

Course Outline

Now Featuring NOCTI Micro-Credentials!

NOCTI



Learners can earn industry-recognized NOCTI micro-credentials across five high-demand industries*:



Ready for Industry™ (RFI) is a resource that includes 5 self-paced courses that create a bridge between standard education and the knowledge needed to succeed in industry, targeted at late high school, early post-secondary and/or workforce. The 15-20-hour courses address the industries below. Outlines of the courses follow.



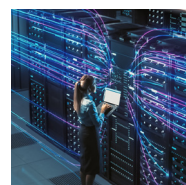
Construction

2



Healthcare

3



Information Technology

4



Logistics

5



Manufacturing

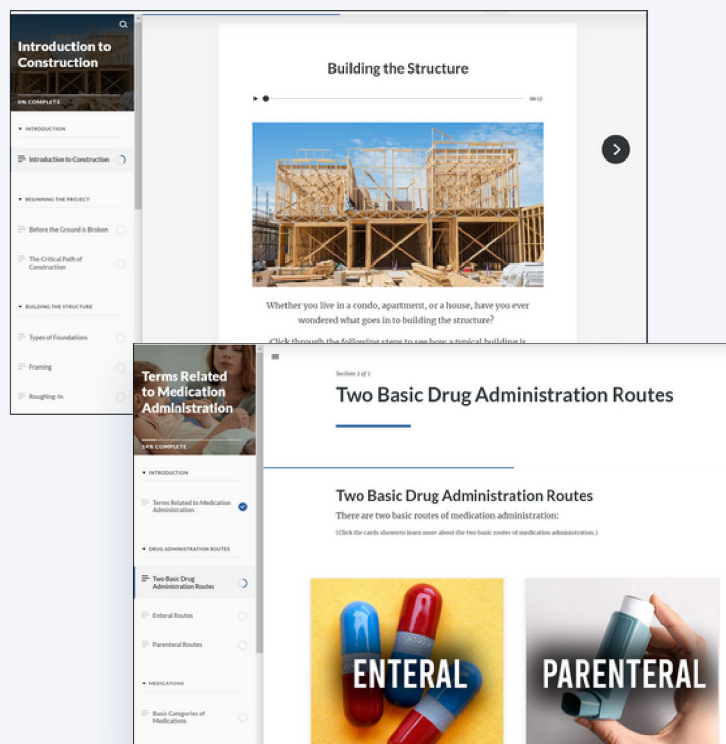
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**NOCTI micro credentials administered through NOCTI.*

For each of the 5 highest-demand industries, RFI provides self-paced, online instruction on:

- » Introduction to the Industry
- » What it is like to Work in the Industry
- » Industry Terminology and Common Practices
- » Workplace Expectations in the Industry
- » Career Opportunities and Descriptions
- » Current Issues and Trends in the Industry
- » Career Pathways, Education, and Certifications in the Industry

RFI prepares individuals for the workplace but is NOT a replacement for technical training.



For more information or to schedule a free training session, email us at
info@ReadyForIndustry.com

READYFORINDUSTRY 
 Powered by eDynamic Learning



Construction

Section 1: Introduction to Construction

- » Introduction to Architecture
- » Introduction to Construction
- » Construction Industry Terminology

Section 2: Working in Construction

- » Major Steps in Constructing a House
- » Fundamentals of Building Construction
- » Standard Operating Procedures for Construction
- » Project Management Systems & Software
- » OSHA Safety Regulations in Construction
- » Construction Site Safety Rules
- » Construction Best Practices
- » Quality Issues and Defects in Construction

Section 3: Exploring a Career in Construction

- » Structural and Civil Engineering Careers
- » Construction Site Managers
- » Carpenters
- » Construction Electricians
- » HVAC Technicians
- » Construction Plumbers
- » Commercial and Residential Painters
- » Heavy Equipment Operators, Metal and Ironworkers
- » Landscape Architects
- » Urban Planners
- » Solar and Wind Technicians - Green Technologies

Section 4: Current Issues in Construction

- » Lack of Skilled Labor
- » Increase in Building Materials Costs
- » Increase in Customer Demand
- » Regional Construction Issues - Western United States
- » Regional Construction Issues - Eastern and Southern United States
- » Green Construction
- » Energy Conservation
- » Urbanization and Smart Communities
- » Smart Portfolio Management
- » Prefabrication in Construction
- » Prefab Logistics, Onsite Installation and Build
- » Configuration and Structural Design
- » Strategic Sourcing and Procurement

Section 5: Looking for a Career in Construction

- » Focusing on the Top Construction Careers
- » Education Pathways for Construction Careers
- » Writing a Resume for Construction Careers
- » Finding a Job in Construction
- » Preparing for a Construction Career Interview

Section 6: Workplace Expectations in Construction

- » Employer Expectations
- » Working as a Team in Construction
- » Time Management in Construction
- » Self-Management



Section 1: Introduction to Healthcare

- » What is Healthcare?
- » The Importance of Healthcare to Society
- » Where Healthcare Professionals Work
- » Major Categories of Healthcare

Section 2: Working in Healthcare

- » The Language of Medicine
- » Basic Anatomical Terms
- » Terms Related to Conditions and Diseases
- » Terms Related to Medical Equipment
- » Terms Related to Medication Administration
- » Terms Related to Medical Procedures
- » Terms Related to Patient Status
- » Terms Related to Health Insurance
- » Basic Medical Abbreviations
- » Soft Skills Needed in Healthcare
- » Importance of Critical Thinking
- » Attention to Detail
- » Empathy & Emotional Stability
- » Professionalism in Healthcare
- » Basic Communication Strategies
- » Key Principles in Patient Interactions
- » Safety & Infection Control in Healthcare
- » Preventing Healthcare Acquired Infections
- » Healthcare Privacy (HIPAA)
- » Healthcare Quality
- » Legal Issues Affecting Healthcare
- » Patient Rights
- » Medical Ethics

Section 3: Exploring a Career in Healthcare

- » Careers in Medicine - Physician
- » Careers in Nursing
- » Careers in Pharmaceutical Science
- » Careers in Clinical/Diagnostic Services
- » Careers in Emergency Medical Services
- » Careers in Home Health/Hospice
- » Careers in Dental Sciences

- » Careers in Therapeutics
- » Careers in Medical Rehabilitation
- » Careers Related to Healthy Lifestyles
- » Other Healthcare Fields

Section 4: Current Issues in Healthcare

- » Skepticism of the Healthcare Community
- » The U.S. Healthcare Insurance System
- » Drivers of Healthcare Costs in the U.S.
- » Recent Trends in U.S. Mortality Rates
- » Prevention of Medical Errors
- » Availability of Healthcare in the U.S.
- » State of U.S. Public Health Infrastructure
- » Workforce Crisis in U.S. Healthcare
- » Telemedicine in the U.S.

Section 5: Looking for a Career in Healthcare

- » Focusing on the Top Healthcare Careers
- » Education Pathways for Healthcare Careers
- » Writing a Resume for Healthcare Careers
- » Finding a Job in Healthcare
- » Preparing for a Healthcare Career Interview

Section 6: Workplace Expectations in Healthcare

- » Employer Expectations
- » Working as a Team in Healthcare
- » Goal Setting & Time Management in Healthcare
- » Self-Management



Section 1: Introduction to Information Technology

- » What is Information Technology?
- » The importance of Information Technology in Society
- » Common IT Devices and Terminology - Personal Computing
- » Common IT Devices and Terminology - Networking, Clouds and the Internet
- » Common IT Devices and Terminology - Industrial Computing Applications

Section 2: Working in Information Technology

- » IT Architecture in a Company
- » Data Backup and Recovery
- » Understanding SaaS and PaaS vs. Internal Platforms
- » User Security Profiles
- » Information Security Policies
- » Identity Theft Protection
- » Cyberattacks and Ransomware
- » Security Incident Response Plans
- » Software Needs in Business
- » Basic Coding Concepts
- » Software Development
- » Web Development
- » Information Security Management Systems

Section 3: Exploring a Career in Information Technology

- » Software Developers
- » Web Developers
- » Data Management
- » Cybersecurity
- » Hardware Design and Maintenance
- » Customer Service and Support

Section 4: Current Issues in Information Technology

- » Data Security
- » Cloud Computing
- » Internet of Things (IoT)
- » Data Privacy
- » Big Data & Analytics
- » Social Media
- » Smart Automation Technology
- » Software Architecture
- » Skills Gaps in IT
- » Globalization and E-Commerce
- » Virtual Reality & Augmented Reality
- » Blockchain Technology
- » 3D Printing
- » Machine Learning (ML) & Artificial Intelligence (AI)
- » Biometrics

Section 5: Looking for a Career in Information Technology

- » Focusing on the Top IT Careers
- » Education Pathways for IT Careers
- » Writing a Resume for IT Careers
- » Finding a Job in IT
- » Preparing for an IT Career Interview

Section 6: Workplace Expectations in Information Technology

- » Employer Expectations
- » Working as a Team in IT
- » Time Management in IT
- » Self-Management



Section 1: Introduction to Logistics

- » The Logistics Industry and Logistics Management
- » The Logistics Industry - Elements of Logistics Management
- » The Importance of Transportation, Distribution and Logistics in Society
- » Key Logistics Terms
- » Concepts of Logistics - Materials Management to Physical Distribution
- » Primary Modes of Transportation

Section 2: Working in Logistics

- » Working in Transportation: What is a Supply Chain?
- » Supply Chain Management
- » Life Cycle of a Load
- » Types of Logistics Options
- » OSHA Requirements for Transportation and Logistics
- » Safety Hazards in Logistics
- » The Importance of Insuring a Load
- » Transportation Risks
- » Criminal Activities and Terrorism
- » Cybersecurity and Transportation Infrastructures
- » Common Quality Issues in Logistics
- » Factors to Measure Logistics Service Quality
- » Quality Control Programs

Section 3: Exploring a Career in Logistics

- » Industrial Truck and Tractor Operators
- » Cargo and Freight Agents
- » Distribution Workers and Managers
- » Distribution Operations Managers
- » Stockers and Order Fillers
- » Production Planner/Manager
- » Warehouse Laborers
- » Freight, Stock and Material Movers
- » Logisticians
- » Logistics Analysts/Engineers
- » Supply Chain Manager
- » Shipping, Receiving & Inventory Clerks
- » Transit Drivers

Section 4: Current Issues in Logistics

- » Fleet Costs - Insurance, Fuel & Maintenance
- » Driver Shortage & Retention
- » Government Regulations – Loads, Weight & Driver Time
- » Traffic Management
- » Effects of Economic Conditions and Competition
- » Automated Supply Chain Processes
- » Implementing Technology Strategies
- » Self-Driving Trucks and Drones
- » Automated Freight Matching
- » Vehicle-to-Vehicle Communication
- » Remote Diagnosis
- » Vehicle-to-Infrastructure Communication

Section 5: Looking for a Career in Logistics

- » Focusing on the Top Logistics Careers
- » Education Pathways for Logistics Careers
- » Writing a Resume for Logistics Careers
- » Finding a Job in Logistics
- » Preparing for a Logistics Career Interview

Section 6: Workplace Expectations in Logistics

- » Employer Expectations
- » Working as a Team in Logistics
- » Time Management in Logistics
- » Self-Management



Section 1: Introduction to Manufacturing

- » Introduction to Manufacturing
- » The Importance of Manufacturing in Society
- » Manufacturing Careers Overview
- » Common Manufacturing Industries
- » Common Manufacturing Types
- » Manufacturing Processes & Terminology: Forming, Molding, Machining
- » Manufacturing Processes & Terminology: Assembly & Finishing
- » Manufacturing Processes & Terminology: Continuous Processes

Section 2: Working in Manufacturing

- » Three Key Concepts to Production Management
- » Common Manufacturing Processes
- » Robotics in Manufacturing
- » Food Manufacturing
- » Working with Perishable Materials
- » Fabrication vs. Assembly
- » Warehousing in Manufacturing
- » Production Planning
- » Modern Assembly Lines
- » Purchasing and Lead Times
- » What is OSHA?
- » OSHA Regulations and Hazard Communications
- » Common PPE Equipment
- » Manufacturing Safety: Ergonomics, Falls, and Respiratory Hazards
- » Manufacturing Safety: Lockout/ Tagout, Machine Guards, and Motorized Equipment
- » What is Lean Manufacturing?
- » What is Six Sigma?
- » What is Total Quality Management (TQM)?

Section 3: Exploring a Career in Manufacturing

- » Maintenance and Repair Technicians
- » Welders
- » Machinists
- » Manufacturing Painters
- » Mechanics

- » Testing and Non-Destructive Testing Technicians
- » Industrial Electricians
- » Plumber and Pipefitters
- » Press Technicians
- » Robot Operators
- » Production & Process Engineers
- » Quality Assurance Technicians
- » Logistics & Inventory Control Specialists
- » Health, Safety & Environmental Control Specialists

Section 4: Current Issues in Manufacturing

- » Introduction to Manufacturing Challenges
- » Supply Chain Resilience and Smart Factories
- » Labor Unions
- » Cost Increases & Disruption in Transportation
- » Reshoring, Outsourcing, Offshoring
- » Green Manufacturing Strategies
- » Smart Manufacturing
- » Advancements in Manufacturing

Section 5: Looking for a Career in Manufacturing

- » Focusing on the Top Manufacturing Careers
- » Education Pathways for Manufacturing Careers
- » Writing a Resume for Manufacturing Careers
- » Finding a Job in Manufacturing
- » Preparing for a Manufacturing Career Interview
- » Interview Skills

Section 6: Workplace Expectations in Manufacturing

- » Employer Expectations
- » Working as a Team in Manufacturing
- » Time Management in Manufacturing
- » Self-Management
- » Conflict Resolution
- » Personal Development and Lifelong Learning



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