

# eLearning Modules

<b><u>Milestone Activity</u></b>	<b>Hours</b>
<b><u>Excel Essential Training (office 365/Microsoft 365)</u></b>	<b>2.25hrs</b>
<b><u>Outlook on the Web Essential Training (2019)</u></b>	<b>2.5hrs</b>
<b><u>Learning LinkedIn for Students</u></b>	<b>1.5hrs</b>
<b><u>Getting Started with Microsoft Word (learning path)</u></b> <ul style="list-style-type: none"> <li>• Learning Word Desktop (office 365/Microsoft 365) .75</li> <li>• Word Essential Training (office 365/Microsoft 365) 2.75</li> <li>• Word Quick Trips .5</li> </ul>	<b>4hrs</b>
<b><u>Google Forms Essential Training</u></b>	<b>.75hr</b>
<b><u>Get Ahead in Construction Trades (learning path)</u></b> <ul style="list-style-type: none"> <li>• Skilled Trades: Construction Apprenticeship Foundations 1.25</li> <li>• Skilled Trades: Interviews 1.75</li> <li>• Skilled Trades: Resumes and Portfolios .5</li> <li>• Electrical systems: Reading Drawings and Schematics .75</li> <li>• Electrical Systems: Panel Boards, Frequency Drives, and Transformers .5</li> <li>• On the Jobsite: Construction .75</li> <li>• Construction Industry: Techniques and Technology 4.25</li> <li>• Construction Management: Reading Drawings and Specifications 2.25</li> <li>• Learning Construction Estimating .25</li> </ul>	<b>12hrs</b>
<b><u>Get Ahead in the Manufacturing Trades (learning path)</u></b> <ul style="list-style-type: none"> <li>• Skilled Trades: Manufacturing careers 1</li> <li>• Skilled Trades: Resumes and Portfolios .25</li> <li>• Introduction to Mill and Lathe Operation .5</li> <li>• Introduction to composite manufacturing .75</li> <li>• In the shop: Manufacturing 1</li> <li>• Rapid Prototyping for product design 1.5</li> <li>• G-Code Programming for CNC Foundations 2.25</li> <li>• Introduction to Geometric Dimensioning and Tolerancing .75</li> </ul>	<b>8hrs</b>
<b><u>Become a Project Coordinator (learning path)</u></b> <ul style="list-style-type: none"> <li>• Project management simplified 2</li> <li>• Communication foundations 1.5</li> <li>• Business writing principles 1.5</li> <li>• Teamwork foundations 1.25</li> <li>• Leading productive meetings 1.25</li> <li>• Time management fundamentals 3</li> <li>• Note-Taking for business professionals .75</li> </ul>	<b>14hrs</b>

<ul style="list-style-type: none"> <li>• Enhancing your productivity</li> <li>• Project management: Solving common Project problems</li> <li>• Learning Gantt Charts</li> </ul>	<p>.75 x 1 1</p>
<p><b><u>Become a Successful Job Hunter (learning path)</u></b></p> <ul style="list-style-type: none"> <li>• Job hunting for college Grads (2016)</li> <li>• Creating a career plan</li> <li>• Turning on internship into a job</li> <li>• Writing a resume</li> <li>• Jobsearch strategies</li> <li>• Learning LinkedIn</li> <li>• Mastering Common Interview questions</li> <li>• Giving your elevator pitch</li> <li>• Negotiating your job offer</li> <li>• Developing business acumen</li> <li>• Succeeding in a New Job</li> </ul>	<p><b><u>12hrs</u></b> 1 2 1 .5 1 1.5 1 .25 1.25 1 .5</p>
<p><b><u>Master In-Demand Professional Soft Skills (learning path)</u></b></p> <ul style="list-style-type: none"> <li>• Developing your emotional intelligence</li> <li>• Building resilience</li> <li>• Embracing unexpected change</li> <li>• Critical Thinking Better Judgment and Decision Making</li> <li>• Why trust matters with Rachel Botsman</li> <li>• Teamwork foundations</li> <li>• Communication foundations</li> <li>• Effective listening</li> <li>• Persuading others</li> <li>• Writing in plain language</li> <li>• Banish your inner critic to unleash creativity</li> </ul>	<p><b><u>10hrs</u></b> 1.25 .5 .25 1 .5 1.5 1.5 1.25 .5 .75 1</p>
<p><b><u>Develop Your Presentation Skills (learning path)</u></b></p> <ul style="list-style-type: none"> <li>• Public speaking foundations</li> <li>• Establishing credibility as a speaker</li> <li>• Creating and giving business presentations</li> <li>• How to present and stay on point</li> <li>• Designing a presentation</li> <li>• Design a compelling presentation</li> <li>• PowerPoint: Silicon Valley Presentation Secrets</li> </ul>	<p><b><u>6hrs</u></b> 1 .5 1 .5 1 1 1</p>
<p><b><u>Improve your Problem Solving-Skills (learning path)</u></b></p> <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Strategic thinking</li> <li>• Solving business problems</li> <li>• The six biases of decision-making</li> <li>• Decision-Making Strategies</li> <li>• Making quick decisions</li> </ul>	<p><b><u>4hrs</u></b> 1 .5 .5 .5 1 .5</p>
<p><b><u>Staying Positive and Productive during Uncertainty (learning path)</u></b></p> <ul style="list-style-type: none"> <li>• Handling workplace</li> <li>• Managing career burnout</li> <li>• Building resilience</li> <li>• Finding your purpose at work</li> <li>• Goal setting: Objectives and key results</li> </ul>	<p><b><u>16hrs</u></b> 2 .75 .5 1 .5</p>

<ul style="list-style-type: none"> <li>• Having an honest career conversation with your boss</li> <li>• Increase visibility to advance your career</li> <li>• Leading without formal authority</li> <li>• Managing virtual team</li> <li>• Leading at a distance</li> <li>• The six morning habits of high performers</li> <li>• Remote work foundations</li> <li>• Time management fundamentals</li> <li>• Time management: Working from home</li> <li>• Tips for writing business emails</li> <li>• Tips for better business writing</li> </ul>	1 .25 1 1 .5 .5 .5 3 1 .5 .5
<u>Developing Resilience and Grit -Lynda (learning path)</u> <ul style="list-style-type: none"> <li>• Developing your emotional intelligence</li> <li>• Building Resilience</li> <li>• Building Resilience as a leader</li> <li>• Cultivating Mental Agility</li> <li>• Subtle Shifts in Thinking for tremendous resilience</li> <li>• Grit: How teams persevere to accomplish goals</li> <li>• Sheryl Sandberg and Adam Grant on option B: Building Resilience</li> <li>• Recharge your energy for peak performance</li> </ul>	<u>5hrs</u> 1 .5 .75 .5 .5 .5 .25 1
<u>Success Habits</u>	3hrs
<u>Develop Your Customer Service Skills (learning path)</u> <ul style="list-style-type: none"> <li>• Customer service foundations</li> <li>• Customer service: Problem solving and troubleshooting</li> <li>• Building Rapport with customers</li> <li>• Customer Service: Handling abusive customers</li> <li>• Creating positive conversations with challenging customers</li> <li>• Listening to customers</li> <li>• Serving customers using social media</li> </ul>	<u>5hrs</u> 1.5 .5 .5 .75 .5 .25 1
<u>Manage Change and Develop Your Adaptability Skills (learning path)</u> <ul style="list-style-type: none"> <li>• Creating a culture of change</li> <li>• Managing stress for positive change</li> <li>• How to be an adaptable employee during change and uncertainty</li> <li>• Cultivating mental agility</li> <li>• Building resilience</li> <li>• Developing adaptability as a manager</li> <li>• Leading your team through change</li> <li>• Managing organizational change for managers</li> </ul>	<u>6hrs</u> 1 1 .5 .5 .5 .5 .5 1.5
Education for Student Success	1hr