

# SKILLS PLAYLIST LIBRARY

## *Foundational and Technical Skills*

### **Business and Consumer Math (35 hours)**

Review basic math skills, and study income, checking accounts, interest, installment buying, discounts, and markups.

### **General Math (46 hours)**

Review basic math operations, measurement, conversion, and real-world problem solving.

### **Basic English (20 hours)**

Focus on punctuation, capitalization, sentence dissection, and writing efficiently and effectively.

### **Reading Skills (15 hours)**

Explore tips and techniques for previewing and skimming reading material and using contextual clues to determine meaning, and explore how to analyze and organize writing.

### **Fitness and Nutrition (37 hours)**

Explore life skills for understanding how fitness and nutrition play an important role in one's overall health and cover fitness planning, nutritional guidelines, and food labels.

### **Business English (51 hours)**

Practice basic writing skills, grammar, and creating effective business documents, such as memos and formal business letters.

### **Business and Technical Writing (57 hours)**

Write effective, well-organized, and grammatically correct memos, letters, emails, and reports for a professional setting.

### **Blueprint Reading (84 hours)**

Study various types of blueprint drawings and schematics as well as geometric dimensioning and tolerancing.

### **Digital Literacy (34 hours)**

Work with and integrate computer applications skills used in a variety of work environments, including Microsoft® Word™, Excel®, and PowerPoint®.

### **Industrial Math (55 hours)**

Review basic math skills needed for work in an industrial setting, starting with a review of basic operations, and then explore basic algebra and practical measurements including area, volume, temperature, and energy.

### **Industrial Safety (45 hours)**

Explore general trade workers' safety guidelines, including workplace fire safety and working with/handling chemicals, pressurized gases, and welding and electronic equipment.