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Video Editing 101
Video Production 101
Computer Foundations: Windows 7

Overview
This course will introduce students to keyboarding and applications needed for everyday tasks. The course is divided into two sessions with multiple topics so it is easy to keep up with and understand. By using technology as a tool, students will learn how to choose the appropriate programs to complete a variety of tasks. In just a couple hours of training, this course will take students through the basics all the way up to Networking and “Living Online.

Expert: Evan Glassett
Product ID #: 630691
Length: 2 Sessions / 4 Hours

Computer Foundations: 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 #: 631411
Length: 3 Sessions / 9 Hours

IC3 Global Standard 5 (GS5): Computing Fundamentals

Overview
In LearnKey’s IC3 GS5: Computing Fundamentals course, students will learn the basic functions of computing and how to complete common computing tasks. They will also learn how to identify different computer software, how to use an operating system, computer hardware, peripherals, and troubleshooting. At the completion of this course students will be prepared to take the IC3 GS5 exam.

Expert: LearnKey Signature Courseware
Product ID #: 631501
Length: 1 Sessions / 4 Hours
IC3 Global Standard 5 (GS5): Key Applications

Overview
In LearnKey’s IC3 GS5: Key Applications course, students will learn how to use basic program functions to successfully complete common computing tasks. They will also learn how to use word processing, presentation, and spreadsheet software to edit documents, organize data, create simple charts, and design a basic presentation. At the completion of this course students will be prepared to take the IC3 GS5 exam.

Expert: LearnKey Signature Courseware
Product ID #: 631481
Length: 1 Sessions / 3 Hours

IC3 Global Standard 5 (GS5): Living Online

Overview
In LearnKey’s IC3 GS5: Living Online course students will learn about communicating and working within an online or networked environment. Topics such as networks, Internet, electronic communication, and more will be covered within this course. At the completion of this course students will be prepared to take the IC3 GS5: Living Online exam.

Expert: LearnKey Signature Courseware
Product ID #: 631521
Length: 1 Sessions / 3 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 #: 631781
Length: 3 Sessions / 5 Hours
Learning Online

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

Expert: LearnKey Signature Courseware
Product ID #: 062451
Length: 1 Session / 1 Hour

Learning Windows 7

Overview
Learning Windows 7 training course from LearnKey will teach you basic techniques and concepts that will bridge your understanding with Microsoft’s latest operating system: Windows 7. These topics include starting Windows 7, understanding what you can do with Windows 7, and new personalization techniques. Expert Ammon Wiese will introduce you to new and exciting features of Windows 7 such as Jump Lists, Aero Peek, Pinned Items, Homegroups and Microsoft’s newest peer-to-peer network that allows users to share video, music, and other personal data quickly and securely.

Expert: Ammon Wiese
Product ID #: 630891
Length: 2 Sessions / 5 Hours

MTA Mobility and Device Fundamentals (98-368)

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

Expert: Jason Manibog
Product ID #: 631691
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 #: 631841  
Length: 5 Sessions / 10 Hours

OS X Fundamentals

Overview
The OS X Fundamentals course is designed for a user new to the world of Mac computers. Specifically demonstrated on OS X Yosemite, LearnKey’s fundamentals course demonstrates the most common functions of the operating system to enable a new user to feel confident in their ability to use a Mac. The course covers systems preference basics, desktop, customization, out of the box setup, installing/uninstalling apps, and much more.

Expert: LearnKey Signature Courseware  
Product ID #: 631451  
Length: 1 Session / 3 Hours
Database Design Fundamentals (1D0-541)

Overview
The Database Design Fundamentals course teaches students how to plan and design relational databases. You will learn about the theory behind relational databases, relational database nomenclature, and relational algebra. The course includes sections on Structured Query Language (SQL) and optimizing databases through normalization. This course covers all of the objectives necessary to pass the CIW Database Design Methodology exam.

Expert: Wayne Snyder
Product ID #: 620341
Length: 4 Sessions / 9 Hours

MTA Database Administrator Fundamentals (98-364)

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

Expert: Wayne Snyder
Product ID #: 412501
Length: 4 Sessions / 10 Hours
CISSP 2015 Series

Overview

Expert: Michael Solomon
Product ID #: 152631
Length: 11 Sessions / 25 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 #: 152701
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 #: 152761
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.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120741
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 #: 120761
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.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120781
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 #: 120801
Length: 1 Session / 1 Hour

Financial Literacy 101

Overview
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 101 will teach you important financial concepts about spending, savings, credit and taxes and show you how to apply those principles in a systematic order that will provide a solid foundation for financial success.

Expert: LearnKey Signature Courseware
Product ID #: 550161
Length: 5 Sessions / 8 Hours

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
Length: 1 Session / 1 Hour
Product ID #: 120821
No Excuses: Sexual Harassment

Overview
This course uses a series of real-life scenarios to demonstrate various kinds of sexual harassment in the school environment. Examples presented range from indirect forms of harassment (such as unwanted propositions, rumor spreading and name calling) to more blatant kinds like physical blocking or touching. Real-life teens describe their experiences with sexual harassment and a Sexual Harassment Officer suggests options and resources students can seek to help them deal with an unwanted situation once it has been identified.

Expert: LearnKey Signature Courseware
Product ID #: 120841
Length: 1 Session / 1 Hour

Stressed Out: Stress Management 101

Overview
This course describes the different forms of stress (acute, episodic and chronic) and explains how important it is for young people to learn effective techniques for coping with stressful situations. Special attention is given to two common complaints among teens: panic attacks and social anxiety. Also highlighted are other types of stress such as test anxiety, parental demands and peer pressure. Young viewers will learn that there are easy and effective means to treat stress symptoms, including relaxation techniques, health, diet and certain medications.

Expert: LearnKey Signature Courseware & Human Relations Media
Product ID #: 120861
Length: 1 Session / 1 Hour

Violence in Our Schools: Over the Edge

Overview
The first segment of this course, Just Another Day, is a live-action drama which recreates the events that have typically led up to tragic, violent outbursts such as those that have exploded in schools across the country. The second segment, Perspectives on School Violence: A Teacher’s Resource, features violence prevention authorities discussing topics like identifying potentially violent students, creating a comprehensive plan to prevent violence, creating a safe school environment and why it’s important to involve the entire school community in this effort.

Expert: LearnKey Signature Courseware
Product ID #: 120881
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 #: 061261
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 #: 061251
Length: 1 Session / 1 Hour

Coaching Employees to Deliver Their Best

Overview
Coaching Employees to Deliver their Best teaches managers how to coach employees to become motivated, self-starting problem solvers to reach their optimum performance. This means more success for your team, your company, and you. You will learn the different roles that a good coach must take on in order to create a high-performance team. You’ll learn critical coaching skills, when it’s OK to get personal with your employees, how to give constructive feedback, and how to help employees solve their own conflicts.

Expert: LearnKey Signature Courseware & National Seminars
Product ID #: 061821
Length: 1 Session / 2 Hours
Diversity Dynamics

Overview
Diversity is a key element in any successful workplace. But to be successful, a diverse workforce must learn to work together. This course helps you implement a company-wide diversity training program. At its conclusion, you’ll understand how to expose key issues, get your management’s buy-in, develop and implement your plan, and more.

Experts: Odette Polla & Rafael Gonzalez
Product ID #: 061031
Length: 1 Session / 2 Hours

Effective Meeting Skills

Overview
Use this concise planning guide to help you eliminate time-wasting components and benefit from lean, productive sessions. This interactive LearnKey training course based on the book, Effective Meeting Skills by Marion E. Haynes has an entertaining format that includes exercises and checklists as well as examples and case studies to help you plan, conduct, and improve any meeting, on or offsite. You’ll learn how to spot and avoid meeting problems in advance, how to handle conflict and digression and how to improve future meetings through evaluation and feedback.

Expert: Marion E. Haynes
Product ID #: 061151
Length: 1 Session / 2 Hours

Effective Presentation Skills

Overview
Enhance your presentation skills and shine in any meeting with this friendly, concise LearnKey course based on the book Effective Presentation Skills by Steve Mandel. Learn everything you need to know to deliver a solid sales pitch or presentation with clarity, persuasiveness, and confidence. With this interactive training, you’ll learn how to organize your thoughts and data for maximum impact, develop eye-catching visual aids and use effective body language.

Expert: Steve Mandel
Product ID #: 061241
Length: 1 Sessions / 2 Hours
Entrepreneurship and Small Business

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

Expert: LearnKey Signature Courseware
Product ID #: 063111
Length: 6 Sessions / 8 Hours

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 #: 071461
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 #: 061601
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 #: 070111
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 #: 070101
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 #: 070911
Length: 1 Sessions / 2 Hours
Leadership and Management

Leadership Skills for Women
Overview
Polishing communication styles, developing team-building skills, and creating a successful leadership model are at the heart of this informative course. This is a great first step for women who want to become tomorrow’s business leaders. Let the experts show you how to overcome stereotypes of women as leaders and develop the characteristics of effective leaders.

Experts: Marilyn Manning & Patricia Haddock
Product ID #: 061041
Length: 1 Session / 1 Hour

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 #: 062041
Length: 1 Session / 2 Hours

Managing Change at Work
Overview
Become a motivating influence during times of change. This interactive LearnKey course, based on the book Managing Change at Work by Dr. Cynthia D. Scott & Dr. Dennis T. Jaffe, provides the skills managers need for understanding and supporting people through the process of change. Real world examples teach you how to rise to the challenge of mergers, takeovers, and downsizing to build a motivated workforce in any situation.

Experts: Dr. Cynthia D. Scott & Dr. Dennis T. Jaffe
Product ID #: 061211
Length: 1 Session / 1 Hour
Managing Disagreement

Overview
Most of us go out of our way to avoid disagreements, let alone try to manage them. Yet, effectively managing disagreement can be one of the most important supervisory and managerial skills. In the Managing Disagreement training program from LearnKey, users can take a sophisticated assessment of their own conflict management style, learn the nine ways to approach and deal with disagreement and see examples of each of these styles illustrated in dramatic vignettes.

**Experts:** LearnKey Signature Courseware
**Product ID #:** 071491
**Length:** 1 Session / 1 Hour

Managing for Commitment

Overview
In today’s changing workplace, employee commitment and company loyalty are major issues faced by employers in every business sector. This LearnKey course based on the book Managing for Commitment by Carol Kinsey Goman, provides organizations and supervisors specifically defined steps for establishing good management skills and increasing employee trust and loyalty. By presenting concepts that teach balancing self-fulfillment with job commitment, managers empower employees, thus increasing productivity and company loyalty.

**Expert:** Carol Kinsey Goman
**Product ID #:** 061191
**Length:** 1 Session / 1 Hour

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 #:** 061111
**Length:** 1 Session / 1 Hour
Motivation and Goal Setting

Overview
Are you tired of setting goals and then never quite achieving them? Would you like to rocket out of your current routine and become more productive? Are you eager to break through the barriers that hold you back? You can do it! This invaluable training course for professionals will not only help you determine your goals, but will also give you strategic tools you can apply right away to motivate yourself toward making your goals realities.

Experts: LearnKey Signature Courseware
Product ID #: 071021
Length: 1 Sessions / 2 Hours

Powerful Communication Skills

Overview
Communicating is more difficult in today’s fast-paced technological world. It takes special skills to get people to listen to you—skills you will learn in this interactive media presentation. This dynamic course will help you identify the key elements of communicating and learn specific techniques for improving. Send a clear message...be a powerful communicator.

Expert: Joe Healey
Product ID #: 070671
Length: 1 Session / 1 Hour

Powerful Presentation Skills

Overview
No matter what your role, the power and impact of a clear, persuasive presentation style is your most effective business ally...whether you’re in front of one or 100 people. Learn to skillfully present your ideas with impact and confidence! This course is a truly innovative, practical approach to mastering the fundamentals of presentations. Present with confidence, you can do it!

Expert: Joe Healey
Product ID #: 070991
Length: 1 Session / 2 Hours
Leadership and Management

Project Management

Overview
This training teaches you the four phases of a project’s life cycle, planning for quality, time and cost to make the best use of your resources. You will go through the steps to control your work-in-progress with interim reviews and bring your project to a successful conclusion. The principles of project management are applicable at all levels of an organization. Whether you are managing a construction project, software development, office relocation or a class reunion, your project will run more smoothly using these methods.

Expert: Marion E. Hayes
Product ID #: 061101
Length: 1 Session / 1 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 #: 061681
Length: 1 Session / 1 Hour

Successful Negotiation

Overview
Save money, time and achieve satisfaction by learning to negotiate profitably. This LearnKey course, based on the book Successful Negotiation by Robert B. Maddux, covers win/win negotiating ideas and methods. Discover the best techniques for managing conflict through negotiation by using the updated case studies and examples.

Expert: Robert B. Maddux
Product ID #: 061271
Length: 1 Session / 1 Hour
Leadership and Management

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 #: 061131
Length: 1 Session / 1 Hour

Team Problem Solving

Overview
Team dynamics often create their own set of problems. Don’t try to find solutions alone - do it with the proven resolution techniques outlined in this easy-to-follow, ready-to-apply program. This interactive LearnKey course based on the book Team Problem Solving by Sandy Pokras shows you step-by-step how to rationally confront issues and how to systematically resolve them. Real solutions prevent recurrent problems.

Expert: Sandy Pokras
Product ID #: 061161
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 #: 061001
Length: 1 Session / 1 Hour
The Employee Hunt: Recruiting Good People

Overview
The Employee Hunt: Recruiting Good People shows you how to use technology to reach the smart, talented, loyal, hardworking employees that you want to hire. Discover how to increase your company’s appeal and draw in qualified candidates. Learn how to identify your organization’s top performers and reap the benefits of hiring and promoting from within. You’ll also find out how to create an employee referral program and turn existing employees into your top recruiters.

Expert: National Seminars & LearnKey
Product ID #: 061961
Length: 1 Session / 2 Hours

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 #: 061701
Length: 1 Session / 1 Hour
A+ (220-901) Series

Overview
LearnKey’s A+ (220-901) Series include the four domains that are covered in exam 220-901. This series thoroughly covers the objectives in each domain and will prepare students for A+ exam 220-901. These domains include: Domain 1: Hardware, Domain 2: Networking, Domain 3: Mobile Devices, and Domain 4: Hardware and Network Troubleshooting.

Expert: Jason Manibog
Product ID #: 104201
Length: 4 Sessions / 2 Hours

A+ (220-902) Series

Overview
LearnKey’s A+ (220-902) Series include the five domains that are covered in exam 220-902. This series thoroughly covers the objectives in each domain and will prepare students for A+ exam 220-902. These domains include: Domain 1: Windows Operating Systems, Domain 2: Other Operating Systems and Technologies, Domain 3: Security, Domain 4: Software Troubleshooting Domain, and 5: Operational Procedures.

Expert: Jason Manibog
Product ID #: 104211
Length: 7 Sessions / 19 Hours

Communication Skills for IT Specialists

Overview
The need for IT specialists who can effectively communicate with all types of users, as well as help organizations implement and manage their growing technological requirements, continues to grow. The Communication Skills for IT Specialists course helps you communicate successfully while managing projects and people within the IT industry. Expert Tom Carpenter covers all aspects of communication from understanding theory to conflict resolution and presentation styles, including scenarios that show how effective communication becomes a key advantage in today’s IT environment.

Expert: Tom Carpenter
Product ID #: 280151
Length: 3 Sessions / 8 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 #: 590031
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 #: 590071
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 #: 280781
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 #: 280691
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 #: 104361
Length: 5 Sessions / 12 Hours

Voice over IP Fundamentals (640-461)

Overview
Voice over IP Fundamentals 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. This course will introduce you to the architecture, components, functionalities, and features of Cisco Unified Communications solutions and will assist you in daily job tasks such as system monitoring, moves, adds, and changes performed on Cisco Unified Communications Manager, Manager Express, Unity Connection, and Unified Presence.

Expert: Tom Carpenter
Product ID #: 564071
Length: 5 Sessions / 12 Hours
Networking

Windows 7 Configuration (70-680)

Overview
In this course, you’ll learn what’s new in Microsoft’s latest operating system: Windows 7. Once you understand the new features and changes in this OS, you’ll see that it’s a pleasure to work with. In addition to becoming proficient with Windows 7 productivity tools, you’ll also be prepared to take exam 70-680, MCTS: Windows 7 Configuration Certification. Expert Tom Carpenter will take you through the complete Windows 7 experience and give you the tools to configure and deploy Windows 7 as your own computing environment.

Expert: Tom Carpenter
Product ID #: 683881
Length: 5 Sessions / 14 Hours

Windows 7 Enterprise Desktop Support Technician (70-685)

Overview
The Windows 7 Enterprise Desktop Support Technician training course from LearnKey will teach you everything you need to know about supporting Windows 7 clients once the machines have been deployed and configured in an enterprise environment. This course is specifically designed to teach you how to analyze the environment and select the best means possible of deploying Windows 7. After taking this course you will be able to answer questions like “What happens when the system fails?” “What steps do I need to take to resolve security issues?” and “How do I enable remote assistance in Windows 7?”. This course will prepare you to pass MCTS exam 70-685.

Expert: Tom Carpenter
Product ID #: 683951
Length: 4 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 #: 684151
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 #: 684531
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 #: 684271
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 #: 684211
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 #: 684101
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 #: 684471
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 #: 203661
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 2019!

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 #: 203421
Length: 5 Sessions / 11 Hours

Excel 2019

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.

Coming Spring 2019!
Office Productivity

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 #: 203721
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 2019!

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 #: 203541
Length: 5 Sessions / 11 Hours

PowerPoint 2019
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.

Coming Spring 2019!
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 #: 202481
Length: 1 Session / 2 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 #: 550531
Length: 5 Sessions / 9 Hours

QuickBooks Online

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.

Coming Fall 2018
SharePoint 2013 (77-419)

Overview
Join LearnKey expert Jason Manibog in learning about SharePoint 2013. LearnKey’s SharePoint 2013 course will provide users with the skills necessary to add, update, delete and customize content on a corporate SharePoint site. They will also gain an understanding of what SharePoint 2013 is, and how it can be used to improve the efficiency and effectiveness in an office.

Expert: Jason Manibog
Product ID #: 203271
Length: 4 Sessions / 9 Hours

Word 2016 (77-725)

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

Expert: Jason Manibog
Product ID #: 203481
Length: 5 Sessions / 11 Hours

Word 2019

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.

Coming Spring 2019
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 #: 062851
Length: 1 Session / 1 Hour

Assertiveness

Overview
Assertiveness has been a hot topic for more than a decade. And why not? People who master assertiveness skills go farther - faster - in today’s competitive business environment because they know how to respond appropriately to workplace challenges. While other training resources on assertiveness concentrate on the “why,” this unique training focuses squarely on the “how to.” By applying the 12 powerful action steps outlined, you’ll discover how to tap into your own abundant supply of assertiveness.

Expert: LearnKey Signature Courseware
Product ID #: 070901
Length: 1 Session / 2 Hours

Attitude for Success

Overview
Your attitude may be the single greatest contributor-or the biggest obstacle-to your success. Focus on developing and renewing a positive outlook with the LearnKey course, Attitude for Success. Eight attitude adjustment techniques help you to keep your spirits up when faced with challenges and discover ways to simplify your life.

Experts: LearnKey Signature Courseware
Product ID #: 071431
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 ourselves—and others—at risk. The dangers these behaviors cause is real and comes in two main forms: physical and emotional. The physical dangers can come from activities like using a phone at a time or place that is unsafe or from allowing personal information to fall into the wrong hands. The emotional dangers arise when we inadvertently subject ourselves and others to harassment or shame. This course will teach responsible cell phone use and best practices, in fact, many of these practices are the same techniques used to make computer and Internet use safe. The fact is that cell phones are here to stay and their features are always evolving. This course empowers users to take and stay in control of their cell phone use.

Expert: Human Relations Media
Product ID #: 062661
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 #: 062871
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 #: 062541
Length: 1 Session / 1 Hour
Call Center Success

Overview
Who speaks for your organization? The C.E.O.? C.O.O.? Or is it a Customer Service Representative (CSR) answering the telephone? The Call Center Success program from LearnKey will help new reps increase their success, while sharpening the skills of your call center veterans. Customer Service Representatives will learn the six factors of professionalism, how customers behave, what customers expect and techniques for more effective communication with customers—all while maintaining a positive attitude.

Experts: LearnKey Signature Courseware
Product ID #: 071151
Length: 1 Session / 2 Hours

Calming Upset Customers

Overview
Learn how to deal effectively with angry customers, clients, or colleagues. This carefully designed approach gives you the ability to work through conflicts and remain calm in the work environment. You’ll learn how to distinguish between a disturbed and upset customer and how to collaborate with each toward a positive, win-win outcome.

Expert: Rebecca Morgan
Product ID #: 061301
Length: 1 Session / 1 Hour

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 #: 062521
Length: 1 Session / 1 Hour
Connecting with Customers through Customer Service

**Overview**
Do you want to increase customer loyalty? Learn to respond to each customer’s needs in ways that both please your customer and build your organization. Discover the right skills, attitude, and policies that win customer loyalty. Experience the universal importance of greeting customers, listening, evaluating customer needs, and responding appropriately.

**Expert:** Kantola  
**Product ID #:** 061621  
**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 #:** 062891  
**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 #:** 062911  
**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 #: 062771
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.

Expert: Human Relations Media
Product ID #: 062791
Length: 1 Session / 1 Hour

Empowerment

Overview
Generate excitement and ownership at every level of your organization by using this step-by-step plan for empowerment. Gauge the current environment, strengthen team relationships and develop new processes that support a proactive workforce. Enable employees to use their full talents and abilities to make a real difference for your company, your team, and yourself! This is a LearnKey course based on the book Empowerment by Dr. Cynthia D. Scott & Dr. Dennis T. Jaffe.

Experts: Dr. Cynthia D. Scott & Dr. Dennis T. Jaffe
Product ID #: 061181
Length: 1 Session / 1 Hour
Helping Customers through Quality Service

Overview
Quality service is the basis of great customer service. In this course, you’ll learn five rules; how to make your customers feel welcome, ask and listen, give your undivided attention, go the extra mile, and customer appreciation. These rules will make work more enjoyable for yourself and more effective for your business.

Expert: Kantola
Product ID #: 061661
Length: 1 Sessions / 1 Hour

How to De-junk Your Life

Overview
Do you feel as if your life is spinning out of control because you’re so disorganized? Then this revolutionary training was designed for you! Thanks to the powerful strategies and tons of tips that are offered, you can finally regain control of your space, your time, your paperwork, and your priorities—once and for all! You’ll learn easy-to-apply techniques for eliminating the “junk” that clutters every area of your life, from the junk on your desk to the junk in your house to the junk on your calendar.

Expert: Dawn Dwyer
Product ID #: 070971
Length: 1 Session / 3 Hours

How to Get Things Done

Overview
Do you wish you could be more focused on your goals, not distracted by the thousands of interruptions that compete for your time and attention? This dynamic training course can literally add hours to your day with smart tips and stress-erasing strategies. Learn to identify the trouble spots that keep you from achieving your goals. Expert Greg Kirsch will show you how to juggle many projects successfully and meet every deadline. He explains methods that give you confidence in completing projects and follow through on all your promises.

Expert: Greg Kirsch
Product ID #: 071041
Length: 1 Session / 2 Hours
I Was Cyberbullied

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

Expert: Human Relations Media
Product ID #: 062831
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 #: 062731
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 #: 062411
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 #: 062931
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 #: 062951
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 #: 062561
Length: 1 Session / 1 Hour
Making Humor Work

Overview
There is a definite role for humor in the workplace. This LearnKey course, based on the book Making Humor Work by Dr. Terry Paulson, shows you how to problem-solve, defuse resistance to change, disarm anger, and improve and increase memory through the effective use of humor on the job. This course provides material to improve the quality of work-and life-by using humor appropriately.

Expert: Dr. Terry Paulson
Product ID #: 061281
Length: 1 Session / 1 Hour

Manage Time

Overview
It’s a fact of life - if you can’t manage time effectively, you’ll have difficulty meeting deadlines and handling your most pressing priorities. The Manage Time training course from LearnKey helps you maintain your schedules, priorities, and commitments without running behind. Learn to effectively plan and prioritize each day, week, and month. Manage Time will show you how to make space for all the important things in your life.

Experts: LearnKey Signature Courseware
Product ID #: 071441
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 #: 062971
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 #: 062581
Length: 1 Session / 1 Hour

Negaholics

Overview
Do phrases like, “It won’t work,” “Can’t be done,” or “It’ll never happen!” ring in your ears day after day? Then chances are you’re dealing with a Negaholic, an individual addicted to negative thinking and behaviors. When negativity spreads unchecked in the workplace, morale plummets, motivation vanishes, productivity slows and everyone is miserable! This course will give you real-world examples that you can use when you encounter a Negaholic. You’ll be absolutely amazed as negative attitudes are transformed into positive behaviors right before your eyes!

Expert: Cherie Carter-Scott
Product ID #: 070931
Length: 3 Sessions / 6 Hours

Sales Preparedness

Overview
In this course you will learn five-step formulas to structure your presentation in a psychological progression that leads to customer commitment. Learn to establish rapport, build credibility, get attention, establish a need and motivate action. At the end of this course you will understand how to build powerful, persuasive psychology into every presentation you make.

Expert: Kantola
Product ID #: 061581
Length: 1 Session / 1 Hour
Telephone Collections

Overview
The Telephone Collections course teaches the core concepts, skills, and knowledge to effectively increase collection of accounts receivable and, ultimately, affect your bottom line. Experts Carol Tuffahah and Margie Grandinetti take you step by step through the collection process, providing valuable insight to the behavior styles and danger signals you may encounter in the process. At the conclusion of this course, you will be familiar with the communication skills and steps to increase your collection effectiveness.

Experts: Carol Tuffahah & Marty Grandinetti
Product ID #: 073291
Length: 2 Sessions / 1 Hour

The Art of Organization

Overview
Better organization can help almost all of us in our personal and professional lives. Become an organizational wizard with the LearnKey training course, The Art of Organization. Learn the three R’s of organization: Reduce, Refer, and Rearrange. You’ll be amazed at how productive you’ll be - at home and at work - when you get organized.

Experts: LearnKey Signature Courseware
Product ID #: 071421
Length: 1 Session / 2 Hours

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 #: 062701
Length: 1 Session / 1 Hour
The Power of Telephone Courtesy

Overview
Are you confident that your company is projecting the best first impression when answering the phone? Making the wrong impression over the phone can discourage customers. This video shows the right way—and the wrong way—to handle business phones. It’s a great tool for teaching your staff how to project a positive view of your organization.

Expert: Kantola
Product ID #: 061721
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 #: 062601
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 #: 063051
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 #: 062501
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 #: 063071
Length: 1 Session / 1 Hour
Personal Productivity

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 #: 062621
Length: 1 Session / 1 Hour

Your Reputation: Enhancing It, Repairing It

Overview
For middle schoolers, fitting in, being popular, having friends, and getting along with teachers is all important. Whether they are aware of it or not, the opinions and perceptions of peers, parents and teachers all contribute to a young teen’s reputation—or the way others see them. Through the use of acted out vignettes, young viewers will understand the power of having a good reputation versus the pain of having a bad one. Program also gives pointers on how to repair a bad reputation which often takes a long time to achieve. Program includes a special section on one's online reputation and some of the pitfalls of social networking.

Expert: Human Relations Media
Product ID #: 063071
Length: 1 Session / 1 Hour
Android/iOS App Development

Overview
This course will introduce students to building mobile apps specifically for the Android and iOS platforms. Languages and development kits for both platforms are covered. Upon completion of this course and certification, students will be able to use Android and iOS to develop basic mobile apps.

Coming Spring 2019!

Certified Java Associate (CX-310-019)

Overview
Oracle Certified Java Associate course is designed to enable students with little or no programming experience to begin to learn programming using the Java programming language. The course teaches the significance of object-oriented programming, the keywords and constructs of the Java programming language, and the steps required to create simple Java technology programs. Students taking this course can receive a solid basis in the Java programming language upon which to base continued work and training. The course features the Java Platform, Standard Edition 6 (Java SE 6) platform, and uses the Java SE Development Kit 6 (JDK 6) product.

Expert: LearnKey Signature Courseware
Product ID #: 373291
Length: 3 Sessions / 8 Hours

Developing ASP.NET MVC Web Applications (70-486)

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

Expert: Jason Manibog
Product ID #: 374231
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 #: 373691
Length: 1 Session / 3 Hours

JavaScript Fundamentals (1D0-435)

Overview
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. Students will also gain an understanding of the most popular applications of JavaScript.

Expert: LearnKey Signature Courseware
Product ID #: 373251
Length: 3 Sessions / 8 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 #: 631901
Length: 5 Session / 7 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 #: 373611
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 #: 373931
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 #: 374101
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 #: 373991  
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 #: 373861  
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 #: 373341  
Length: 2 Sessions / 4 Hours
Programming and Development

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 #: 373801
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 #: 374051
Length: 4 Sessions / 8 Hours
Accidents in the Workplace

Overview
Accidents can happen anywhere, and the contributing factors are commonplace. Accidents in the Workplace training program from LearnKey, encourages your employees to start a serious discussion on safe behavior, plant rules and group responsibility for maintaining a safe workplace.

Expert: Kantola
Product ID #: 061641
Length: 1 Session / 1 Hour

ADA - Meeting the Requirements

Overview
This course will get you up to speed on the Americans with Disabilities Act – without boring manuals and endless government documentation. Through entertaining vignettes, lively commentary, and attention grabbing scenes, we will give you a solid, working understanding of how the ADA relates to the job application process, hiring, termination, training, compensation, advancement, benefits, and leave. This program examines the most common myths associated with the ADA and shows you exactly why each one is unfounded.

Expert: National Seminars & LearnKey
Product ID #: 061808
Length: 1 Session / 2 Hours

EEOC - A Fair Shake

Overview
Through cutting-edge information and dynamic visuals, this course gives you the information, tools, and knowledge you need to support and enforce discrimination laws within your organization. You’ll become familiar with the federal discrimination laws enforced by the EEOC, discover how to identify potential EEOC land mines, and learn to avoid fines, penalties and lawsuits while supporting a workplace that facilitates a culture of tolerance and nondiscrimination.

Expert: National Seminars & LearnKey
Product ID #: 061841
Length: 1 Session / 2 Hours
Effective Performance Appraisals

Overview
Most professional and administrative employees today do not understand how their work is evaluated. But performance appraisals are too important to leave until the last minute. The techniques outlined in this course will help you fashion a well-planned and thoughtful process for creating and conducting performance appraisals.

Expert: Robert B. Maddux
Product ID #: 061071
Length: 1 Session / 1 Hour

Eliminate Harassment in the Workplace

Overview
Eliminate Harassment in the Workplace deals with the subject no manager likes to talk about; sexual harassment. It’s inappropriate anywhere, but especially on the job. As a manager, it’s your job to notice and put a stop to any kind of sexual harassment. You will learn how to set a strong company policy, how to watch for the warning signs of sexual harassment, and how to take the steps to correct the inappropriate behavior.

Expert: National Seminars & LearnKey Signature Courseware
Product ID #: 061861
Length: 1 Session / 2 Hours

FMLA - Proper Compliance

Overview
This course gives you straight talk and real answers on a complex and often confusing topic. Eligibility requirements; documentation procedures; the relationship between the FMLA, the ADA, Workers’ Comp, ERISA, USERRA, and PDA – this humorous, interesting and entertaining video covers it all, and brings these often “gray areas” areas into sharper focus. You will get an in-depth look at employee’s rights and obligations, learn how to protect your organization and prevent legal repercussions and ensure that all your decisions regarding the FMLA adhere to the absolute letter of the law.

Expert: National Seminars & LearnKey Signature Courseware
Product ID #: 061881
Length: 1 Session / 2 Hours

Hazardous Materials and Your Rights

Overview
Increase your awareness of chemical and other material hazards. Learn correct precautionary techniques and material handling procedures. Understand the importance of using Manufacturer’s Safety Data Sheets.

Expert: Kantola
Product ID #: 061761
Length: 1 Session / 1 Hour
Legal Record Keeping Policies

**Overview**
This fun and engaging program will take you through the complex and often confusing maze of documents and records required by federal law and numerous regulatory agencies. You will learn just what records you should keep, what should be included with them – or not – and how long you should keep them. Doing it wrong is a risk you cannot afford to take.

**Expert:** National Seminars & LearnKey Signature Courseware  
**Product ID #:** 061901  
**Length:** 1 Session / 1 Hour

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No Tolerance for Sexual Harassment

**Overview**
No Tolerance for Sexual Harassment teaches you how to take a stand against sexual harassment in the workplace. You will learn how to create a company policy that employees can easily access and understand. We'll also show you how to make sexual harassment training a priority for your company and a requirement for all employees. Proper training and follow-up documentation put you in a better position to prevent sexual harassment and defend your company and employees against potential complaints, charges, and liabilities.

**Expert:** National Seminars & LearnKey Signature Courseware  
**Product ID #:** 061921  
**Length:** 1 Session / 3 Hours

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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.

**Experts:** Michael Reilly & Suzanne Michael  
**Product ID #:** 061491  
**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 #: 062061  
Length: 1 Session / 2 Hours

Successful Hiring

Overview
Employers often set inadvertent traps for themselves in the hiring process - either making promises they did not intend to make or setting fuzzy expectations. In the Successful Hiring course from LearnKey, you will learn how to write a complete job description that sets precise employee expectations and employer obligations. This course will give you guidelines for interviewing correctly and avoiding questions that may be considered discriminatory.

Expert: LearnKey Signature Courseware  
Product ID #: 071371  
Length: 1 Session / 2 Hours

Successful Termination

Overview
Terminating a worker’s employment is not only among the most difficult things employers must do, it’s also a source of legal liability if handled badly. In the Successful Termination course from LearnKey, supervisors and managers will learn how to set expectations for their employees and manage their performance. This course utilizes the experience and expertise of attorney Gail Mautner, to define instituting Progressive Discipline in cases of performance problems and how to pursue an organized, fair and legal termination process.

Expert: Gail Mautner  
Product ID #: 071381  
Length: 1 Session / 2 Hours
The Legal Aspects of Interviewing

Overview

Don’t cross the line into unlawful, discriminatory territory. The Legal Aspect of Interviewing teaches you how to identify and select the best candidate while avoiding serious and potentially illegal missteps during the interview process. You’ll learn how to prepare for and conduct a behavior-based interview that gets to the core of each applicant’s knowledge, talents, and skills. You will also understand the importance of fairly and consistently evaluating each interviewee.

Expert: National Seminars & LearnKey Signature Courseware
Product ID #: 061981
Length: 1 Session / 2 Hours

Workplace Incident Investigation

Overview

Workplace Incident Investigation shows you how prepare for them, how to conduct them, how to stay within the legal parameters, and how to create a written investigation policy for your organization. Learn how to conduct fair, thorough, and objective internal investigations to determine the root of a complaint or problem and what can be done to prevent it from happening again.

Expert: National Seminars & LearnKey Signature Courseware
Product ID #: 062001
Length: 1 Session / 2 Hours
Acrobat 11.0

Overview
In LearnKey’s Acrobat training course users will learn the essential knowledge they need to utilize this versatile product in countless ways. Users will learn how to create PDFs from various applications, edit and manipulate pages, create forms, send PDFs to others to review, and much more. At the end of this course learners will be prepared to take the ACE Acrobat XI Pro exam.

Expert: Chad Chelius
Product ID #: 662511
Length: 3 Sessions / 8 Hours

After Effects CC 2018

Overview
Adobe After Effects joins 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 Spring 2019!

Animate CC

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 #: 662861
Length: 5 Sessions / 8 Hours

Animate CC 2018

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.

Coming Summer 2019!
AutoCAD 2019
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.

Coming Spring 2019!

Dreamweaver CC
Overview
LearnKey’s Dreamweaver CC course provides an intuitive and visual interface for users to leave about the website creating and editing capabilities of Dreamweaver CC. Join LearnKey expert Chad Chelius as he teaches you how to effectively use the new Dreamweaver CC software. He will also teach you the new tools and features found in Dreamweaver CC such as: enhanced fluid grid layout, CSS designer panel, and more. As of November 1, 2016 this course is up to date with the Dreamweaver CC 2015 Exam. This course includes our Dreamweaver CC 2015 Test Prep course to help you prepare for the exam.

Expert: Chad Chelius
Product ID #: 662251
Length: 3 Sessions / 9 Hours

Dreamweaver CC 2015 Test Prep
Overview
LearnKey’s Dreamweaver CC 2015 Test Prep course is a complementary resource to go along with the Dreamweaver CC course, authored by Expert Chad Chelius. Although the Dreamweaver CC course readies you for the Dreamweaver CC exam, there are new objectives and types of test questions which are covered in the Dreamweaver CC 2015 Test Prep course. LearnKey Senior Instructor Jason Manibog takes you through these changes, so you will have the tools you need to confidently pass the Dreamweaver CC 2015 exam.

Expert: Jason Manibog
Product ID #: 662811
Length: 1 Session / 3 Hours
Dreamweaver CC 2018

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.

Coming Summer 2019!

Flash CC

Overview
Join LearnKey Expert Andrew Wilson, as he takes you through some of the newest features and functions of Flash CC. Adobe Flash Professional CC software is the industry standard for interactive authoring and delivery of immersive experiences that present consistently across personal computers, mobile devices, and screens of virtually any size and resolution. In this course you will learn everything that you need to know to become a “Rich Media Communicator.” As of November 1, 2016 this course is up to date with the Flash CC 2015 Exam.

Expert: Andrew Wilson
Product ID #: 662471
Length: 3 Sessions / 8 Hours

HTML Fundamentals

Overview
LearnKey’s HTML Fundamentals course teaches the basic principles behind the most common language used for web page creation today. Deborah Berg explains how HTML tags and attributes are used to format text and paragraphs, add images and color, along with creating links, tables and web page frames. You’ll also learn how to use Cascading Style Sheets (CSS) in your web page creation, and create multimedia effects and forms to further enhance your web page.

Expert: Debbie Berg
Product ID #: 373111
Length: 2 Sessions / 6 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 #: 140741
Length: 2 Sessions / 5 Hours

Illustrator CC

Overview
LearnKey’s Illustrator CC course provides a visual and intuitive interface for users to learn about the graphic editing capabilities of Illustrator CC. Join LearnKey expert Lee Wiley as he teaches you to effectively use the new Illustrator CC software. Learn about the new features in Illustrator CC such as: Live Shapes, Windows GPU acceleration, Typekit missing fonts workflow, and much more! As of November 1, 2016 this course is up to date with the Illustrator CC 2015 Exam. This course includes our Illustrator CC 2015 Test Prep course to help you prepare for the exam.

Expert: Lee Wiley
Product ID #: 662291
Length: 3 Sessions / 7 Hours

Illustrator CC 2015 Test Prep

Overview
LearnKey’s Illustrator CC 2015 Test Prep course is a complementary resource to go along with the Illustrator CC course, authored by Expert Lee Wiley. Although the Illustrator CC course readies you for the Illustrator CC exam, there are new objectives and types of test questions which are covered in the Illustrator CC 2015 Test Prep course. LearnKey Senior Instructor Jason Manibog takes you through these changes, so you will have the tools you need to confidently pass the Illustrator CC 2015 exam.

Expert: Jason Manibog
Product ID #: 662711
Length: 1 Session / 3 Hours
Illustrator CC 2018

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.

Coming Spring 2019!

InDesign CC

Overview
If you want to become a publishing professional in today’s workforce, it is important to have a working knowledge of Adobe InDesign. Our InDesign CC course is taught by LearnKey expert Linda Dickeson, and will provide you with the skills you need to create layouts for both screen and print. This new course will teach you how to use some of the newest features of InDesign CC such as: Simplified Hyperlinks, Sync Settings, EPUB enhancements, and so much more! As of November 1, 2016 this course is up to date with the InDesign CC 2015 Exam. This course includes our InDesign CC 2015 Test Prep course to help you prepare for the exam.

Expert: Linda Dickeson
Product ID #: 662331
Length: 3 Sessions / 8 Hours

InDesign CC 2015 Test Prep

Overview
LearnKey's InDesign CC 2015 Test Prep course is a complementary resource to go along with the InDesign CC course, authored by Expert Linda Dickeson. Although the InDesign CC course readies you for the InDesign CC exam, there are new objectives and types of test questions which are covered in the InDesign CC 2015 Test Prep course. LearnKey Senior Instructor Jason Manibog takes you through these changes, so you will have the tools you need to confidently pass the InDesign CC 2015 exam.

Expert: Jason Manibog
Product ID #: 662731
Length: 1 Session / 3 Hours
InDesign CC 2018
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.

Coming Spring 2019!

Inventor 2019
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.

Coming Spring 2019!

Photoshop CC
Overview
LearnKey’s Photoshop CC course will introduce students to hundreds of new updates and features in the latest Photoshop update. Whether you are a graphic designer or a novice photographer you will learn how to edit photographs, images, or create logos and marketing pieces. LearnKey’s Photoshop CC course will teach students what they need to know in order to effectively and easily prepare to test their skills through the ACA Visual Communication Certification exam. As of November 1, 2016 this course is up to date with the Photoshop CC 2015 Exam. This course includes our Photoshop CC 2015 Test Prep course to help you prepare for the exam.

Expert: Chad Chelius
Product ID #: 662211
Length: 3 Sessions / 8 Hours
Photoshop CC 2015 Test Prep

Overview
LearnKey’s Photoshop CC 2015 Test Prep course is a complementary resource to go along with the Photoshop CC course, authored by LearnKey Expert Chad Chelius. Although the Photoshop CC course readies you for the Photoshop CC exam, there are new objectives and types of test questions which are covered in the Photoshop CC 2015 Test Prep course. LearnKey Senior Instructor Jason Manibog takes you through these changes, so you will have the tools you need to confidently pass the Photoshop CC 2015 exam.

Expert: Jason Manibog
Product ID #: 662691
Length: 1 Session / 3 Hours

Photoshop CC 2018

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.

Coming Winter 2018!

Premiere Pro CC

Overview
Those who are interested in a career in video and audio production need to have a working knowledge and practical experience in Adobe’s Premiere Pro CC software. This course will teach you how to effectively use the Premiere Pro CC software, allowing you to edit video and audio more effectively and efficiently. LearnKey expert Ryan James will teach you how to customize the program, helping your workflow fly. He will also teach you how to use the new features found in Premiere Pro CC. Among these new feature are: New Master Clip Effects, Live Text templates, and new masking and tracking capabilities. As of November 1, 2016 this course is up to date with the Premiere Pro CC 2015 Exam.

Expert: Ryan James
Product ID #: 140861
Length: 3 Sessions / 8 Hours
Premiere Pro CC 2015 Test Prep

Overview
LearnKey's Premiere Pro CC 2015 Test Prep course is a complementary resource to go along with the Premiere Pro CC course, authored by Expert Ryan James. Although the Premiere Pro CC course readies you for the Premiere Pro CC exam, there are new objectives and types of test questions which are covered in the Premiere Pro CC 2015 Test Prep course. LearnKey Senior Instructor Jason Manibog takes you through these changes, so you will have the tools you need to confidently pass the Premiere Pro CC 2015 exam.

Expert: Jason Manibog
Product ID #: 140921
Length: 1 Session / 3 Hours

Premiere Pro CC 2018

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.

Coming Spring 2019!

Revit Architecture 2019

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.

Coming Fall 2018!
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 #: 062351
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 #: 062381
Length: 2 Sessions / 5 Hours