Business Skills Training

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| **Basic Security Training** |

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| [**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
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| **Operating Systems Training** |

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| [**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
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| **SharePoint Training** |

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

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| [**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
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| **Legal Training** |

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| [**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
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| **Accounting Training** |

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| [**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
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| **Social Media Training** |

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| [**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
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| **Human Resources Training** |

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| [**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
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| [**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
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| **Professional Business Skills Training** |

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| [**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
 |