

Business Skills Catalog



Overview

The **Business Skills** catalog includes online career certification training in Basic Digital Security, Operating Systems, SharePoint, Internet and Computing Core Certification, Legal Concepts, Human Resources, Accounting and Bookkeeping, Professional Business Skills, and Social Media.



Featured Certifications

- Windows 10 • SharePoint Foundation • Computer Fundamentals •
- Legal Office Administration • Human Resource Administration •
- Bookkeeping and Payroll • Communication Essentials • and more! •



Additional Membership Catalogs

- Project Management • IT Networking • IT Service Management •
- Office Productivity • Cyber Security • Cloud Management •
- Software Development •

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Basic Security Training

- Digital Security Awareness Training for Business and Home Users

Operating Systems Training

- What's New in Windows 10
- Introduction to PCs Using Windows 8
- Microsoft Windows 7 New Features
- Microsoft Windows 7 Basic
- Microsoft Windows 7 Advanced
- Introduction to Windows Vista for End Users
- Introduction to Windows Vista for Intermediate Users

SharePoint Training

- SharePoint Foundation Basics
- SharePoint Foundation Advanced

IC3: Internet and Computing Core Certification Training

- Computer Fundamentals
- Key Applications
- Living Online

Legal Training

- Introduction to Legal Concepts
- Legal Office Administration

Accounting Training

- Introduction to Business Accounting
- Bookkeeping and Payroll

Social Media Training

- Introduction to Social Media for Business
- Social Media Strategist

Human Resources Training

- Introduction to HR Concepts
- Effective Human Resource Administration

Professional Business Skills Training

- Professionalism in the Office
- Business Etiquette and Professionalism
- Communication Essentials
- Thinking Critically
- Time Management Skills
- Customer Service Skills
- Managing Project Teams
- Strategic Planning Skills
- Project Management Skills for Non-Project Managers