

# SKILLS PLAYLIST LIBRARY

## Career Skills

### ALLIED HEALTH

#### **Medical Administrative Careers (59 hours)**

Get an overview of the healthcare industry in the United States and administrative roles within it, with topics including professionally administering and managing office communication and procedures, a review of basic math operations, and a basic introduction to working with Word and Excel.

#### **Medical Billing and Coding (49 hours)**

Explore the allied health industry and the basics of medical billing and coding by examining laws regulating healthcare information, various types of health insurance, and today's reimbursement process and payment systems.

#### **Caregiver Skills (27 hours)**

Learn effective communication techniques and how they may be applied assist in caring for patients and families, including an introduction to law, ethics, and confidentiality considerations for caregivers.

#### **Pharmacy Practice (31 hours)**

Discover pharmacy practice in various settings and the role of pharmacy technicians, with topics including pharmacy law and the proper use of drug information resources.

#### **Terminology for Allied Health Careers (44 hours)**

Build familiarity with body systems by exploring medical terms, structure, function, diseases, disorders, and treatments and by covering drug delivery systems, administration routes, classifications, and commonly used medications for various organ system disorders.

### BUSINESS/LEGAL

#### **Administrative Assistant Careers (37 hours)**

Get an overview of key administrative assistant skills, including time management, communication, office procedures, planning meetings, and making travel arrangements.

#### **Bookkeeping (22 hours)**

Learn the basics of and roles within bookkeeping, including computing, classifying, recording, and verifying numerical data to maintain a company's financial records.

#### **Law and Legal Terminology (52 hours)**

Get an introduction to the basic legal terminology needed to become a paralegal, focusing on the accurate use of language.

#### **Security Guard (23 hours)**

Study security guard duties, with a special emphasis on professional image and communication as well as the proper conduct necessary when entering the workforce.

#### **Small Business Management (20 hours)**

Prepare for starting one's own business, including market research, business plan creation, goal setting, and networking.

### EARLY CHILD CARE

#### **Child Care Professional (42 hours)**

Become familiar with early childhood professional careers, including a focus on child growth and development, childhood guidance, and building relationships with families and the community.

### RETAIL/HOSPITALITY

#### **Guest Services and Hospitality (32 hours)**

Explore guest services and customer service techniques within the hotel and hospitality industry, with a focus on professionalism/employee hygiene, guest confidentiality, meeting etiquette, and work area maintenance.

**Hotel and Restaurant Management (77 hours)**

Discover the hospitality industry and roles within it, including hotels (housekeeping, engineering, maintenance, and food service) and restaurant and banquets (menu planning and food preparation).

**Retail Industry: Understanding the Customer Experience (34 hours)**

Gain an overview of the retail customer experience including consumer behavior, customer service and retail transactions, and retail store environment design and maintenance.

**SKILLED TRADES****Automotive Repair (50 hours)**

Learn the basic skills needed to work in garages and car dealerships by exploring the engine and its components and systems, safety, oil changes, and basic systems maintenance, such as cooling systems, fluid checks, filter replacements, and tire services.

**Building Trades (28 hours)**

Study the fundamentals of the construction industry and its various trades, including basic math and safety measures for trades professions.

**CNC Machinery (90 hours)**

Review computer numerical control (CNC), including the basics, the history of numerical control, how numerical control operates, and machine tools.

**Electrician (54 hours)**

Review basic electrician skills including power, voltage, and power supply; AC and DC circuits; and electrical measurements, calculations, and conversions.

**Hand and Power Tools (57 hours)**

Select and safely use common hand tools used by technicians by gaining an overview of various tools including those used for electric drilling and grinding, power cutting, pneumatics, and grinding and sharpening.

**HVAC Repair (29 hours)**

Cover HVAC repair jobs and the basic skills required, with topics including the uses, components, and types of indoor comfort-control systems as well as fundamental concepts relating to electricity.

**Hydraulics and Pneumatics (90 hours)**

Explore hydraulic components and systems as well as pneumatics, including recommended skills training for those who have completed Production or Warehouse Basics.

**Locksmithing (30 hours)**

Discover the professional locksmith role, with a focus on tools and safety, key creation and duplication, and an introduction to various types of locks.

**Plumbing (25 hours)**

Gain an understanding of plumbing and pipefitting, including codes and standards, tools of the trade, and handling tools properly and safely.

**Practical Instruments (83 hours)**

Explore the selection, use, and safe practices for common hand tools and measuring instruments used by technicians by reviewing various tools including those used for electric drilling and grinding, power cutting, pneumatics, and grinding and sharpening as well as routers, power planers, and sanders.

**Solar PV Fundamentals (22 hours)**

Review solar installation and skills for a practitioner already working in the skilled trades by covering PV systems, including solar panels and modules, as well as electrical fundamentals and safety procedures used in the solar industry.

**Supervising the Front Line (46 hours)**

Study effective leadership, communication, and motivation skills inherent to a supervisory role by learning to provide guidance, support, and discipline to team members.

**VETERINARY****Veterinary Careers (46 hours)**

Learn about animal science and medical terminology, followed by a deeper dive into behavior characteristics of animal species with regard to humane restraint and handling, and explore the veterinary technician's role in patient history, physical exams, grief counseling, and client education.