

LearnKey CAREER TRACKS

LearnKey Career Tracks guide you through the courses you need to achieve industry certifications, earn college approved credit, and reach your career goals. Visit www.learnkey.com/careertracks and begin your career journey today!

- = Office Information Systems
- = Computer & Networking Technologies
- = Professional Development
- = Vocational Training

OFFICE INFORMATION SYSTEMS

OFFICE ADMINISTRATION

- Administrative Support
 - Access
 - PowerPoint
 - Efficiency Series
 - Productivity Series
 - Communication Series
 - Telephone Communication Series
 - Customer Service Series
 - Publisher
 - Project
 - Sharepoint
 - Quality Customer Service

- Preventing Sexual Harassment
- Understanding The Internet
- Computer Fundamentals
- IC³ Internet & Computing
- Security Essentials
- Learning Windows
- Outlook
- Word
- Excel
- Learning Office

- Publisher
- Photoshop
- Acrobat
- FrontPage
- PowerPoint
- PageMaker
- InDesign
- Premiere
- Publisher
- SharePoint
- Quality Customer Service
- Project Management Professional

Accounting & Finances

- Excel - Macros
- Access
- Crystal Reports
- Quickbooks
- Efficiency Series
- Productivity Series
- Communication Series
- Diversity Series
- Security Essentials

Office Manager

- Calming Upset Customers
- Call Center Success
- Giving & Receiving Feedback
- Excellence in Supervision
- Handling Conflict & Confrontation
- How to Coach an Effective Team
- Effective Meeting Skills
- Managing Change at Work
- Mentoring
- Motivating at Work
- Team Building
- Team Problem Solving

Receptionist

- Better Business Communications
- Better Business Writing
- Working Together

CUSTOMER SUPPORT

Call Center

- Calming Upset Customers
- Better Call Center Success
- Supreme Teams

Sales Support

- IC³ (Computing Fundamentals, Key Applications)
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access, Publisher)
- Quality Customer Service
- Telephone Courtesy
- Sexual Harassment
- Understanding the Internet
- Successful Negotiation

COMPUTER & NETWORKING TECHNOLOGIES

COMPUTER OPERATORS

- Computer Foundations
- IC³ Internet & Computing
- Security Essentials
- Outlook
- Word
- Excel
- Learning Office
- Learning Windows Vista

VISUAL DESIGN

Graphic Design

- Photoshop
- Illustrator
- InDesign
- Flash
- Fireworks
- Acrobat
- Premiere
- HTML Fundamentals

Website Design

- CIW Foundations
- XML Foundations
- CIW Web Site Design
- XSLT
- HTML Fundamentals
- XML Essentials
- Photoshop
- Dreamweaver
- Flash
- Fireworks

ADMINISTRATORS

Support Specialists

- CompTIA A+
- Windows Administrator Series
- Telephone Communication Series
- Customer Service Series
- CompTIA Network+
- Support Specialist

Network or System Administrators

- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Windows Enterprise Administrator Series
- Routing & Switching Fundamentals I & II
- Wireless Administrator
- Exchange Server
- ISA Server
- Project Server
- SharePoint Server

Database Administrators

- Database Specialist Design
- SQL Server Administrator
- Database Specialist Using JDBC
- Project Management Professional (PMP)
- SQL Design
- SQL Optimization
- Windows Administrator Series

Security Specialists

- CompTIA Security+
- CISSP Series
- Hacking Revealed
- Wireless Security
- ISA Server

PROGRAMMING & DEVELOPMENT

Web Site Design

- HTML for Developers
- XML Foundations
- XML in Java
- XSLT
- Java
- Javascript

System Analysts

- .Net
- Routing & Switching Fundamentals I & II
- HTML for Developers
- XML Foundations
- Javascript
- UI Design
- .Net Web Services

PROFESSIONAL DEVELOPMENT

LEADERSHIP & MANAGEMENT

- Leadership Series
- Executive Leadership Series
- Successful Management Series
- Team Development
- Communication Series
- Diversity Series
- Efficiency Series
- Productivity Series

SAFETY & COMPLIANCE

- Law Compliance - Legal Series
- Law Compliance - Protection Series
- Safety Compliance Series

BUSINESS MANAGEMENT

- Communication Series
- Project Management Professional
- Project Management Series
- Customer Service Series
- Telephone Collections Series

CAREER & TECHNICAL TRAINING

MEDICAL BILLING & CODING

- Medical Billing
- Medical Coding
- Medical Terminology

ACE CERTIFIED AUTOMOTIVE TECHNICIAN

- Modern Automotive Service Technician (MAST)