for new employment or are a seasoned employee, communication skills can enrich your professional presence. This course is mapped to the Communication Skills for Business (CSB) certification exam objectives and will help you prepare to sit for the exam.

Expert: Jennifer Stubblefield
Product ID #: 063229
Length: 9 Hours

Customer Service Counts

Overview

Viewers will enjoy the amusing story of two coworkers who start their day experiencing bad customer service as customers themselves. Comparing notes, they enter a friendly competition to see who can offer the best customer service that day on the job. As they demonstrate sales skills and handle rushed (even unhappy) customers, their fun rivalry reminds employees that customers are people too. And it makes the point to employees that their peers are counting on them as well. In fact, coworkers are also customers. Everyone has "internal customers" when helping other employees meet common goals. And every employee represents the organization when encountering outsiders, whether or not customer service is a major part of their job description.

Expert: Kantola
Product ID #: 062899
Length: 1 Hour

The Dangers of Sexting: What Teens Need to Know

Overview

According to a Nielsen survey (How Teens Use Media: A Nielsen Report on the Myths and Realities of Teen Media Trends, June 2009), American teens sent and received an average of 2,272 text messages a month. This figure is double that of the previous year. Teens must understand the social, emotional and legal consequences of sexting. The Dangers of Sexting: What Teens Need to Know course will empower young people with information designed to help them avoid this risky behavior.

Expert: Human Relations Media
Product ID #: 062709
Length: 1 Hour

Dealing with the Irate Customer

Overview

It's hard to keep your cool when dealing with difficult or angry customers. After all, it's only human to get defensive and fight back—or cave in and give them whatever they demand. What you need instead is a plan. The guidelines presented in this difficult customer video will help you calm angry customers. Once you bring them around, they're more likely to work with you to find a resolution that solves their complaint yet is fair to your organization.

Expert: Kantola
Product ID #: 062919
Length: 1 Hour

Design for Delight Innovator

Overview

LearnKey's Intuit Design for Delight course explores the design thinking process to provide customer-centric solutions. The three design thinking principles, Deep Customer Empathy, Go Broad to Go Narrow, and Rapid Experiments with Customers, are discussed and practiced throughout the course. Students will learn how to perform observations, identify customer problems, brainstorm, narrow, prototype, and test solution ideas to provide customers with the highest level of delight.

Expert: Natasha Nelson
Product ID #: 063389
Length: 3 Hours

Digital Smarts: Behaving Ethically Online
Overview

Cyber ethics and respect for others online are critical skills to acquire for today's connected teens. The message of this teen-centered video is that all students have a responsibility to behave ethically online and to know how to react when others behave in inappropriate ways. Teen hosts discuss the ethics of issues such as distributing unflattering pictures or posts aimed at harming someone's reputation and the importance of respecting the privacy of others. They emphasize the importance of respecting the safety of others and becoming an upstander rather than a bystander when witnessing abusive behavior online. One teen gives a real-life account of the devastating effects of being cyberbullied. Student interviews expose the extent of plagiarism among their peers and student attitudes about plagiarism. The program details the differences between legitimate online research and plagiarism. Similarly, the differences between legitimate sharing online and piracy are clearly spelled out as are the ethical implications and legal risks of stealing someone else's work.

Expert: Human Relations Media
Product ID #: 062779
Length: 1 Hour

Digital Smarts: Protecting Your Online Reputation and Safety
Overview

Cyber reputation, security and safety have become important topics for students to understand and master. This engaging video program encourages students to think critically about the opportunities and risks provided by their many digital devices. Real-life dangers from predators, spammers and identity thieves are revealed through teen interviews and accounts from experts in cyber security and safety. Students learn why it is important to choose passwords that are hard to guess and why they should not share their passwords with others. Students are challenged to think about ways that digital technology can be used to enhance or damage their reputations. Teens talk about how compromising photos and other postings online became part of their permanent digital footprint. The video provides specific advice about how to protect students' privacy, security and online reputations. **Coming Fall 2019!**

Expert: Human Relations Media
Product ID #: 062799
Length: 1 Hour

Discovering Your Strengths
Overview

The Discovering Your Strengths course is ideal for students looking to gain an edge on self-awareness. Through the power of behavior, students will be able to identify their unique strengths and how they can directly relate to their success. This course will also help students identify adaptations they may need to make in order to help them grow. **Coming Fall 2019!**

Expert: Adrianna Scales
Product ID #: 063559
Length: 1 Hour

I Was Cyberbullied

Overview

Program presents three real-life stories from kids who were targets of cyberbullying attacks and offers viewers practical suggestions for how to avoid being victimized by this new, rapidly-spreading type of bullying. Each story highlights important tips such as: only post the type of information online that you would be comfortable with others seeing; remember that once an email or photo is posted online, you can't take it back; avoid responding to vicious texts or emails that might escalate a situation further; and know when to turn to a trusted adult for help. Renowned "bully coach" Joel Haber leads a discussion on how serious and damaging cyberbullying can be, and touches upon recent cases of children committing suicide after being cyberbullied. This timely program will strike a chord with all viewers—those who may have been victimized as well as those who may have thought that cyberbullying was "no big deal."

Expert: Human Relations Media
Product ID #: 062839
Length: 1.5 Hours

Job Hunting in a Digital World

Overview

Job Hunting in a Digital World taught by Head Hunting Expert, Sharon Bondurant with Tech Finders, Inc. will help you land your dream job. This course teaches you how to build a resume that gets real results and shows you how to create a personal brand that stands out. This course also teaches you how to navigate online job searches successfully. Plus, social media is a great way to connect with new employers, but some of the information you have out there may be costing you the job. We will teach you how to use social media to your advantage and land that job.

Expert: Sharon Bondurant
Product ID #: 062739
Length: 1.5 Hours

Know Your Talents™

Overview

Know Your Talents™ is a course in self-discovery. Expert Lori Coruccini opens the door to understanding your own behavior, recognizing behaviors in others, and how to employ that understanding to further personal and professional growth. This course, and its companion workbook, will aid you in leveraging and optimizing who you are to achieve that growth.

Expert: Lori Coruccini
Product ID #: 062419
Length: 1.5 Hours

Leadership at Every Level

Overview

This leadership training video begins by demonstrating four successful management styles: direction, influence, collaboration, and delegation. It then explains how your setting and your subordinates determine which management style is most appropriate for your situation -- and the need to adapt to changing circumstances. Our dramatic scenes help you recognize leadership behaviors at all levels of an organization. You'll learn how to exhibit leadership by making good decisions and keeping your own emotions under control. And you'll learn the critical importance of personal integrity. Leadership takes more than good management. And there's no better time than right now for you to take it to the next level.

Expert: Kantola
Product ID #: 062939
Length: 1.5 Hours

Learning Online

Overview

This course focuses on the techniques required for the successful completion of self-paced online courses, or traditional education online classes. You will learn about the technologies involved in online learning and how to effectively implement those technologies to aid in your success. You will learn study strategies and their similarities and differences with traditional classroom methods. We'll teach you effective group study and communication techniques to give you the tools you'll need to ensure your success.

Expert: LearnKey Signature Courseware
Product ID #: 062459
Length: 2 Hours

Listening Under Pressure

Overview

It's easy to get sidetracked by coworkers, cell phones, other customers, and a hundred other things. Good listening skills are essential for meeting customer needs—and ensuring a positive experience with your organization. In three entertaining and informative stories, you'll learn the right and wrong ways to handle customer service challenges. You'll learn how three specific listening skills can soothe upset customers; help you get the information you need to solve their problems; and keep your focus in spite of interruptions. Once you've mastered these crucial skills, great customer service will be second nature.

Expert: Kantola
Product ID #: 062959
Length: 1 Hour

Making a Good Impression: Resumes, Interviews, and Appearance

Overview

Whether you are looking for a part-time job, a full-time summer job, or the beginning of a career, you must master certain skills in order to be successful. And once you've landed the job, what then? Even after impressing the employer with a good resume or a strong interview, you must understand basic workplace etiquette and proper employee behavior in order to keep the job that you worked so hard to attain. The Making a Good Impression: Resumes, Interviews, and Appearance course aims to prepare job-seekers for the challenging and exciting world of employment by guiding them through the steps of the job search. The course follows several young people as they start new jobs, from discovering openings to writing resumes and cover letters to interviews and follow-ups. Along the way, important employee skills will be stressed.

Expert: Human Relations Media
Product ID #: 062569
Length: 1.5 Hours

Matching Your Skills, Talents, and Ambitions to a Dream Career

Overview

"Find your passion" is the mantra of guidance counselors and graduation speakers in schools across the nation. The first step in any job-seeker's career map to success is figuring out their own unique skills and talents. The best jobs are those that are interesting and challenging, and also allow employees to use their aptitudes and abilities to the fullest. Job-seekers wonder if there is a formula for finding that magic combination. One variable in that magic equation is exploration--exploration is an essential tool for any career map. The wider a net that students cast in the sea of career opportunities, the better chance they have of finding jobs that truly inspire them. The Matching Your Skills, Talents, and Ambitions to a Dream Career course outlines several strategies that job-seekers can use to create a personal career map. Through expert advice and real-life examples of young people happily employed in their dream careers, vital career lessons will be learned: how to examine talents, how to connect findings to a dream job, and how to map out a path to achieving goals of career success.

Expert: Human Relations Media
Product ID #: 062589
Length: 1 Hour

Professional Email Etiquette

Overview

In spite of texting and other informal means of communication, business correspondence still counts. And email is still the preferred method of contact for sharing information and resolving problems. The impression you leave with others about the quality of your organization and your own personal competency is largely based on the courtesy and professionalism of your email correspondence. Workplace etiquette matters! No matter how long you've been using email, you'll learn some very important guidelines in this email training video—guidelines that will improve communication, protect you from catastrophes, and ensure your messages are professional, every time.

Expert: Kantola
Product ID #: 062999
Length: 1 Hour

Social Media at Work

Overview

Social media is everywhere—including our workplaces. While it can serve useful business purposes, it can also open the door to hackers, circulate rumors and abusive comments, create public relations nightmares, and be a real drag on productivity. In fact, many employees spend up to two hours every workday on non-business related websites—often not realizing how their multiple side-trips can consume their time and lead to other problems, as well. And it's not just during the workday. After-hours posts can also have an impact if they violate policies or cause friction between coworkers.

Expert: Kantola
Product ID #: 063019
Length: 1 Hour

Video Editing 101

Overview

Video Editing 101 is an introductory course in digital video production. This course will walk you through all of the steps to editing and distributing a high quality, professional looking digital video. Ryan will teach you how to use Adobe's industry leading tools like Adobe OnLocation, Premiere Pro CS5 and Adobe Media Encoder to edit, produce, and distribute your projects.

Expert: Ryan James
Product ID #: 062359
Length: 9.5 Hours

Video Production 101

Overview

Video Production 101 is an introductory course in digital video production. This course will walk you through all of the steps to creating and filming a high quality, professional looking digital video. Ryan will teach you how to use Adobe's industry leading tools like Adobe Story and OnLocation to script and storyboard your projects. Then learn the camera tricks and techniques that the professionals use to create a professional digital video.

Expert: Ryan James
Product ID #: 062389
Length: 8 Hours

Wednesday's Touch

Overview

Skills can be taught, but the right attitude is even more meaningful. This video, inspired by author and professional speaker Byrd Baggett, tells a simple but moving story about the importance of one customer service rep in the eyes of her customer. It inspires viewers to see that customers are people, too -- and to build relationships that keep customers coming back.

Expert: Kantola
Product ID #: 063059
Length: 1 Hour

Workplace Ethics

Overview

Ethics matter. It's not just the big scandals you see in the news, but the small everyday decisions that add up, too. In fact, that's where you need to draw the line—with the little things—before serious damage is done. This award-winning employee ethics training video follows four realistic scenarios that demonstrate the importance of basic values such as respect for others, fairness, and honesty. And it teaches a three-part decision-making process that helps employees find their way to a solution even in complex situations where the right answer doesn't come easily. Employees all share the responsibility to act ethically and to speak up if they see coworkers behaving badly. Use this employee ethics training DVD or online video to raise awareness, provide a framework for ethical decision making, and help create a company that employees can be proud of.

Expert: Kantola
Product ID #: 063079
Length: 1 Hour

Artificial Intelligence
Overview
This introduction to Artificial Intelligence course, geared toward the IT Specialist Artificial Intelligence exam, defines both AI and the way in which AI is used to build models that take data and then use that data to predict outcomes. This course covers the basic tenets of AI, including AI problem definition, data collection, processing, and engineering, algorithms and models, application integration and deployment, and maintaining and monitoring AI in production. The course is helpful for those wanting a good starting point for knowledge of AI and will help those seeking a career path that requires basic AI knowledge.

Expert: Jason Manibog
Product ID #: 375159
Length: 19 Hours

Developing ASP.NET MVC Web Applications (70-486)*
Overview
This course will teach students how to build robust web applications using ASP.NET and the Model-View-Controller (MVC) pattern. Specifically, this course will cover application architecture design, designing and developing the user experience, troubleshooting and debugging web applications, and designing and implementing security. The material is covered through building parts of a store website, thus helping the student to retain employability skills learned in the course. This course is geared toward the 70-486 exam, which combined with the 70-480 (HTML) or 70-483 (C#) exams will gain one the Microsoft Certified Solutions Architect certification in web applications.

Expert: Jason Manibog
Product ID #: 374239
Length: 13.5 Hours

HTML and CSS
Overview
LearnKey's HTML and CSS course is an excellent course for those looking to gain employability skills in the area of web development. The material covers the objectives on the HTML and CSS exam, putting a solid entry-level certification well within reach. Specifically, the course has two distinct parts: HTML (Hypertext Markup Language), which includes HTML fundamentals, document structuring, and multimedia presentation, and CSS (Cascading Style Sheets), which includes CSS fundamentals and styling webpages. Then, the importance of accessibility for both HTML and CSS is introduced.

Expert: Jason Manibog
Product ID #: 374729
Length: 9.5 Hours

* Exam retired 1/1/2021

HTML5 Application Development
Overview
LearnKey's HTML5 Application Development course, a course in the IT Specialist series, expands on the knowledge one gains in the HTML and CSS course and JavaScript course from the same series. Advanced web design and development concepts, such as application lifecycle management, graphics and animation, forms, layouts, and JavaScript coding are the main topics in this course. This course and subsequent certification is the next logical step up for someone wanting a career in web design and development.

Expert: Jason Manibog
Product ID #: 374869
Length: 9.5 Hours

Introduction to Programming Concepts
Overview
This 90-minute course is an introduction to basic programming concepts and is perfect for those who want to learn how to program, but don't know where to start. Rather than focusing on a single programming language, this course will teach prospective programmers three basic principles: introduction to objects, program design basics, and coding basics.

Expert: Jason Manibog
Product ID #: 373699
Length: 2.5 Hours

Java
Overview
LearnKey's Java (INF-304) course is excellent for someone wanting to learn how to code in Java, a powerful object-oriented programming language. This course will also help students get ready to pass the IT Specialist INF-304 Java exam and improve employability prospects for any software development position requiring Java coding skills. Specifically, this course covers Java fundamentals, data types and variables, flow control, object-oriented principles, and compiling and debugging code. These concepts are covered through simulating writing code for an online store, thus adding a real-life scenario to this course.

Expert: Jason Manibog
Product ID #: 374479
Length: 6.5 Hours

JavaScript

Overview

LearnKey's JavaScript (INF-302) course is an excellent course for those looking to gain valuable introductory JavaScript skills. Topics covered include: learning about JavaScript operators, keywords, and methods, using variables, data types, and functions, implementing decisions and loops, interacting with the DOM (Document Object Model), and interacting with forms. In all of these topics, students will clearly see how JavaScript is used to enhance existing webpages. Furthermore, this course covers the material on the INF-302 exam, and will help anyone looking to improve their employability prospects in the areas of designing and building webpages.

Expert: Jason Manibog
Product ID #: 374559
Length: 10 Hours

MTA HTML5 Application Development Fundamentals (98-375)*

Overview

The MTA HTML5 Application Development Fundamentals course gives students a strong introduction to HTML5, which consists of three major areas: Hypertext Markup Language (HTML), Cascading Style Sheets (CSS3), and JavaScript. In addition, this course covers the application life cycle, which is important for web developers to know in order to best plan, design, code, test, validate, and deploy HTML5 apps. This course prepares students for the MTA 98-375 exam.

Expert: Jason Manibog
Product ID #: 373619
Length: 15.5 Hours

MTA Introduction to Programming Using HTML and CSS (98-383)*

Overview

The Introduction to Programming Using HTML and CSS (98-383) course is an excellent course for those looking to gain employability skills in the area of web development. The material covers the objectives on the MTA 98-383 exam, putting a solid entry-level certification well within reach. Specifically, the course has two distinct parts: HTML (Hypertext Markup Language), which includes HTML fundamentals, document structuring, and multimedia presentation, and CSS (Cascading Style Sheets), which includes CSS fundamentals and styling webpages.

Expert: Jason Manibog
Product ID #: 373939
Length: 8.5 Hours

* Exam retired 7/1/2021

MTA Introduction to Programming Using Java (98-388)*

Overview
The MTA Introduction to Programming Using Java (98-388) course is excellent for someone wanting to learn how to code in Java, a powerful object-oriented programming language. This course will also help students get ready to pass the MTA 98-388 exam and improve employability prospects for any software development position requiring Java coding skills. Specifically, this course covers Java fundamentals, data types and variables, flow control, object-oriented principles, and compiling and debugging code. These concepts are covered through simulating writing code for an online store, thus adding a real-life scenario to this course.

Expert: Jason Manibog
Product ID #: 374109
Length: 6.5 Hours

MTA Introduction to Programming Using JavaScript (98-382)*

Overview
The MTA Introduction to Programming Using JavaScript (98-382) course is an excellent course for those looking to gain valuable introductory JavaScript skills. Topics covered include: learning about JavaScript operators, keywords, and methods, using variables, data types, and functions, implementing decisions and loops, interacting with the DOM (Document Object Model), and interacting with forms. In all of these topics, students will clearly see how JavaScript is used to enhance existing webpages. Furthermore, this course covers the material on the MTA 98-382 exam, and will help anyone looking to improve their employability prospects in the areas of designing and building webpages.

Expert: Jason Manibog
Product ID #: 373999
Length: 10 Hours

MTA Introduction to Programming Using Python (98-381)*

Overview
LearnKey's MTA Introduction to Programming Using Python (98-381) course covers Python, a very versatile programming language which can be used to power websites, build games, and even program hardware. This course is also an excellent course for someone new to programming, as many of the topics covered are basic programming topics which carry over well to other programming languages. Specifically, this course covers data types and operators, decisions and loops, input and output, code documentation and structure, troubleshooting, and modules and tools. The course topics directly map to the MTA 98-381 exam and will help anyone looking to improve their employability prospects in Python and for programming jobs in general

Expert: Jason Manibog
Product ID #: 373869
Length: 6 Hours

* Exam retired 7/1/2021

MTA Mobility and Device Fudamentals (98-368)*

Overview

MTA Mobility and Device Fundamentals (98-368) is designed to prepare students to learn to accomplish the technical tasks required to pass exam 98-368. Students will gain an understanding of device configurations, security, cloud services, data access, and management. This exam is one step forward in earning a Microsoft Certified Solutions Associate (MCSA) certification.

Expert: Jason Manibog
Product ID #: 631699
Length: 8.5 Hours

MTA Software Development Fundamentals (98-361)*

Overview

This course is designed to prepare students for the MTA: Software Development Fundamentals exam, which is designed to provide candidates with an assessment of their knowledge of fundamental software development concepts. This exam gives you the opportunity to discover if this path is the right one for you. It can also serve as a stepping-stone to the Microsoft Certified Technology Specialist exams. This exam is ideal for high school students or college students who are looking to improve their resumes or college applications.

Expert: Margaret "Peggy" Fisher
Product ID #: 373349
Length: 6.5 Hours

Programming in C# (70-483)*

Overview

LearnKey's Programming in C# course is geared toward those who have some programming experience and are looking to improve their employability prospects for jobs requiring intermediate C# knowledge. The course is also geared toward those looking to take and pass exam 70-483, a Microsoft Certified Professional-level exam. 70-483 is one exam that leads toward the MCSA: App Builder certification. Specifically, this C# course covers managing program flow, creating and using types, debugging applications, implementing security, and implementing data access.

Expert: Jason Manibog
Product ID #: 373809
Length: 8.5 Hours

* Exam retired 1/1/2021

Python v2

Overview

LearnKey's Python v2 course covers Python, a very versatile programming language which can be used to power websites, build games, and even program hardware. This course is also an excellent course for someone new to programming, as many of the topics covered are basic programming topics which carry over well to other programming languages. Specifically, this course covers data types and operators, decisions and loops, input and output, code documentation and structure, troubleshooting, and modules and tools. The course topics directly map to the Python exam and will help anyone looking to improve their employability prospects in Python and for programming jobs in general.

Expert: Jason Manibog
Product ID #: 375069
Length: 6 Hours

Software Development

Overview

LearnKey's Software Development course is a solid introduction for those looking to understand programming concepts and practices better. While not geared for any specific language, the course focuses mainly on C# and SQL. It goes through core programming concepts, software development principles, object-oriented programming, web applications, and databases topics. The course material maps to the objectives of the IT Specialist Software Development Fundamentals exam. It is a good next course for anyone who has taken LearnKey's Introduction to Programming course or has equivalent knowledge.

Expert: Jason Manibog
Product ID #: 374949
Length: 11 Hours

The Drug-Free Workplace
Overview
Even if drug-free workplace training is not legally mandated in your business or industry, everyone benefits from raising employee awareness on the impact that drugs or alcohol can have on your workplace. Performance and safety sink fast when employees abuse alcohol or drugs. Others may feel they have to take up the slack when their coworkers attempt to work under the influence—falling short of expectations and increasing the risk of accident or injury. This brand new release features believable scenes in construction, manufacturing, hospitality, food service, and business. It raises your employees' awareness of this widespread problem, shows the harm that can be done to themselves and others, and encourages them to get help if they or a coworker is affected by drug or alcohol abuse.

Expert: Kantola
Product ID #: 063049
Length: 1 Hour

Preventing Sexual Harassment in the Workplace
Overview
Sexual harassment hurts productivity, damages morale and costs employers millions of dollars a year! If an employer is aware of sexual harassment in the workplace, the employer becomes liable for the consequences. The Preventing Sexual Harassment in the Workplace course from LearnKey includes interactive real world examples and assessments that demonstrate the law and examine your role, rights and responsibilities in dealing with sexual harassment. Learn how to develop and enforce a clear company policy that is in compliance with the Civil Rights Act of 1964.

Expert: D. Michael Reilly and Suzanne Michael
Product ID #: 061499
Length: 3 Hours

Progressive Discipline and Successful Termination
Overview
Progressive Discipline and Successful Termination shows you how to work with problem employees and how to help improve their performance, attitude and effectiveness. Discover how early intervention keeps bad behavior from becoming a habit. With proper training, coaching and communication about expectations, your less-than-stellar employees may do a 180 – and eventually become your star performers.

Expert: National Seminars & LearnKey Signature Courseware
Product ID #: 062069
Length: 2 Hours

Autodesk Certified User (ACU) AutoCAD

Overview

LearnKey's Autodesk AutoCAD course utilizes a learn-by-doing approach using video instruction and tutorials, immersing the student in the role of a mini golf course designer working for a fictional mini golf course design firm called Emerald Isle Mini Golf. Students will be creating designs for an overall site plan including four mini golf holes, landscaping, clubhouse, pathways, water features, and parking lot.

Expert: Craig Hughes
Product ID #: 502719
Length: 4.5 Hours

Autodesk Certified User (ACU) Fusion 360

Overview

LearnKey's Autodesk Certified User (ACU) Fusion 360 course utilizes a learn-by-doing approach, immersing the student in the role of a toy designer for a fictional toy company. Throughout the course, students will learn and apply skills in Fusion 360 by creating and editing 2D sketches, creating 3D models from 2D sketches, creating engineering drawings to document designs, creating and editing organic designs using T-Spline modeling, using direct modeling techniques to edit designs, assembling and adding motion to components, analyzing interference between components and performing motion studies, and appling advanced modeling techniques. Students will learn effective and efficient modeling practices as they progress through the course. Students will improve their employability while preparing for the Autodesk Certified User (ACU) Fusion 360 exam.

Expert: Craig Hughes
Product ID #: 502549
Length: 8 Hours

Autodesk Certified User (ACU) Inventor

Overview

LearnKey's Autodesk Inventor course utilizes a learn-by-doing approach using video instruction and tutorials, immersing the student in the role of a designer for a fictional amusement park. Students will be creating designs for products that will be used in a new themed area. Students will use the designs of these items to learn and apply skills in Inventor by learning Inventor's user interface, creating and editing 2D sketches and 3D models, applying advanced modeling techniques, assembling components, analyzing interference between components, and creating engineering drawings to document designs. This course will help prepare students for the Autodesk Certified User (ACU) exam for Inventor and help students gain valuable employability skills in the area of mechanical design.

Expert: Craig Hughes
Product ID #: 502639
Length: 4.5 Hours

Autodesk Certified User (ACU) Revit

Overview

The AutoDesk Revit Architecture 2019 course will teach you how to create and modify grids, levels, walls, doors, etc. and then show you how to model and modify those elements. You will also learn how to manage views and create 3D renderings of your projects. Finally, the course will demonstrate how to manage documentation associated with your projects. Not only will this course help you to master the skills you need to be competitive in the field of architectural design, it will prepare you to sit for the AutoDesk Revit Architecture Certified User exam.

Expert: Gary Roberts
Product ID #: 502349
Length: 5 Hours

After Effects CC 2018/2019/2020

Overview

Adobe After Effects joined the ACA slate of exams in 2018. The Adobe After Effects CC 2018 course will guide you through the basics of working in the visual and motion graphics industry; creating and setting up a project; navigating, organizing, and customizing the application interface; organizing video projects; creating and manipulating visual elements; and exporting your project to various digital media formats. This course will not only prepare you for this exciting new certification, but it will give you an edge in employability as you seek to land your dream job.

Expert: Seth Magers
Product ID #: 663449
Length: 17 Hours

After Effects 2021

Overview

LearnKey's After Effects 2021 course will guide you through working in the visual and motion graphics industry—creating and setting up a project; navigating, organizing, and customizing the application interface; organizing video projects; creating and manipulating visual elements; and exporting your project to various digital media formats. This course will not only prepare you for this exciting certification, but it will give you an edge in employability as you seek to land your dream job.

Expert: Seth Magers
Product ID #: 663829
Length: 18 Hours

Animate CC 2018/2019

Overview

The Adobe Animate CC 2018 course teaches users what to expect when working in the animation industry, such as how to create, manage, organize, and customize documents and the application interface; how to create and modify multimedia elements and animations; and how to publish content for the web and screen. Users will learn what they need know to prepare for a career in the animation industry all while learning what they need to know to sit for the certification exam.

Expert: Jason Manibog
Product ID #: 663329
Length: 11.5 Hours

Animate 2021
Overview
The Animate 2021 course teaches users what to expect when working in the animation industry, such as how to create, manage, organize, and customize documents and the application interface; how to create and modify multimedia elements and animations; and how to publish content for the web and screen. Users will learn what they need to know to prepare for a career in the animation industry, all while learning what they need to know to sit for the certification exam.

Expert: Jason Manibog
Product ID #: 663989
Length: 12 Hours

Dreamweaver CC 2018/2019
Overview
The Adobe Dreamweaver CC 2018 web design software has an intuitive and visual interface for creating and editing websites and mobile apps with confidence; this course provides step-by-step instruction on how to do it. From working in the web design industry, to customizing the application and documents, to publishing for the web, this course teaches it all. Users are prepared to sit for the certification all while improving their employability in the web design industry.

Expert: Brad Washburn
Product ID #: 663239
Length: 8.5 Hours

Dreamweaver 2021
Overview
The Adobe Dreamweaver web design software has an intuitive and visual interface for creating and editing websites and mobile apps with confidence; this course provides step-by-step instructions on how to do it. From working in the web design industry, to customizing the application and documents, to publishing for the web, this course teaches it all. Users are prepared to sit for the certification all while improving their employability in the web design industry.

Expert: Brad Washburn
Product ID #: 663669
Length: 10.5 Hours

Illustrator CC 2018/2019
Overview
The Adobe Illustrator CC 2018 course introduces both new and experienced users to Illustrator CC preparing the user for certification and improving their employability in the design industry. This course teaches the basics of working in the design industry including identifying an audience and their needs, communicating with colleagues and clients, and understanding copyright. You will also learn how to navigate, organize, and customize the application workspace; organize and streamline document workflows; create and modify text and graphic elements; and how to publish your project in web, print, and video formats.

Expert: Jason Manibog
Product ID #: 663069
Length: 7.5 Hours

Illustrator 2021
Overview
The Adobe Illustrator course introduces both new and experienced users to Illustrator preparing the user for certification and improving their employability in the design industry. This course teaches the basics of working in the design industry including identifying an audience and their needs, communicating with colleagues and clients, and understanding copyright. You will also learn how to navigate, organize, and customize the application workspace; organize and streamline document workflows; create and modify text and graphic elements; and how to publish your project in web, print, and video formats.

Expert: Jason Manibog
Product ID #: 663749
Length: 8.5 Hours

InDesign CC 2018/2019
Overview
The Adobe InDesign CC 2018 course teaches designing page layouts for both print and Web. The course uses a step-by-step approach to demonstrate the basics of the application and interface and then gradually moves on to more advanced and complex aspects of the software. Methods for efficiently performing common layout tasks using various tools and on-object controls are taught, as well as learning how to use formatting tools to produce high quality documents. With the goal of preparing a user for certification, the course follows the exam objectives from working in the design industry to publishing your creation for web and print. Users who complete the course, whether seeking certification or not, will improve their employability and marketability in the design industry.

Expert: Jason Manibog
Product ID #: 663159
Length: 6 Hours

InDesign 2021
Overview
The Adobe InDesign course teaches designing page layouts for both print and Web. The course uses a step-by-step approach to demonstrate the basics of the application and interface and then gradually moves on to more advanced and complex aspects of the software. Methods for efficiently performing common layout tasks using various tools and on-object controls are taught, as well as learning how to use formatting tools to produce high quality documents. With the goal of preparing a user for certification, the course follows the exam objectives from working in the design industry to publishing your creation for web and print. Users who complete the course, whether seeking certification or not, will improve their employability and marketability in the design industry.

Expert: Jason Manibog
Product ID #: 663909
Length: 8.5 Hours

Photoshop CC 2018/2019
Overview
The Adobe Photoshop CC 2018 course is designed for both novice and advanced users preparing for certification. Using the concept of an outdoor magazine, the course demonstrates topics necessary for working in the design industry, setting up a project and customizing the user interface, organizing documents, creating and modifying visual elements, and publishing a final product. Mastering Photoshop is one of the most sought-after skills in today's competitive marketing and design job markets.

Expert: Lee Wiley
Product ID #: 662959
Length: 7 Hours

Photoshop 2021
Overview
This course is designed for both novice and advanced users preparing for certification. Using the concept of an outdoor magazine, the course demonstrates topics necessary for working in the design industry, setting up a project and customizing the user interface, organizing documents, creating and modifying visual elements, and publishing a final product. Mastering Photoshop is one of the most sought-after skills in today's competitive marketing and design job markets.

Expert: Lee Wiley & Jason Manibog
Product ID #: 663589
Length: 8.5 Hours

Premiere Pro CC 2018/2019/2020
Overview
The Adobe Premiere CC 2018 video editing software makes creating and producing amazing video possible through a host of tools and integration features with the entire Adobe CC software suite. Users will learn the basics of working in the digital video industry; how to create, navigate, and organize a project and the application interface; how to create and modify elements of digital video; and how to publish a final project for distribution. The course prepares a user for the certification exam and adds to the skills required for employment in the digital video industry.

Expert: Jason Manibog
Product ID #: 140979
Length: 7 Hours

Premiere Pro 2021
Overview
The Adobe Premiere Pro video editing software makes creating and producing amazing video possible through a host of tools and integration features with the entire Adobe CC software suite. Users will learn the basics of working in the digital video industry; how to create, navigate, and organize a project and the application interface; how to create and modify elements of digital video; and how to publish a final project for distribution. The course prepares a user for the certification exam and adds to the skills required for employment in the digital video industry.

Expert: Jason Manibog
Product ID #: 141069
Length: 9.5 Hours

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