

Competency	Courses	Duration	Level	Course Objective
Use ICT-based devices, applications, software and services	Selling into Industries: Telecommunications	00:33.0	Intermediate	Learn what it takes to break through the clutter and sell in the telecommunications market. In this course, Meridith Elliott Powell helps sales professionals understand and master the unique challenges and skills required to sell into this ever-changing industry. Meridith acquaints you with the trends and changes—including network security and over-the-top (OTT) services—that are currently shaping this industry, as well as what telecommunications clients expect from sales reps. Learn how to use a consultative selling approach to gain a deeper understanding of client needs, create urgency by recognizing and solving those needs, and continue to expand your sales relationship after the deal is signed.
Use basic productivity software, use email and other digital communication				
Use digital capture devices such as a camera	SSCP Cert Prep: 6 Networks and Communications Security	10:09.0	Intermediate	The Systems Security Certified Practitioner (SSCP) certification is an excellent entry point to a career in IT security. To help you prepare for the SSCP exam, instructor Mike Chapple has designed a series of courses covering each domain. In this installment, Mike covers the objectives of Networks and Communications Security, Domain 6, which comprises 16% of the questions on the exam. Topics include TCP/IP networking, configuring network security devices, and identifying the different types of network attacks. Plus, learn how to secure your network with firewall rules, switch and router configuration, and network monitoring; protect your telecommunications; and understand the unique features and vulnerabilities of wireless networks. To join one of Mike's free study groups for access to bonus tips and practice questions, visit certmike.com.
Use subject-specialist ICT devices and applications confidently				
Recover from failures; find short-cuts and work-arounds in digital systems	CompTIA Security+ (SY0-501) Cert Prep: 1 Threats, Attacks, and Vulnerabilities	20:31.0	Beginner	The CompTIA Security+ exam is an excellent entry point for a career in information security. The latest version, SY0-501, expands coverage of cloud security, virtualization, and mobile security. This course prepares exam candidates for the critical Threats, Attacks, and Vulnerabilities domain of the exam. By learning about malware, networking and application security exploitations, and social engineering, you'll be prepared to answer questions from the exam—and strengthen your own organization's systems and defenses. Author Mike Chapple, an IT leader with over 15 years of experience, also covers the processes for discovering and mitigating threats and attacks, and conducting penetration testing and scanning for vulnerabilities. Visit certmike.com to join one of his free study groups. We are a CompTIA Content Publishing Partner. As such, we are able to offer CompTIA exam vouchers at a 10% discount. For more information on how to obtain this discount, please download these PDF instructions.
Stay up to date with ICT as it evolves; adopt new devices, applications				
Show understanding of basic concepts in computing, coding (specific to subject area)	Designing iOS and Android Apps	06:41.0	Intermediate	Explore the differences between iOS and Android, and learn how to design cross-platform apps that take advantage of each operating system's unique strengths. This course opens with big picture concepts—application architecture and usability—before narrowing its focus to application components, interactions, and UI controls, as well as visual design and how it relates to icons, typography, color, and imagery. Using Sketch, you'll see how all these pieces come together to form a successful application, and get an opportunity to build your own mobile app. Your instructor, user experience designer Renata Phillippi, ends with some resources to check out and continue your journey.
	Microsoft Managing Modern Desktop (MD-101) Cert Prep: 2 Windows Devices, Apps, and Data	2h 25m	Intermediate	The ability to manage and secure devices and applications in an increasingly mobile workforce is an essential skill for any IT administrator. Microsoft offers cloud-based management solutions that make protecting and maintaining devices easier and less costly. In this course, instructor Andrew Bettany shows you how to leverage these tools to manage and secure your devices with greater agility in a Windows 10 environment. Andrew covers security tools with Windows Defender, mobile device management tools with Intune, and monitoring tools. Plus, learn how to manage application deployment and secure data on a variety of devices. This course closely aligns to the third and fourth domains of exam MD-101: Managing Modern Desktops—Manage and protect devices and Manage apps and data.
	Android Development Essential Training: Your First App with Kotlin	08:07.0	Beginner	Explore the world of Android app development. The Android Development Essential Training series walks beginners through the process of developing, designing, managing, and distributing Android apps. In this course—the first installment in the series—David Gassner steps through how to create your very first Android app using a mixture of programming languages, including XML and Kotlin. Learn how to configure Android Studio, the Android SDK, and emulator software, and explore the different files in a typical Android app, including build scripts and the app manifest file. Finally, learn how an app is built from the bottom up, with screens, activities, and layouts. Check out later courses in the series to continue building your app development skills.
	Office for Android Essential Training	51:57.0	Beginner	The Microsoft Office mobile apps offer many of the features you access in the desktop form of the popular productivity software, in a convenient, touch-optimized version you can take on the go. This course covers the most popular Office apps for Android, including Word, Excel, PowerPoint, Outlook, OneNote, and Teams. You can follow along on an Android phone, tablet, or even a Chromebook. Instructor Nick Brazzi explains the differences between the paid and free versions, and then steps through common tasks in each app, including editing documents and spreadsheets, building simple slide shows, saving and sharing files, sending and receiving email, and messaging friends and colleagues.
	Outlook: Efficient Email Management	55:53.0	Intermediate	Microsoft Outlook includes many powerful and often overlooked features that can make your email workflow easier and more efficient. Join instructor Gini von Courter and discover ways of working with Outlook that can make your email experience less time-consuming and tedious. Learn to create email conversations and set up organizational features including rules, folders, and categories; then discover how to use Quick Steps and Instant Search. From tips about avoiding clutter to in-depth walkthroughs about creating autoreplies, this course is ideal for anyone who wants to be more productive with Outlook.
	Productivity Tips: Taking Control of Email	32:00.0	Beginner	Take email more of a help than a hindrance. In this installment of the Productivity Tips series, productive leadership author and speaker Dave Crenshaw
	Outlook: Email Signatures for Beginners	19:31.0	Beginner	Setting up an email signature is a common pain point for Outlook users. The process is not complicated, and signatures can be used with a number of ways—helping to reinforce your company branding, or even serving as templated emails for messages you send frequently. In this mini course, staff instructor
	DSLR Video Tips: Cameras & Lenses	13:16.0	Intermediate	DSLR Video Tips covers the most common questions videographers encounter when shooting and editing with DSLR cameras, from choosing a frame size and frame rate to understanding moiré. In this installment, Cameras & Lenses, authors Rich Harrington and Robbie Carman help you understand the different camera and lens options available for digital video. Learn about the difference between cropped (or micro 4/3rds) and full-sized sensors, prime vs. zoom lenses, and shooting with a Canon, Nikon, Blackmagic, iPhone, or GoPro. Rich and Robbie also cover basic camera maintenance, and techniques for capturing slow-motion video, matching shots, and getting great footage of products.
	Computer Science Principles: Digital Information	10:41.0	Beginner	Computers, at their most basic level, store information in bits—a series of on and off states represented by ones and zeroes. Using this binary language, the information in images, audio, video, text, and other files can be saved and shared. This principle is the basis of all computing, including programming. Here Doug Winnie explains the basics of binary: how digital information is represented, encoded, stored, and communicated between computers. This course is the first in our Computer Science Principles series, designed around the AP Computer Science Principles (CSP) curriculum. It is a great foundation for anyone, at any age, to prepare for careers in technology and computer science. Lessons in this segment cover the building blocks of computing: binary logic, number systems, text and image encoding, compression, and simple communication protocols. Understanding these basics will help you understand the interplay between hardware, software, data, networks, and the people that use them.
	IoT Foundations: Fundamentals	38:09.0	Beginner	The Internet of Things (IoT) is more than just smart or connected devices. In this course, learn what IoT is, and how it works from a technical standpoint. Bruce Sinclair provides a broad overview of IoT, explaining each of its main components. He also goes into the software-defined product—the digital twin of the physical product—as well as the hardware-defined product, explaining how sensors and embedded systems help to gather data. Plus, he dives into the network fabric, and explains what external systems are and why it's important to consider them when designing an IoT product.

Operating System Forensics	36:09.0	Intermediate	Criminals rely on the intricacies of operating systems like Windows, macOS, and Linux to conceal their activities and hide data. However, a skilled digital forensics expert knows the places to look and the tools to use to access evidence of their crimes. This course covers all the major concepts and tools of the growing field of operating system forensics. Instructor Jungwoo Ryoo (J.R.) reviews the fundamentals: the goals, history, and roles of operating system forensics and the future of the industry. He then shows how to acquire evidence from file systems, slack space, alternate data streams, and main memory. He uses a combination of free and commercial software, so students can practice techniques like file recovery and live acquisition with the tools that are within their budgets.
Computer Science Principles: Programming	25:43.0	Beginner	Programming is what allows us to make computers, devices, and the Internet perform amazing tasks, entertain us, and simplify our lives. While programming seems complicated, every programming challenge can be broken down into sections of code that you can define, control, and even reuse. You can learn the basic concepts of coding without needing to know a specific programming language. Join Doug Winnie as he explains the principles of programming and helps you connect to core concepts by exploring three ways that programmers perform their jobs. Doug starts by sharing the history of coding and then dives into functions, values, variables, and parameters used to define actions. He covers capturing input from users, creating conditional tests, using loops with arrays, and object-oriented programming basics. He also takes you beyond programming, into processes like debugging, refactoring, and building iteratively.
Developing with Visual Studio Code	57:23.0	Beginner	Visual Studio Code is rapidly becoming one of the most popular programming editors around. Knowing how to use it well, right away, can save you a great deal of time and effort during development. This course is a comprehensive introduction to Visual Studio Code, including the basics you need to know to write, run, and debug code in a variety of languages. Learn how to use the features and menus, find errors in your code, make selections, use snippets, set user preferences and keybindings, and use the built-in support for version control. Instructor Jesse Liberty helps you get the most out of the editor, so you can get your next project up and running fast.
Visual Studio Code for Web Developers	21:17.0	Intermediate	A great code editor is a crucial addition to any web developer's arsenal of tools. In this course, learn how to make the most of Visual Studio (VS) Code—the powerful code editor from Microsoft—when working with web-based projects. Joe Marini kicks off the course by taking you through the app's user interface, and showing how to work with its basic editing features. Next, Joe demonstrates how to customize VS Code by configuring preferences, setting your own keyboard shortcuts, and working with snippets. He also explains how to maximize your productivity by installing and managing extensions from the Visual Studio Marketplace. Plus, he discusses how VS Code works with folders and collections of files, helps you understand the IntelliSense feature, and dives into the app's advanced code editing features, such as automatic formatting.
Agile Software Development: Code Quality	40:30.0	Intermediate	Code quality is important to every developer. Poorly written software can cost you customers, time, and money. This course introduces best practices and tools for writing high-quality code, so you can deliver better products, get updates to market faster, and reduce your overall technical debt. Instructor Scott Ford introduces platform-agnostic tools that will help improve any software project. Learn how to reduce complexity with CodeClimate, analyze hotspots and churn with CodeScene, ensure adequate code coverage with NDepend, and reduce duplication with SonarQube. Plus, find out how to use Snyk to secure dependencies and build a more consistent coding style with HoundCI. By the end, you'll have the tools and skills you need to create cleaner code—and programs that are easier to debug, run, and maintain.
C# Best Practices for Developers	44:04.0	Intermediate	Get into the habit of developing reliable, readable, and sustainable application code by following coding standards with C#. In this course, join instructor Reynald Adolphe as he shows how to go beyond the language syntax and master best practices that can help you produce high-quality C# code. Throughout the course, Reynald shares some of his favorite best practices, illustrating precisely when and where to use each one. Learn about right way to use constructors, manage objects, implement often ignored advantages of getters and setters. Plus, explore best practice resources, including those for essential design patterns.
Visual Studio Code for Python Developers	59:11.0	Beginner	Visual Studio (VS) Code—the optimized code editor for Windows, macOS, and Linux—provides stellar support for Python right out of the box. Even if you're already familiar with VS Code, this course can help you speed up your development work by highlighting how to best leverage this popular code editor when developing Python apps. Instructor Joe Marini covers everything from writing and debugging Python code, to using the built-in refactoring tools to make your code easier to maintain, to maximizing your productivity with must-have extensions such as REST Client. After wrapping up this course, you'll have the knowledge you need to make the most out of VS Code when working with Python projects.
Code Clinic: C++	39:15.0	Intermediate	Successful programmers know more than just how to code. They also know how to think about solving problems. Code Clinic is a series of courses in which our instructors solve the same problems using different programming languages. In each course, instructors provide tips and tricks for working in a particular language and help you grasp why you might want to learn one language over another. Here, Olivia Stone works with C++. Throughout the course, Olivia provides an overview of her solutions to different challenges in C++. Challenges include topics such as geolocation, face recognition, and accessing peripherals. Visit other courses in the series to see how to solve the same challenges in languages like JavaScript, PHP, Python, Ruby, Go, and Swift.
Software Design: Code and Design Smells	26:14.0	Intermediate	Ever wonder if your freshly written code is as effective and understandable as you'd like it to be? In this course, learn how to identify and deal with code and design smells: code that, while functional, has weak points that may result in bugs or other issues down the line. Instructor Harrison Ferrone goes over the history of code smells and how they impact the modern development workflow. He steps through how to catch low- or method-level bad habits in code, as well as how to keep your overarching system code clean, identify and update bad abstractions, and more. Plus, see how to leverage tools to weed out the bad code you encounter.
JavaScript: Best Practices for Code Formatting	50:47.0	Intermediate	JavaScript offers developers tremendous power, but also a wide variety of code style choices. Its evolution over decades and shifts in audience and approach have left communities fragmented and impeded code sharing. In this course, longtime coder and teacher Sasha Vodnik provides a core set of practices for creating code that can be read by more people than its creators. Learn about formatting details like commenting, punctuation, and spacing to maximize your code's ability to travel and thrive.
Programming Foundations: Fundamentals	06:46.0	Beginner	Gain the core knowledge to begin programming in any language. In this course, instructor Annyce Davis uses Python to explore the core concepts and structure of programming languages and helps you grasp what's going on under the hood. After going over basic statements and expressions in Python, Annyce explores strings, variables, and conditional code—which are common topics in all programming languages. She also shows how to work with different kinds of data and troubleshoot a variety of errors. Along the way, she compares how code is written in several different languages and provides guidance on the criteria to use when choosing a programming language. Upon wrapping up this course, you'll have the knowledge you need to continue your coding journey in whichever language piques your interest.
Computer Science Principles: Programming	25:43.0	Beginner	Programming is what allows us to make computers, devices, and the Internet perform amazing tasks, entertain us, and simplify our lives. While programming seems complicated, every programming challenge can be broken down into sections of code that you can define, control, and even reuse. You can learn the basic concepts of coding without needing to know a specific programming language. Join Doug Winnie as he explains the principles of programming and helps you connect to core concepts by exploring three ways that programmers perform their jobs. Doug starts by sharing the history of coding and then dives into functions, values, variables, and parameters used to define actions. He covers capturing input from users, creating conditional tests, using loops with arrays, and object-oriented programming basics. He also takes you beyond programming, into processes like debugging, refactoring, and building iteratively.

	Programming Foundations: Data Structures	20:57.0	Intermediate	Once you get past simple programs with one or two variables, you'll use data structures to store the values in your applications. Data structures are like containersâ€”there's one for every kind of data. While structures like arrays and queues are sometimes taken for granted, a deeper understanding is vital for any programmer who wants to know what's going on "under the hood" and understand how the choices they've made impact the performance and efficiency of their applications. In this course, Kathryn Hodge provides an in-depth overview of the most essential data structures for modern programming. Starting with simple ways of grouping data, like arrays and structs, Kathryn gradually introduces more complex data structures, such as linked lists, stacks and queues, hash tables, and trees and graphs. Each lesson is accompanied by a real-world, practical example that shows the data structures in action. When you're finished with the course, you'll have a clear understanding of data structures and understand how to use themâ€”in whatever language you're programming in: C#, Swift, JavaScript, Java, Python, and more.
	Programming Foundations: Web Security	17:12.0	Beginner	Learn about the most important security concerns when developing websites, and what you can do to keep your servers, software, and data safe from harm. Instructor Kevin Skoglund explains what motivates hackers and their most common methods of attacks, and then details the techniques and mindset needed to craft solutions for these web security challenges. Learn the eight fundamental principles that underlie all security efforts, the importance of filtering input and controlling output, and how to defend against the most common types of attack. This course is essential for developers who want to secure their websites, and for anyone else who wants to learn more about web security.
	Swift 5: Protocol-Oriented Programming	00:05.0	Advanced	Take a closer look at protocol-oriented programming (POP), a new paradigm introduced by Apple. In this course, instructor Kıroly Nyisztor explains what POP is, how it differs from classical approaches, and how to work with it to efficiently develop apps with Swift. Learn about the pillars of POP: protocol extensions, protocol inheritance, and protocol composition. Protocol extensions let you define default behavior for conforming types without defining a base class. Protocol inheritance is a powerful feature that lets you create more granular designs. Swift does not allow multiple inheritance for classesâ€”but with protocol composition, Swift types can adopt multiple protocols. Plus, explore generics, and see how to implement a fully functional app using a protocol-oriented approach.
	Computer Components and Peripherals for IT Technicians	19:49.0	Beginner	IT technicians support a wide variety of hardware, everything from internal processors and hard drives to external monitors and printersâ€”not to mention all the connectors in between. This course is designed to provide a detailed introduction to PC hardware and peripherals. Dan Gookin gives a tour of each component, showing how to add and remove parts and modify settings to meet custom needs. He also explains how to perform maintenance and how to troubleshoot common issues. Whether you're a budding IT professional or someone who seeks a deeper understanding of how devices work, you can gain a foundation of help desk knowledge by examining the steps and techniques demonstrated in this course.
	Ethical Hacking: Cloud Computing	1h 47m	Intermediate	Cloud resource hardening and monitoring goes a long way in mitigating cloud-based attacks. In this course, which maps to the Cloud Computing module in version 10 of the Certified Ethical Hacker (CEH) exam, instructor Daniel Lachance explores how to evaluate and harden cloud-deployed resources. Daniel covers how cloud computing relates to the different phases of ethical hacking, as well as common threats that affect cloud computing environments. He also goes over cloud identity management, keeping your IT systems running in the cloud even in the event of an attack or security breach, using artificial intelligence (AI) and machine learning (ML) to identify anomalies that might indicate that your system is compromised, and more.
	Learning Cloud Computing: Core Concepts	44:02.0	Beginner	Migrating to the cloud? Get an overview of cloud computing and the key concepts that you should consider when making a move to the cloud. There are three types of cloud solutions: software as a service, infrastructure as a service, and platform as a service. Instructor David Linthicum helps you evaluate these solutions, including Amazon Web Services, Google Cloud Platform, Salesforce.com, and Office 365, as well as the data and applications that are best suited to the cloud. David explains how to select a cloud provider and plan a migration. He also reviews the security considerations and typical day-to-day operations and tools IT administrators need to keep their cloud-based infrastructure up and running.
	Computer Literacy for Mac	28:36.0	Beginner	In this course, Garrick Chow walks through the skills necessary to use Mac computers comfortably, while improving learning, productivity, and performance. This course focuses on Mac hardware and the macOS operating system, offering a thorough introduction to computers, networks, and computer peripherals such as printers, Bluetooth devices, and more. In addition, basic procedures with software applications, the internet, and email are covered.
	Learning Computer Forensics	49:24.0	Beginner	Computer forensics is used to find legal evidence in computers, mobile devices, or data storage units. Although this course won't teach you everything you need to know to become a digital forensics detective, it does cover all the essentials of this growing (and exciting) technical field. Jungwoo Ryoo reviews the basics: the goals of computer forensics, the types of investigations it's used for, and the different specializations within the field. Then, he shows how to prepare for an investigation; acquire data; make sure data is kept in its original state with software and hardware write blockers; analyze the data; and generate a report. He uses a combination of open-source and commercial software, so you'll be able to uncover the information you need with tools that are in your budget.
Download/upload files to cloud spaces/Internet etc. Organise, manage and back up digital files	Windows 10: Organizing Files and Folders	41:15.0	Beginner	Whether you're looking to organize files on your home computer or set up a file and folder system for your team at work, this course shows you how to organize and store files and folders for maximum efficiency in Windows 10. Dan Gookin begins by covering basics, such as the best way to save files for later use and tips for searching for and retrieving the files you want. He explains how to organize larger projects by arranging groups of files and folders and making the best use of libraries and archives. He then discusses different storage options open to Windows users, from removable storage devices to network storage and cloud storage on OneDrive.
Use digital tools to work productively and fluently (e.g. calendars, project management apps)	SharePoint Online: Managing Documents	17:38.0	Beginner	Take your document management workflow to the cloud. In this course, author and SharePoint training consultant Mark Abdelnour will show you the fundamentals of managing documents with SharePoint Online. He begins with an introduction to SharePoint and then moves into uploading and working with files, editing documents, downloading documents, sharing files, using document history, and creating custom views. The course wraps up with a series of time-saving shortcuts for searching, filtering, printing, and exporting document libraries. The perfect primer for those new to SharePoint, this course demonstrates the ins and outs of working with the platform to accomplish your daily tasks.
Use and adapt University systems for teaching and assessment and to support students' learning	Learning Cloud Computing: Cloud Storage	22:22.0	Beginner	Storage is one of the most widely utilized cloud-computing services. Companies are eager to take advantage of object-based storage with unlimited scalabilityâ€”and IT professionals are the ones who need to make it work. This course covers the basics of cloud storage, including storage planning, budgeting, and security. Instructor David Linthicum demos account creation and management with Amazon Web Services, but the lessons are high level and applicable to almost any cloud solution. Learn about file, block, and object storage; explore planning and requirements gathering; and review three practical use cases for cloud storage, including one featuring logging and other storage management subsystems.
	Configure and Manage OneDrive and Teams	32:13.0	Intermediate	Microsoft OneDrive and Teams are significant components of Microsoft 365 teamwork solutions. OneDrive is a cloud storage platform that allows users to easily store, sync, and share files, and Teams is a communication platform that makes it easy for teams around the world to connect. In this course, join Ed Liberman as he shows how to configure and manage OneDrive and Teams. Learn about the key features of both OneDrive for Business and Teams, how to prepare for a Teams deployment, how to configure and manage Teams, and more. This course also aligns with the configure and manage OneDrive for Business and configure and manage Teams domains in the Deploying Microsoft 365 Teamwork exam (MS-300), one of two required exams for the Microsoft 365 Teamwork Administrator Associate certification.

CompTIA A+ (220-1001) Cert Prep 8: Internet and the Cloud	56:27.0	Beginner	CompTIA A+ (220-1001): Cert Prep is a comprehensive 10-part series designed to help IT professionals prepare for the CompTIA A+ Core 1 (220-1001) exam, which focuses on critical IT support tasks and essential troubleshooting skills. In this installment, CompTIA expert Mike Meyers reviews internet fundamentals from broadband connections to VPNs and essential virtualization concepts that you need to grasp to ace the test. Mike explains the differences between LANs, WANs, MANs, and PANs, and analyzes the functions of local and server-based firewalls. He explores classic email protocols, goes over a generic VPN setup, and shows how to set up IoT devices. In addition, he explains how to set up a virtual machine and dives into the basics of cloud computing. We are a CompTIA Content Publishing Partner. As such, we are able to offer CompTIA exam vouchers at a 10% discount. For more information on how to obtain this discount, please download these PDF instructions.
Learning OneDrive	55:49.0	Beginner	Discover how to store and share documents, spreadsheets, and other files with Microsoft OneDrive. Instructor Garrick Chow demonstrates how to get started with OneDrive on both Windows and Mac, then shows how to upload, organize, copy, and delete files. Learn about how to view photos in elegant galleries and slideshows, share files using links and the public folder, locate specific files, and create documents with Microsoft Office Online.
OneDrive for Business Essential Training	50:29.0	Beginner	Get started with OneDrive for Business, the cloud-based file management system included with Microsoft Office. Follow along with Jess Stratton as she shows how to use OneDrive for Business to keep files organized and accessible. Covering both the desktop client app and the browser version of OneDrive for Business, this course shows how to upload, copy, delete, and download files and folders, and integrate with Office Online. Jess demonstrates how to share files using OneDrive and how to work on files collaboratively with colleagues.
Google Drive Makeover: Organizing Files and Folders	39:06.0	General	Discover ways to use and organize your files and folders online inside Google Drive. Beginning with a basic overview of how Google drive works, productivity expert and professional organizer Suzanna Kaye moves on to an exploration of unique features and shares her simple search-based filing system that makes working with Google Drive fast and easy. Suzanna also covers common mistakes to avoid, troubleshooting, and how to share files with others.
Excel VBA: Managing Files and Data	13:16.0	Advanced	Automate complex tasks and get more meaningful insights from data in Excel using Visual Basic for Applications (VBA) code. This course extends the techniques taught in Up and Running with Excel VBA, showing members how to work more efficiently in this powerful and popular spreadsheet program. Curt Frye shows how to focus in on important data, with filters; manage workbooks and worksheets; access built-in functions; create charts; and build UserForm interfaces for data entry.
Post-Production Productivity	17:11.0	General	Cutting-edge technology has brought shrinking deadlines and heightened expectations of what can be done in any given amount of time. To meet these demands, editors must learn how to work smarter, not harder. This course is designed to help beginner to intermediate editors introduce productivity best practices into their editing workflow. Hollywood video editor Zack Arnold discusses techniques and tools for organizing and prioritizing files, projects, emails, and more. Zack also shares his approach to focusing on critical tasks and not wasting time on unimportant tasks or busy work.
Managing Your Calendar for Peak Productivity	07:48.0	General	You can manage your time more effectively by learning how to leverage the features of your calendar. In this course, best-selling author and time management expert Dave Crenshaw walks you through how to make your calendar work for you. Using both Microsoft Outlook and Google Calendar as examples, Dave covers universal and essential calendar optimization skills that work for any calendaring tool. He demonstrates how to use quick task features to serve as your actionable to-do list. He shows how to schedule extended projects to ensure nothing else gets in the way of the work getting done. He shares best practices for booking appointments and blocking out downtime. Dave also provides tips for creating strong time management patterns you can follow to coordinate multiple schedules and keep your days running smoothly.
Time Management Fundamentals with Microsoft Office	10:20.0	General	Learn how to apply the principles covered in Dave Crenshaw's popular Time Management Fundamentals course with the Microsoft Office tools you're already using. In this course, time management expert Dave Crenshaw shows how to manage your time and boost productivity with Microsoft Office. He begins by showing how to prep your Office tools for maximum productivity, stepping through how to adjust user settings in Outlook, OneNote, and OneDrive. Next, he walks through the app-specific steps for implementing his popular approach to time management: processing email more efficiently in Outlook; leveraging the capabilities of OneNote to boost personal productivity; and creating a time budget in the Outlook calendar that's suited to your personal work style and goals.
Learning OneNote Online (Office 365)	15:22.0	Beginner	OneNote Online is a robust note-taking app that allows you to jot down and save ideas wherever you are from a scribbled-on napkin to a saved article on the web and tag notes for easy recall. In this course, Heather Severino, a Microsoft Certified Trainer, Microsoft Office Specialist (MOS) Master, and Microsoft MVP for Office Apps and Services offers tips to help you be even more organized and productive with this powerful note-taking tool. Learn how to build a sharable online notebook, quickly search your notes, and co-edit a notebook with others. Plus, learn keyboard shortcuts that help you work even more efficiently with this versatile app.
Getting Work Done in Office 365	50:33.0	Beginner	Steve Somers and Steve Nguyen are Microsoft evangelists who coach top companies on using Office and David Allen's popular Getting Things Done framework to be more productive. With these tips, and the flexibility and freedom of Office 365, you can get more done at work anywhere, anytime. First, get a quick overview of the GTD tenets and the applicable communication and collaboration tools in Office 365. Then explore how to plan for productivity as well as take notes, capture ideas, and effectively manage tasks using Office 365 tools. Next, learn which methods email, phone, Skype, or face-to-face discussions are most effective for communicating, and explore how to best plan and run effective meetings. By the end of the course, you'll be able to build a personal productivity strategy that works for you and your team. Getting Things Done is a registered trademark of the David Allen Company.
Productivity Tips: Using Technology	38:12.0	Beginner	Technology can be both a boon to productivity and a major time sink. In this installment of the Productivity Tips series, productive leadership author and speaker Dave Crenshaw helps you get comfortable with technology and explains how to leverage particular tools and features to make the most of your workday. Discover how to use social media more sensibly, clear your mind by incorporating note-taking apps into your workflow, and reduce digital interruptions. Dave also shares tips for avoiding multitasking while on the road, remaining engaged during video meetings, and determining when to invest in updated tech.
The Digital Transformation of Learning	48:41.0	Beginner	Explore how to switch your training strategy to digital, empowering employees to access training when they need it and where they need it. This course covers digital training options you can implement at your organization, including tools like videos, podcasts, wikis, forums, and mobile apps. Learn how to digitize your pre-existing offerings instructor-led training (ILT) resources. Find out how to leverage just-in-time learning content. Discover how to overcome common challenges with going digital. Get tips for how to pursue social and collaborative learning, perhaps via Yammer, Slack, or Microsoft Teams. Finally, learn how digital learning can be put into action by addressing concerns and partnering with leadership.
Teaching Techniques: Blended Learning	37:45.0	Intermediate	Blended learning is all about the students: combining instruction with digital resources to help increase student achievement and engagement. In this course, Chris Mattia explores the various aspects of blended learning, and provides guidelines to create a blended classroom that meets students' diverse learning needs. The techniques rely on technologies such as Google Apps, Android and iOS devices, video, learning management systems (LMSs), and open-source tools such as WordPress to promote sharing and collaboration. Watch and learn how to use blended learning to create dynamic, engaging, and student-focused lessons.

	Teaching Techniques: Creating Multimedia Learning	56:55.0	Intermediate	Students need an education that prepares them to be successful in an ever-changing technical world. Teachers can help by transforming their lessons into digital student resources. This course shows educators how to move content into interactive and engaging multimedia presentations for differentiated and flipped learning. Elearning expert Renaldo Lawrence takes a typical lecture-style lesson and breaks down which parts can be transformed into a multimedia project. Renaldo then guides educators through rewriting lesson plans and goals, creating video and audio assets, publishing the project online, and incorporating the new multimedia curriculum into the classroom.
Use digital networks and resources to identify opportunities for professional development	Digital Networking Strategies	40m	Beginner	Cultivating a professional network online is a key component of career advancement and landing new job opportunities. In this course, career coach
Use learning apps and services to plan and reflect on learning (e.g. mind mapping)	Deep Learning: Image Recognition	43:51.0	Intermediate	Thanks to deep learning, image recognition systems have improved and are now used for everything from searching photo libraries to generating text-based descriptions of photographs. In this course, learn how to build a deep neural network that can recognize objects in photographs. Find out how to adjust state-of-the-art deep neural networks to recognize new objects, without the need to retrain the network. Explore cloud-based image recognition APIs that you can use as an alternative to building your own systems. Learn the steps involved to start building and deploying your own image recognition system.
	Teaching Techniques: Blended Learning	37:45.0	Intermediate	Blended learning is all about the students: combining instruction with digital resources to help increase student achievement and engagement. In this course, Chris Mattia explores the various aspects of blended learning, and provides guidelines to create a blended classroom that meets students' diverse learning needs. The techniques rely on technologies such as Google Apps, Android and iOS devices, video, learning management systems (LMSs), and open-source tools such as WordPress to promote sharing and collaboration. Watch and learn how to use blended learning to create dynamic, engaging, and student-focused lessons.
	HR and Digital Transformation	56:24.0	Intermediate	Digital transformation is the integration and acceptance of new technology in all areas of a business, enabling a more innovative and productive workforce. It's a people-centric process, which is why HR plays such an essential part. In this course, bestselling business author and analyst Charlene Li explores the role of HR in successful digital transformation. Learn how to move recruiting online, implement digital learning and development, leverage cloud productivity tools, eliminate the performance review, and start incorporating data into your decision-making. Plus, find out how transforming your employee experience and company culture will lead to increased innovation, productivity, and engagement.
	The Digital Transformation of Learning	48:41.0	Beginner	Explore how to switch your training strategy to digital, empowering employees to access training when they need it and where they need it. This course covers digital training options you can implement at your organization, including tools like videos, podcasts, wikis, forums, and mobile apps. Learn how to digitize your pre-existing offerings instructor-led training (ILT) resources. Find out how to leverage just-in-time learning content. Discover how to overcome common challenges with going digital. Get tips for how to pursue social and collaborative learning, perhaps via Yammer, Slack, or Microsoft Teams. Finally, learn how digital learning can be put into action by addressing concerns and partnering with leadership.
	Teaching Online: Synchronous Classes	12:20.0	Intermediate	Explore tools, tips, and techniques for leading real-time virtual training. No matter what teaching tool you use, from Adobe Connect to Blackboard to Google Hangouts, you can apply these lessons to your own digital classroom to increase collaboration and connection with students. Corbin and Kat Anderson cover the elements of creating virtual synchronous training, including selecting the right tools, implementing instructional strategies, and managing learner interactions and engagement. Find out how to apply the flipped classroom model to online teaching and get tips for engaging learners and assessing learning. These lessons are a great resource for anyone who conducts real-time training on the web, including instructional designers and presenters.
	Learning Moodle 3.7	00:57.0	Beginner	Moodle, the popular learning management system (LMS), has revolutionized education. Instructors can create online classes for anywhere, anytime learning; add assessments and activities; track student progress; calculate grades; and more. Students can access resources, complete assignments, and communicate with classmates and instructors—all from a single digital platform. This course demonstrates how instructors can get started using Moodle 3.7, including newer features such as messaging with audio and images. LinkedIn Learning staff author Oliver Schinkten shows how to set up an instructor profile, create a course, and adjust course settings. Then find out how to add files, post announcements, and make quizzes. Finally, learn how to enroll students, grade assignments, and run reports. Along the way, Oliver includes tips to make your Moodle experience even more efficient and effective.
	Teaching Techniques: Making Accessible Learning	50:45.0	Intermediate	Do all students have equal access to the learning resources and opportunities in your classroom? Learn to provide accommodations to make learning accessible to students with disabilities and meet Section 508 compliance for digital learning. In this course, Oliver Schinkten explores how to modify your classroom and online instruction to accommodate students with special needs. Find out about the different types of disabilities and challenges students may face, and learn how to use assistive technologies such as screen readers and closed captioning, incorporate visual and auditory cues into teaching, and encourage students to seek the learning supports that will help them succeed.
	Learning App Store Optimization for iOS and Android Apps	03:48.0	Intermediate	You've written an app and are ready to send it out into the world. But with the 4+ million apps available for iOS and Android, you can't just press Publish and hope for a hit. To get apps in front of bigger audiences, developers can borrow tips and best practices from the SEO and marketing world. App store optimization (ASO) can help increase your app's ranking, make it more visible in search results, and make it more appealing to potential customers. And you don't have to change a lot of code. ASO is all about the words you use, the metadata you assign, the links you identify, and the visuals you choose. Join app developer and marketer Mike Wong as he shares his tips for marketing apps in the App Store and Google Play, using keyword research, indexing, deep linking, outstanding visuals, and other ASO techniques.
	Building and Deploying Deep Learning Applications with TensorFlow	46:31.0	Intermediate	TensorFlow is one of the most popular deep learning frameworks available. It's used for everything from cutting-edge machine learning research to building new features for the hottest start-ups in Silicon Valley. In this course, learn how to install TensorFlow and use it to build a simple deep learning model. After he shows how to get TensorFlow up and running, instructor Adam Geitgey demonstrates how to create and train a machine learning model, as well as how to leverage visualization tools to analyze and improve your model. Finally, he explains how to deploy models locally or in the cloud. When you wrap up this course, you'll be ready to start building and deploying your own models with TensorFlow.
	Learning to Teach Online	46:37.0	Beginner	Technology has changed the nature of education—and the jobs of educators. Online instruction requires different methods to help students learn. This course is designed to help corporate trainers and teachers update their skill sets to teach effectively online. Staff author Oliver Schinkten draws the connections between high-quality instruction and online education. He provides a framework for creating a digital classroom and guidance to get students interacting with the course material, the instructor, and each other. Collaboration is the key to making the learning experience more dynamic. Plus, Oliver shows how to make sure your lessons are accessible to students of all ability levels.
Design and plan digital learning and assessment activities within courses of study	Teaching Online: Synchronous Classes	12:20.0	Intermediate	Explore tools, tips, and techniques for leading real-time virtual training. No matter what teaching tool you use, from Adobe Connect to Blackboard to Google Hangouts, you can apply these lessons to your own digital classroom to increase collaboration and connection with students. Corbin and Kat Anderson cover the elements of creating virtual synchronous training, including selecting the right tools, implementing instructional strategies, and managing learner interactions and engagement. Find out how to apply the flipped classroom model to online teaching and get tips for engaging learners and assessing learning. These lessons are a great resource for anyone who conducts real-time training on the web, including instructional designers and presenters.
Adapt teaching in response to feedback from students collected or facilitated digitally				

<p>Facilitate learning in digital settings (e.g. online, blended, technology-rich classrooms)</p> <p>Use digital technologies to support in-class learning (e.g. polling tools, digital presentation)</p> <p>Develop and adapt digital learning resources according to students' needs</p> <p>Guide students to use their own digital devices</p>	Teaching Techniques: Creating Multimedia Learning	56:55.0	Intermediate	Students need an education that prepares them to be successful in an ever-changing technical world. Teachers can help by transforming their lessons into digital student resources. This course shows educators how to move content into interactive and engaging multimedia presentations for differentiated and flipped learning. Elearning expert Renaldo Lawrence takes a typical lecture-style lesson and breaks down which parts can be transformed into a multimedia project. Renaldo then guides educators through rewriting lesson plans and goals, creating video and audio assets, publishing the project online, and incorporating the new multimedia curriculum into the classroom.
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	Digital Citizenship	31:56.0	Beginner	What does it mean to be a digital citizen? Good digital citizens use technology in appropriate and respectful ways, and build community in every corner of the Internet. In 21st century education, helping students become good digital citizens who communicate, search, and stay safe online is part of every educator's responsibilities. This course helps teachers and students understand the ideas and areas of digital citizenship. Oliver Schinkten describes the impact of our digital footprint. He shows how to participate in online communities, help students deal with cyberbullying, keep computers free of viruses and malware, and safely shop online. The overall focus of this course is on educators and tips for teaching digital citizenship. But if you use the Internet for any reason for communication, playing games, online shopping, interacting within communities, or any other reason it is important to understand digital citizenship. Understanding your rights and responsibilities will help you stay safe and have a better experience online.
	Teaching Techniques: Blended Learning	37:45.0	Intermediate	Blended learning is all about the students: combining instruction with digital resources to help increase student achievement and engagement. In this course, Chris Mattia explores the various aspects of blended learning, and provides guidelines to create a blended classroom that meets students' diverse learning needs. The techniques rely on technologies such as Google Apps, Android and iOS devices, video, learning management systems (LMSs), and open-source tools such as WordPress to promote sharing and collaboration. Watch and learn how to use blended learning to create dynamic, engaging, and student-focused lessons.
	Learning Schoology	55:24.0	Beginner	Get started with Schoology, the award-winning learning management system. Oliver Schinkten walks educators and elearning authors through the steps of creating a course in Schoology, while describing best practices for teaching online and using an LMS to supplement face-to-face instruction. He shows how to add assignments, quiz students, grade papers, and facilitate online discussions with students. The chapter for students is designed to help learners sign up for Schoology and consider their digital footprint when they're active online.
	Teaching Techniques: Making Accessible Learning	50:45.0	Intermediate	Do all students have equal access to the learning resources and opportunities in your classroom? Learn to provide accommodations to make learning accessible to students with disabilities and meet Section 508 compliance for digital learning. In this course, Oliver Schinkten explores how to modify your classroom and online instruction to accommodate students with special needs. Find out about the different types of disabilities and challenges students may face, and learn how to use assistive technologies such as screen readers and closed captioning, incorporate visual and auditory cues into teaching, and encourage students to seek the learning supports that will help them succeed.
	Digital Strategy	08:52.0	Advanced	Digital disruption is changing every business. Only a decade ago, the auto industry was well-defined by players such as GM, Ford, and Toyota. Today, these companies compete with newcomers such as Uber and Lyft, which sell transportation services not cars. Similar dynamics are playing out in retail, banking, education, and even construction. This course examines how digitization reshapes the opportunities and threats facing companies and how you can harness the power of digitization to win. Join Anil Gupta and Haiyan Wang to learn how to develop your own digital strategy. Discover how to harness artificial intelligence, use new platforms to beat the competition, and digitize products, services, and other elements of the value chain: design, development, sourcing, production, and distribution.
	Moodle: Assessing Learning	57:33.0	Intermediate	Learning assessments can shine a spotlight on learning gaps and help inform teacher actions. In this course, Oliver Schinkten explores how to assess learning using the Moodle platform. Oliver delves into different learning assessment concepts and goes into how to determine the right assessment strategy for your course. Learn about informal assessments such as forums and workshops, as well as formal assessments like quizzes and self-assessments. In addition, Oliver navigates through a sample course to provide a practical demonstration of the assessment tools available in Moodle.
	Desire2Learn 2016: Teaching Online	31:02.0	Intermediate	Desire2Learn is a highly customizable course management system, with unique tools for instructors facilitating 100% online learning for higher education or corporate environments. Join author Alan Ackmann, as he shows how to create a successful online course with D2L. Learn how to create an effective online presence as an instructor, increase student-to-student communication, and organize content in an intuitive and accessible way. Plus, get tips for assessing work in an online course and setting up a structure for continuous feedback. These techniques will help your online class feel as close-knit and collaborative as a real-world classroom, using all the unique tools in Desire2Learn.
	Learning Moodle 3.8	38:31.0	Beginner	Moodle, the popular learning management system (LMS), has revolutionized education. Instructors can create online classes for anywhere, anytime learning; add assessments and activities; track student progress; calculate grades; and more. Students can access resources, complete assignments, and communicate with classmates and instructors all from a single digital platform. This course demonstrates how instructors can get started using Moodle 3.8, including newer features such as forum enhancements. LinkedIn Learning staff author Oliver Schinkten shows how to set up an instructor profile, create a course, and adjust course settings. Then find out how to add files, post announcements, and make quizzes. Finally, learn how to enroll students, grade assignments, and run reports.
	Teaching with Technology	30:03.0	Beginner	Put the "tech" into your teaching. Learn how to use technology to enhance course design, lesson planning, presentations, in-class activities, assessments, and student achievement and engagement. Author Kevin Kelly explains how learning outcomes can be adapted to support technology in the classroom, and guides educators through selecting the appropriate technology for their activity, module, or class. Then he shows how to apply technology in three key areas: finding, creating, and sharing content with students; facilitating classroom activities; and assessing learning inside the classroom or online.
	Elearning Essentials: Instructional Design	09:32.0	Beginner	Interested in taking your training program to the online space? In this course, join instructor Samantha Calamari as she steps through how to design engaging elearning content that connects with a diverse set of participants. To begin, Samantha helps you determine if elearning is the right approach for your training program. She then acquaints you with key instructional design methods and theories, explaining how to apply them in your design process. Next, she shows how to organize the learning experience and design content that effectively delivers information to learners. Discover how to approach tone and engagement, create an active learning environment, design assessments that enrich your learner's experience, and more.
Teaching Techniques: Writing Effective Learning Objectives	51:55.0	Intermediate	Setting clear expectations is the foundation to good instruction and the key to helping students achieve desired learning outcomes. In this course, John-Paul Ballard shows how to write learning objectives for any situation, while exploring learning objective structure, theory, and examples of strong and weak objectives. He explores how learning objectives vary according to audience and deployment elearning, online tutorials, classrooms, webinars, and more and how to tie them to learning assessments.	

	Moodle: Advanced Techniques	13:44.0	Advanced	Go beyond the basics with Moodle. This course will look at how instructors can efficiently and effectively assess learning in a Moodle environment, communicate with students, and add more interactive elements to their online courses. Kevin Kelly covers the intermediate and advanced features of Moodle, such as the Book module, adaptive and conditional activities, videoconferencing and social media integration, and alternative ways to assess learning with rubrics, scoring guides, and Moodle's Workshop module.
	Learning Articulate Storyline 3	06:22.0	Beginner	Articulate Storyline is a foundational elearning authoring program for instructional designers. Articulate Storyline 3 features an improved interface and enhancements to how you implement interactive learning elements into content. In this course, join David Rivers as he covers the basics of getting started with Articulate Storyline 3. David walks through the creation of a Storyline elearning project, including how to start a project from scratch and add interactive elements. He also covers how to accurately assess a learner's retention of the content. Plus, David explains how to publish your course to the web, to Articulate Online, or to another learning management system, as well as how to publish handouts to Microsoft Word.
	Teaching Techniques: Classroom Cloud Strategy	18:54.0	Intermediate	Today's cloud technology provides amazing tools and opportunities for teaching. Cloud-based classrooms can help increase productivity and make learning accessible from anywhere. In this course, Oliver Schinkten explores how to use tools such as Google G Suite; Microsoft OneDrive, OneNote, and Teams; and Evernote to make education more efficient and effective. Learn how the cloud can benefit teachers and students by looking at the classroom workflow from both perspectives. Find out how to organize files, share resources, communicate and collaborate online, assess learning, and provide feedback—all with the anywhere, anytime convenience of the cloud.
	Teaching Techniques: Blended Learning	37:45.0	Intermediate	Blended learning is all about the students: combining instruction with digital resources to help increase student achievement and engagement. In this course, Chris Mattia explores the various aspects of blended learning, and provides guidelines to create a blended classroom that meets students' diverse learning needs. The techniques rely on technologies such as Google Apps, Android and iOS devices, video, learning management systems (LMSs), and open-source tools such as WordPress to promote sharing and collaboration. Watch and learn how to use blended learning to create dynamic, engaging, and student-focused lessons.
	Internet Safety for Students	55:10.0	General	Along with being a core part of building digital citizenship, internet safety is an essential skill for students. This course explores how students can protect themselves by understanding the nature of Internet-based threats and learning about the protection options and tools built right into most web browsers and mail systems. Topics include understanding secure and insecure web pages, avoiding phishing, recognizing malware and adware, and best practices for setting and maintaining a password.
	Learning to Write a Syllabus	50:47.0	Beginner	A syllabus should clearly communicate the scope and requirements of a course to students. It must be carefully crafted and organized, and accurately set expectations around course participation, assignments, and grading—all while meeting the specific requirements of your institution. Learn how to set up your students and your class for success by writing a well-organized and complete syllabus. Author Karl Kapp walks teachers through the various sections of a common syllabus, with best practices for making the syllabus a more valuable tool in any class. Learn what to leave in and what to leave out, how to add policies and grading criteria, and how to summarize exactly what students will accomplish by the end of the course. Plus, get tips for distributing a digital syllabus for an online class.
	Learning to Run Webinars	50:49.0	Beginner	Webinars can help you attract new customers and build client relationships, but only if they're smart and engaging. In this course, author, webinar expert, and instructional designer Sally Norred walks you through the basics of creating webinars for your business. The course begins with an overview of webinars and how they're used as business tools, and then reviews topics such as webinar hosting choices, audio and video setup, presentation skills, and ideas to build audience participation. Sally also takes a closer look at common webinar tools to help you select the right one.
	Flipping the Classroom	41:43.0	Beginner	Turn your classroom upside down and find more time for teaching. In this course, educator Aaron Quigley demonstrates how to "flip" your K-12 or college classroom by initiating learning online before class begins. This new approach allows teachers to reinforce and delve more deeply into content in person, while sending students home with new material. In this presentation, Aaron shows how and why flipped classrooms work, addresses the possible drawbacks (like what to do when students don't have technology at home), and provides tips for implementing a flipped classroom at your school.
	Skype for Business Essential Training	37:08.0	General	Skype for Business is included in Office 365 that allows you to communicate and collaborate with individuals throughout your organization. Skype for Business includes instant messaging, audio and video conferencing, online meetings, and screen sharing. In this course, Nick Brazzi shows how to take advantage of all the capabilities of this robust collaboration platform. Nick begins by showing how to install Skype for Business and navigate the interface. Next, he explains how to send instant messages, initiate audio and video calls, and share and present files in a meeting. Plus, Nick demonstrates how to set up scheduled meetings and impromptu gatherings, and covers how to use Skype for Business via mobile apps for iOS and Android.
Capture, edit and produce digital media (e.g. video and audio)	3ds Max: Game Prop Creation	05:15.0	Intermediate	Explore the world of modeling and texturing game props and assets in Autodesk 3ds Max. Author Adam Crespi demonstrates how to create both small and large props, from tools to shipping containers. The course begins with cloning and instancing objects for ease of modeling and unwrapping, and segues into multiple methods of unwrapping and painting texture by hand in Adobe Photoshop. Adam looks at various plug-ins that assist with normal map generation as well as sculpting in Mudbox, a digital sculpting application that can add realism and detail to your models. Finally, the course shows how to add lights to a scene and preview the objects in-game. Note: A familiarity of basic modeling and unwrapping techniques in 3ds Max and a working knowledge of Photoshop will help you get the most out of this course.
Design and share new digital artefacts and materials (e.g. infographics, digital stories)	Following the Digital Thread	58:14.0	General	A revolutionary manufacturing approach, the digital thread, is moving the design, manufacture, and testing of industrial parts and machines completely into the digital sphere. This video series from Deloitte Insights follows the creation of an aviation part as it moves along the digital thread, creating a growing knowledge base of data and feedback as the product evolves from design to final testing. Learn how supply chains are evolving in response to digitalization, how you can make your parts smarter and augment their design, fabricate more efficiently, and test and validate your design at multiple points in the process. Plus, find out how the digital thread impacts business and your bottom line and explore the uses of the digital thread beyond manufacturing.
Design digital games, code and design apps (subject specific)	3ds Max: Game Prop Creation	05:15.0	Intermediate	Explore the world of modeling and texturing game props and assets in Autodesk 3ds Max. Author Adam Crespi demonstrates how to create both small and large props, from tools to shipping containers. The course begins with cloning and instancing objects for ease of modeling and unwrapping, and segues into multiple methods of unwrapping and painting texture by hand in Adobe Photoshop. Adam looks at various plug-ins that assist with normal map generation as well as sculpting in Mudbox, a digital sculpting application that can add realism and detail to your models. Finally, the course shows how to add lights to a scene and preview the objects in-game. Note: A familiarity of basic modeling and unwrapping techniques in 3ds Max and a working knowledge of Photoshop will help you get the most out of this course.
	Organizing and Storing Digital Photos and Videos	00:49.0	Beginner	Drowning in digital media? Professional organizer Suzanna Kaye introduces a system for keeping your photos and videos organized and accessible, including future-proofing your most important memories. Learn the best ways to cull, edit, and transfer media, including automating purging and uploading photos to the cloud. Find out how to digitize photo prints using your scanner or an online service. Suzanna also shows how to sort, tag, and file media—and quickly find a photo or video when you need it. Along the way, she introduces some fun ways to feature your photos, so you can enjoy them every day.

Computer Science Principles: Digital Information	10:41.0	Beginner	Computers, at their most basic level, store information in bits—a series of on and off states represented by ones and zeroes. Using this binary language, the information in images, audio, video, text, and other files can be saved and shared. This principle is the basis of all computing, including programming. Here Doug Winnie explains the basics of binary: how digital information is represented, encoded, stored, and communicated between computers. This course is the first in our Computer Science Principles series, designed around the AP Computer Science Principles (CSP) curriculum. It is a great foundation for anyone, at any age, to prepare for careers in technology and computer science. Lessons in this segment cover the building blocks of computing: binary logic, number systems, text and image encoding, compression, and simple communication protocols. Understanding these basics will help you understand the interplay between hardware, software, data, networks, and the people that use them.
Learning Documentary Video: 2 Production	43:46.0	Beginner	Continue watching the making of a documentary, from concept to creation. In this second course of a three-course series, instructor Ashley Kennedy recaps the pre-production steps already covered in the first course, then dives in to the production phase, taking you behind the scenes of a fast-paced weeklong shoot. Follow along as Ashley directs the documentary, organizes the production, executes proper interview techniques, shoots effective scenes, and more. She also shows how her team worked with specific types of production equipment and how everything was organized and handed off for editing. Then you'll be ready to proceed to the third course where she takes you through the steps involved in post-production.
Learning Documentary Video: 3 Editing and Post	13:52.0	Beginner	Watch the making of a documentary, from concept to creation. In this final course of a three-course series, instructor Ashley Kennedy shares strategies you can use to successfully move into the post-production phase. Ashley demonstrates several practical workflows in action and discusses effective techniques for coming up with a good editing plan. She takes you through high-level steps within the actual editing process—addressing strategies on organization, building and combining scenes, making important story changes, refining the narrative flow, and more. She finishes by providing guidance about how to handle gathering feedback so you can ensure your documentary film is ready for sharing with the world.
Digital Media Foundations	14:57.0	Beginner	This course is for anybody curious about the mechanics behind the media seen on devices. If you're a self-trained designer, photographer, CG artist, audio mixer, video editor, or motion graphics artist, you have a good grounding in the tools you use, and you know the results you want, but you might not know how the technology you're using really works. It's a transformational moment when you gain a deeper understanding of the way digital images, graphics, video, and audio work. Every day you're adjusting pixels and sound waves that have been captured, created, or rendered digitally. Grasping what is really happening when you work with digital media allows you to improve your skills faster, communicate effectively, and collaborate more easily. Get ready to remove the mystery behind terms you've encountered. If you work in a creative profession, this can enhance your command of the tools you use. Learn what a pixel really is, what color channels are, and what audio frequency is. Discover how color channels, bit depth, and video frame rates work. Find out the difference between codecs and file formats, and how compression is involved. By the end of this course, you'll know how to answer common client questions—like, whether a logo should be supplied in vector or bitmap form, and more. Note: Motion graphics in this course were provided by Chelsea Parrish:Â chelseaparrish.com.
Digital Audio Foundations	13:19.0	Beginner	Learn everything you need to know about working with digital audio. In this flagship course, author Matt Mayfield demonstrates a wide array of audio and music fundamentals. The lessons are designed for new musicians, songwriters, producers, and engineers; those making the leap from analog to digital; and professionals who need to brush up on a concept or two. The course starts with explanations of what sound really is and how we hear it, including discussions on frequency, amplitude, phase, and psychoacoustics. Matt explores analog audio signal path, explaining connections, gain staging, and metering. Next, he brings the audio signal into the digital domain, discussing analog to digital conversion, digital gain staging, file formats and compression, and dither. Then the course digs into digital audio workstations (DAWs), explaining the concepts and misconceptions involved in digital recording systems. Matt describes how memory, CPU speed, and storage affect your DAW's performance, as well as how to manage computer resources and understand the plethora of file formats associated with digital recording. He follows with an overview of MIDI: how to generate, store, process, and communicate MIDI data. He wraps up with the audio processors that are often used for mixing in a DAW—including EQ, compressors, reverb, delay, and many others.
Audio Foundations: Reverb	05:16.0	Beginner	This installment of Foundations of Audio explains one of the most essential ingredients in audio mixing, reverb—the time it takes for sound to bounce, echo, and decay during a live performance or recording. Reverb gives a natural richness to your recordings, which is possible to reproduce. Producer and audio engineer Alex U. Case covers the acoustic, mechanical, and digital means for creating reverb, and charts the parameters (room size, density, etc.) you'll need to know to take advantage of the original recording space and enhance it in post. He then shows how to simulate reverb digitally with effects, adding timbre, texture, and contrast, and improve the sound of your mixes with a sense of space and depth. These techniques can be practiced with the free Get in the Mix sessions, currently available for Pro Tools and Logic Pro.
Audio Foundations: EQ and Filters	28:57.0	Beginner	In this installment of the Foundations of Audio series, author Brian Lee White shows producers and audio engineers how to properly apply equalization (EQ) and improve the sound of their mixes. The course covers the use of parametric and graphic EQs—and filters such as the high/low pass filters and shelf filters—in a variety of musical settings. These principles can be applied to any digital audio workstation platform, including Logic and Pro Tools, as well as analog workflows.
Fundamentals of Pro Audio Equipment	37:21.0	Beginner	Modern audio engineers and producers have access to a wealth of cool equipment that simplifies their workflow and enhances their final mixes. While it's possible to get by without a deep understanding of this technology, all creative pros can benefit from learning how the gear they use in the studio actually works. In this course, instructor Greg Wurth explains the inner workings of some of the most influential pieces of pro audio equipment. Throughout the course, Greg shares images, diagrams, and audio examples that can help you grasp how this equipment functions, and why you might want to opt for one piece over another. Greg dives into working with different kinds of microphones and preamps, describes the main types of compressors and equalizers, and shows how an analog-to-digital and digital-to-analog converter works. Plus, he covers analog summing—the process of combining multiple audio channels down to a stereo signal—and analog emulation.
Learning Infographic Design	11:55.0	Beginner	Over 10,000 infographics are released online everyday, but less than 1% see any real success. To create a successful infographic, you can't combine any text and imagery and call it a day. Infographics aren't just eye candy! It's when designers truly understand the power of visual communication that their infographics break through. Using a few basic design guidelines, they can illustrate big problems in clear language, distill complex ideas, and call attention to overlooked issues. In this course, Amy Balliett, CEO of Killer Infographics, shows members how to create engaging and successful infographics that will stand out from the crowd. She explains the science behind good visual communication, reviews the different types of infographics, and introduces design principles and techniques that will help you build engaging and successful infographics.
PowerPoint: Creating an Infographic	42:18.0	Intermediate	You don't need to use fancy tools to create an infographic. With PowerPoint, you can create a visually interesting and compelling infographic quickly and easily. Follow along with PowerPoint MVP Heather Ackmann as she walks you through the process. Heather begins by showing how to track down the right elements for your infographic, including how to import Illustrator graphics. Next, she shares how to design and create your own scalable shapes and custom graphics within PowerPoint, work with PowerPoint icons, and add and format text boxes and charts. Finally, Heather steps through how to adjust your infographic and export it for a variety of different outputs.

Designing an Infographic	50:31.0	Intermediate	Make your data beautiful; turn it into an infographic. Infographics make complicated information easily understandable and visually compelling. In this course, Nigel French memorializes the soldiers and events of World War I, but you can use these lessons to build almost any kind of infographic. Learn how to use Illustrator, InDesign, Photoshop, and Excel together to analyze and chart the data, plot locations on a map, and build a timeline that simply details a complex sequence of events. Along the way, Nigel explains how to choose fonts and color, create a background image, and finally convert your print graphic into a format suitable for websites.
Learning Design Research	57:29.0	Beginner	With design research, designs are more meaningful and effective because they are grounded in a real-world context. The goal of this course is to introduce the process of design research and to help designers understand how critical it is to being able to develop great designs. Authors Peni Acayo and Andy Schwanbeck walk you through the various types of research (primary vs. secondary, quantitative vs. qualitative, etc.) so that you get a sense of which are appropriate for the job at hand. They also introduce research tools, planning considerations, and frameworks for presenting your results, such as personas and infographics. Plus, find out how research can directly inform your designs, using generative research, user testing, and rapid prototyping.
Creating Illustrator Infographics	23:42.0	Intermediate	Infographics are everywhere. These data-driven illustrations visualize your data and help to tell the story behind it. In this course, Tony Harmer shows how to design charts, graphs, and other infographic components in Adobe Illustrator. He explains how to develop your core skills—including the ability to customize standard charts and manage large documents—and reveals the key components of a great information design. He then takes you through the various types of charts and graphs that you can use in infographic production, before wrapping with some tips for exporting your final product and sourcing and refining your data.
After Effects Guru: Animating Infographics	14:12.0	Intermediate	Learn how to animate infographics with Adobe After Effects! Many infographic elements begin life in applications like Illustrator, Photoshop, or PowerPoint. But these assets can be flat and boring; animation is what brings them to life. In this course, After Effects guru Ian Robinson covers animating charts and graphs with shape layers, layer masks, and stroke and text animators. He also shows how to use expressions to link animation between different graphic elements, build dynamic camera moves, and create some animated 3D infographics with CINEMA 4D Lite. To finish things off, he'll look at some third-party tools such as Cinema Spice Charts & Graphs for After Effects and aescrpts, which help speed up some of the techniques you learned earlier in the course.
After Effects Breakdowns: Social Tech Infographics	44:35.0	Advanced	After Effects Breakdowns is for artists who want to better understand advanced techniques, design concepts, and approaches to complex motion graphics projects. The infographics-driven video in this installment, designed for the nonprofit organization Com.unity, explains how social tech is designed to solve large-scale social problems, such as obesity, accessibility, and car accidents. Watch Eran Stern reverse engineer the finished project using his favorite tools: After Effects and a few third-party plugins (Animation Composer, Particular, and Newton). Eran shows how to decode a client brief, perform storyboarding in Illustrator, and then transition the design to After Effects for animation. Along the way, he weaves in tips, shortcuts, and professional techniques that will amaze both veteran After Effects users and new motion graphics artists.
Infographics: Planning and Wireframing	40:52.0	Intermediate	Join Shane Snow as he reviews the first steps in creating infographics, graphic representations of data—organizing sample data and preparing a wireframe. The course takes a tour of several data visualization examples and explains how to select appropriate data, how to organize data in a spreadsheet, and how to prepare a basic wireframe of the infographic in Photoshop.
Infographics: Visualizing Relationships	50:39.0	Intermediate	In this course, author Shane Snow shows how to depict complex relationships in an easy-to-understand infographic, or graphic representation of data. The course covers building a multi-relationship radial diagram, illustrating connections between relationships, and creating legends, as well as designing title and source credits and adjusting the placement of design elements post-illustration.
Creating an Editorial Calendar	18:27.0	Beginner	Ever publish a video or article that didn't get the attention you think it deserved? Are you often juggling competing messages and stories? Editorial calendars help you organize and schedule your marketing campaigns and ensure your content meets its potential. Here Brian Honigman covers the best practices for creating and using an editorial calendar. He'll walk you through the choices you need to consider before choosing a calendar format (master or secondary; department specific or task specific) and selecting a tool (a simple spreadsheet or a CMS like WordPress). He then shows you how to create your calendar, and execute on it consistently going forward.
Drawing and Painting in Photoshop - The Great Training	40:42.0	Beginner	A great artist makes the most of his toolset. This course is designed to help those new to Photoshop make the most of its digital drawing and painting tools. Comic book illustrator and video game artist Daniel Lieske shares the tricks of the trade, tailored specifically to artists who want to transition their skills to a digital canvas. Including three complete practice examples and tips from a working creative professional, this course will help you simplify your workflow, organize your illustrations, and start creating art with Photoshop brushes, selections, masks, color pickers, and texture tools.
12 Principles of Animation for CG Animators	23:16.0	Beginner	The 12 principles of animation underlie everything animators do, from making movies to video games. These principles are the same regardless of the software you use—2D or 3D, open source or advanced suite. In this course, award-winning animator David Andrade takes traditional student assignments (a bouncing ball and a lowly flour sack) and translates them into digital animations that illustrate each of these principles in detail. He uses Maya and Blender, but the focus is not on software mastery; it's about the techniques, not the tools. Follow along as he introduces the history of character animation and explores each of the 12 principles, from squash and stretch and anticipation to timing and follow-through. Take the challenge exercises to practice what you've learned along the way. Animation has evolved tremendously in the last century, but some principles always stay the same. This foundation will serve you for a lifelong career.
Adobe Digital Publishing Suite Essential Training	33:23.0	Beginner	Digital distribution is the wave of the future for magazines and other print publications. Get on board now, with Adobe Digital Publishing Suite (DPS). DPS tools are included with InDesign and can help you create rich interactive publications for mobile devices, such as the iPad, as well as Android and Windows 8.1 devices—with no code! Bob Levine shows you how to create DPS folios in InDesign with striking cover artwork, create and import articles, and add various interactive features, like buttons, audio and video, HTML content, links to outside sources, and even animation. He also shares his advice for publishers targeting more than just the iPad, as well as useful scripts and extensions for automating parts of your workflow.
Illustrator 2020 Essential Training	41:22.0	Beginner	Adobe Illustrator is the industry standard in vector drawing—for everything from minimalistic logos to full-blown illustrations. This course teaches core concepts and techniques that can be applied to any workflow, including digital and print publications. Instructor and professional illustrator Tony Harmer explains the essentials of Illustrator 2020, including artboards, workspaces, layers, and shapes. Tony shows how to make selections, draw and build complex shapes using the Illustrator drawing tools, and precisely color artwork with tools like swatches and gradient fills. He also covers how to organize artwork into groups and layers, combine and clean up paths, work with type and effects, leverage CC Libraries, export your work, and much more.

	Sketch for UX Design	15:25.0	Beginner	The best UX design tools are nimble, collaborative, and efficient—just like Sketch. Learn how to use this popular, vector-based app to craft your own compelling user experiences for digital devices and screens. In this course, Shauna Bybee walks through the design process for an example mobile app, taking you step by step through each phase in the Sketch workflow. Learn how to create a wireframe to visualize your concept using the shape, text, and graphics tools; build reusable symbols; and incorporate styles and visual effects. Shauna then shows how to transform your design into a clickable prototype that can be viewed directly on a mobile device. Finally, learn how to export your assets and generate style guides and design systems to keep your products consistent and designs in sync. Along the way, Shauna introduces a variety of helpful plugins and companion software—like Sketch Measure, Zeplin, Zeroheight, and InVision—that will expand how you work and collaborate with Sketch.
	Graphic Design Foundations: Ideas, Concepts, and Form	26:13.0	Beginner	Explore new sources of graphic design inspiration in this course from instructor Sean Adams on how ideas form and the ways that concepts propel the design process. Learn how symbols and metaphors are clear visual shortcuts to strong communication, both positive and negative. Discover the worlds of iconography and typography, how these are used in cultural communication, and how these can inspire your approach to design techniques. Sean also covers how humor in graphics can impact audiences, and suggests exploring non-digital media such as painting, drawing, felting, and more as an avenue to expand your graphic design skillset.
	Drawing Vector Graphics	34:39.0	Beginner	Join designer and illustrator Von Glitschka as he deconstructs the creative process to teach you how to develop and create precise vector graphics. Von provides a systematic methodology to help you improve your research and ideation skills. He showcases how drawing (analog) improves digital creation by helping you establish a solid foundation to guide your vector building. Throughout the course, he shares simple build methods to improve your craftsmanship and demonstrates features that can help you work more efficiently, including how to create keyboard shortcuts and automate processes with custom scripts. To wrap up, he shows how to present your final designs to clients, tactfully address their feedback, and deliver final art.
Design and administer online surveys	SharePoint Online: Surveys	50:49.0	Intermediate	Surveys can be a meaningful source of information, as they reveal what people actually think about a particular topic. In this course, learn how to create and review surveys directly inside of SharePoint Online. Join Bill Kulterman as he explains how to create a survey using the survey app, and then add different types of questions—including radio button and drop-down menu choice questions—to your survey. Bill also covers how to set the permissions for a survey, create a branching logic survey, and review survey results.
Collect and analyse data using digital tools and techniques, interpret findings	Desire2Learn: Advanced Techniques	05:51.0	Advanced	Taking the time to build on your existing knowledge of Desire2Learn (D2L) can help you increase your efficiency and provide your students with a richer learning experience. In this course, discover some of the hidden gems of D2L. Explore advanced tools for managing your online course, such as using chat windows and sending automated emails. Learn about more in-depth ways to assess student learning using the platform's diagnostic and reporting tools. Discover advanced quiz question types and assessment tools like surveys and ePortfolios. Plus, check out higher-level course setup features like copying over existing courses and adding new users.
Access and use data sets relevant to the subject area and generate new questions	Using Customer Surveys to Improve Service	52:10.0	Intermediate	Customer surveys are rich sources of information and essential guides to areas where customer service teams can improve their focus. In this course, Jeff Toister provides step-by-step instructions for designing and implementing effective surveys and analyzing the results. He'll give you tips on increasing response rates, writing effective questions, and turning the data into actions that can improve service quality.
	Google Forms Essential Training	30:26.0	Beginner	Google Forms allows you to create surveys quickly and easily. In this course, LinkedIn staff instructor Jess Stratton shows you everything you need to know to build forms and collect data from Google Forms—either on your own or with your team. She walks you through the process of building forms in Google, including how to add questions, insert images and videos, and invite others to collaborate on the form. Next, Jess covers how to work with your survey responses, including customizing response settings, sending the form to recipients, viewing and analyzing response data, and closing out the form to prevent future responses.
	SurveyMonkey Essential Training	47:02.0	Beginner	Online surveys are the fastest and most cost-effective method to gather feedback. SurveyMonkey is a popular survey platform that you can use for free, with additional paid options, to send surveys and collect and analyze the responses. In this course, you can learn how to use SurveyMonkey to build your own online surveys. Instructor David Rivers walks through the steps, explaining how to choose a template, add questions, and customize your design. He also offers tips to improve response rates. Then David explains how to collect responses via email, social media, and other websites using the collector tools. Finally, learn how to analyze your survey results, filter responses and spot trends, and present your data using the built-in tools in SurveyMonkey.
	Google Ads (AdWords) Essential Training	07:22.0	Beginner	Learn the foundations of pay-per-click (PPC) advertising with Google Ads (formerly known as AdWords) the industry-leading PPC platform. First, explore how Google Ads works and how it fits with what your business—and your customers—need. Then learn how to set up a new Google Ads account and start researching your keywords: the foundation of all great advertisements. After he demonstrates how to set up a new campaign and write your first ad, instructor Brad Batesole shows how to use Google Ads reporting and Google Analytics to monitor your campaign's performance. Brad also shows how to optimize ads to get more clicks, conversions, and ultimately more return on your investment (ROI). Finally, go beyond the basics with ad extensions—a feature which can increase your click-through rate by several percentage points.
	Data Science Tools of the Trade: First Steps	23:22.0	Beginner	The explosion of data in recent years has made the field of data science—in which professionals work to glean insights from this abundant information—increasingly more vital. If you're looking to pursue a career or to work with experts in this rapidly-growing field, it's crucial that you familiarize yourself with the tools of the trade. In this course, instructor Jungwoo Ryoo helps to acquaint you with some of the most well-known data science tools in the areas of cloud computing, distributed file storage, distributed processing, and machine learning. Throughout this course, Jungwoo provides coverage of Proxmox, Hadoop, Spark, and Weka, discussing how to install and leverage each tool in your data science workflow. To wrap up, he explains how Hadoop, Spark, and Weka can work collaboratively to produce the best results.
	Database Foundations: Creating and Manipulating Data	24:09.0	Beginner	Brand new to database administration? Take it one step at a time with Database Fundamentals, a series designed to support a new career or lifelong journey in IT. This installment is devoted to data: getting it into and out of tables and databases. Adam Wilbert shows how to get the most out of each data type, including numbers, characters, and specialized types like spatial data. Next are queries. Learn how to write commands and invoke functions in the SQL Editor to select just the records you want. Finally, get comfortable inserting, updating, and deleting data with the SQL Server Management Studio (SSMS), a suite of graphical tools and rich editors that make working with databases much more intuitive. Do you want to test your knowledge? Watch the challenge videos to practice what you've learned along the way. Note: This course will also prepare certification candidates for the Microsoft Technology Associate Exam 98-364, Database Administration Fundamentals.
	Learning Data Analytics	39:38.0	Beginner	Every person who works with data has to perform analytics at some point. This popular training course—dramatically expanded and enhanced for 2018—teaches analysts and non-analysts alike the basics of data analytics and reporting. Robin Hunt defines what data analytics is and what data analysts do. She then shows how to identify your data set—including the data you don't have—and interpret and summarize data. She also shows how to perform specialized tasks such as creating workflow diagrams, cleaning data, and joining data sets for reporting. Coverage continues with best practices for data analytics projects, such as verifying data and conducting effective meetings, and common mistakes to avoid. Then learn techniques for repurposing, charting, and pivoting data. Plus, get helpful productivity-enhancing shortcuts and troubleshooting tips for the most popular data analytics program, Microsoft Excel.

	Learning Data Science: Tell Stories With Data	17:37.0	General	Many anthropologists believe our early ancestors built societies around campfire stories about justice, leadership, and government. Your data science teams will also have complex ideas about their data and results. That's why it takes a well-structured story to communicate these insights to the rest of your organization. It's not simply a matter of creating the perfect Excel sheet or a beautiful graph. You need to tell a story that captures your audience's imagination and encourages them to take some action. In this course, instructor Doug Rose explains how to weave together a great data science story and draw your audience into the story to communicate complex ideas and motivate everyone to make real changes.
	Learning Excel: Data-Analysis	09:41.0	Beginner	Microsoft Excel is an important tool for data analysis. It helps companies accurately assess situations and make better business decisions. This course helps you unlock the power of your organization's data using the data analysis and visualization tools built into Excel. Author Curt Frye starts with the foundational concepts, including basic calculations such as mean, median, and standard deviation, and provides an introduction to the central limit theorem. He then shows how to visualize data, relationships, and future results with Excel's histograms, graphs, and charts. He also covers testing hypotheses, modeling different data distributions, and calculating the covariance and correlation between data sets. Finally, he reviews the process of calculating Bayesian probabilities in Excel. Each chapter includes practical examples that show how to apply the techniques to real-world business problems.
	Meta-analysis for Data Science and Business Analytics	49:05.0	Intermediate	In a world where nearly everyone uses data to inform their business methodologies, an emerging consensus is that more emphasis needs to be placed on validating data; verifying that data-driven conclusions are accurate; and minimizing the risk that your conclusions are incorrect. Although most researchers know what meta-analysis is, few understand how to calculate an effect size from popular metrics such as risk ratios, or how the distinction between fixed and random effects can lead the meta-analyst astray. This advanced-level course for data science and statistics practitioners and researchers covers raw mean differences—specifically for experimental and comparison groups—and how to convert useful outcome measures such as relative risk and odds ratios to commensurate measures of effect size. Plus, learn about how confidence intervals are created for binary outcome measures.
	UX Research: Going Guerrilla	26:06.0	Beginner	The importance of user experience (UX) research is undeniable. Anyone wanting to create a compelling, easy-to-use digital product needs to examine what their users want and need. But what if you lack the time or resources to devote to full-blown UX research? In this course, join Amanda Stockwell as she dives into an efficient UX approach that's perfect for such a situation: guerrilla research. Amanda covers the fundamentals of conducting UX research in a guerrilla fashion, explaining what this approach entails and when to opt for it. She goes over the basics of planning and running guerrilla research sessions, as well as common pitfalls (and how to avoid them). Upon wrapping up this course, you'll have the tools you need to help your UX team go guerrilla.
Use digital technologies to develop new ideas, projects and opportunities	Leading with Innovation	31:29.0	Beginner	No company can survive without innovation. Large or small, new or old, for profit or nonprofit, all organizations need to keep morphing to succeed. But how do you nurture nonstop innovation? Strategy experts Anil Gupta and Haiyan Wang outline the core logic of innovation and show how leaders at many companies and nonprofits—including Apple, Amazon, Google and Khan Academy—nurture innovation without losing control. They outline the multiple ways—including design thinking, lean startup, and collaborative innovation—in which any organization can innovate. They also show how companies can change the rules of the game by dramatically redefining the target customer, rethinking the value proposition for the customer, and/or reengineering the value chain. And, they discuss the why and how of digital transformation and social innovation. Use these strategies to uncover new pathways to innovation at your organization.
Promote new digital tools and opportunities to others	Learning Digital Business Analysis	26:42.0	Intermediate	More and more organizations are making investments in digital technologies such as artificial intelligence, machine learning, and robotics. These new technologies have sparked changes to business models, business operations, and customer expectations and experiences. This course was designed to help business analysts and project professionals grasp what these changes mean and how to implement them from a business perspective. Angela Wick explores natural language generation, speech recognition, swarm intelligence, blockchain, and other exciting new technologies, laying out how each one can fit into your business processes. Plus, she covers how these innovations can impact traditional business analysis practices and explains how the customer journey is affected by digital and AI projects.
	Digital Transformation	47:28.0	Advanced	It seems as though everywhere you turn, digital transformation is happening. But what is digital, exactly, and what does it encompass? In this course, instructor Peter High helps business leaders better understand the definition of the term; the implications for people, processes, and technology; the risks of ignoring the digital transformation trend; and the rewards one can garner from riding this wave. Learn about the different stages of digital maturity, and the best ways to draw inspiration and insights from digital native companies like Google, Amazon, and Netflix, as well as from digital immigrant companies like FedEx and Domino's Pizza. He also covers the ideal backgrounds of digital leaders. Peter wraps up the course by explaining how to create a strategic digital transformation plan for your organization.
	Digital Technologies Case Studies: AI, IOT, Robotics, Blockchain	43:32.0	Advanced	Emerging technologies are upending business models at a dramatic pace. It's critical for every professional to understand the core features of these technologies and how they are reshaping the structure of industries and the strategy of companies. Recognize the four key technologies at play—artificial intelligence, Internet of Things, robotics, and blockchain—and review cases studies showing how different industries have embraced these innovations to succeed and win. Instructors Anil Gupta and Haiyan Wang provide a high-level overview aimed at senior leaders and executives who want to incorporate emerging tech into their digital strategy.
	Introducing Robotic Process Automation	31:44.0	Beginner	Robotic process automation—software-based robotics that emulate work that people do—is poised to change the way we work. Using this exciting technology, organizations can digitize and transform an array of business processes and functions. In this course, instructor Ian Barkin takes a deep dive into RPA, explaining what it is, what it's not, and what to keep in mind when adopting it in your organization. Here, Ian shares information that can help a variety of stakeholders—from executives to IT professionals—grasp the key benefits of RPA, as well as best practices that can help their organization succeed at both the process and enterprise levels. Plus, he lends a real-world context to the concepts covered in this course by providing examples from global companies that are implementing RPA.
	Introducing AI to Your Organization	53:25.0	Beginner	Artificial intelligence (AI) is taking the world by storm. Manufacturing, healthcare, and a host of other industries are steadily adopting this technology to streamline processes, enhance predictability, and generally keep ahead of the curve. In this course, discover what it takes to successfully introduce AI to your organization. Instructor Jonathan Fernandes steps through how to determine whether your organization is ready for AI, as well as how to develop and present a compelling business case for adopting the technology. Plus, he shares how to successfully implement AI—including how to do so using the scrum methodology—how to handle data collection and AI modeling, deploy, and finally monitor AI models once in production.
	Learning Cyber Incident Response and Digital Forensics	52:30.0	Beginner	If your organization is the victim of a cyberattack, are you ready to respond? In this course, learn the basics of how an incident response is conducted, including how evidence is collected for further digital forensic investigation. This course serves as an introduction to the field of digital forensics and incident response practices by providing hands-on demonstrations of tools and techniques used by real-world professionals in the field. A basic understanding of computer networks and cybersecurity is helpful for getting the most from this course.

	RPA, AI, and Cognitive Tech for Leaders	53:33.0	Beginner	A slew of exciting new technologies—from robotic process automation (RPA) to machine learning (ML)—have altered the way that companies do business. As a digital-era executive, skating by on a vague understanding of these capabilities is no longer an option. To successfully lead your team in this new world of work, you need to grasp the digital operations landscape, and how you can effectively apply it across your company. In this course, Ian Barkin shows how to filter out the noise, properly set expectations, and prepare your organization for a smooth digital transformation journey.
	Effectively Leading Digital Transformation	11:23.0	Intermediate	The digital revolution has begun. Technology like the cloud and the Internet of Things are impacting how companies do business—and more change is on the way. To stay relevant, organizations need to radically transform their processes and adopt new tools and systems. Are you and your organization prepared to evolve? Join communications and training professional Phil Gold as he explains how leaders and managers can enable digital transformation and lead their companies and teams into the future. Learn about the disruptive technologies that are changing business, the blockers that keep companies from adopting them, and the key steps to managing the successful implementation of new workflows and systems. Plus, get tips for leading everyone on your company through digital transformation, including non-technical staff that may be resistant to change.
Use collaborative tools (e.g. file sharing, shared writing tools, project management tools)	Business Collaboration in the Modern Workplace	33:53.0	Intermediate	The modern workplace is an exciting place. The digital revolution has provided new tools and ways of working that are spreading quickly throughout all industries. In this course, Phil Gold shows how technology and a proactive, collaborative culture can actually result in better business communication than ever before. Learn how to make the most of a suite of communication tools, from video conferencing to cloud productivity software; explore best practices to collaborate in the digital workplace; and get tips to incorporate new technology into your existing organization. Phil covers topics such as managing and securing digital files, choosing the right tools, maximizing efficiency, building a mobile workforce, and promoting continuous learning. Plus, learn how technology such as artificial intelligence, machine learning, and the Internet of Things will continue to push the boundaries of the modern workplace.
Participate in digital teams and working groups e.g. curriculum review	SharePoint and Digital Transformation: Sites for Collaboration and Communication	15:59.0	Intermediate	In contrast with the classic team sites, modern SharePoint sites offer users the ability to create either collaboration or communication sites. In this course, learn the difference between the two, how to determine whether a collaboration or communication SharePoint site is best for your situation, and how to build both of these modern sites. Instructor Gini von Courter begins by discussing how to create and modify modern SharePoint sites, including how to customize the site theme and add web parts. She then steps through how to plan and create both communication sites and team sites.
Support students to collaborate using shared tools and media	OneNote for Team Collaboration	12:26.0	Intermediate	OneNote—the popular note-taking app from Microsoft—includes robust features that allow you to coauthor and share notebooks with others. In this course, Nick Brazzi walks through the powerful collaboration features of OneNote. Nick steps through the many ways you can collaborate with others—inside your organization or externally. He covers storing notebooks in a shareable location; using notebooks stored on SharePoint; sharing a notebook with a collaborator, coauthoring SharePoint notebooks; and more. Plus, Nick shows how to work with the OneNote mobile apps.
	Microsoft Teams Essential Training	56:44.0	Beginner	Discover the core features of Microsoft Teams and see how you can bring together colleagues, create conversations and content, and collaborate more effectively. Author Nick Brazzi walks you through the essentials of using Teams, starting with basic setup, creating new teams, and joining existing teams. Nick covers organizing teams and members and shows how to conduct conversations. He explains how to create scheduled meetings or initiate impromptu meetings inside Teams, and demonstrates file sharing. Finally, Nick walks you through customizing user settings, and explains how to use Teams on mobile devices.
	Microsoft Teams Tips and Tricks	01:58.0	Intermediate	Discover how to work more efficiently with Microsoft Teams, the popular collaboration app in Office 365. In this concise, targeted course, Nick Brazzi shares tips that can help power users get even more use out of Teams. He goes over useful commands and keyboard shortcuts that can help you streamline your workflow, and explains how to use Teams as a hub to access information from different Office 365 apps. Plus, he demonstrates how to leverage different communication options; explores some particularly useful apps in Teams; and shares how to work with bots and messaging apps.
	Team Collaboration in Office 365	32:52.0	General	Office 365 is a collection of online services and a popular desktop applications, connected by a powerful collaboration features. In this course, discover how to leverage these collaboration tools to maximize team productivity in Office 365 Business or Enterprise. Nick Brazzi kicks off the course by helping you understand Office 365 Groups and SharePoint. Next, he discusses several applications included in Office 365 that facilitate group communication. Nick covers co-authoring documents in Word, Excel, and PowerPoint, working with shared calendars in Outlook, holding online meetings with Skype for Business, sharing files via OneDrive and SharePoint, collaborating with colleagues in Teams, and more.
	Migrating from Skype for Business to Teams	46:56.0	Beginner	If you're transitioning from Skype for Business to Microsoft Teams, this brief course can help you get up to speed fast. Staff instructor Nick Brazzi begins with a quick primer on Teams—the new go-to collaboration and communication hub in Office 365—including how to access the tool on your desktop and mobile device. Nick shows how familiar features like messaging and file sharing work in Teams compared to Skype for Business. Next, Nick steps through audio calls, video calls, and group meetings in Teams, showing how to schedule and join meetings, share screens during a presentation, and record your meetings. Nick also introduces how to post group messages to teammates, which is a core communication feature in Teams that is not available in Skype for Business.
	Writing with Flair: How to Become an Exceptional Writer	08:58.0	General	Have you ever pored over a beautifully-written article and wished you could write with the same kind of flair? If so, this course is for you. Join Shani Raja—a former editor for the Wall Street Journal—as he shares practical techniques for making your writing sparkle. Shani dives into the mindset of an elite writer, spelling out the key principles that help great wordsmiths keep their writing purposeful, concise, and pleasurable to read. Learn how to avoid common issues that can weaken your prose, such as careless repetition and out-of-focus ideas. Plus, learn strategies that can help you craft elegant paragraphs and transitions, add freshness to your writing, and more.
	Tips for Writing Business Emails	34:05.0	General	Many people have a love-hate relationship with email. Studies have shown that the average businessperson spends more than a dozen hours a week writing emails. Every detail, from grammar to tone to timing, impacts your reputation and personal brand. Join Dr. Daisy Lovelace as she shares tips to strengthen your email skills and shape a positive online reputation.
	Windows 10: Configure, Secure, and Manage Data	53:39.0	Beginner	Windows 10 is the latest release of Microsoft's market-leading client OS. Being able to configure, secure, and manage Windows 10 data is key for any IT professional. This course is designed for help desk technicians and system administrators who wish to upgrade their skills and knowledge of the latest Windows features and technologies. Using the tools that come with a standard Windows build, James Gonzalez shows how to configure data storage (on client devices and on OneDrive), secure data with good authentication practices, encrypt data with EFS and BitLocker, and manage data access to shared folders, printers, and hard drives. He also shows how to set up file sharing for an organization using HomeGroup networks and NTFS permissions. This course is also part of a series designed to help you prepare for the Microsoft exam 70-697: Configuring Windows Devices.

	Agile Project Management: Comparing Agile Tools	58:50.0	Intermediate	Agile is an exciting way to quickly deliver higher-quality products to your customer. New agile tools are emerging every day. This course helps you compare the strengths and capabilities of several different agile software tools, including Microsoft Excel, Atlassian's JIRA, VersionOne, Microsoft's Team Foundation Server (TFS), CA Agile Central (formerly Rally), and Agility Health. You'll see the advantages of simple tools like spreadsheets versus more complex solutions like complete product management packages. This course helps project managers, software developers, and other professionals determine which tool is the best fit for their team. Agile expert Doug Rose provides a fast-paced tour and an unvarnished look at what some of the tools get right and what some get wrong. Doug concludes each section with suggested strategies for selecting the right tool for your team—always remembering that no tool should ever overshadow the core values outlined in the agile manifesto.
	SharePoint for Project Management	08:57.0	Intermediate	Learn how to use the built-in features in SharePoint to manage projects. A SharePoint project site can help you track progress, meet deadlines, and manage multiple versions of project documents. In this course, Bill Kulterman helps you use SharePoint as a project management tool to help your team succeed. Learn how to create a task list, add tasks to a visual timeline, create overlay and task calendars, manage documents in a library, and more.
	Agile Project Management: Comparing Agile Tools	58:50.0	Intermediate	Agile is an exciting way to quickly deliver higher-quality products to your customer. New agile tools are emerging every day. This course helps you compare the strengths and capabilities of several different agile software tools, including Microsoft Excel, Atlassian's JIRA, VersionOne, Microsoft's Team Foundation Server (TFS), CA Agile Central (formerly Rally), and Agility Health. You'll see the advantages of simple tools like spreadsheets versus more complex solutions like complete product management packages. This course helps project managers, software developers, and other professionals determine which tool is the best fit for their team. Agile expert Doug Rose provides a fast-paced tour and an unvarnished look at what some of the tools get right and what some get wrong. Doug concludes each section with suggested strategies for selecting the right tool for your team—always remembering that no tool should ever overshadow the core values outlined in the agile manifesto.
	SharePoint for Project Management	08:57.0	Intermediate	Learn how to use the built-in features in SharePoint to manage projects. A SharePoint project site can help you track progress, meet deadlines, and manage multiple versions of project documents. In this course, Bill Kulterman helps you use SharePoint as a project management tool to help your team succeed. Learn how to create a task list, add tasks to a visual timeline, create overlay and task calendars, manage documents in a library, and more.
	SharePoint for Project Management (Modern Theme)	57:34.0	Intermediate	SharePoint can help you manage small projects and keep them running smoothly. In this course, Microsoft Certified Trainer Bill Kulterman reviews the features that make SharePoint an ideal project management tool for teams who already use it for collaboration and document management. Learn how to track tasks, use the timeline for visual insights into your project schedule, and leverage built-in and custom views to display exactly the right information. Bill also shows how to use the group calendar and create and add plans from Microsoft Planner to your SharePoint site. Note: This course focuses on modern SharePoint sites built with the Communication template, but anyone using a classic site will be able to follow along.
Use digital communications when supporting students' learning (e.g. online lectures, email) Respect the different norms of communicating in different spaces (e.g. personal, academic)	Digital Media Foundations	14:57.0	Beginner	This course is for anybody curious about the mechanics behind the media seen on devices. If you're a self-trained designer, photographer, CG artist, audio mixer, video editor, or motion graphics artist, you have a good grounding in the tools you use, and you know the results you want, but you might not know how the technology you're using really works. It's a transformational moment when you gain a deeper understanding of the way digital images, graphics, video, and audio work. Every day you're adjusting pixels and sound waves that have been captured, created, or rendered digitally. Grasping what is really happening when you work with digital media allows you to improve your skills faster, communicate effectively, and collaborate more easily. Get ready to remove the mystery behind terms you've encountered. If you work in a creative profession, this can enhance your command of the tools you use. Learn what a pixel really is, what color channels are, and what audio frequency is. Discover how color channels, bit depth, and video frame rates work. Find out the difference between codecs and file formats, and how compression is involved. By the end of this course, you'll know how to answer common client questions—like, whether a logo should be supplied in vector or bitmap form, and more. Note: Motion graphics in this course were provided by Chelsea Parrish:Â chelseaparrish.com.
	Digital Body Language	25:36.0	General	People rely on body language and tone to grasp the real meaning of messages. Without these cues, we misunderstand each other more quickly, argue more, and walk away faster from relationships. In the virtual world—where most business is conducted—it's even harder to communicate. If you want to build closer relationships with colleagues and clients, digital body language is your solution. Join collaboration expert Erica Dhawan as she explains how to use digital body language to close the empathy gap between you and your team. Learn why it's important to always assume the best intent in others, and find out how to carefully craft your responses, communicate your feelings, and negotiate delicate power dynamics. With these tips, you can take charge of your communications online and off.
	Effectively Leading Digital Transformation	11:23.0	Intermediate	The digital revolution has begun. Technology like the cloud and the Internet of Things are impacting how companies do business—and more change is on the way. To stay relevant, organizations need to radically transform their processes and adopt new tools and systems. Are you and your organization prepared to evolve? Join communications and training professional Phil Gold as he explains how leaders and managers can enable digital transformation and lead their companies and teams into the future. Learn about the disruptive technologies that are changing business, the blockers that keep companies from adopting them, and the key steps to managing the successful implementation of new workflows and systems. Plus, get tips for leading everyone on your company through digital transformation, including non-technical staff that may be resistant to change.
	Digital Citizenship	31:56.0	Beginner	What does it mean to be a digital citizen? Good digital citizens use technology in appropriate and respectful ways, and build community in every corner of the Internet. In 21st century education, helping students become good digital citizens—who communicate, search, and stay safe online—is part of every educator's responsibilities. This course helps teachers and students understand the ideas and areas of digital citizenship. Oliver Schinkten describes the impact of our digital footprint. He shows how to participate in online communities, help students deal with cyberbullying, keep computers free of viruses and malware, and safely shop online. The overall focus of this course is on educators and tips for teaching digital citizenship. But if you use the Internet for any reason—for communication, playing games, online shopping, interacting within communities, or any other reason—it is important to understand digital citizenship. Understanding your rights and responsibilities will help you stay safe and have a better experience online.
	Computer Science Principles: Digital Information	10:41.0	Beginner	Computers, at their most basic level, store information in bits—a series of on and off states represented by ones and zeroes. Using this binary language, the information in images, audio, video, text, and other files can be saved and shared. This principle is the basis of all computing, including programming. Here Doug Winnie explains the basics of binary: how digital information is represented, encoded, stored, and communicated between computers. This course is the first in our Computer Science Principles series, designed around the AP Computer Science Principles (CSP) curriculum. It is a great foundation for anyone, at any age, to prepare for careers in technology and computer science. Lessons in this segment cover the building blocks of computing: binary logic, number systems, text and image encoding, compression, and simple communication protocols. Understanding these basics will help you understand the interplay between hardware, software, data, networks, and the people that use them.

	Microsoft Cloud Fundamentals: SharePoint Online, OneDrive, and Teams	04:14.0	Intermediate	Microsoft SharePoint Online, OneDrive, and Microsoft Teams can help organizations keep their files safe, share information more effectively, and communicate with ease. In this course, learn the basics of how to configure and manage SharePoint Online, OneDrive, and Microsoft Teams. Instructor Andrew Bettany explains how to create a SharePoint site, manage SharePoint storage, and share documents in OneDrive. He also outlines the basics of working with Microsoft Teams, as well as how to deploy the communications platform within your organization.
	Team Collaboration in Office 365	32:52.0	General	Office 365 is a collection of online services and a popular desktop applications, connected by a powerful collaboration features. In this course, discover how to leverage these collaboration tools to maximize team productivity in Office 365 Business or Enterprise. Nick Brazzi kicks off the course by helping you understand Office 365 Groups and SharePoint. Next, he discusses several applications included in Office 365 that facilitate group communication. Nick covers co-authoring documents in Word, Excel, and PowerPoint, working with shared calendars in Outlook, holding online meetings with Skype for Business, sharing files via OneDrive and SharePoint, collaborating with colleagues in Teams, and more.
	Writing Formal Business Letters and Emails	37:57.0	General	Learn how to write formal business letters and emails that are short, clear, and to the point. This course teaches you how to get results and build better relationships with clients, colleagues, and customers. Writer and journalist Tom Geller helps you clarify your goals, research your topic and intended audience, and structure your correspondence. Plus, get tips about writing for accessibility and making your writing comprehensible, concise, and appropriate for all readers and following up on communication.
	Writing Email	13:04.0	General	Discover the secrets to writing powerful emails your colleagues will read and answer by crafting your message and delivery. In this short course, author and business writing professor Judy Steiner-Williams shows you how to write emails for maximum readability and impact. Discover how to craft a compelling opening, how to message the right people at the right time, and how to leverage etiquette to use email as one of many communications tools.
	Tips for Writing Business Emails	34:05.0	General	Many people have a love-hate relationship with email. Studies have shown that the average businessperson spends more than a dozen hours a week writing emails. Every detail, from grammar to tone to timing, impacts your reputation and personal brand. Join Dr. Daisy Lovelace as she shares tips to strengthen your email skills and shape a positive online reputation.
	Writing Customer Service Emails	06:04.0	Beginner	You can write to customers via email with consistency and professionalism, but you don't need to sound robotic to be efficient. Writing instructor Leslie O'Flahavan has real customer service emails she shares with you in this course, so you can see how to communicate with clarity and sincerity to help customers feel heard and ensure your responses provide the help they need. Leslie shares techniques customer service agents can apply that help build strong practices in a contact center and improve customer relations.
	Tips for Writing Business Emails	34:05.0	General	Many people have a love-hate relationship with email. Studies have shown that the average businessperson spends more than a dozen hours a week writing emails. Every detail, from grammar to tone to timing, impacts your reputation and personal brand. Join Dr. Daisy Lovelace as she shares tips to strengthen your email skills and shape a positive online reputation.
	Learning Skype	04:25.0	Beginner	Skype is connecting the world, allowing anyone with an Internet connection to call, chat, and collaborate. With its low-cost calling plans and artificial intelligence features like automatic translation, Skype opens up communication across the globe. Learn how to use Skype for audio and videoconferencing, screen sharing, and instant messaging at your home, in the classroom, or for business. Oliver Schinken walks you through the basics, from creating an account and adding contacts to placing calls one-on-one or group conversations. He also explains how to set up a Skype number and voicemail, make calls to phones, and place international calls with Skype credits. Finally, he explores the advanced features, such as real-time translation and Skype bots for an AI-assisted productivity boost.
	Skype for Business Essential Training	37:08.0	General	Skype for Business is included in Office 365 that allows you to communicate and collaborate with individuals throughout your organization. Skype for Business includes instant messaging, audio and video conferencing, online meetings, and screen sharing. In this course, Nick Brazzi shows how to take advantage of all the capabilities of this robust collaboration platform. Nick begins by showing how to install Skype for Business and navigate the interface. Next, he explains how to send instant messages, initiate audio and video calls, and share and present files in a meeting. Plus, Nick demonstrates how to set up scheduled meetings and impromptu gatherings, and covers how to use Skype for Business via mobile apps for iOS and Android.
Share learning and teaching resources on digital sites	Digital Networking Strategies	40M	Beginner	Cultivating a professional network online is a key component of career advancement and landing new job opportunities. In this course, career coach Christopher Taylor covers why networking is valuable and shares ways to connect with decision-makers in any industry. He discusses which tools and platforms are most effective for digital networking, and provides specific steps for reaching out and being successful at connecting. Plus, learn about what it means to create a personal brand, and how to be intentional with personal branding.
Participate, facilitate and build digital networks with other staff and students when applicable				
Be aware of how digital networks influence social behaviour	IoT Foundations: Fundamentals	38:09.0	Beginner	The Internet of Things (IoT) is more than just smart or connected devices. In this course, learn what IoT is, and how it works from a technical standpoint. Bruce Sinclair provides a broad overview of IoT, explaining each of its main components. He also goes into the software-defined product the digital twin of the physical product as well as the hardware-defined product, explaining how sensors and embedded systems help to gather data. Plus, he dives into the network fabric, and explains what external systems are and why it's important to consider them when designing an IoT product.
	Computer Science Principles: Digital Information	10:41.0	Beginner	Computers, at their most basic level, store information in bits a series of on and off states represented by ones and zeroes. Using this binary language, the information in images, audio, video, text, and other files can be saved and shared. This principle is the basis of all computing, including programming. Here Doug Winnie explains the basics of binary: how digital information is represented, encoded, stored, and communicated between computers. This course is the first in our Computer Science Principles series, designed around the AP Computer Science Principles (CSP) curriculum. It is a great foundation for anyone, at any age, to prepare for careers in technology and computer science. Lessons in this segment cover the building blocks of computing: binary logic, number systems, text and image encoding, compression, and simple communication protocols. Understanding these basics will help you understand the interplay between hardware, software, data, networks, and the people that use them.
	Deep Learning: Image Recognition	43:51.0	Intermediate	Thanks to deep learning, image recognition systems have improved and are now used for everything from searching photo libraries to generating text-based descriptions of photographs. In this course, learn how to build a deep neural network that can recognize objects in photographs. Find out how to adjust state-of-the-art deep neural networks to recognize new objects, without the need to retrain the network. Explore cloud-based image recognition APIs that you can use as an alternative to building your own systems. Learn the steps involved to start building and deploying your own image recognition system.
	Teaching Techniques: Blended Learning	37:45.0	Intermediate	Blended learning is all about the students: combining instruction with digital resources to help increase student achievement and engagement. In this course, Chris Mattia explores the various aspects of blended learning, and provides guidelines to create a blended classroom that meets students' diverse learning needs. The techniques rely on technologies such as Google Apps, Android and iOS devices, video, learning management systems (LMSs), and open-source tools such as WordPress to promote sharing and collaboration. Watch and learn how to use blended learning to create dynamic, engaging, and student-focused lessons.

	Teaching with Technology	30:03.0	Beginner	Put the "tech" into your teaching. Learn how to use technology to enhance course design, lesson planning, presentations, in-class activities, assessments, and student achievement and engagement. Author Kevin Kelly explains how learning outcomes can be adapted to support technology in the classroom, and guides educators through selecting the appropriate technology for their activity, module, or class. Then he shows how to apply technology in three key areas: finding, creating, and sharing content with students; facilitating classroom activities; and assessing learning inside the classroom or online.
	Elearning Essentials: Instructional Design	09:32.0	Beginner	Interested in taking your training program to the online space? In this course, join instructor Samantha Calamari as she steps through how to design engaging elearning content that connects with a diverse set of participants. To begin, Samantha helps you determine if elearning is the right approach for your training program. She then acquaints you with key instructional design methods and theories, explaining how to apply them in your design process. Next, she shows how to organize the learning experience and design content that effectively delivers information to learners. Discover how to approach tone and engagement, create an active learning environment, design assessments that enrich your learner's experience, and more.
	Teaching Techniques: Writing Effective Learning Objectives	51:55.0	Intermediate	Setting clear expectations is the foundation to good instruction and the key to helping students achieve desired learning outcomes. In this course, John-Paul Ballard shows how to write learning objectives for any situation, while exploring learning objective structure, theory, and examples of strong and weak objectives. He explores how learning objectives vary according to audience and deployment—elearning, online tutorials, classrooms, webinars, and more—and how to tie them to learning assessments.
	Learning Articulate Storyline 3	06:22.0	Beginner	Articulate Storyline is a foundational elearning authoring program for instructional designers. Articulate Storyline 3 features an improved interface and enhancements to how you implement interactive learning elements into content. In this course, join David Rivers as he covers the basics of getting started with Articulate Storyline 3. David walks through the creation of a Storyline elearning project, including how to start a project from scratch and add interactive elements. He also covers how to accurately assess a learner's retention of the content. Plus, David explains how to publish your course to the web, to Articulate Online, or to another learning management system, as well as how to publish handouts to Microsoft Word.
	Teaching Techniques: Classroom Cloud Strategy	18:54.0	Intermediate	Today's cloud technology provides amazing tools and opportunities for teaching. Cloud-based classrooms can help increase productivity and make learning accessible from anywhere. In this course, Oliver Schinkten explores how to use tools such as Google G Suite; Microsoft OneDrive, OneNote, and Teams; and Evernote to make education more efficient and effective. Learn how the cloud can benefit teachers and students by looking at the classroom workflow from both perspectives. Find out how to organize files, share resources, communicate and collaborate online, assess learning, and provide feedback—all with the anywhere, anytime convenience of the cloud.
	SharePoint and Digital Transformation: Sites for Collaboration and Communication	15:59.0	Intermediate	In contrast with the classic team sites, modern SharePoint sites offer users the ability to create either collaboration or communication sites. In this course, learn the difference between the two, how to determine whether a collaboration or communication SharePoint site is best for your situation, and how to build both of these modern sites. Instructor Gini von Courter begins by discussing how to create and modify modern SharePoint sites, including how to customize the site theme and add web parts. She then steps through how to plan and create both communication sites and team sites.
	Digital Marketing Trends	51:36.0	Beginner	Stay up to date on the latest trends in digital marketing. In this biweekly series, marketing and social media expert Martin Waxman explores the newest tools and techniques that marketers are using to reach their customers. Find out what's new, how it will affect your business, and what other companies are doing to adapt. Every two weeks you can explore a new topic, including mobile, voice search, video and live streaming, artificial intelligence and virtual reality, the evolution of social media, and regulations like GDPR. The course is an effective way to understand what's happening in the world of marketing and how you can leverage these trends to help make your business more successful. Note: Because this is an ongoing series, viewers will not receive a certificate of completion.
	Social Media Marketing Foundations	52:28.0	Beginner	Social media dramatically altered marketing by allowing businesses to directly engage with customers and vice versa. Brands that stand the test of time will use these platforms to create fresh connections and build long-term loyalty. In this course, you can learn the basics of social media marketing. Instructor Brian Honigman—a top marketing consultant—explains why making an investment in social media can benefit your business. He shows how to define your audience and craft a social media strategy focused on your organization's goals. He also teaches you how to communicate effectively on leading social networks such as Facebook, Instagram, and Snapchat; drive results with paid ads; and measure your success.
	Digital Networking Strategies	40M	Beginner	Cultivating a professional network online is a key component of career advancement and landing new job opportunities. In this course, career coach Christopher Taylor covers why networking is valuable and shares ways to connect with decision-makers in any industry. He discusses which tools and platforms are most effective for digital networking, and provides specific steps for reaching out and being successful at connecting. Plus, learn about what it means to create a personal brand, and how to be intentional with personal branding.
	Social Network Analysis Using R	06:54.0	Intermediate	Social Network Analysis Using R teaches analysts how to visualize and analyze data from a social network like Twitter or Facebook with the text-based statistical language, R. If you're involved in analytics in any capacity, this course will be a huge help, teaching you how the R sna and igraph modules works and how to format data for analysis, create graphs, analyze network graphs, and visualize networks. Join instructor Curt Frye and learn how to examine the relationships and trends among networks in new and exciting ways, and discover information about how individuals in an organization interact.
	Social Selling Foundations	38:25.0	Beginner	Your customers and prospects are sharing much about what's going on in their lives publicly on social media—from their favorite hiking spots to their latest professional moves. As a salesperson, this information can help you do your job better, but getting started can seem overwhelming. In this course, Derek Pando explains the basics of social selling and shares how leveraging your social network can help you more effectively target, understand, and engage with prospects. Along with showing how to cultivate your online professional brand, Derek shares techniques for growing your network, building relationships with prospects, and measuring your social selling success.
	Web Security: User Authentication and Access Control	25:57.0	Intermediate	User authentication plays a central role in almost everything we do online. From apps to hardware and websites, user accounts and logins are everywhere. Authentication is critical for verifying a user's identity online and for confirming permissions so individuals can perform privileged actions. In this course, instructor Kevin Skoglund teaches you how authentication works, how to implement it correctly when building web applications, walks you through some of the most common attacks, and shows you how to protect your site. He also demonstrates how to secure your own passwords and digital identity so you can work securely. This course is ideal for all developers, particularly those who are interested in authentication and security.
Record learning events/data and use them for self-analysis, (e.g. e-portfolio) Develop and project a positive digital identity and manage digital reputation	Cybersecurity Awareness: Safer Digital Communications	06:08.0	Beginner	The internet is extremely useful and powerful, but it comes with risks. Learn to identify and avoid dangerous situations online and improve the security of your computers and your network. This course is intended to increase your knowledge of internet safety and give you safer digital communication habits. Tom Tobiassen reviews some of the tricks and techniques used by unsavory characters, hackers, and bullies on the internet, and provides tips for protecting your identity, encrypting data, securing your network, and using social media responsibly. Note: This course was recorded and produced by Mentor Source, Inc. We're pleased to host this training in our library.

ASP.NET Core Identity: Authentication Management	22:12.0	Advanced	Authenticating users and authorizing their level of access are key components in any application. In this course, learn how to use ASP.NET Core Identity, as well as third-party providers, to authenticate your users. Instructor Ervis Trupja shows how to create a web application with Identity; configure logout, password, and sign-in settings; and customize the Identity model and use Entity Framework to reflect these changes in your database. He also shows how to enable your users to sign in with their Facebook and GitHub accounts, as well as how to configure a cookie-based authentication system.
ASP.NET MVC 5 Identity: Authentication and Authorization	30:12.0	Intermediate	Authentication and authorization are core features of many modern apps. So why reinvent the wheel, forcing your users to create yet another login? Leveraging credentials from trusted platforms like Facebook and Google, you can save yourself precious development time and improve the user experience. This course shows how to authenticate and authorize users of your ASP.NET MVC 5 applications using .NET methods as well as third-party frameworks. Instructor Ervis Trupja discusses the options for identity management in ASP.NET MVC 5, showing how to implement third-party authentication in your app with Facebook, Twitter, Google, Microsoft, and GitHub. He shows how to set up email confirmation and two-step authentication and control levels of authorization for users. Finally, he discusses how to secure ASP.NET apps against the seven most common vulnerabilities.
ASP.NET Core: Security	37:23.0	Intermediate	Software security is an important consideration when designing and developing web applications. While security breaches and threats can have serious consequences, there are steps that software developers can take to keep their applications safe. In this course, explore techniques for securing and controlling access to your ASP.NET Core applications. Instructor Janan Siam covers how to implement authentication and authorization using both ASP.NET Core Identity framework and token authentication with IdentityServer. She discusses the most common types of attacks, and how to protect against them. In addition, Janan examines several strategies for protecting sensitive data in your applications, including encryption, the new Data Protection API, and Secure Sockets Layer (SSL).
Office 365: Manage Identities using Azure AD Connect	46:49.0	Intermediate	Network and system admins can prepare on-premises directories and connect to Azure to take advantage of managing Office 365 groups and users using common identities. Preparation, setup, and administration steps are demonstrated in this course using the Azure Active Directory (AAD) Connect tool. This course is designed to provide you with a better understanding of domain controllers, identity management, synchronization, and more. This course is also an exam preparation resource with topics that map to a corresponding domain in the Office 365 70-346 exam: Managing Office 365 Identities and Requirements.
Office 365: Implement Identities for SSO	01:09.0	Intermediate	Office 365 is a cloud-based set of services that allow corporate users to securely communicate and collaborate more easily in today's mobile world. Single sign-on ensures that they can easily transition from one service or app to another, creating a more seamless and productive user experience. Here, system admins will learn how to implement and manage federated identities for single sign-on in Office 365. Microsoft Certified Trainer Sharon Bennett shows how to plan for an Active Directory Federation Services (AD FS), install the AD FS role on Windows Server 2012 R2, and install and manage AD FS proxy servers. Note: This training course maps to the Implement and Manage Federated Identities for SSO domain for Microsoft Certification exam 70-346.
Logo Development: Identity Development	09:02.0	Beginner	In this courseâ€”the second installment in the Logo Development seriesâ€”Bill Gardner dives into the second phase of any identity project: development. As he steps through each stage of the identity development process, Bill shares case studies rich with examples, as well as strategies that can help you enhance the way you approach both the raw creative process and the practicalities of showcasing your work to clients. Discover how to gather images, fonts, and words that inspire. Learn how to use solo brainstorming to generate ideas, gain insights into the sketching process, and discover how to weave symbolism and meaning into your logos. Plus, see how to champion your work when presenting to clients, and guide them to an optimal conclusion.
ASP.NET Core Identity: Authorization Management	27:45.0	Advanced	Authenticating users and authorizing their level of access is a key component to any application. In this course, learn how to authorize varying levels of access and add layers of security to your ASP.NET Core applications. Instructor Ervis Trupja shows how to authorize users in .NET Core using a simple, role-based model, as well as a rich, policy-based model. Throughout the course, he covers how to add requirements to an authorization policy, use handlers for one or multiple requirements, and create custom authorized attributes. To wrap up, he demonstrates how to use imperative authorization and write a resource-based handler.
Azure Security Technologies: Manage Identity and Access	03:39.0	Intermediate	Cybersecurity skills are in high demand, and the AZ-500 Microsoft Azure Security Technologies exam is the perfect opportunity for IT professionals to demonstrate their skills to current and future employers. This course prepares certification candidates to excel in the Manage Identity and Access domain of the AZ-500 exam. Microsoft MVP Pete Zerger has designed lectures and hands-on demos to teach the key skills, including configuring and managing app registrations, enabling multi-factor authentication, configuring conditional and advanced auth controls, and implementing Privileged Identity Management for just-in-time access. Plus, learn how to manage API and subscription-level access, balancing programmatic access and automation with security.
CISSP Cert Prep: 5 Identity and Access Management	14:47.0	Advanced	Prepare for the CISSP exam while you learn industry best practices for identity and access management (IAM). IAM is covered in the fifth domain of the exam, and comprises 13% of the test questions for the highly prized IT security certification. This course includes coverage of the core components of IAM: identification, authentication, authorization, and accountability. Learn how to control both the physical and logical access to your hardware, information systems, and data. Instructor Mike Chapple, the author of our nine-part CISSP test prep series, also covers credential management, external identity management, and prevention and mitigation of access control attacks. Members who take all eight courses in the series will be prepared to take the CISSP exam. You can sign up for Mike's free study group at certmike.com, and find his study guides at the Sybex test prep site. To review the complete CISSP Body of Knowledge, visit https://www.isc2.org/cissp-domains/default.aspx .
Microsoft Cybersecurity Stack: Advanced Identity and Endpoint Protection	31:36.0	Advanced	With the rise of the cloud, the traditional model of the network perimeter is deadâ€”identity is the new control plane. This course offers advanced techniques for identity and endpoint security with the Microsoft cybersecurity stack: Enterprise Mobility + Security (EMS) and Azure Active Directory Premium. Instructor Peter Zerger shows how to set up secure access to resources in any app, on any cloud, and from any device. Learn how to configure virtual-based security with Windows Defender Device Guard and Credential Guard, secure email with Exchange Online ATP, control what happens after a breach with Advanced Threat Analytics, and protect the cloud with Azure Active Directory. Plus, find out how to use Windows Defender ATP and manage access to secure Azure resources using privileged access.
Securing Windows Server 2016: Managing Privileged Identities	07:46.0	Intermediate	Discover how to manage privileged identities in Windows Server 2016. In this concise course, instructor Ed Liberman discusses how to protect credentials, touching on key topics such as user rights and privileged-access workstations. He also dives into Privileged Access Management and goes over Microsoft Identity Manager, Enhanced Security Administrative Environment forests, and more. Upon wrapping up this course, you'll be equipped with essential information that can help you keep your server environment secure.

	Machine Learning and AI Foundations: Clustering and Association	22:11.0	Intermediate	Unsupervised learning is a type of machine learning where algorithms parse unlabeled data. The focus is not on sorting data into known categories but uncovering hidden patterns. Unsupervised learning plays a big role in modern marketing segmentation, fraud detection, and market basket analysis. This course shows how to use leading machine-learning techniques—cluster analysis, anomaly detection, and association rules—to get accurate, meaningful results from big data. Instructor Keith McCormick reviews the most common clustering algorithms: hierarchical, k-means, BIRCH, and self-organizing maps (SOM). He uses the same algorithms for anomaly detection, with additional specialized functions available in IBM SPSS Modeler. He closes the course with a review of association rules and sequence detection, and also provides some resources for learning more. All exercises are demonstrated in IBM SPSS Modeler and IBM SPSS Statistics, but the emphasis is on concepts, not the mechanics of the software.
Recognise that digital information can cause overload and disconnect when necessary Participate in digital safety and cyber-bullying initiatives	Learning Computer Security and Internet Safety	18:43.0	General	Learn how to safeguard your computer, keep your digital data secure, and protect your privacy online. This beginner's guide to cybersecurity, concentrating on Windows, will help you prevent malware, viruses, and security breaches on your computer and your network. First, instructor Jess Stratton guides you through securing your computer or laptop—using built-in tools such as Windows Defender, firewalls, and encryption—and protecting your wireless network. Then, see how to adjust privacy and security settings in your web browser, avoid phishing scams, use public Wi-Fi safely, and enable two-step verification for more secure logins. Finally, learn how to bolster your online privacy and protect friends and family by obscuring sensitive information in photos and emails. By the end of this course, you'll know how to secure your computer and keep your information safe online.
	Cybersecurity Awareness: Safer Digital Communications	06:08.0	Beginner	The internet is extremely useful and powerful, but it comes with risks. Learn to identify and avoid dangerous situations online and improve the security of your computers and your network. This course is intended to increase your knowledge of internet safety and give you safer digital communication habits. Tom Tobiassen reviews some of the tricks and techniques used by unsavory characters, hackers, and bullies on the internet, and provides tips for protecting your identity, encrypting data, securing your network, and using social media responsibly. Note: This course was recorded and produced by Mentor Source, Inc. We're pleased to host this training in our library.
	Internet Safety for Students	55:10.0	General	Along with being a core part of building digital citizenship, internet safety is an essential skill for students. This course explores how students can protect themselves by understanding the nature of Internet-based threats and learning about the protection options and tools built right into most web browsers and mail systems. Topics include understanding secure and insecure web pages, avoiding phishing, recognizing malware and adware, and best practices for setting and maintaining a password.
	Cybersecurity Foundations	26:27.0	Beginner	Set a rock solid foundation for your network, users, and data by learning about the basics of cybersecurity. Security expert Malcolm Shore shows how to assess and mitigate risks using various cybersecurity frameworks and control standards, such as NIST, COBIT 5, ISO 27000, and the Payment Card Industry Data Security Standard (PCI DSS). He'll also show how to detect hidden and cloaked files, evaluate and avoid threats such as malware, architect security to align with business needs using SABSA, manage user access, and prepare for and respond to cybersecurity incidents when they do occur. By the end of this course, you'll have a greater understanding of the threats that affect private, corporate, and government networks, and the knowledge to prevent attacks and defeat them.
	Cybersecurity at Work	55m	General	Cybersecurity isn't solely within your IT department's purview. If you own a smartphone, work on a computer, or use the internet, then you're exposed to a variety of security risks on a daily basis. In this course, instructor Caroline Wong details what these threats are and what you can do about them—both to protect yourself and your organization. In a series of engaging scenarios, Caroline shines a spotlight on some of the most common security risks you'll encounter in your personal and work life, as well as how to mitigate them. Learn how to identify and avoid phishing, malware, and social engineering attacks. Plus, get best practices for protecting your accounts, company intellectual property, and online activity.
	Cybersecurity with Cloud Computing	25:30.0	Intermediate	How do you keep your organization's files, applications, and accounts safe on the cloud? It starts with a considered design approach. In these videos, Malcolm Shore outlines the major cloud security risks, some of which have resulted in service disruptions at companies like Azure, Dropbox, Google, and Amazon, and shows how to plan for and minimize risk when it comes to your own cloud deployments. He introduces concepts such as software as a service (SaaS) and infrastructure as a service, and the differences between public and private clouds. Then, after reviewing the cloud security best practices from the Cloud Security Alliance and the European Network and Information Security Agency (ENISA), Malcolm shows how to use SABSA, a popular security requirements mapping approach, to figure out the business requirements for a successful and secure cloud deployment of your own.
	Cybersecurity Awareness: Breaking Down Cloud Security	48:45.0	Beginner	Cloud computing has made the sharing of information and resources significantly easier—but it has also brought about some unique security concerns. In this entry-level course, instructor Scott Hogg provides an introduction to cloud security, including common terminology and vocabulary. Throughout the course, Scott covers the topic of cloud security in a down-to-earth manner, and provides realistic security measures you can put into practice right away. He reviews the current industry-standard guidelines for cloud security. He also goes into several popular cloud service provider (CSP) security models and security controls. This course was created and produced by Mentor Source, Inc. We are pleased to host this training in our library.
	Transitioning to a Career in Cybersecurity	10:40.0	General	Cybersecurity continues to be one of the fastest-growing fields. Thousands of job postings go unfilled. If you're eager to transition from your current job to a career in cybersecurity, this is the course for you. Learn how to leverage the skills and experience you already have—whether your background's in IT, security, or another tech field—to build a lucrative and successful new career. Find out how to identify the right cybersecurity specialization, pinpoint any skills gaps, and gain the skills you're missing. You can also explore different certifications to help jump-start your career and master the IT basics you'll need to land your first job. Plus, get powerful resume and interview strategies, tips, and resources for increasing the chances that your transition to cybersecurity will be a success.
	Cybersecurity Awareness: Building Your Cybersecurity Vocabulary	09:12.0	Beginner	Cybersecurity can be an intimidating world to navigate. To speak intelligently on the subject, one must have a basic understanding of certain acronyms and terminology—much of which isn't immediately easy to decode. This practical course was designed to help beginners build their cybersecurity vocabulary, and give them the foundational knowledge they need to approach this subject with confidence. Here, instructor Serge Borso breaks down the vocabulary heard in the cybersecurity industry, and presents scenarios where those words, phrases, and acronyms are used. Upon wrapping up this course, you should have a solid foundation of what cybersecurity is, and what it entails. This course was created and produced by Mentor Source, Inc. We are pleased to host this training in our library.
	Cybersecurity Awareness: The Internet of Things (IoT)	54:41.0	Beginner	The Internet of Things (IoT) will change our personal and professional lives forever. By 2020, there are expected to be over 50 billion devices communicating through the internet, ranging from doorbells and thermostats, to cars and washing machines. These devices can make our lives easier and more efficient, but the technology may put our safety and privacy at risk. Knowing about the how the Internet of Things works and what we can do to be safe is important. In this course, Tom Tobiassen provides a basic understanding of IoT, including robots, wearable tech, smart cars, and drones. He discusses the security and privacy implications as well as protective countermeasures that even casual IoT users should know. Note: This course was recorded and produced by Mentor Source, Inc. We're pleased to host this training in our library.

	Learning Cyber Incident Response and Digital Forensics	52:30.0	Beginner	If your organization is the victim of a cyberattack, are you ready to respond? In this course, learn the basics of how an incident response is conducted, including how evidence is collected for further digital forensic investigation. This course serves as an introduction to the field of digital forensics and incident response practices by providing hands-on demonstrations of tools and techniques used by real-world professionals in the field. A basic understanding of computer networks and cybersecurity is helpful for getting the most from this course.
	The Cybersecurity Threat Landscape	52:49.0	Beginner	As IT systems continue to grow in complexity, cybersecurity threats are becoming increasingly more effective and damaging. News headlines regularly announce enormous data breaches and sophisticated hacks. How are these attackers getting in, and what actions can you take to protect against them? In this course, Marc Menninger describes some of the most common cybersecurity threats, including phishing and ransomware, as well as newer attack vectors like cryptojacking, cloud-based threats, and unsecured Internet of Things (IoT) devices. He then teaches the best countermeasures for reducing or eliminating the impact of these threats.
	Cybersecurity Awareness: Phishing and Whaling	54:32.0	Beginner	Phishing and whaling are types of cybercrime used to defraud people and organizations. The average 10,000-employee company spends \$3.7 million dollars a year dealing with phishing and whaling attacks alone. It's imperative that all employees of an organization are educated on how to avoid these attacks. Phishing is successful when an email message persuades a person to take an action or reveal information which should not be disclosed. Whaling focuses on high-profile targets such as executives, politicians, and celebrities. Learn about the tactics used in phishing and whaling, and view some examples so that you can identify suspicious emails and network intrusions. Then learn how to reduce your risk and put protections in place to help mitigate these threats. This course was created and produced by Mentor Source, Inc. We are honored to host this training in our library.
Find, evaluate, manage, curate, organise and share digital content for learning, teaching and assessment	Information Literacy	47:57.0	Beginner	Information literacy is the ability to discover and use various types of information. It's an essential skill for navigating the information age. Watch this course to learn about strategies for finding information from a library, archive, database, or the Internet and the ethics of using it. Librarian Elsa Loftis discusses different types of resources and explains how to evaluate their usefulness and trustworthiness. She also shows how to avoid plagiarism and copyright infringement, and accurately cite sources. Artist or designer? Elsa explains how creative professionals can use informational searches for inspiration and professional development. Whatever your background, this course is designed to help you become a better, faster, and more thorough researcher.
Organise incoming information using filters, advanced searches				
Interpret digital information for academic and professional/vocational purposes	Computer Literacy for Windows 10	06:43.0	Beginner	Having basic computer skills is a significant asset in today's modern world. Computers keep us connected to family and friends and help us do our jobs. Learn how to use a computer comfortably, while improving learning and productivity. This course focuses on the Microsoft Windows 10 operating system and offers a thorough, jargon-free introduction to computers, files and folders, networks, and peripherals like printers and keyboards. Garrick Chows also covers basic skills for working with software applications, the Internet, and email. Interested in Mac computers? Check out Garrick's companion course, Computer Literacy for Mac.
Critically assess digital information for its provenance, value, credibility, and relevance				
Know the rules of copyright and plagiarism and alternatives such as creative commons	Computer Literacy for Mac	28:36.0	Beginner	In this course, Garrick Chow walks through the skills necessary to use Mac computers comfortably, while improving learning, productivity, and performance. This course focuses on Mac hardware and the macOS operating system, offering a thorough introduction to computers, networks, and computer peripherals such as printers, Bluetooth devices, and more. In addition, basic procedures with software applications, the internet, and email are covered.
	Teaching Future-Ready Students	09:10.0	Intermediate	Preparing students for the careers of tomorrow means teaching them how to teach themselves, and getting them ready to adapt to an ever-changing world. How will you make sure your students are future ready? Kevin Brookhouser explores the three literacies students need to master for tomorrow's jobs—business skills, video production, and coding—and provides practical ways to help students prepare to be successful in future careers by engaging their current aspirations. Kevin will help you incorporate creative problem solving, entrepreneurial projects, storytelling through video, and practical coding activities into your classroom. Watch and learn how to modify lesson plans for diverse learning needs, and explore the 21st century skills students need to be adaptable to an unforeseen future.
	Data Curation Foundations	56:20.0	Intermediate	Data curation is quickly evolving as a required skill and job function in data teams and organizations. Creating and sharing data curation files can help you more efficiently and effectively manage the work of teams, and leverage their data for analytics and decision-making. In this course, Monika Wahi demonstrates how to develop curation files to document information about datasets and related business processes. Monika provides an overview of five categories of data curation files: files for back-end curation, different files for front-end curation, survey curation files, flow diagrams, and text-based curation files. She goes over a variety of curation files from each category, providing guidance as to how to develop them using Microsoft Word, Excel, or PowerPoint.
	The Digital Transformation of Learning	48:41.0	Beginner	Explore how to switch your training strategy to digital, empowering employees to access training when they need it and where they need it. This course covers digital training options you can implement at your organization, including tools like videos, podcasts, wikis, forums, and mobile apps. Learn how to digitize your pre-existing offerings instructor-led training (ILT) resources. Find out how to leverage just-in-time learning content. Discover how to overcome common challenges with going digital. Get tips for how to pursue social and collaborative learning, perhaps via Yammer, Slack, or Microsoft Teams. Finally, learn how digital learning can be put into action by addressing concerns and partnering with leadership.
	Teaching Techniques: Blended Learning	37:45.0	Intermediate	Blended learning is all about the students: combining instruction with digital resources to help increase student achievement and engagement. In this course, Chris Mattia explores the various aspects of blended learning, and provides guidelines to create a blended classroom that meets students' diverse learning needs. The techniques rely on technologies such as Google Apps, Android and iOS devices, video, learning management systems (LMSs), and open-source tools such as WordPress to promote sharing and collaboration. Watch and learn how to use blended learning to create dynamic, engaging, and student-focused lessons.
	Learning Computer Forensics	49:24.0	Beginner	Computer forensics is used to find legal evidence in computers, mobile devices, or data storage units. Although this course won't teach you everything you need to know to become a digital forensics detective, it does cover all the essentials of this growing (and exciting) technical field. Jungwoo Ryoo reviews the basics: the goals of computer forensics, the types of investigations it's used for, and the different specializations within the field. Then, he shows how to prepare for an investigation; acquire data; make sure data is kept in its original state with software and hardware write blockers; analyze the data; and generate a report. He uses a combination of open-source and commercial software, so you'll be able to uncover the information you need with tools that are in your budget.
	Computer Science Principles: Digital Information	10:41.0	Beginner	Computers, at their most basic level, store information in bits—a series of on and off states represented by ones and zeroes. Using this binary language, the information in images, audio, video, text, and other files can be saved and shared. This principle is the basis of all computing, including programming. Here Doug Winnie explains the basics of binary: how digital information is represented, encoded, stored, and communicated between computers. This course is the first in our Computer Science Principles series, designed around the AP Computer Science Principles (CSP) curriculum. It is a great foundation for anyone, at any age, to prepare for careers in technology and computer science. Lessons in this segment cover the building blocks of computing: binary logic, number systems, text and image encoding, compression, and simple communication protocols. Understanding these basics will help you understand the interplay between hardware, software, data, networks, and the people that use them.

	Understanding Copyright: A Deeper Dive	12:39.0	Intermediate	You've reviewed the basics of intellectual property. Now it's time for a deeper dive into copyrightâ€™your mechanism for protecting intellectual property that resides in a tangible form: books, songs, software, product designs, etc. Attorney Dana Robinson explains what constitutes copyright infringement, and how to respond when someone has infringed upon your copyright or if you receive a demand letter or cease and desist from a third party. He also explains licensing, public domain, and fair use, and reviews the process for searching for and filing copyrights. The course closes with a set of valuable copyright FAQs that address many of the most common questions about copyrighting intellectual property. DISCLAIMER: This course is taught by an attorney and addresses US law concepts that may not apply in all countries. Neither LinkedIn nor the attorney teaching the course represents you and they are not giving legal advice. The information conveyed through this course is akin to a college or law school course; it is not intended to give legal advice, but instead to communicate basic information to help viewers understand the basics of intellectual property.
	Copyright for Creatives: Protecting Your Work	24:10.0	Beginner	Many creative people are familiar with the frustrating experience of discovering that their work is being used online without their permission. But not all of the artists whose work is being copied and resold know how to properly manage the situation. In this course, Von Glitschka dives into the subject of copyrights, sharing key information that you need to know to protect your work. Von explains what a copyright is, what needs to be copyrighted, and how to register one. He also explores copyright infringement, explaining where it commonly happens and how to know if you're a victim. From there, he and his lawyer take you through the process of responding to infringement, and demystify some common misconceptions about copyright law.
	Understanding Rights of Publicity: A Deeper Dive	32:19.0	Intermediate	In the US, everyone has rights over their own identity. No one can profit off your name or likeness without permission. But laws vary state to state, and so does what happens when rights of publicity (ROP) are licensed or infringed upon. This course answers the critical questions. What is ROP? What is the difference between ROP and copyright or trademark? How do you get ROP clearance or release? What is the length of time granted for an ROP release? How do you transfer ROP? And what constitutes fair use? Intellectual property lawyer Dana Robinson guides viewers through these complex questions and more. He also addresses what constitutes infringement and discusses recent cases on rights of publicity and the first amendment, covering issues such as using a domain name, username, hashtag, or other "indicia of association" with someone's name. DISCLAIMER: This course is taught by an attorney and addresses US law concepts that may not apply in all countries. Neither LinkedIn nor the attorney teaching the course represents you and they are not giving legal advice. The information conveyed through this course is akin to a college or law school course; it is not intended to give legal advice, but instead to communicate basic information to help viewers understand the basics of intellectual property.
<ul style="list-style-type: none"> > Curate, re-edit and repurpose media, giving due recognition to originators > Critically read and interpret messages in a range of digital media (e.g. graphical, video) 	Digital Media Foundations	14:57.0	Beginner	This course is for anybody curious about the mechanics behind the media seen on devices. If you're a self-trained designer, photographer, CG artist, audio mixer, video editor, or motion graphics artist, you have a good grounding in the tools you use, and you know the results you want, but you might not know how the technology you're using really works. It's a transformational moment when you gain a deeper understanding of the way digital images, graphics, video, and audio work. Every day you're adjusting pixels and sound waves that have been captured, created, or rendered digitally. Grasping what is really happening when you work with digital media allows you to improve your skills faster, communicate effectively, and collaborate more easily. Get ready to remove the mystery behind terms you've encountered. If you work in a creative profession, this can enhance your command of the tools you use. Learn what a pixel really is, what color channels are, and what audio frequency is. Discover how color channels, bit depth, and video frame rates work. Find out the difference between codecs and file formats, and how compression is involved. By the end of this course, you'll know how to answer common client questionsâ€™like, whether a logo should be supplied in vector or bitmap form, and more. Note: Motion graphics in this course were provided by Chelsea Parrish:Â chelseaparrish.com.
	Public Relations Foundations: Media Training	25:29.0	Intermediate	With traditional media outlets, 24-hour news sites, Twitter, and Facebook all competing for attention, getting your message broadcastâ€™and receivedâ€™the way you want can be tricky. In this course, PR expert Deirdre Breakenridge identifies the qualities of a good media spokesperson, what to expect from interactions with journalists, how to enhance your message with stats and sound bites, and how to cater your delivery and message to specific media channels and audiences. Watch the mock interview at the end of the course and see Deirdre's techniques and strategies in action.
	Social Media for Graphic Designers	19:14.0	Beginner	Discover how to facilitate your creative communication with the aid of the top social media platforms. In this course, Von Glitschka breaks down how to use key features on Facebook, Twitter, Instagram, and other platforms to showcase your work, share your creative workflow, and generally grow your online presence. He talks about writing posts to extend your reach on Facebook, finding clients on Twitter, using geo-tagging and video on Instagram, and sharing your work on Behance. This course provides you with a solid introduction to these key platforms so that you can start building a social strategy designed to increase your brand awareness, and help you build a larger client base.
	Learning Video Live Streaming	49:58.0	Beginner	Using little more than a smartphone, it's now possible to produce a live broadcast that can be viewed by anyone with a connected device. In this course, learn tools and techniques for live streaming video content on the internet. Mark W. Gray provides a detailed walk-through of how to set up and start a live webcast using a variety of inexpensive software solutions, including Wirecast Go, Periscope, and Open Broadcaster. Plus, he shares best practices for both mobile and desktop streaming, and discusses strategies for connecting with a live audience.
	Social Media for Video Pros	1h 47m	Beginner + Inter	Social media is having a dramatic impact on the professional video industry. This course shows how to use social media to its full potential and leverage the unique benefits it offers filmmakers, vloggers, and video production pros. Rich Harrington presents strategies for being more effective on sites like Facebook, Twitter, YouTube, Vimeo, and more. Discover how to present your best, most authentic self online and monitor and measure your impact. From scheduling to posting and connecting, this course teaches you the basic skills you need to improve your social media reach and reputation.
	Learn Social Media Monitoring	34:47.0	Intermediate	Social media can provide your company with a wealth of information about what your customersâ€™and competitorsâ€™really think about your organization. In this course, learn how to incorporate social listening in your organization's marketing strategy. Join digital and social media strategistÂ Martin Waxman as he explains how to set up your social listening dashboard, tune into the right online conversations, and use social listening to discover insights that could lead to new products and opportunities. He also covers how to use social listening for customer service, as well as how to identify issues and crisis situations where your company's reputation may be at stake.
	Creating Web Media	07:02.0	Intermediate	High-quality media is a must for any website. But to keep visitors happy, it has to load fast and look great. Web developers need to be able to balance quality and performance for all types, including graphics, animation, video, and audio. Creating Web Media is a series that will help you create, optimize, and implement media in the most modern way possible. Follow along with Chris Converse to learn new ways to integrate bitmap and vector graphics (including SVG), audio and video, and feeds from social media and streaming video sites into your sites, using CSS, HTML, and JavaScript.
	Social Media Marketing Tips	57:54.0	Beginner	Social media marketing transcended novelty status long ago. In the modern business landscape, a healthy social media presence is a must for companies large and small. In this course, instructor Carlos Gil shares a set of quick tips for marketing your business on social media. Carlos shows how to manage a posting schedule and decide whatâ€™and whereâ€™you should post. Learn how to engage influencers and brand advocates, grow your personal brand, craft the perfect LinkedIn InMail message, boost organic Facebook reach and engagement, get more Instagram followers, and more. Along the way, he shares tricks for making your processes smooth and easy.

<p>Collate, manage and use digital data in spreadsheets and other media</p> <p>Analyse data in databases and spreadsheets by running queries, data analyses and reports</p>	<p>Business Analytics: Forecasting with Exponential Smoothing</p>	<p>05:13.0</p>	<p>Advanced</p>	<p>Exponential smoothing is a term for a set of straightforward forecasting procedures that apply self-correction. Each forecast comprises two components. It's a weighted average of the prior forecast, plus an adjustment that would have made the prior forecast more accurate. Smoothingâ€"like most credible approaches to forecastingâ€"requires a baseline of observations, in sequence, to work properly. Weekly revenues and daily hospital admissions are typical examples. Several versions of exponential smoothing exist, each corresponding to a type of baseline. In this course, Conrad Carlberg provides an introduction to simple exponential smoothing, diving into the basic idea behind it, and explaining how to assemble the forecast equation and optimize forecasts.</p>
<p>Know how algorithms in data analysis work (subject to discipline)</p> <p>Follow appropriate ethical, legal and security guidelines when using data</p>	<p>Data Science Tools of the Trade: First Steps</p>	<p>23:22.0</p>	<p>Beginner</p>	<p>The explosion of data in recent years has made the field of data scienceâ€"in which professionals work to glean insights from this abundant informationâ€"increasingly more vital. If you're looking to pursue a career or to work with experts in this rapidly-growing field, it's crucial that you familiarize yourself with the tools of the trade. In this course, instructor Jungwoo Ryoo helps to acquaint you with some of the most well-known data science tools in the areas of cloud computing, distributed file storage, distributed processing, and machine learning. Throughout this course, Jungwoo provides coverage of Proxmox, Hadoop, Spark, and Weka, discussing how to install and leverage each tool in your data science workflow. To wrap up, he explains how Hadoop, Spark, and Weka can work collaboratively to produce the best results.</p>
	<p>Database Foundations: Creating and Manipulating Data</p>	<p>24:09.0</p>	<p>Beginner</p>	<p>Brand new to database administration? Take it one step at a time with Database Fundamentals, a series designed to support a new career or lifelong journey in IT. This installment is devoted to data: getting it into and out of tables and databases. Adam Wilbert shows how to get the most out of each data type, including numbers, characters, and specialized types like spatial data. Next are queries. Learn how to write commands and invoke functions in the SQL Editor to select just the records you want. Finally, get comfortable inserting, updating, and deleting data with the SQL Server Management Studio (SSMS), a suite of graphical tools and rich editors that make working with databases much more intuitive. Do you want to test your knowledge? Watch the challenge videos to practice what you've learned along the way. Note: This course will also prepare certification candidates for the Microsoft Technology Associate Exam 98-364, Database Administration Fundamentals.</p>
	<p>Learning Data Analytics</p>	<p>39:38.0</p>	<p>Beginner</p>	<p>Every person who works with data has to perform analytics at some point. This popular training courseâ€"dramatically expanded and enhanced for 2018â€"teaches analysts and non-analysts alike the basics of data analytics and reporting. Robin Hunt defines what data analytics is and what data analysts do. She then shows how to identify your data setâ€"including the data you don't haveâ€"and interpret and summarize data. She also shows how to perform specialized tasks such as creating workflow diagrams, cleaning data, and joining data sets for reporting. Coverage continues with best practices for data analytics projects, such as verifying data and conducting effective meetings, and common mistakes to avoid. Then learn techniques for repurposing, charting, and pivoting data. Plus, get helpful productivity-enhancing shortcuts and troubleshooting tips for the most popular data analytics program, Microsoft Excel.</p>
	<p>Learning Data Science: Tell Stories With Data</p>	<p>17:37.0</p>	<p>General</p>	<p>Many anthropologists believe our early ancestors built societies around campfire stories about justice, leadership, and government. Your data science teams will also have complex ideas about their data and results. That's why it takes a well-structured story to communicate these insights to the rest of your organization. It's not simply a matter of creating the perfect Excel sheet or a beautiful graph. You need to tell a story that captures your audience's imagination and encourages them to take some action. In this course, instructor Doug Rose explains how to weave together a great data science story and draw your audience into the story to communicate complex ideas and motivate everyone to make real changes.</p>
	<p>Learning Excel: Data-Analysis</p>	<p>09:41.0</p>	<p>Beginner</p>	<p>Microsoft Excel is an important tool for data analysis. It helps companies accurately assess situations and make better business decisions. This course helps you unlock the power of your organization's data using the data analysis and visualization tools built into Excel. Author Curt Frye starts with the foundational concepts, including basic calculations such as mean, median, and standard deviation, and provides an introduction to the central limit theorem. He then shows how to visualize data, relationships, and future results with Excel's histograms, graphs, and charts. He also covers testing hypotheses, modeling different data distributions, and calculating the covariance and correlation between data sets. Finally, he reviews the process of calculating Bayesian probabilities in Excel. Each chapter includes practical examples that show how to apply the techniques to real-world business problems.</p>
	<p>Learning Relational Databases</p>	<p>37:40.0</p>	<p>Beginner</p>	<p>Have you ever opened up a database that someone else built and felt a little lost? Or ever thought of designing your own simple database and been unsure of where to start? Or perhaps you need to work with a team of database professionals and don't know how to speak their language? This course can help you overcome these hurdles. Adam Wilbert covers the basics of relational database design, regardless of whether you use Access, FileMaker, Open Office, or SQL Server. Learn how to prevent data anomalies, gather requirements to plan your design, and develop a conceptual data modelâ€"translating your ideas into components like tables, relationships, queries, and views. Plus, learn about logical design considerations that can help you construct a database that is easy to maintain.</p>
	<p>Data Visualization for Data Analysts</p>	<p>31:29.0</p>	<p>Intermediate</p>	<p>As a data analyst, you probably already know how to build visualizations and use tools like Excel and Illustrator. This course challenges you to go beyond the data, beyond the software, and start thinking more clearly and strategically about the foundations of great communication design. Bill Shander, founder of Beehive Media, focuses on the key challenges analysts face trying to communicate complex information, and how visual communication can help. He breaks down ten key components of great data visualizationsâ€"built in any programâ€"and shows innovative ways of rethinking the slides, charts, diagrams, and templates you work with every day.</p>
	<p>Meta-analysis for Data Science and Business Analytics</p>	<p>49:05.0</p>	<p>Intermediate</p>	<p>In a world where nearly everyone uses data to inform their business methodologies, an emerging consensus is that more emphasis needs to be placed on validating data; verifying that data-driven conclusions are accurate; and minimizing the risk that your conclusions are incorrect. Although most researchers know what meta-analysis is, few understand how to calculate an effect size from popular metrics such as risk ratios, or how the distinction between fixed and random effects can lead the meta-analyst astray. This advanced-level course for data science and statistics practitioners and researchers covers raw mean differencesâ€"specifically for experimental and comparison groupsâ€"and how to convert useful outcome measures such as relative risk and odds ratios to commensurate measures of effect size. Plus, learn about how confidence intervals are created for binary outcome measures.</p>
	<p>Learning DocuSign</p>	<p>37:55.0</p>	<p>Beginner</p>	<p>Learn how to use DocuSign to quickly create, distribute, and manage documents requiring electronic signatures. In this brief, focused course, Nick Brazzi helps you get started with this popular electronic signature solution. Nick shows how to digitally sign documents you receive from DocuSign users, as well as how to set up your own DocuSign account. He demonstrates how to upload your documents to DocuSign; add signers and other recipients; insert fields for signatures and other important data; and distribute your documents for signatures. Nick also explains how to monitor pending documents, store and manage fully-executed documents, and decline documents that you deem inappropriate for you to sign.</p>
	<p>Ethics and Law in Data Analytics</p>	<p>51:43.0</p>	<p>Beginner</p>	<p>With big data analytics and artificial intelligence (AI), corporations, governments, and individuals have access to powerful tools that can have real-world outcomes. Data professionals today need both the frameworks and the methods in their job to achieve optimal results while being good stewards of their critical role in society today. This courseâ€"part of the Microsoft Professional Program offeringsâ€"explores the ethical and legal frameworks applicable to the data profession. Learn how these frameworks apply to practical problems posed by work in big data and data science, and investigate applied data methods for ethical and legal work in analytics and AI.</p>

Data Science Foundations: Fundamentals	41:57.0	Beginner	Data science is driving a world-wide revolution that touches everything from business automation to social interaction. It's also one of the fastest growing, most rewarding careers, employing analysts and engineers around the globe. This course provides an accessible, nontechnical overview of the field, covering the vocabulary, skills, jobs, tools, and techniques of data science. Instructor Barton Poulson defines the relationships to other data-saturated fields such as machine learning and artificial intelligence. He reviews the primary practices: gathering and analyzing data, formulating rules for classification and decision-making, and drawing actionable insights. He also discusses ethics and accountability and provides direction to learn more. By the end, you'll see how data science can help you make better decisions, gain deeper insights, and make your work more effective and efficient.
Big Data in the Age of AI	07:37.0	Beginner	The hype about big data may have peaked several years ago, but big data is far from gone. Instead it forms the foundation for some of today's most exciting technologies. Artificial intelligence (AI), machine learning, and data science rely on big data, or data that's by virtue of its velocity, volume, or variety can't be easily stored or analyzed with traditional methods. In this nontechnical course, Barton Poulson digs into the topic of big data, explaining how it works and shapes our modern data universe. Barton explains big data's relationship to AI, data science, social media, and the Internet of Things (IoT). He goes over some of the ethical issues behind the use of big data. Plus, he covers techniques involved in analyzing big data, including data mining and predictive analytics.
Ethical Hacking: Mobile Devices and Platforms	52:18.0	Beginner	Mobile devices are used for our most sensitive transactions, including email, banking, and social media. But they have a unique set of vulnerabilities, which hackers are all too willing to exploit. Security professionals need to know how to close the gaps and protect devices, data, and users from attacks. Join author Malcolm Shore as he explores the two dominant mobile operating systems, Android and iOS, and shows ways to protect devices through analysis and testing. Watch this course to review the basics of mobile OS models, the toolsets you need for testing, and the techniques for detecting and preventing the majority of security flaws. These methods recognized by EC Council as integral part of those looking to earn their Certified Ethical Hacker certification. The complete CEH BOK can be found at https://www.eccouncil.org/Certification/certified-ethical-hacker/CEH-What-You-Will-Learn .
The Data Science of Economics, Banking, and Finance, with Barton Poulson	20:36.0	General	Nowhere is data science more relevant than finance. Tracking the movement of money around the globe is one of the primary tasks for today's analysts. In this course, find out how algorithms, automation, big data applications, and machine learning are changing the nature of economics, banking, and finance. Data scientist and professor Barton Poulson provides a nontechnical overview of both the successful and problematic applications of data science to these fields. Learn how data science affects the way stocks are bought and sold, how loan applications are processed, and even how fraud is detected now that financial information is exchanged online at such a massive scale. Discover how social media influences economic trends, and why data scientists need to be especially careful to keep ethics in mind and false assumptions in check when dealing with financial data.
Data Science & Analytics Career Paths & Certifications: First Steps	12:36.0	Beginner	The career opportunities in data science, big data, and data analytics are growing dramatically. If you're interested in changing career paths, determining the right course of study, or deciding if certification is worth your time, this course is for you. Jungwoo Ryoo is a professor of information science and technology at Penn State. Here he reviews the history of data science and its subfields, explores the marketplaces for these fields, and reveals the five main skills areas: data mining, machine learning, natural language processing (NLP), statistics, and visualization. This leads to a discussion of the five biggest career opportunities, the six leading industry-recognized certifications available, and the most exciting emerging technologies. Along the way, Jungwoo discusses the importance of ethics and professional development, and provides pointers to online resources for learning more.
Technology and Design Ethics	33:13.0	General	Many of the technology courses in our library focus on how to make things. But sometimes, designers and developers need to pause, look around, and evaluate how the things they make affect the people who'll end up using them. "What's best for our users?" can be a difficult question when mixed with other organizational priorities. In this course, Morten Rand-Hendriksen provides concrete approaches for evaluating and acting on the ethical questions technologists encounter constantly. He provides a framework for ethics in tech, discusses matters related to privacy and security, explains how to discover and define virtues, and more.
Data Ethics: Managing Your Private Customer Data	06:24.0	Beginner	Technology provides businesses with real insight into customer's thoughts, desires, and behaviors. But this unprecedented access can pose real ethical dilemmas. Can you sell customer data to other companies? Can you charge different customers more for the same product? The answers will define your organization. Yet many of these decisions aren't happening in the boardroom. Instead they're made in much smaller meetings with people just like you—project managers, business analysts, directors, and software developers. This course gives you the skills you need to make the right decisions. Instructor Doug Rose helps you consider the duties you have to your customer, think about the consequences of your actions, and maintain high employee morale as you wrestle with these key data ethics challenges. This course was created by Doug Rose. We are please to offer this training in our library.
GDPR Compliance: Essential Training	55:17.0	Beginner	The General Data Protection Regulation (GDPR) is a new privacy-related regulation in the EU that will become active and enforceable in May of 2018. GDPR requires US companies doing business in the EU to protect citizen privacy, and companies who do not comply will face heavy fines. This course is intended to outline who needs to do this, what they need to do, and how they need to do it. Learn about the scope of GDPR, the definition of a personal data breach, the rights of data subjects, incident response requirements under GDPR, and more. DISCLAIMER: Neither LinkedIn nor the instructor represents you, and they are not giving legal advice. The information conveyed through this course is not intended to give legal advice, but instead to communicate information to help viewers understand the basics of the topic presented. Certain concepts may not apply in all countries. The views (and legal interpretations) presented in this course do not necessarily represent the views of LinkedIn or Lynda.com.
Learning GDPR	13:06.0	General	The General Data Protection Regulation (GDPR) is a new privacy regulation in the EU that introduces several significant changes to the way organizations that collect or use the data of EU citizens must approach data privacy. As a result, it's a hugely important issue for anyone involved in handling or using personal data. This course is designed and presented by Kalinda Raina, head of global privacy at LinkedIn, and serves to communicate what the GDPR is, why it matters, and how it will impact you and your company. Kalinda goes over the history of this regulation, and reviews essential GDPR concepts including privacy by design and the lawfulness of processing. DISCLAIMER: Neither LinkedIn nor the instructor represents you, and they are not giving legal advice. The information conveyed through this course is not intended to give legal advice, but instead to communicate information to help viewers understand the basics of the topic presented. Certain concepts may not apply in all countries. The views (and legal interpretations) presented in this course do not necessarily represent the views of LinkedIn or Lynda.com.
Achieving GDPR Compliance with Microsoft Technologies	51:20.0	Intermediate	Starting from May 25, 2018, all European individuals are protected by the new General Data Protection Regulation (GDPR). All businesses and their trading partners, including all foreign companies processing data of EU residents, have to adhere to GDPR. This course shows IT professionals how to comply with GDPR within a Microsoft environment. Instructor Andrew Bettany provides a thorough review of GDPR and the key areas it impacts: data and device protection, data separation, data leak protection, and sharing protection. He shows how Microsoft 365 can help with compliance, providing demos of solutions such as Microsoft Cloud App Security, and Azure Information Protection. Follow along and learn how to implement data loss prevention policies, secure data, prevent data leakage, and monitor and manage information protection events. The course wraps up with coverage of the Compliance Manager dashboard, which provides assessments and tools to help you track the regulatory compliance status of your deployed cloud solutions.

	CCSP Cert Prep: 6 Legal, Risk, and Compliance	28:10.0	Intermediate	Demonstrate that you have the skills needed to help businesses secure information and systems in the cloud by earning the Certified Cloud Security Professional (CCSP) certification. In this course, learn about legal, risk, and compliance issues in the world of cloud computing as you prepare for the CCSP exam. This course covers the sixth domain of the exam: Legal, Risk and Compliance. Mike Chapple demonstrates how to conduct risk assessments, articulate legal requirements, and understand the audit processes, methodologies, and adaptations required in a cloud environment. Note: This course is designed to cover the most recent version of the CCSP exam, released in August 2019.
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