



# Course Catalog

Courses Available on the OnlineExpert powered by LearnKey Platform



Computer Fundamentals  
Information Security  
Database Technologies  
Networking

Leadership and Management  
Personal Productivity  
Web and Graphic Design  
Office Productivity

Programming and Development  
Safety and Compliance  
K12 Curriculum

Contact Us [www.learnkey.com](http://www.learnkey.com)  
1.800.865.0165

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## 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 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 Wyatt 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:** Wyatt 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



## 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

## 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)<sup>2</sup> 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

## 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

\* Exam retired 7/1/2021

## Security+ (SY0-601 - Updated for SY0-701)

### 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 Cohesive Teams

### Overview

The Building Cohesive Teams course is designed to equip leaders and team members with the essential skills and strategies to foster a cohesive and high-performing team. Participants will learn how to create an inclusive and trusting environment, effectively communicate with transparency, and embrace diversity to build strong bonds within the team. Through reflective activities and practical exercises, participants will gain the knowledge and tools to enhance collaboration, productivity, and overall team success.

**Expert:** Kerri Laryea  
**Product ID #:** 040629  
**Length:** 2.5 Hours

## 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

## Creating an Inclusive Culture

### Overview

In today's diverse and interconnected world, fostering an inclusive culture is essential for organizations to thrive. This introductory course exposes participants to the knowledge and skills needed to cultivate an environment where everyone feels valued, respected, and empowered to contribute their unique perspectives and talents. Join us to take the first steps towards building a more inclusive and equitable future.

**Expert:** Kerri Laryea  
**Product ID #:** 040749  
**Length:** 2.5 Hours

## Delegating Work Effectively

### Overview

Unlock your leadership potential with effective delegation. Join Mark, a senior campaign manager struggling with delegation, on his transformative journey toward effective delegation. Learn through his experiences as you build your understanding, skills, and toolkit. Discover the immense value of delegation and its significance in optimizing your productivity. Identify your unique delegation style and evaluate its impact on your effectiveness. Learn to demonstrate emotional intelligence, establish clear communication channels, and effectively train and develop your team. Equip yourself with the skills to identify suitable tasks to delegate, communicate expectations, provide autonomy, and support and monitor progress. Unleash your leadership potential and optimize team productivity with practical tools and strategies.

**Expert:** Kerri Laryea  
**Product ID #:** 040539  
**Length:** 2 Hours

## 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

## Working and Managing in a Virtual Workplace

### Overview

In today's rapidly evolving corporate landscape, working and managing effectively in a virtual setting is necessary. This course offers practical strategies and techniques to navigate the challenges of remote work and foster a culture of collaboration in a virtual workplace. The course focuses on essential topics such as the importance of embracing the virtual landscape and adapting to the needs of others to be productive, building trust and connection, navigating communication challenges, and facilitating productive virtual collaboration. Ultimately, the course offers individuals a perspective on how to thrive as team members and leaders in the virtual work environment.

**Expert:** Kerri Laryea

**Product ID #:** 040689

**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) - 2025 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

## Cisco Certified Support Technician: IT Support

### Overview

The Cisco Certified Support Technician – IT Support course is a perfect launching point for someone looking to break into the IT field. This course covers many aspects of help desk support for end-users and gets one ready to take and pass the Cisco Certified Support Technician – IT Support exam. Specifically, this course covers: IT support job tasks and responsibilities, hardware issues, connectivity and resource access issues, operating system and application issues, common threats and preventions, and job tools. As help desk agents do a lot of troubleshooting, most of the course has a troubleshooting aspect to the topics covered.

**Expert:** Jason Manibog

**Product ID #:** 632849

**Length:** 3.5 Hours

## IT Fundamentals (FC0-U61)

### Overview

LearnKey's IT Fundamentals (FC0-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

## Network+ (N10-008 - Updated to N10-009)

### 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

## Networking

### Overview

LearnKey's Networking 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, these networking aspects: networking fundamentals, network infrastructure, networking hardware, protocols and services, and troubleshooting. This course is also a solid precursor to other networking certifications, most notably the CompTIA Network+ certification.

**Expert:** Jason Manibog

**Product ID #:** 281319

**Length:** 10.5 Hours

## 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

Outlook 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 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

## QuickBooks Online 4.0

### 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 #:** 551279

**Length:** 2.5 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 ourselves—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

## Intuit Personal Finance - U.S.

### Overview

The Intuit Personal Finance course equips students with foundational knowledge of personal finance concepts that can aid them in making critical short-term and long-term financial decisions. Students learn about earning income and paying taxes, budgeting, money savings strategies, available loans, the importance of their credit score, and risk management. Students can become financially responsible individuals as they learn and practice the financial literacy taught in this course.

**Expert:** Natasha Nelson

**Product ID #:** 551169

**Length:** 2.5 Hours

## 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

\* Exam retired 7/1/2021



## 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

## 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

## 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

## 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 applying 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

LearnKey's Autodesk Certified User (ACU) Revit v2 course utilizes a learn-by-doing approach using video instruction and tutorials, immersing students in the role of a designer for a fictional architectural design firm. Students will be creating designs for a mountain cabin residential structure to be built as a vacation destination and an active learning center commercial structure for a college campus. Students will use the designs of these structures to learn and apply skills in Revit by learning the Revit user interface, modeling structural elements, using interior design concepts, creating circulation elements, creating and modifying views, using annotation, and creating architectural drawings.

**Expert:** Craig Hughes

**Product ID #:** 502819

**Length:** 3.5 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

## Adobe After Effects - Visual Effects and Motion Graphics 2024

### Overview

LearnKey's After Effects Visual Design and Motion Graphics 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 prepare you for this exciting certification and give you an edge in employability as you seek to land your dream job in the graphics design industry.

**Expert:** Seth Magers

**Product ID #:** 663829

**Length:** 2.5 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 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

## Adobe Illustrator - Graphic and Design Illustration 2024

### Overview

LearnKey's Illustrator - Graphic Design and Illustration course introduces both new and experienced users to Illustrator, preparing them 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 publish your project in web, print, and video formats.

**Expert:** Jason Manibog

**Product ID #:** 664489

**Length:** 4 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

## Adobe InDesign - Print and Digital Media Publication 2024

### Overview

In this comprehensive InDesign course, you will learn how to build print and online publications. You will see how to use the InDesign interface, including how to use tools and panels, and even how to customize your workspace. To create professional publications in InDesign, you will need to create text and graphic frames, as well as place content and images. Then, you will learn more complex skills such as master pages, guides, styles, tables, and form fields. And finally, you will learn how to export your publication for print or digital use. By the end of this course, you should feel comfortable building a publication from scratch and adding any useful features to your document.

**Expert:** Shannon Coleman

**Product ID #:** 664289

**Length:** 4.5 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

## Adobe Photoshop - Visual Design 2024

### Overview

LearnKey's Adobe Photoshop – Visual Design course teaches one how to use Photoshop to create eye-catching images using existing photos. Specifically, this course covers working in the design industry, setting up a project and an interface, organizing documents, creating and modifying visual elements, and publishing digital media. This course is for people wanting to become Adobe Certified Professionals in Photoshop, and it will make them more employable for any job requiring visual design skills and skills for creating and editing photos.

**Expert:** Jason Manibog

**Product ID #:** 664209

**Length:** 4.5 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

## Adobe Premiere Pro - Digital Video 2024

### Overview

LearnKey's Premiere Pro 2024 course covers all the basics of working in digital video. You'll learn how to create, organize, and navigate projects, create and modify digital video elements, and even publish your final project for distribution. Plus, it prepares you for the certification exam and boosts your skills for jobs in the digital video industry.

**Expert:** Jason Manibog

**Product ID #:** 664369

**Length:** 6 Hours

