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Courses Available on the OnlineExpert powered by LearnKey Platform
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Computer Fundamentals: Windows 8

Overview
This course covers the basic foundations of using a computer, while ensuring that the content is easy to understand and follow. Students will learn how to choose the appropriate programs to complete important and useful tasks. By the end of this course students will feel comfortable using the technology presented and be confident in their skills and knowledge.

Expert: Michael Solomon
Product ID #: 631419
Length: 3 Sessions / 9 Hours

IC3 Global Standard 5 (GS5) - Windows 8 and Office 2013

Overview
In LearnKey’s IC3 GS5 training series you will learn what you will need to know to be prepared to sit for the Computing Fundamentals, Key Applications, and Living Online GS5 exams. You will learn how to identify computer hardware, how to use an operating system, and how to use word processing, presentation, and spreadsheet applications to edit documents, organize data, create charts, and design basic presentations. You will also learn the basics of networks, electronic communication, and life in digital world. This course covers the Windows 8 and Office 2013 exam.

Expert: LearnKey Signature Courseware
Product ID #: 632179
Length: 3 Sessions / 10 Hours

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

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

Expert: LearnKey Signature Courseware
Product ID #: 632079
Length: 3 Sessions / 10 Hours
IC3 Spark

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

Expert: Wyett Ihler
Product ID #: 631789
Length: 3 Sessions / 5 Hours

MTA Cloud Fundamentals (98-369)

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

Expert: Jason Manibog
Product ID #: 631909
Length: 5 Session / 7 Hours

MTA Mobility and Device Fundamentals (98-368)

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

Expert: Jason Manibog
Product ID #: 631699
Length: 5 Sessions / 11 Hours
MTA Windows Operating System Fundamentals (98-349)

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

Expert: Jason Manibog
Product ID #: 631849
Length: 5 Sessions / 10 Hours
Overview

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

Expert: Wayne Snyder
Product ID #: 412509
Length: 4 Sessions / 10 Hours
MTA Security Fundamentals (98-367)

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

Expert: Jason Manibog
Product ID #: 152709
Length: 4 Sessions / 8 Hours

Security+ (SY0-501)

Overview
This CompTIA certification course helps to prepare students to take and pass the SY0-501 Security+ exam and obtain the Security+ certification. This course is excellent for those looking to increase their employability prospects in security administration careers. Specific topics covered in this course include: security threats, attacks and vulnerabilities, tools and technologies, architecture and design, identity and access methods, risk management, and cryptography.

Expert: Jason Manibog
Product ID #: 152769
Length: 6 Sessions / 14 Hours
Bullying: You Don’t Have to Take it Anymore

Overview
Bullying is one of the most underrated yet enduring problems in schools today and is a reality in the lives of all children whether they are bullies, victims or witnesses. Students will quickly grasp what bullying is, when they should seek help, why bullies seek power and the different ways in which bullies attempt to intimidate and abuse their victims. Most importantly, this course discusses various options that can be taken by school officials, teachers, parents, students and bullies themselves, to put an end to this emotionally scarring phenomenon. Coming Fall 2019!

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120749
Length: 1 Session / 1 Hour

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 Session / 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. Coming Fall 2019!

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120789
Length: 1 Session / 1 Hour
Expressing Anger: Healthy vs. Unhealthy

Overview
This course helps students identify inappropriate angry behaviors and learn new ways to cope with these strong emotions. Students will observe real teens participating in a workshop led by a clinical psychologist. After these teens act out the different ways we all express anger, students are challenged to identify their own styles of anger expression and are encouraged to examine why they express anger the way they do. Students are encouraged to find new and healthier ways to express their anger.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120809
Length: 1 Session / 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 Session / 1 Hour
Better Business Communication

Overview
Do you feel that you have difficulty expressing your business goals in precise terms? This LearnKey course, based on the book Better Business Communication by Dr. Phillip Bozek can help you! Learn quick and easy techniques to improve all types of business communication, memos, letters, presentations and meetings.

Expert: Phillip Bozek
Product ID #: 061269
Length: 1 Session / 1 Hour

Better Business Writing

Overview
Discover the ten key techniques for effective communication that will help you grow more confident in your ability to express yourself clearly. Good business writing is as important as ever. This LearnKey course based on the book Better Business Writing by Susan L. Brock covers critical skills required for you to develop an impressive business writing style. You will recognize and correct problems, avoid redundancies, and define your communication goals.

Expert: Susan L. Brock
Product ID #: 061259
Length: 1 Session / 1 Hour

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: 6 Sessions / 8 Hours
Leadership and Management

Excellence in Supervision
Overview
The Excellence in Supervision course from LearnKey gives new supervisors the tools and experiences to start on the right track and provides existing supervisors with practical and proven strategies for success. Discover the critical success factors supervisors need to create a positive, powerful, motivating environment for employees. With Excellence in Supervision, you can quickly learn and immediately apply the people skills needed to succeed.

Experts: LearnKey Signature Courseware
Product ID #: 071469
Length: 1 Session / 2 Hours

Giving and Receiving Criticism
Overview
Effective criticism made easy. Criticism is an essential component of growth and improvement. Learn to give and take criticism in ways that benefit the individuals involved, as well as your organization. This course will take you through a 3 step formula for successful criticism. Use these lessons to establish a spirit of cooperation and growth, and create a more effective organization.

Expert: Kantola
Product ID #: 061609
Length: 1 Session / 1 Hour

Handling Conflict and Confrontation
Overview
There's no escaping conflict in the workplace, at home, or with your personal relationships. Whenever diverse individuals work together, there are bound to be differences of opinion, miscommunication, and unwelcome criticism—even out-and-out confrontations. In this solution-based interactive media, you'll find proven tactics to help you defuse volatile situations and remain in control when tempers flare and emotions overheat.

Expert: Sharon Spano
Product ID #: 070119
Length: 1 Session / 2 Hours
How to Coach an Effective Team

Overview
In this results-focused, high-energy interactive media, you’ll discover the crucial coaching and leadership skills you need to mold a group of diverse individuals into a cohesive team of motivated, enthusiastic achievers. Coach Joe will inspire you to develop the leadership techniques that will encourage people to rise to new levels of performance. You will discover new communication approaches that will get everyone to pull together, while inspiring trust, commitment and respect.

Expert: Joe Gilliam
Product ID #: 070109
Length: 1 Session / 1 Hour

How to Supervise People

Overview
Managing, supervising - you could be the world’s greatest supervisor if only your employees would cooperate! There’s nothing more challenging than trying to achieve your goals through others. You have to be a manager, a psychologist and a den leader all in one. Now, effective leadership is within your reach, with this step-by-step interactive media course.

Experts: Donald P. Ladew
Product ID #: 070919
Length: 1 Sessions / 2 Hours

Managing a Diverse Workforce

Overview
You will learn how to build a workplace that is accepting, understanding, and respectful of all the differences seen in others. Learn to appreciate individual characteristics that coworkers bring to the mix. Employees will discover how to break through the stereotypes and prejudices that can prevent them from accepting the differences they see around them.

Expert: National Seminars & LearnKey Signature Courseware
Product ID #: 062049
Length: 1 Session / 2 Hours
Mentoring

Overview
Is mentoring right for you? You’ll find this interactive training course from LearnKey to be an insightful guide to better mentoring in today’s workplace and learn the skills of a competent, inspiring teacher. This course, based on the book Mentoring by Gordon F. Shea, explains the many styles of mentoring, how to understand mentee needs and what types of behaviors to practice and avoid.

Expert: Gordon F. Shea
Product ID #: 061119
Length: 1 Session / 1 Hour

Project Management Fundamentals

Overview
LearnKey’s Project Management Fundamentals course is an associate-level course in project management. This course is designed to introduce individuals to the concepts, processes, rules, and procedures to be an effective project manager. This course is great for someone just starting out in project management or someone who might be considering a career as a project management professional.

Expert: Dahlia Gelbaum
Product ID #: 202488
Length: 1 Session / 2 Hour

Quality Focused Supervision

Overview
Build morale and productivity through engaged leadership. Your managers will learn to build supervisory skills that maintain discipline and command respect, without creating resentment. This course will help your managers recognize their management strengths and weaknesses, and will provide a benchmark for their improvement.

Expert: Kantola
Product ID #: 061689
Length: 1 Session / 1 Hour
Team Leadership

Overview
This interactive course from LearnKey, based on the book Team Leadership by Dr. Don Hackett and Dr. Charles L. Martin, explores methods and concepts to bring out the collaborative voices of your team members. Learn how to get started with this simple six-step plan and increase participation and team efficiency. They will demonstrate how to develop feedback and clarification skills creating a shortcut to team consensus.

Experts: Charles L. Martin & Don Hackett
Product ID #: 061139
Length: 1 Session / 1 Hour

The Business of Listening

Overview
LearnKey’s The Business of Listening course, based on the book Business of Listening by Diane Bone, will show you how to become a better listener by demonstrating how your listening skills build either barriers or bridges. You will learn ten steps to controlling emotional “hot buttons” and the impact of good listening skills on productivity. Becoming an active listener will help your productivity and success by helping you extract important details from every message.

Expert: Diane Bone
Product ID #: 061009
Length: 1 Session / 1 Hour

Working as a Team

Overview
Working as a team builds involvement, improves communication and cooperation, and generates innovative business solutions. This course will teach your employees how to streamline decision making and expand competencies. At the end of this course your employees will know both what to expect from teams and what their teammates will expect from them.

Expert: Kantola
Product ID #: 061709
Length: 1 Session / 1 Hour
A+ (220-1001) Series

Overview
The first half of the A+ series takes you, a virtual new hire at a computer repair shop, through the hardware-related portions of the A+ certification series. Specific topics covered include: mobile devices, networking, hardware, virtualization and cloud computing, and hardware and network troubleshooting. The course also will help improve your employability prospects in the IT technician field, as this course has several hours of video, practice labs and tests for each domain, and a project workbook full of hands-on projects to help you prepare for the 220-1001 exam. This is the first of two exams needed to gain an A+ certification.

Expert: Jason Manibog
Product ID #: 104479
Length: 5 Hours

A+ (220-1002) Series

Overview
The second half of the A+ series continues your journey as a virtual new hire at a computer repair shop, to where you will learn about the software-related aspects of being an IT technician, with heavy focus on operating systems, security, software troubleshooting, and operational procedures. Being employable means being able to support hardware and software issues, and this entire series, with the videos, practice labs, practice tests, and project workbook, will help you become more employable and for this course, help you prepare for the 220-1002 exam, the second of two exams needed to gain an A+ certification.

Expert: Jason Manibog
Product ID #: 104569
Length: 7 Hours

Azure Fundamentals (AZ-900)

Overview
LearnKey's Azure Fundamentals (AZ-900) course provides a fundamental introduction to cloud services with an emphasis on Microsoft Azure. The course serves as an excellent steppingstone 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, core Azure fundamentals, security, privacy, compliance, trust, pricing, and support. 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 #: 280869
Length: 3 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: 5 Hours

Linux+ Part I (LX0-103)

Overview
In LearnKey’s Linux+ Part I (LX0-103) certification training course users will join LearnKey expert Michael Solomon as they learn about Linux+. This course will cover topics such as: GNU/UNIX commands, Linux installation, package management, devices, file systems/systems hierarchy, and more.

Expert: Michael Solomon
Product ID #: 590039
Length: 3 Sessions / 9 Hours

Linux+ Part II (LX0-104)

Overview
In LearnKey’s Linux+ Part II (LX0-104) certification and training course users will again join LearnKey expert Michael Solomon as they learn about Linux+. This course will cover topics such as: scripting, shells, data management, administrative tasks, desktops, user interface, networking fundamentals, essential system services, security, and more.

Expert: Michael Solomon
Product ID #: 590079
Length: 3 Sessions / 8 Hours
MTA Networking Fundamentals (98-366)

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

Expert: Jason Manibog
Product ID #: 280789
Length: 3 Sessions / 5 Hours

MTA Windows Server Administration Fundamentals (98-365)

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

Expert: Jason Manibog
Product ID #: 280699
Length: 6 Sessions / 9 Hours

Network+ (N10-007)

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 #: 104369
Length: 5 Sessions / 12 Hours
Networking

Windows 8.1 Configuration (70-687)

Overview
In the Configuring Windows 8.1 course individuals will learn what’s new in the latest Microsoft operating system. Join LearnKey expert Tom Carpenter as he covers topics such as upgrading to Windows 8.1, remote access, mobility, and more! Once you understand the new features and changes in this operating system, you will see that it is a pleasure to work with.

Expert: Tom Carpenter
Product ID #: 684419
Length: 5 Sessions / 10 Hours

Windows Server 2012 Administrator (70-411)

Overview
Join LearnKey expert Jason Manibog as he takes you through the Windows Server 2012 Administrator course. Users will learn to manage and configure Active Directory, NPS infrastructure, and configuration file and print services. Users will also learn to deploy, manage, and maintain servers along with other skills and knowledge needed to be prepared to take exam 70-411.

Expert: Jason Manibog
Product ID #: 684159
Length: 5 Sessions / 10 Hours

Windows Server 2012 Advanced Server Infrastructure Implementation (70-414)

Overview
In LearnKey’s Windows Server 2012: Advanced Server Infrastructure Implementation course students will learn the skills required to design, implement, and maintain a Windows Server. Join LearnKey expert Jason Manibog as he prepares students to become competent in design, deploying, and maintaining a Windows Server 2012 infrastructure service. This course will prepare students to take exam 70-414.

Expert: Jason Manibog
Product ID #: 684539
Length: 4 Sessions / 8 Hours
Windows Server 2012 Configuring Advanced Services (70-412)

Overview
Join LearnKey expert Jason Manibog as he guides you through our Windows Server 2012 Configuring Advanced Services course. In this course students will learn the technical skills associated with exam 70-412. This course will cover topics such as: identity and access solutions, network services, storage solutions and more! Users will gain the knowledge they need to succeed.

Expert: Jason Manibog
Product ID #: 684279
Length: 5 Sessions / 10 Hours

Windows Server 2012 Installation and Configuration (70-410)

Overview
Join LearnKey expert Jason Manibog as he guides you through our Windows Server 2012 Installation and Configuration course. In this course students will learn the technical tasks associated with exam 70-410. Covering topics such as: configuring Hyper-V, installing and administering Active Directory, server configuration, installation and more! Users will gain the knowledge they need to succeed.

Expert: Jason Manibog
Product ID #: 684219
Length: 5 Sessions / 11 Hours

Windows Server 2012 MCSA Skills Update (70-417)

Overview
Join LearnKey expert Tom Carpenter as he guides you through our Windows Server 2012 MCSA skills course. In this course students will learn the technical skills associated with exam 70-417. This course covers topics such as: installing and configuring servers, configuring a network policy server infrastructure, implementing business continuity, disaster recovery and more! Students who take this course will gain the skills and knowledge they need to succeed.

Expert: Tom Carpenter
Product ID #: 684109
Length: 4 Sessions / 11 Hours
Windows Server 2012 Server Infrastructure Design and Implementation (70-413)

Overview
This course will prepare users for the 70-413 exam. Users of this course will learn the skills required to design, implement, and maintain a Windows server and become competent in designing, deploying, and maintaining Windows Server 2012 infrastructure services.

Expert: Jason Manibog
Product ID #: 684479
Length: 5 Sessions / 10 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: 5 Sessions / 11 Hours

Access 2019

Overview
Access 2019 demonstrates how to manage databases, create and modify tables, create and modify queries, modify forms in layout view, and modify reports in layout view. The course will add to the skillset of both new and experienced users. Users will improve their overall employability while preparing for the Access 2019 certification exam. Coming Summer 2020!

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: 5 Sessions / 11 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:** 4 Sessions / 8 Hours

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**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 Sessions / 11 Hours

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**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:** 4 Sessions / 8 Hours
Outlook 2019

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. Coming Summer 2020!

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: 5 Sessions / 11 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: 5 Sessions / 11 Hours
QuickBooks 2017

Overview
LearnKey's QuickBooks 2017 course is designed to improve the employability prospects for any company needing someone who can work with QuickBooks efficiently. The course also serves as a preparation for the QuickBooks Certified User Exam. The course goes through all ten exam domains: QuickBooks Setup, General Product Knowledge, List Management, Items, Sales, Purchases, Payroll, Reports, Basic Accounting, and Customization. This course will give users the confidence to work effectively with QuickBooks for businesses of all types.

Expert: Jason Manibog
Product ID #: 550539
Length: 5 Sessions / 9 Hours

QuickBooks Online (QBCU)

Overview
The QuickBooks Online course is designed for users of QuickBooks' cloud-based subscription service product seeking certification. The course focuses on setup and maintenance, list management, sales, purchases, basic accounting, reports, and customizing the software to best fit your needs. This course prepares you to sit for the certification exam while giving you skills that will set you apart in your next job interview.

Expert: Jason Manibog
Product ID #: 550639
Length: 7 Sessions

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: 5 Sessions / 11 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: 4 Sessions

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 Sessions
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 Session / 1 Hour

B Careful When U_txt: The Dangers of Texting and Sexting

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

Expert: Human Relations Media
Product ID #: 062669
Length: 1 Session / 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 Session / 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 Session / 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: 3 Hours

Communication Skills for the Workplace

Overview

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.

Expert: Human Relations Media
Product ID #: 062529
Length: 1 Session / 1 Hour
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 Session / 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 Session / 1 Hour

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 Session / 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 Session / 1 Hour

I Was Cyberbullied

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

Expert: Human Relations Media
Product ID #: 062839
Length: 1 Session / 1 Hour

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 Session / 2 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 Session / 1 Hour

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 Session / 1 Hour

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: 1 Session / 1 Hour
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 Session / 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 Session / 1 Hour

Managing the Workplace Bully

Overview

Five realistic scenes in a range of workplaces show what to do when someone comes to you for help or if you notice repeated conflict among employees. You’ll learn how to step in right away and conduct effective conversations, calmly and professionally. You’ll see when it might be appropriate to reach out for help, especially in cases where discipline may be appropriate. Use this program to learn how to stop bullying behavior and turn a dysfunctional environment into a healthy, productive and pleasant place to work.

Expert: Kantola
Product ID #: 062979
Length: 1 Session / 1 Hour
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 Session / 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 Session / 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 Session / 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 Session / 1 Hour

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 #: 063039  
Length: 1 Session / 1 Hour

Think Before You Click: Playing It Safe Online

Overview
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.

Expert: Human Relations Media  
Product ID #: 062609  
Length: 1 Session / 1 Hour
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 Session / 1 Hour

What is Your Attitude? Getting in the Mood to Work

Overview

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 prerequisite 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.

Expert: Human Relations Media
Product ID #: 062509
Length: 1 Session / 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 Session / 1 Hour
Workplace Etiquette: Why Being Polite Counts on the Job

Overview

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. The good news is that people skills can be learned. 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.

Expert: Human Relations Media

Product ID #: 062629

Length: 1 Session / 1 Hour
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: 6 Sessions / 10 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: 1 Session / 3 Hours

MTA HTML5 Application Development Fundamentals (98-375)

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

Expert: Jason Manibog
Product ID #: 373619
Length: 4 Sessions / 12 Hours
MTA Introduction to Programming Using HTML and CSS (98-383)

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

Expert: Jason Manibog
Product ID #: 373939
Length: 5 Sessions / 8 Hours

MTA Introduction to Programming Using Java (98-388)

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

Expert: Jason Manibog
Product ID #: 374109
Length: 5 Sessions / 7 Hours

MTA Introduction to Programming Using JavaScript (98-382)

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

Expert: Jason Manibog
Product ID #: 373999
Length: 5 Sessions / 9 Hours
MTA Introduction to Programming Using Python (98-381)

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

Expert: Jason Manibog
Product ID #: 373869
Length: 6 Sessions / 8 Hours

MTA Software Development Fundamentals (98-361)

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

Expert: Margaret “Peggy” Fisher
Product ID #: 373349
Length: 2 Sessions / 4 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: 4 Sessions / 8 Hours
Programming in HTML5 with JavaScript and CSS3 Specialist (70-480)

Overview
The Programming in HTML5 with JavaScript and CSS3 Specialist (70-480) course readies one for the Microsoft 70-480 exam and will increase employability prospects for anyone looking to get into a web design and web development career. The course covers document structures and objects, program flow, accessing and securing data, and the use of Cascading Style Sheets in applications. This exam (or the 70-483 exam for Programming in C#) plus the 70-486 exam (for developing ASP.NET applications) earns one an MCSA for App Development.

Expert: Jason Manibog
Product ID #: 374059
Length: 4 Sessions / 8 Hours
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: 1 Session / 2 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: 1 Session / 2 Hours
After Effects CC 2018/2019

Overview
Adobe After Effects joined the ACA slate of exams in 2018. The Adobe After Effects CC 2018 course will guide you through the basics of working in the visual and motion graphics industry; creating and setting up a project; navigating, organizing, and customizing the application interface; organizing video projects; creating and manipulating visual elements; and exporting your project to various digital media formats. This course will not only prepare you for this exciting new certification, but it will give you an edge in employability as you seek to land your dream job. Coming Summer 2020!

Animate CC 2015

Overview
LearnKey’s Animate CC course covers topics such as, setting project requirements, understanding rich animated media, the Animate program, creating rich animated media content using Animate, and testing and publishing these documents. Mapped to cover the exam objectives for the Animate CC ACA exam, this course will improve the employability prospects for anyone looking for work requiring skills in developing rich animated media through Animate.

Expert: Jason Manibog
Product ID #: 662869
Length: 5 Sessions / 8 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: 3 Hours
Autodesk Certified User (ACA) AutoCAD

Overview
The AutoCAD 2019 course will prepare you to sit for the AutoCAD Certified User exam by teaching you how to draw objects with accuracy and modify them after they are created, organize objects, reuse content from previous projects or other sources, annotate drawings, and set printing and plotting options to prepare your project for distribution. The AutoCAD 2019 course will not only prepare you for certification, it will help you learn the skills needed to compete in the computer-aided design job market.

Expert: Gary Roberts
Product ID #: 502279
Length: 4 Sessions

Autodesk Certified User (ACU) Inventor

Overview
The field of product and part design is ever-growing. The AutoDesk Inventor 2019 course will help you learn the skills needed to gain an edge in this exciting field. This course will teach you the basics of the user interface and how to successfully navigate the application. You will also learn assembly modeling, drawing, part modeling, and sketching. Mastery of these skills will prepare you to sit for the AutoDesk Inventor Certified User exam.

Expert: Sean Dixon
Product ID #: 502419
Length: 2 Hours

Autodesk Certified User (ACU) Revit

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

Expert: Gary Roberts
Product ID #: 502349
Length: 4 Sessions
Dreamweaver CC 2015

Overview
In LearnKey’s Dreamweaver CC 2015 course you will learn to design and create a website using Adobe Dreamweaver. You will learn how to customize the Dreamweaver workspace, navigate basic HTML code, and add content to and preview web pages. You will also learn how to use and troubleshoot CSS, as well as how to add multimedia to your site, all while preparing for the Web Authoring Using Adobe Dreamweaver ACA exam.

Expert: Chad Chelius & Jason Manibog
Product ID #: 662259
Length: 4 Sessions / 11 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: 5 Sessions

Flash CC 2015

Overview
In LearnKey’s Flash CC 2015 course you will learn how to create interactive Flash media. You will learn how to create layers, add various types of interactivity, work with filters, draw using shape tools, as well as the basics of ActionScript coding. You will also learn the difference between raster and vector graphics, how to use motion presets and tweens, and how to export your creation in various web formats all while preparing for the Interactive Media Using Adobe Flash Professional ACA exam.

Expert: Andrew Wilson
Product ID #: 662479
Length: 3 Sessions / 8 Hours
HTML 5 Fundamentals

Overview
LearnKey’s HTML 5 Fundamentals course teaches all of the newest syntax and basic principles behind the latest features of HTML. LearnKey’s expert explains how HTML 5 tags and attributes are used to format content and add multimedia to your web pages. Learn to use the new <audio> and <video> tags to embed audio and video directly into your web pages. Work with the new <canvas> tag and give your viewers the ability to draw right on your page. HTML 5 is the future of Web site design and development; are you on board?

Expert: LearnKey Signature Courseware
Product ID #: 140749
Length: 2 Sessions / 5 Hours

Illustrator CC 2015

Overview
In LearnKey’s Illustrator CC 2015 course you will learn basic design terminology and principles as well as the tools you will need to create digital artwork in Adobe Illustrator. You will learn how to customize and effectively use the Illustrator workspace, how to use the vector drawing tools, layers, masks, and symbols. You will also learn how to import files, add text, shapes, charts, and graphs. You will also be introduced to the 3D tools all while preparing for the Graphic Design and Illustration Using Adobe Illustrator ACA exam.

Expert: Lee Wiley & Jason Manibog
Product ID #: 662299
Length: 4 Sessions / 11 Hours

Illustrator CC 2018/2019

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

Expert: Jason Manibog
Product ID #: 663069
Length: 5 Sessions
InDesign CC 2015

Overview
In LearnKey’s InDesign CC 2015 course you will learn the basics of digital publishing using Adobe InDesign. You will learn how to customize the workspace, plan and manage projects, understand professional design principles, how to use master pages, text frames, and styles. You will also learn how to import objects, create tables, prepare for print, web, and epub distribution, all while preparing for the Print & Digital Media Publication Using Adobe InDesign ACA exam.

Expert: Linda Dickeson & Jason Manibog
Product ID #: 662339
Length: 4 Sessions / 11 Hours

InDesign CC 2018/2019

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

Expert: Jason Manibog
Product ID #: 663159
Length: 5 Sessions

Photoshop CC 2015

Overview
In LearnKey’s Photoshop CC 2015 course you will learn how to edit and retouch photos as well as create digital images and designs. You will learn digital image formats, basic color theory, and how to retouch and apply other tonal adjustments to images. You will also learn how to crop images, use the selection tools to alter images, use the content-aware capability to fine tune photos and images, as well as working with layers, layer masks, type, filters, and shape tools all while preparing for the Visual Communication Using Adobe Photoshop ACA exam.

Expert: Chad Chelius & Jason Manibog
Product ID #: 662219
Length: 4 Sessions / 11 Hours
Photoshop CC 2018/2019

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

Expert: Lee Wiley
Product ID #: 662959
Length: 5 Sessions

Premiere Pro CC 2015

Overview
In LearnKey's Premiere Pro CC 2015 course you will learn the basics of video production and video editing in Premiere. You will learn the video production process, including preproduction and script development; camera basics, how to manage projects in Premiere, creating and editing a sequence, how to use transitions and effects, and how to effectively use Premiere's editing tools. You will also learn how to add titles, add and edit audio, and how to add special effects all while preparing for the Video Communication Using Adobe Premiere ACA exam.

Expert: Ryan James & Jason Manibog
Product ID #: 140869
Length: 4 Sessions / 11 Hours

Premiere Pro CC 2018/2019

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

Expert: Jason Manibog
Product ID #: 140979
Length: 4 Hours
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: 2 Sessions / 6 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: 2 Sessions / 5 Hours