



Business & Technology Academy of Wisconsin

21st Century Career BASIC TRAINING (Mobile Friendly)

Maximus has partnered with the Business and Technology Academy of Wisconsin to respond to the unique situation we are facing: due to the COVID-19 outbreak, there are a record number of workers who are suddenly unemployed AND prohibited from coming in for training. This course is designed to help you train from home and develop new career options. If you have a mobile device or an internet-connected computer, this unique course will allow you to begin training for a better career immediately! The training is comprised of videos from our best instructors, delivering our best courses, so the program will work around your schedule. You can train on your equipment, on your schedule, and in your homes, safe AND moving towards a better career.

The courses inside the program have been selected to improve your ability so you are more qualified for your next career. Once you complete the Basic Training course you can earn more per hour and have a better chance to land an improved job. If you'd like, you could also step up to our BOOT CAMP program which is more in-depth to further improve your IT knowledge and foundation and includes live training modules. From there, many students continue on to specialize in the training necessary for a high-paying career path.

How does it work?

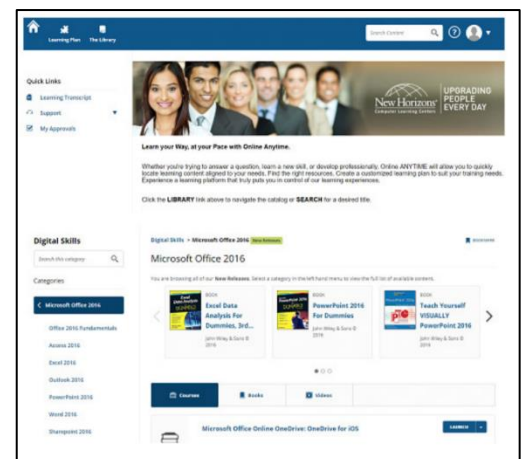
Our program is delivered via our On-Line Anytime (OLA) method.

Unlike boring, structured courses, the Business and Technology Academy of Wisconsin has all our courses in an online, anytime format. There's no need to wait around for a class time to begin. Work with your career team, identify your path and go! Ask your case manager which Basic Training level is right for you and let's get you moving towards your future career.

This collection is designed to meet different learning styles through multi-modal assets, including video-based courses and eBooks. Realistic examples facilitate learning and aid in task demonstration. Course exercises support the application of key concepts while end of course assessments evaluate retention of key concepts.

Videos feature realistic task demonstration to facilitate learning. Course exercises support the application of key concepts, while end-of-course assessments evaluate retention of key concepts. Captions, audio descriptions, and transcripts makes the content accessible and allow your entire organization to build and maintain digital skills.

Cost: \$500, flexible schedule, mobile-friendly



The safe and effective way to train for a better life today!



Core Training Modules:

Microsoft Windows Training (Computer Operating System)

Once you complete this course, you'll be able to understand:

How to access Windows 10
Using Windows and Desktop Apps
Customizing the Windows 10 environment



Accessing the internet
Working with Files and Folders
Installing and removing devices

Microsoft Word Training

(Word Processing Software)

Once you complete this course, you'll be able to understand:

The newest features of Word
Formatting text and paragraphs
Graphics, WordArt, charts, and text flow
Advanced features including mail merge



Document creation, editing, and saving
Working with tables & columns
Document templates
Document versioning, and proofing tools

Microsoft Excel Training

(Spreadsheet and Calculations)

Once you complete this course, you'll be able to understand:

How to write fundamental Excel commands
Building custom formulas
Apply formatting changes to cells



Perform worksheet calculations
Amending elements in a worksheet
Manage workbook properties

Microsoft Outlook Training

(Email and Scheduling)

Once you complete this course, you'll be able to understand:

How to use features of Outlook
Working with contacts
Do Outlook tasks



Compose and organize your email
Use calendar features

Understanding Technology is no longer optional...

Take this course to learn the fundamentals you need!



Professional Skills Program

Asset Type	Title	Code	Program Length
Courses	Android 8.0: Installing & Managing Apps	ds_and8_02_enus	26 Minutes
Courses	Android 8.0: Listening To Music	ds_and8_08_enus	18 Minutes
Courses	Android 8.0: Using Android 8 for Phones	ds_and8_12_enus	54 Minutes
Courses	Android 8.0: Using Chrome on an Android Device	ds_and8_06_enus	32 Minutes
Courses	Android 8.0: Using Email	ds_and8_03_enus	52 Minutes
Courses	Android 8.0: Using Google Maps on an Android Device	ds_and8_10_enus	44 Minutes
Courses	Facebook for Web: Creating & Managing Pages	ds_face2016_07_enus	33 Minutes
Courses	Facebook for Web: Finding & Interacting with Friends	ds_face2016_02_enus	34 Minutes
Courses	Facebook for Web: Group Tools	ds_face2016_06_enus	44 Minutes
Courses	Facebook for Web: Posting Updates	ds_face2016_04_enus	49 Minutes
Courses	Facebook for Web: Privacy & Security Settings	ds_face2016_10_enus	36 Minutes
Courses	Facebook for Web: Sign-in & Setup	ds_face2016_01_enus	35 Minutes
Courses	Facebook for Web:Using the News Feed	ds_face2016_03_enus	80 Minutes
Courses	Facebook Messenger: Communication & Connections	ds_facemess_02_enus	45 Minutes
Courses	Facebook Messenger: Sign-in & Setup	ds_facemess_01_enus	42 Minutes
Courses	Facebook Messenger: Using Messenger on the Web	ds_facemess_03_enus	70 Minutes
Courses	Instagram for iOS: Editing & Tagging Photos	ds_insta15_03_10_enus	26 Minutes
Courses	Instagram for iOS: Sharing Photos & Posts	ds_insta15_02_09_enus	74 Minutes
Courses	Instagram for iOS: Sharing Photos & Posts	ds_insta15_02_enus	37 Minutes
Courses	Instagram for iOS: Sign-in & Setup	ds_insta15_01_10_enus	44 Minutes
Courses	Internet Explorer 11: Browsing the Web	ds_msie11_01_enus	45 Minutes
Courses	Internet Explorer 11: Customizing the Browser	ds_msie11_05_enus	28 Minutes
Courses	Internet Explorer 11: Saving & Bookmarking Websites	ds_msie11_03_enus	37 Minutes
Courses	Internet Explorer 11: Searching the Web	ds_msie11_02_enus	23 Minutes
Courses	Internet Explorer 11: Secure & Safe Browsing	ds_msie11_04_enus	24 Minutes
Courses	LinkedIn for Web: Configuring an Account	ds_mslkin17_06_enus	21 Minutes
Courses	LinkedIn for Web: Managing Contacts & Connections	ds_mslkin17_02_enus	25 Minutes
Courses	LinkedIn for Web: Posting Updates & Messages	ds_mslkin17_03_enus	25 Minutes
Courses	LinkedIn for Web: Setting Up A Profile	ds_mslkin17_01_enus	45 Minutes
Courses	LinkedIn for Web: Using Groups	ds_mslkin17_05_enus	36 Minutes
Courses	LinkedIn for Web: Using Networking Tools	ds_mslkin17_04_enus	40 Minutes
Courses	Pinterest for iOS: Using Pinterest for iOS	ds_pintre17_03_enus	21 Minutes
Courses	Pinterest for Web: Adding & Sharing Pins	ds_pintre17_02_enus	40 Minutes
Courses	Pinterest for Web: Finding Pins & Sharing Boards	ds_pintre17_01_enus	59 Minutes
Courses	Twitter for Web: Configuring the Service	ds_twiweb16_05_enus	19 Minutes
Courses	Twitter for Web: Finding Content	ds_twiweb16_04_08_enus	42 Minutes
Courses	Twitter for Web: Following Users	ds_twiweb16_02_enus	17 Minutes
Courses	Twitter for Web: Sending Tweets	ds_twiweb16_03_08_enus	49 Minutes
Courses	Twitter for Web: Signing In & Setting Up	ds_twiweb16_01_enus	21 Minutes
Courses	YouTube for Web: Searching & Viewing Videos	ds_gooytb16_01_enus	38 Minutes
Videos	Android Orientation: Adding a Calendar Event	48473	3 Minutes
Videos	Android Orientation: Adding a Contact	48471	3 Minutes
Videos	Android Orientation: Adding a Repeating Event	48474	4 Minutes
Videos	Android Orientation: Adding and Removing Widgets	48476	2 Minutes
Videos	Android Orientation: Adding Applications to the Screen	48475	2 Minutes
Videos	Android Orientation: Attaching an Image to an Email	48477	2 Minutes
Videos	Android Orientation: Forwarding a Contact	48484	3 Minutes
Videos	Android Orientation: Installing an Application from the Play Store	48481	4 Minutes
Videos	Android Orientation: Managing Multiple Browser Windows	48478	3 Minutes
Videos	Android Orientation: Managing Running Applications	48483	2 Minutes
Videos	Android Orientation: Multitouch/Swipe Keyboards	48485	2 Minutes
Videos	Android Orientation: Setting Up Email	48472	2 Minutes
Videos	Android Orientation: Uninstalling an Application	48482	3 Minutes
Videos	Android Orientation: Using Google Maps	48480	3 Minutes
Videos	Social Media: Being Googleable	48439	3 Minutes
Videos	Social Media: Controlling Facebook Notifications	48434	4 Minutes
Videos	Social Media: Creating Badges	48432	3 Minutes
Videos	Social Media: Customizing Badges	48433	3 Minutes
Videos	Social Media: Enhancing Your Network with LinkedIn	48438	5 Minutes
Videos	Social Media: Getting LinkedIn	48437	5 Minutes
Videos	Social Media: Getting Your Face on Facebook	48430	5 Minutes
Videos	Social Media: Linking Twitter and Facebook	48431	3 Minutes
Videos	Social Media: Managing Recommendations	48440	4 Minutes
Videos	Social Media: Retweeting	48427	2 Minutes
Videos	Social Media: Sharing Photos on Facebook	48435	5 Minutes
Videos	Social Media: Twitter Basics	48426	3 Minutes
Videos	Social Media: Using Facebook Events	48436	4 Minutes
Videos	Social Media: Using Profiles	48429	3 Minutes

Your New Career Starts Today!

MAXIMUS[®]

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Provided By:

