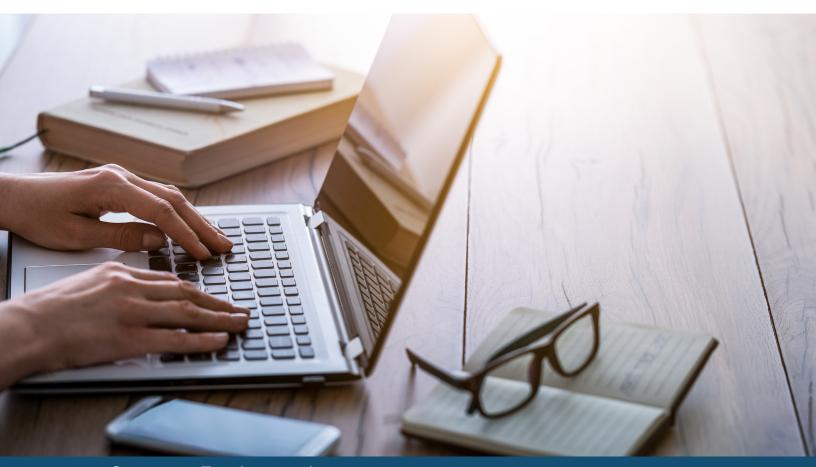# LK LearnKey®

Know Your Talents EDS Course Catalog

Courses available on the OnlineExpert powered by LearnKey platform

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

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

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Device Configuration and Management

Overview

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

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

IC3 Global Standard 6 (GS6) - Level 1

Overview

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

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

IC3 Global Standard 6 (GS6) - Level 2

Overview

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

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

IC3 Global Standard 6 (GS6) - Level 3

Overview

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

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

IC3 Spark

Overview

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

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

Microsoft 365 Fundamentals (MS-900)

Overview

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

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

Databases
Overview

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

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

Microsoft Power Platform Fundamentals
Overview

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

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

Cisco Certified Support Technician: Cybersecurity

Overview

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

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

Cybersecurity

Overview

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

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

Cybersecurity - Protecting Yourself and Your Organization

Overview

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

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

Network Security

Overview

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

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

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

Overview

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

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

Conflicts, Communications, and Relationships

Overview

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

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

Emotional Self-Control: Do You Have It?

Overview

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

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

Hurting With Words

Overview

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

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

Delivering Constructive Feedback

Overview

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

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

Entrepreneurship and Small Business

Overview

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

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

Artificial Intelligence

Overview

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

Expert: Jason Manibog
Product ID #: 375159
Length: 4 Hours

Azure AI Fundamentals (AI-900)

Overview

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

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

Azure Data Fundamentals (DP-900)

Overview

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

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

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Azure Fundamentals (AZ-900) - 2023 Edition
Overview
LearnKey's Azure Fundamentals (AZ-900) certification provides a fundamental introduction to cloud services with an emphasis on Microsoft Azure. The course serves as an excellent stepping stone to learning Azure further as it will prepare students for the AZ-900 exam, a Microsoft exam on Azure Fundamentals. Specific topics covered in this course include cloud concepts, architecture and services, and management and compliance. This should be the first course for anyone aspiring to improve their employability prospects for any Azure Administrator, Developer, or Data Analyst career path.

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

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

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

IT Fundamentals (FC0-U61)
Overview
LearnKey's IT Fundamentals (FCO-U61) course will focus on essential IT skills and foundational knowledge for an entry level IT professional. Specific topics covered include: concepts and terminology, infrastructure, applications and software, software development, and security and database fundamentals. Among these topics, students will learn how to identify types of software, how to use an operating system, understand common peripherals, and learn key troubleshooting methodologies. At the completion of this course students will be prepared to take the IT Fundamentals exam and will be more employable for any entry level IT position.

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

Networking

Overview

LearnKey's Networking course is an excellent entry-level certification course for those looking to gain a network certification and increase employability prospects for any junior to mid-level networking career. This course covers, in detail, these networking aspects: networking fundamentals, network infrastructure, networking hardware, protocols and services, and troubleshooting. This course is also a solid precursor to other networking certifications, most notably the CompTIA Network+ certification.

Expert: Jason Manibog
Product ID #: 281319
Length: 7 Hours

Certified Bookkeeping Professional

Overview

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

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

Excel 2019 (MO-200)

Overview

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

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

Excel 2019 Expert (MO-201)

Overview

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

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

Excel 365 Apps (MO-210)

Overview

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

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

Excel 365 Apps Expert (MO-211)

Overview

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

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

Outlook 2019 (MO-400)

Overview

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

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

PowerPoint 2019 (MO-300)

Overview

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

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

PowerPoint 365 Apps (MO-211)

Overview

This course is built for those looking to learn advanced Excel skills and gain employability skills for any job that requires data analysis skills within Excel. This course maps to the MO-211 exam and covers the specific areas of managing workbook options and settings, managing and formatting data, creating advanced formulas and macros, and managing advanced charts and tables.

Expert: Jason Manibog
Product ID #: 205059
Length: 6.5 Hours

QuickBooks Desktop 2020

Overview

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

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

QuickBooks Online (2022)

Overview

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

Expert: Natasha Nelson
Product ID #: 551049
Length: 5 Hours
Length: 6 Hours

Word 2019 (MO-100)

Overview

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

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

Word 2019 Expert (MO-101)

Overview

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

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

Word 365 Apps (MO-110)

Overview

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

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

ART of Customer Service

Overview

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

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

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

Overview

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

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

Bullying and Respect in the Workplace

Overview

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

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

Business Ethics on the Job

Overview

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

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

Communication Skills for Business (CSB)

Overview

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

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

Customer Service Counts

Overview

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

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

Dealing with the Irate Customer

Overview

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

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

Design for Delight Innovator

Overview

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

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

Discovering Your Strengths

Overview

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

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

Job Hunting in a Digital World

Overview

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

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

Know Your Talents™

Overview

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

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

Learning Online

Overview

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

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

Listening Under Pressure

Overview

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

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

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

Overview

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

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

Intuit Personal Finance

Overview

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

Expert: Natasha Nelson
Product ID #: 551169
Length: 2.5 Hours

Professional Email Etiquette

Overview

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

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

Social Media at Work

Overview

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

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

Video Editing 101

Overview

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

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

Video Production 101

Overview

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

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

Wednesday's Touch

Overview

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

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

Workplace Ethics

Overview

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

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

HTML and CSS

Overview

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

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

HTML5 Application Development

Overview

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

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

Java

Overview

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

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

* Exam retired 1/1/2021

JavaScript

Overview

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

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

Python

Overview

LearnKey's Python (INF-303) 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 INF-303 exam and will help anyone looking to improve their employability prospects in Python and for programming jobs in general.

Expert: Jason Manibog
Product ID #: 374639
Length: 6 Hours

Index

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

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

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

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

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

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

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

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

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

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

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

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

Autodesk Certified User (ACU) Revit

Overview

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

Expert: Craig Hughes
Product ID #: 502349
Length: 3.5 Hours

After Effects CC 2018/2019

Overview

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

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

After Effects 2021

Overview

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

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

Animate CC 2018/2019

Overview

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

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

Animate 2021

Overview

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

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

Dreamweaver 2021

Overview

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

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

Illustrator 2021

Overview

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

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

InDesign 2021
Overview

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

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

Photoshop 2021
Overview

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

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

Premiere Pro 2021
Overview

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

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