**Coursera Trainings for Youth**

|  |  |  |
| --- | --- | --- |
| Class Title | Short Description | Skill & Time |
|  |  |  |
| Career Exploration & Planning | | |
| Career Planning: Pathway to Employment | Launching Your Career provides insight from industry leaders on job search, networking and interviewing. You will receive guidance and best practice tips on how to master the interview and professionally close the loop. | * Beginner Level * Approx. 26 hours to complete |
| Career Planning: Your career, your life | help you adapt to rapidly evolving job markets by enhancing your self-knowledge and confidence to explore wider career opportunities. You will create a career development plan, encompassing your career goals, skills and knowledge development for your current and future jobs, and learn how to make the most of your strengths, talents, and experience. | * Approx. 18 hours to complete |
| Creating a Resume and Cover Letter with Google Docs | We will first review the basic parts of a resume and fill in your own personal information related to contact information, personal summary, work experience, education, and any additional information. We will also review what it takes to create a great cover letter and fill it in with your own words. | * Beginner * 2 hours |
| Career Planning: resume, cover letter, interview | Do you want a job? A first job or a better job? Your dream job? This course is for you if you want to get a job in any English-speaking country (or in an international company that uses English). | * Beginner Level * Approx. 10 hours to complete * English |
| Career 911: Your Future Job in Healthcare | This course aims to help high school students, recent graduates, and those considering career transitions explore health care career options and learn strategies for entry into the health care workforce and health related fields. | * Approx. 25 hours to complete |
|  |  |  |
| College Preparation | | |
| U101: Understanding College and College Life | If you were just admitted to college and are nervous about what the next step in life might look like, this course is for you. If you are the parent of a newly admitted college student and curious about what college life is like, this course is also for you. | * Approx. 11 hours to complete |
| Critical Thinking Skills for University Success | In this course, you will learn how to develop your Critical Thinking Skills to help you achieve success in your university studies. | * Approx. 26 hours to complete |
| Academic Listening and Note-Taking | This course will help non-native English speakers improve their listening and note-taking skills for the purpose of listening to academic lectures. You will learn techniques for improving your understanding and skills for taking more effective notes, and you will get lots of practice in using these. | * Approx. 40 hours to complete |
| Communication Skills for University Success | This Specialization is aimed at preparing students for undergraduate study in an English-speaking university. The course equips you for full participation and engagement with your studies by building awareness and understanding of the core values and expectations of academic culture, and providing you with practical strategies to apply to your studies. | * Beginner Level * Approx. 27 hours to complete |
|  |  |  |
| Personal Development | | |
| Learning How to Learn: Powerful mental tools to help you master tough subjects | This course gives you easy access to the invaluable learning techniques used by experts in art, music, literature, math, science, sports, and many other disciplines. | * Approx. 15 hours to complete |
| Applications of Everyday Leadership | This course covers the following topics: negotiation, feedback and coaching, conflict management, and leading change. The objectives are to learn how to use leadership skills to work more effectively with others, how to use leadership skills to organize others to work more effectively together, and to apply the foundations of effective leadership skills to everyday situations faced by leaders. | * Approx. 15 hours to complete |
| Work Smarter, Not Harder: Time Management for Personal & Professional Productivity | You will be able to gain and apply your knowledge and understanding of personal and professional awareness, organization and commitment, and use the tools, methods and techniques that you have learned in goal setting, prioritization, scheduling, and delegation to overcome time management challenges and enhance productivity. | * Approx. 5 hours to complete |
| Personality Types at Work | Knowing yourself, your team, your manager, and your organization are keys to personal and business success. What were once labeled soft skills are now modern requirements in today’s workplace – especially if you are trying to get in the door or are already leading a team. | * Approx. 21 hours to complete |
| Build personal resilience | This course will focus on the nature of stressors facing leaders in today’s work environments and how to deal with them. You’ll explore personal resilience – your capacity to withstand and cope with stress – and strategies for self-management, motivation and rganization. You’ll also learn how resilience is impacted by health and social relationships. | * Approx. 17 hours to complete |
|  |  |  |
| Digital Literacy | | |
| Everyday Excel, Part 1 | New to Excel? That is entirely fine! This course is meant to be fun, thought-provoking, and appeal to a wide audience. No prior knowledge in programming nor advanced math skills are necessary. The course is organized into 5 Weeks (modules). | * Approx. 24 hours to complete |
| Getting Started with Google Sheets | Google Sheets is a robust, cloud-based application that empowers you to create sophisticated spreadsheets. Whether you are working at your desk—or from your smartphone or tablet on-the-go—Google Sheets helps you organize, analyze, and share your most important data. | * Beginner Level * Approx. 5 hours to complete |
| How Computers Work | This isn’t a how-to course for a particular piece of software, instead you will learn some fundamental concepts that you can apply to any software or computer system. You’ll apply these concepts to the kind of computer systems we use every day, including word processing applications, e-commerce, the internet and web sites. You will learn how to apply computer science concepts to solve problems in daily computer use and generally be a better computer user. | * Beginner Level * Approx. 10 hours to complete |
| Information & Digital Literacy for University Success | The course equips you for full participation and engagement with your studies by building awareness and understanding of the core values and expectations of academic culture, and providing you with practical strategies to apply to your studies. | * Beginner Level * Approx. 37 hours to complete |
| Mastering Data Analysis in Excel | This course will prepare you to design and implement realistic predictive models based on data. | * Approx. 21 hours to complete |
|  |  |  |
| Manufacturing & Engineering | | |
| Introduction to CAD, CAM, and Practical CNC Machining | This course introduces you to the foundational knowledge in computer-aided design, manufacture, and the practical use of CNC machines. | * Approx. 25 hours to complete |
| Introduction to Mechanical Engineering Design and Manufacturing with Fusion 360 | This course explores the design for manufacture workflow and shows how to validate models and create the G code, the programming language needed to instruct the CNC machine on how to move. | * Intermediate Level * Approx. 17 hours to complete |
| RPA Lifecycle: Development and Testing | In this course, you will learn how to develop and test bots. For this, you will use Automation Anywhere Enterprise Client (or AAE Client) to record, modify, and run tasks. | * Beginner Level * Approx. 10 hours to complete |
| 3D Printing Applications | This course will help you understand how 3D printing is being applied across a number of domains, including design, manufacturing, and retailing. It will also demonstrate the special capabilities of 3D printing such as customization, self-assembly, and the ability to print complex objects. | * Beginner Level * Approx. 20 hours to complete |
|  |  |  |
| Web Development & Design | | |
| Introduction to Web Development | By the end of this course you’ll be able to describe the structure and functionality of the world wide web, create dynamic web pages using a combination of HTML, CSS, and JavaScript, apply essential programming language concepts when creating HTML forms, select an appropriate web hosting service, and publish your webpages for the world to see. | * Beginner Level * Approx. 25 hours to complete |
| HTML, CSS, and Javascript for Web Developers | In this course, we will learn the basic tools that every web page coder needs to know. We will start from the ground up by learning how to implement modern web pages with HTML and CSS. | * Approx. 44 hours to complete |
| Build a Simple App in Android Studio with Java | In this beginner project we will give you an introduction to using Android Studio and will facilitate you gaining the confidence and knowledge to begin your journey in the world of Android Development. | * 120 minutes |
| Introduction to iOS App Development with Swift 5 | By the end of this course you will know how to build simple iOS applications and you’ll be ready to move on and learn about using tables and data in iOS. | * Intermediate Level * Approx. 13 hours to complete |
| Introduction to Search Engine Optimization | You will be introduced to the foundational elements of how the most popular search engine, Google, works, how the SEO landscape is constantly changing and what you can expect in the future. | * Beginner Level * Approx. 20 hours to complete |
|  |  |  |
| Health Care | | |
| Infection Prevention in Nursing Homes | Learn about the role of environment in disease transmission and how to implement standard and transmission-based precautions to prevent the spread of antibiotic resistant bacteria and other infections in your facility. | * Approx. 8 hours to complete |
| Clinical Terminology for International and U.S. Students | This course is designed for U.S. health care profession students and for international students and practitioners who want to become more familiar with the language of the U.S. clinical setting. | * Beginner Level * Approx. 34 hours to complete |
| Healthcare Organizations and the Health System | The course provides links to external sites to connect you to the larger "real world" of healthcare organizations. The links also serve as resources you can take with you after you complete the course experience. | * Beginner Level * Approx. 17 hours to complete |
| Career 911: Your Future Job in Medicine and Healthcare | This course aims to help high school students, recent graduates, and those considering career transitions explore health care career options and learn strategies for entry into the health care workforce and health related fields. | * Approx. 25 hours to complete |
| EMT Foundations | In this course, you will get a thorough introduction to the emergency medical services system, and learn the foundation components to how it works as a whole. | * Beginner Level * Approx. 14 hours to complete |
| Healthcare Marketplace | In this course in the Healthcare Marketplace specialization you will identify, define, and describe potential business and public policy solutions to the challenges facing society’s growing demand for health services. | * Beginner Level * Approx. 22 hours to complete |
|  |  |  |
| Entrepreneurship | | |
| Essentials of Entrepreneurship: Thinking & Action | Topics include: how creativity, opportunity and feasibility are best evaluated; business strategies for new businesses; importance of a business plan; achieving success in a new business. | * Approx. 5 hours to complete |
| Entrepreneurship I: Laying the Foundation | This course will explore the earlier stages of the entrepreneurial venture process across four modules. | * Approx. 14 hours to complete |
| Entrepreneurship Strategy: From Ideation to Exit | This course covers in the chronological order each defining step of an entrepreneurial project. It begins with very personal considerations related to getting to better know yourself better so as to decide if you are ready for the multiple challenges of entrepreneurship. | * Beginner Level * Approx. 18 hours to complete |
| Innovation Through Design: Think, Make, Break, Repeat | we demonstrate how you can use design as a way of thinking to provide strategic and innovative advantage within your profession. Suitable for anyone who is curious about design and translating the processes and tools of design thinking into innovative opportunities, over 5 weeks we explore, apply and practice the design process: think, make, break and repeat. | * Beginner Level * Approx. 16 hours to complete |