Business Skills Training

|  |
| --- |
|  |

|  |
| --- |
| **Basic Security Training** |

|  |
| --- |
| [**Digital Security Awareness Training for Business and Home Users Series**](https://www.careeracademy.com/page/DSA_Series) |
| * Course 00 - Course Overview * Course 01 - Types of Security Threats * Course 02 - Social Engineering * Course 03 - Identity Theft * Course 04 - Data Classification * Course 05 - Protecting Your Digital Information * Course 06 - Malware * Course 07 - Security from End-to-End * Course 08 - Piracy * Course 09 - Security Policies * Course 10 - Moving Forward |

|  |
| --- |
| **Operating Systems Training** |

|  |
| --- |
| [**What’s New in Windows 10 Series**](https://www.careeracademy.com/page/Win10New_Series) |
| * Course 01 - What’s New in Windows 10 * Course 02 - Navigating and Using Windows 10 |
| [**Introduction to PCs Using Windows 8 Series**](https://www.careeracademy.com/page/Windows8_Series) |
| * Course 01 - Getting to Know PCs and the Windows 8 User Interface * Course 02 - Using Modern Apps and Navigation Features * Course 03 - Working with Desktop Applications * Course 04 - Using Internet Explorer 10 * Course 05 - Customizing the Windows 8 Environment * Course 06 - Using Windows 8 Security Features |
| [**Microsoft Windows 7 New Features Series**](https://www.careeracademy.com/page/Win7NF_Series) |
| * Course 01 - The Windows 7 Environment * Course 02 - Customizing the Environment * Course 03 - Libraries, Folders, and Content * Course 04 - Device Stage * Course 05 - File Protection and Troubleshooting * Course 06 - Internet Explorer 8 |
| [**Microsoft Windows 7 Basic Series**](https://www.careeracademy.com/page/Win7B_Series) |
| * Course 01 - The Windows 7 Environment * Course 02 - Files, Folders, and Libraries * Course 03 - Managing Content * Course 04 - Customizing the Environment * Course 05 - Internet Explorer 8 |
| [**Microsoft Windows 7 Advanced Series**](https://www.careeracademy.com/page/Win7A_Series) |
| * Course 01 - User Accounts * Course 02 - Devices and Printers * Course 03 - File Management and Protection * Course 04 - Programs and Utilities * Course 05 - Networks and Mobile Computing * Course 06 - Security |
| [**Introduction to Windows Vista for End Users Series**](https://www.careeracademy.com/page/iwveu_Series) |
| * Course 01 - Exploring the New Interface * Course 02 - Programs and Documents * Course 03 - Working with Pictures, Sound and Music * Course 04 - Printing and Scanning * Course 05 - Managing Files and Folders |
| [**Introduction to Windows Vista for Intermediate Users Series**](https://www.careeracademy.com/page/IWVIU_Series) |
| * Course 01 - Setting up your PC * Course 02 - Networking * Course 03 - Customizing Your PC * Course 04 - Security * Course 05 - Managing Vista |

|  |
| --- |
| **SharePoint Training** |

|  |
| --- |
| [**SharePoint Foundation Basics Series**](https://www.careeracademy.com/page/SPFb_Series) |
| * Course 01 – Getting Started * Course 02 – Lists * Course 03 - Libraries * Course 04 – Team Communication * Course 05 - Views * Course 06 – Account Information and Notifications |
| [**SharePoint Foundation Advanced Series**](https://www.careeracademy.com/page/SPFa_Series) |
| * Course 01 – Adding Components * Course 02 – Changing the Look and Feel * Course 03 – Customizing a Site * Course 04 – Controlling Information Display * Course 05 – Creating Workflows * Course 06 – Adding to Site Galleries |

|  |
| --- |
| **IC3: Internet and Computing Core Certification Training** |

|  |
| --- |
| [**Computer Fundamentals Series**](https://www.careeracademy.com/page/ic3cf_series) |
| * Course 01 - Operating System Fundamentals * Course 02 - Computer and Network Terminology * Course 03 - Working with Software and the OS * Course 04 – Troubleshooting |
| [**Key Applications Series**](https://www.careeracademy.com/page/ic3ka_series) |
| * Course 01 - Application Features * Course 02 - Working with Word Processing * Course 03 - Working with Spreadsheets * Course 04 - Making a Presentation * Course 05 – Databases * Course 06 – Collaboration |
| [**Living Online Series**](https://www.careeracademy.com/page/ic3lo_series) |
| * Course 01 - Web Browsers * Course 02 - Networking Terminology * Course 03 - E-mail * Course 04 - Communicating in the Modern World * Course 05 - Protecting Yourself * Course 06 - Web Searching |

|  |
| --- |
| **Legal Training** |

|  |
| --- |
| [**Introduction to Legal Concepts Series**](https://www.careeracademy.com/page/ILC_Series) |
| * Course 01 - Legal Secretary Introduction * Course 02 - Courts, Crime, and Controversy * Course 03 - Law and Crime * Course 04 - State Courts * Course 05 - Arrest to Arraignment * Course 06 - Trials and Juries * Course 07 - Appellate Courts * Course 08 - Legal Terminology |
| [**Legal Office Administration Series**](https://www.careeracademy.com/page/LOA_Series) |
| * Course 01 - Certification for Paralegals * Course 02 - The Law Office * Course 03 - Billing * Course 04 - Preparing Legal Documents * Course 05 - Litigation * Course 06 - Contracts * Course 07 - Torts * Course 08 - Criminal Law and Procedure * Course 09 - Family Law * Course 10 - Business Law * Course 11 - Real Estate * Course 12 - Estate Planning and Guardianship * Course 13 - Bankruptcy |

|  |
| --- |
| **Accounting Training** |

|  |
| --- |
| [**Introduction to Business Accounting Series**](https://www.careeracademy.com/page/IBA_Series) |
| * Course 01 - Professional Bookkeeper Introduction * Course 02 - Introduction to Accounting and Business * Course 03 - The Accounting Equation * Course 04 - Analyzing Transactions * Course 05 - Entering Information - Posting Entries * Course 06 - Adjusting Process * Course 07 - Adjusting Entries * Course 08 - Adjustment Summary * Course 09 - Preparing a Worksheet * Course 10 - Financial Statements * Course 11 - Completing the Accounting Cycle * Course 12 - The Accounting Cycle Illustrated * Course 13 - Fiscal Year * Course 14 - Spreadsheet Exercise |
| [**Bookkeeping and Payroll Series**](https://www.careeracademy.com/page/EBP_Series) |
| * Course 01 - Principles * Course 02 - Overview of Internal Controls * Course 03 - Subsidiary Ledgers and Special Journals * Course 04 - Reconciliations * Course 05 - Correcting Entries * Course 06 - Sales Tax * Course 07 - Budgeting * Course 08 - Accounting for Merchandising * Course 09 - Accounting for Cash * Course 10 - Payroll * Course 11 - Partnerships and Corporations * Course 12 - Accounts Receivable and Bad Debts * Course 13 - Interim Profit or Loss * Course 14 - Year End - Preparing to Close the Books * Course 15 - Year End - Closing the Books * Course 16 - Cash Flow |

|  |
| --- |
| **Social Media Training** |

|  |
| --- |
| [**Introduction to Social Media for Business Series**](https://www.careeracademy.com/page/ISMB_Series) |
| * Course 01 - Pinterest * Course 02 - Facebook * Course 03 - Twitter * Course 04 - Google+ Advertising and Networking * Course 05 - LinkedIn * Course 06 - YouTube Channels |
| [**Social Media Strategist Series**](https://www.careeracademy.com/page/SMS_Series) |
| * Course 01 - The Rise of Social Media * Course 02 - Conducting Market Analysis * Course 03 - Auditing Social Media * Course 04 - Setting Goals and Selecting Platforms * Course 05 - Creating the Social Media Policy * Course 06 - Integrating Marketing Strategies * Course 07 - Developing Effective Content * Course 08 - Understanding the Popular Platforms * Course 09 - Launching Successful Campaigns * Course 10 - Managing the Community * Course 11 - Providing Customer Service * Course 12 - Measuring, Analyzing and Reporting * Course 13 - The Social Media Strategist Career |

|  |
| --- |
| **Human Resources Training** |

|  |
| --- |
| [**Introduction to HR Concepts Series**](https://www.careeracademy.com/page/ihrc_series) |
| * Course 01 - Human Resources Assistant Introduction * Course 02 - Attracting and Retaining Employees * Course 03 - Recruiting, Selection and Orientation * Course 04 - Training and Development * Course 05 - Performance Appraisal * Course 06 - Legal Environment of HRM * Course 07 - Motivating Employees * Course 08 - Contemporary Motivation Theory * Course 09 - Motivation Techniques * Course 10 - Teams and Teamwork |

|  |
| --- |
| [**Effective Human Resource Administration Series**](https://www.careeracademy.com/page/EHRA_Series) |
| * Course 01 - Effective Human Resource Administration Overview * Course 02 - Fundamentals of Motivation * Course 03 - Individual Behavior * Course 04 - Group Behavior * Course 05 - The Informal Organization * Course 06 - Technology and People at Work * Course 07 - Productivity and Quality Improvement * Course 08 - Job Redesign and Job Enrichment * Course 09 - Fundamentals of Leadership * Course 10 - Developing, Appraising, and Rewarding Employees * Course 11 - Communicating for Effectiveness * Course 12 - Managing Conflict and Change * Course 13 - Human Relations in Global Business |

|  |
| --- |
| **Professional Business Skills Training** |

|  |
| --- |
| [**Professionalism in the Office Series**](https://www.careeracademy.com/page/PIO_Series) |
| * Course 01 - Positioning Yourself as a Professional * Course 02 - Enhancing Your Professional Image * Course 03 - Expanding Your Skills * Course 04 - Communicating for Results * Course 05 - Building Relationships and Networks |
| [**Business Etiquette and Professionalism Series**](https://www.careeracademy.com/page/BEP_Series) |
| * Course 01 - Principles of Professional Behavior * Course 02 - Interview Etiquette * Course 03 - Planning and Attending Business Meetings * Course 04 - Electronic Etiquette * Course 05 - Multicultural Etiquette |
| [**Communication Essentials Series**](https://www.careeracademy.com/page/CE_Series) |
| * Course 01 - Business Communication * Course 02 - Verbal and Non-verbal Communication * Course 03 - Written Communication * Course 04 - Electronic Communication * Course 05 - Communicating with Graphics * Course 06 - Effectively Working for Your Boss |
| [**Thinking Critically Series**](https://www.careeracademy.com/page/TC_Series) |
| * Course 01 - Facing New Problems * Course 02 - Establishing the Problem * Course 03 - Discovering the Solution * Course 04 - Accepting a Decision |
| [**Time Management Skills Series**](https://www.careeracademy.com/page/TMS_Series) |
| * Course 01 - Identifying Goals * Course 02 - Effective Energy Distribution * Course 03 - Working with Your Personal Style * Course 04 - Building Your Toolbox * Course 05 - Establishing Your Action Plan |
| [**Customer Service Skills Series**](https://www.careeracademy.com/page/CSB_Series) |
| * Course 01 - Understanding Customer Service * Course 02 - Focusing on the Customer * Course 03 - Customer Service and the Telephone * Course 04 - Handling Complaints * Course 05 - Enduring Stress |
| [**Managing Project Teams Series**](https://www.careeracademy.com/page/MPT_Series) |
| * Course 01 - Knowing Your Team * Course 02 - Managing Your Team |
| [**Strategic Planning Skills Series**](https://www.careeracademy.com/page/SPS_Series) |
| * Course 01 - Preparing for the Strategic Planning Process * Course 02 - Initiating the Strategic Planning Process * Course 03 - Developing the Strategic Plan * Course 04 - Executing the Plan |
| [**Project Management Skills for Non-Project Managers Series**](https://www.careeracademy.com/page/PMSNPM_Series) |
| * Course 01 - Planning the Project * Course 02 - Implementing the Project Plan |