



2012 Course Release Schedule

February 2012:

Course: CASP

Description: Advanced Security Practitioner Certification (CASP) is designed to provide students with an explanation and understanding of conceptualization of security topics as well as theoretical instruction/demonstrations in designing and engineering security solutions. This training course prepares students for the CompTIA exam CAS-001.

March 2012:

Course: JavaScript Fundamentals Course ID0-435

Description: Ensure the time you spend preparing for the CIW JavaScript Fundamentals Exam is wisely spent by spending it with the experts at LearnKey. LearnKey's JavaScript Fundamentals course teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions.

Course: VoIP

Description: Voice Over IP Fundamental is designed to meet the requirements of the Cisco ICOMM v8.0 (640-461) exam. This course will introduce and teach individuals how to maintain and operate Cisco Unified Communications solutions that are based on Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Connection, and Cisco Unified Presence. This is considered an associate-level course similar to LearnKey's Routing and Switching Fundamentals course.

May 2012:

Course: MTA OS

Description: MTA operating System Fundamentals is designed to provide students with an explanation and understanding of operating system configurations, installing and upgrading client systems, managing file folders, managing devices and understanding operating system maintenance. MTA is a new certification program that Microsoft has created specifically for students entering into the IT industry for the first time. It validates the foundational knowledge needed to build and secure Microsoft Windows Servers, Windows-based network operating systems, Active Directory, account management, and system recovery tools.

Course: Know Your Talents Behavioral Series

Description: Our Know Your Talents Behavioral Series is about learning the advantages to knowing your true talents and how to leverage them for your career and personal life. Understanding who you are behaviorally, learning about yourself first ensures you have the best learning experience.

Course: Learning Management System Tour

Description: The Learning Management Systems Tour will highlight the administrative features of the LMS. You will be able to watch the entire training, or specific topics within the OnlineExpert site. If you are looking to import users, pull reports or manage user accounts this training will be available 24/7 for all administrators to access anytime they need additional information.



June 2012:

July 2012:

Course: A+ Certification 2012 Beta

Description: The new A+ 2012 Certification course, you will learn to install, repair, upgrade, configure, optimize, troubleshoot, and perform preventative maintenance on personal computers and operating systems. Understand principles of implementing LANs and Internet access. The A+ Certification by CompTIA is an international and vendor-neutral certification that has been endorsed and recognized by industry computing manufacturers and organizations.

August 2012:

Course: Keyboarding

Description: This course is designed to reintroduce you to your keyboard. Our author Hyrum will walk through keyboarding techniques; explain the similarities and differences between Mac and Windows keyboards and portable devices. You will learn helpful short cuts and proper techniques like hand placement and positioning.

September 2012:

Course: IC³ Global Standard 4

Description: This course will cover the IC³ training and certification program for individuals seeking IC³ certification including all three IC³ exams: Computing Fundamentals, Key Applications, and Living Online. LearnKey's new IC³ training provides additional depth to IC³'s core topics by also mapping to the Information & Communications Technology (ICT) curriculum.

WHAT'S YOUR ATTITUDE?: Getting in the Mood to Work

Description: In today's competitive job market, employers say that attitude is the most important factor in their hiring process. Yet many of today's job-seekers have difficulty maintaining the kind of attitude that goes over well in the workplace. Now more than ever, job-seekers must be prepared to be competitive not only in order to gain a job, but also as a pre-requisite for keeping a job. In addition to a positive professional attitude, today's employers demand a great deal of productivity from their employees—high-quality work, speedy task-juggling and focused effort are all crucial for a company to be profitable. It is essential that job-seekers realize that it is their attitude in the long run which will affect their performance in all aspects of their professional life. The What's Your Attitude? Getting in the Mood to Work course will help you establish a positive attitude.

Communication skills for the Workplace

Although technology has made communication faster and more global than ever before, there is still nothing more important than the ability to listen, speak, and write with ease and confidence. Whether it's talking with a co-worker or addressing an audience of thousands, expressing our ideas clearly is one of the most valuable advantages we can have in the career world. Good communicators have the power to share their ideas, persuade others and get themselves noticed. The Communication Skills for the Workplace course teaches the techniques and provides tips and suggestions for becoming a powerful communicator.

Business Ethics on the Job

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.

Making a Good Impression: Resumes, Interviews, and Appearance

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.

Matching Your Skills, Talents and Ambitions to a Dream Career

"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.

Think Before you Click: Playing It safe Online

This course is designed to help educators work with their students on many of the social issues that occur during Internet use, from "flamers" to harassment, from bullies to predators. The training raises these issues in a teen-friendly format, providing sound advice about a whole new world where teens can have fun, do research, play games and learn, with little fear of harm because they know the risks and know how to protect themselves. Strategies for safe and responsible Internet use are provided in the form of 12 simple rules.

Workplace Etiquette: Why Being Polite Counts on the Job

Studies by Harvard University, the Carnegie Foundation and the Stanford Research Institute have concluded that success in getting, keeping and advancing in a job depends 85 percent on people skills and only 15 percent on technical knowledge and skills. Qualifications are important, but most decisions come down to our relationships with others. A polite, professional manner is a key component to one's success, and the Golden Rule of treating others as one would like to be treated pays big dividends in the business world. In short, workplace etiquette translates into workplace productivity. The good news is that people skills can be learned. Equipping job-seekers with basic rules of workplace etiquette will help them feel more relaxed and confident. Encouraging job-seekers to adopt a courteous mindset will carry over into every aspect of their career and will greatly boost their chance of success. The Workplace Etiquette: Why Being Polite Counts on the Job course teaches viewers what employers expect in terms of professional and respectful behavior. Humorous scenarios highlight different areas where workplace etiquette is a must—appearance, punctuality, communication, respecting privacy and boundaries, gossip, proper use of time at work, conflict management and responding to criticism.

The Seven Competency Skills for the Workplace

For job-seekers about to enter the workforce, an accurate assessment of their own skills is essential. Knowing what they're good at and where their strengths and weaknesses lie is an invaluable asset when trying to land a job and even more so when working to succeed at that job. Research shows that success in any job depends mainly on mastering seven skills: communication, negotiation, adaptability, problem solving, computer literacy, juggling multiple demands, and leadership. The Seven Competency Skills for the Workplace course teaches job-seekers how to recognize these skills within themselves and begin developing them for future job use.

B Careful When U TXT: The Dangers of Texting and Sexting

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.

Me and My 500 “Friends”: Staying Safe on Social Networks

Without a doubt, social networking is changing the world. Many changes are positive—long-lost friends manage to reconnect, people fall in love, grandparents watch their distant loved ones reach important milestones. However, the same qualities that make social networking sites like Facebook® appealing—the openness, the sharing, the sense of community—can also create unexpected dangers. In order to navigate this developing online world, young people need current, realistic information on how to make the most of privacy settings, how to recognize dangerous online situations and how to get help when they need it. The Me and My 500 “Friends”: Staying Safe on Social Networks course gives young people an essential primer on safely using social networks. Experts discuss the dangers of cyber bullying, or harassment that occurs through various forms of technology, as well as the risks of sexting, and identity theft. This course provides social network users important, easy-to-follow rules for keeping information—and themselves—safe while using social networks.

The Dangers of Sexting: what Teens Need to Know

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.

Ten Easy Ways to KEEP Your Job

Young job-seekers lacking in job experience often don't understand what employers are looking for in an employee. This course gives job-seekers a look at their on-the-job practices from an employer's viewpoint. Job-seekers will begin to understand how they can become valuable employees. This course is presented as an episode of a late night talk show—complete with band, hosts, and guests. By the end of the show, job seekers will have heard and seen all “ten easy ways to keep your job” and examples of how they can be applied on-the-job.



October 2012:

Course: Job Hunting in a Digital World

Description: LearnKey's Workforce Readiness Series is designed to prepare both those who are just entering the workforce as well as those who may be reentering the workforce. The first course in the series, Job Hunting in a Digital World, is designed to equip today's job-seekers with the skills needed to secure gainful employment in the digital age. By teaching the importance of online identity, how to use internet job boards and effective navigation of digital job fairs you'll gain the knowledge you need to effectively market yourself to prospective employers. Further courses in the series will teach effective written and verbal communication skills, conflict management, and a host of other topics all designed to improve your workforce readiness.

Course: Network + 2012

Description: Network+ is an elite training program that completely and adequately prepares students to become Network+ certified. Students of CompTIA Network+ 2012 will gain the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, and basic design principles. The CompTIA Network+ certification course will provide students with the ability to effectively learn real-world concepts and skills to help launch or enhance a networking career.

November 2012:

Course: Learning Online

Description: This course will focus 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; their similarities and differences from 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.

Course: CISSP & CISO

Description: LearnKey's Certified Information Systems Security Professional (CISSP®) training series provides those seeking CISSP® certification with the most up-to-date information in preparation for examination. This updated training reflects the reorganization of information within the CISSP® domains. In addition to preparing students for CISSP® certification, the new series also maps to the mile2™ Certified Information Systems Security Officer (CISO™) exam.

Course: SQL Server 2012 Sever Admin

Description: The SQL Server 2012 courses will help you prepare for the exam from Microsoft. This is the first of three included in the SQL Server package. You will learn how to design a database security server solution, design a backup and recovery solution, and design a strategy to maintain and manage databases. At the end of this course you will understand how to install, configure, maintain, and secure a SQL Server 2012 database.

December 2012:



2013 Course Release Schedule

January:

Course: Financial Literacy

Description: Financial mastery is like a puzzle – it’s only possible when you have all the pieces in hand, and know how to fit them together in the right order. Financial Literacy will teach you important financial concepts about spending, saving, credit and taxes and show you how to apply those principles in a systematic order that will provide a solid foundation for financial success.

Course: Learning Windows 8

Description: Learning Windows 8 training course from LearnKey will teach you basic techniques and concepts that will bridge your understanding with Microsoft’s latest operating system. Learn basic computer techniques and concepts to make navigation easy.

February:

Course: Word 2013

Designed to give you the finest document-formatting tools, Word 2013 not only helps you write with more efficiency, but it also helps you easily organize your documents, and stay within reach so you can capture your best ideas whenever and wherever they occur. Our LearnKey expert will walk you through the steps of creating professional-quality documents, easier ways to work together with people, and almost-anywhere access to your files.

Course: Excel 2013

Description: In this course expert Michael Meskers will be covering all of the newest features of Excel 2013, giving you in depth explanations to create a better understanding of material. This course will provide you with 100's of tips and techniques that are taught in “Plain English” allowing you to increase efficiency and productivity in your day-to-day Excel use.

March:

Course: PowerPoint 2013

Description: Microsoft has really hit a home run with all of the new features of PowerPoint 2013. Our LearnKey expert will guide you step-by-step through all of the newest features of PowerPoint 2013 in this new course. Add emphasis with all of the new and improved quick styles, transitions, and animations. If you have an idea, business concept, or even a vacation that you want to give a presentation on, then PowerPoint 2013 is the program for you.

Course: MTA Gaming

Description: 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. In the MTA Gaming course you will learn game design, game platforms, how to transform objects and animate. Our expert will walk you through each exam objective seamlessly while preparing you for the Microsoft exam.



April:

Course: Outlook 2013

Description: Are you a student who needs to communicate with classmates on projects and assignments? Are you an office worker who needs to keep track of project tasks and schedule events? If you answered yes to either of these questions or you have just purchased a new computer and it came with Office 2013 pre-installed then this is the course for you. The Outlook 2013 course will teach everything that you need to know to become proficient and efficient with Outlook. Learn all of the new features of Outlook and get fascinating tips and tricks that will save you time and energy when working in Outlook. Our LearnKey expert bring a "Plain English" approach to Outlook, and we are sure you're going to love his speed keys tips

Course: OneNote 2012

Description: LearnKey presents Microsoft Offices' OneNote 2012 which will give users the tools needed to organize and complete projects for school efficiently. This course will teach users how OneNote can be used to complete projects ranging from creating outstanding classroom presentations and options for managing household finances.

May:

Course: Access 2013

Description: Are you an office worker who needs to design, implement and maintain basic Access databases? Perhaps you are someone who's been using Excel to store all of your company lists? If this sounds like you, then this is the course for you. Microsoft has really outdone itself with all of the amazing new features to Access 2013, and this course covers them all. If you are new to databases then LearnKey's Access 2013 course is where you want to start. Our LearnKey expert will take you step-by-step through this course; starting with understanding what a Database is and how data relates to each other. Learn the process of planning and implementing a database effectively and then learn to use the tools provided in Access 2013 to design and maintain a basic database.