



## Study Skills

- Understanding Learning Styles
- Critical Thinking
- Better Test Taking
- Overcoming Test Anxiety
- Cornell Notes
- Understanding Non-Fiction

## Research

- Research Essentials
- Avoiding Plagiarism
- Citation Basics (MLA, APA, Chicago)

## Writing

- Planning a Paper
- Types of Papers
- Grammar 101
- Business Writing
- Effective Writing

## Internet Safety

- Information Security Best Practices
- Your Social Media Footprint
- Being Savvy Online
- Keeping Devices Safe
- Internet Safety and Digital Citizenship
- Cyberbullying: Hateful, Harmful, and Insidious

## College Prep

- Applying to College
- Getting Financial Aid/FAFSA
- Transitioning from High School to College
- Preparing for a College Workload
- Choosing a Major

## Interpersonal

- Communication Styles
- Healthy Relationships
- Conflict Resolution
- Navigating Relational Conflict
- Roommate Concerns
- Group Work Strategies

## Life Skills

- Time Management
- Decision Making
- Personal Finance Basics
- Money Management
- Living with Depression
- Nutrition Essentials
- Social Awareness

## Career Search

- Keys to Networking and Internships
- Best Practices for Creating a Resume
- Writing a Winning Cover Letter
- Interview Techniques
- Considerations before Accepting a Job
- Creating Digital Portfolios

## Career Skills

- Effective Listening
- Professional Etiquette
- Goal Setting
- Leadership Styles
- Efficient Meetings
- Persuasion & Negotiation
- Customer Service

## Presentations & Projects

- Creating a Unique Presentation
- Microsoft PowerPoint
- Google Slides
- Creating an Infographic
- Blogging Basics
- Mobile Movie Making
- Building a Website
- Coding Languages

Additionally, courses on various campus technologies are included to aid training efforts.

### LMS:

- Canvas
- Blackboard
- D2L/Brightspace
- Moodle

### Software Applications:

- Microsoft Office
- Office 365
- Google Workspace
- Tableau
- Qualtrics
- SPSS
- Adobe Suite
- Zoom