



2023 ACADEMIES TO WORK CATALOG

• HOSPITALITY & CUSTOMER SERVICE

Hospitality & Customer Service are some of the fastest growing industries in the world. This 1 month course will cover topics like Food & Beverage Service, Hotel Management and Tourism, Sales, Store Operations and Retail. Students who successfully complete the course will earn two Customer Service Certificates and one Hospitality Certificate.

• MEDICAL BILLING & CODING

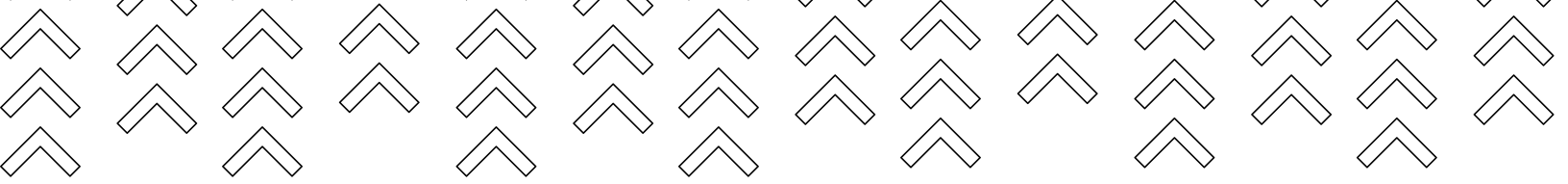
The Certified Billing and Coding Specialist (CBCS) course is 10 weeks in length. Students will learn how to translate the diagnosis and treatment a patient receives into numeric codes based on an official classification system. They will then learn how to interpret the assigned codes into an insurance claim. Areas of concentration are in Regulatory Compliance, Claims Processing, and Payment Adjudication. Upon successful completion of this course, the student will be qualified to take the National Health Career Association exam as a Certified Billing and Coding Specialist.

• HOUSING BUSINESS PROFESSIONAL

The Housing Business Professional Academy prepares an individual for a career with Denver Housing Authority. Curriculum includes customer service, confidentiality, HUD terms and acronyms, and interview skills. Participants will receive two certifications upon successful completion of the course: an IC3 certificate and the Bridges out of Poverty certificate. All participants will have the opportunity to apply for open positions through Denver Housing Authority.

• MAINTENANCE TECHNICIAN I

Maintenance Tech I prepares an individual for a career with the maintenance team at Denver Housing Authority. Curriculum includes OSHA 10, customer service, confidentiality, Maintenance basics and interview skills. Clients can earn an OSHA 10 certification. All participants will have the opportunity to apply for open positions through Denver Housing Authority.



- **WORK READINESS / SOFT SKILLS**

The Soft skills workshops is an entry level course that teaches 10 different modules, including: Work Readiness I & II, Communication, Leadership & Teamwork, Work Ethic & Responsibility, Critical Thinking & Problem Solving, Organization & Time Management, Adaptability & Change Management, Professionalism & Dependability and Financial Fitness. The curriculum is designed to teach participants the targeted information and provide the opportunity to demonstrate their acquired skills in class and transition into the workplace. Classes vary between class discussions, videos, lecture, and activities. Successful students will learn and put into practice; social cues, effective communication, conflict resolution, critical thinking, collaboration, problem solving, and organization, all the skills necessary to be successful on the job.

- **BASIC LIFE SUPPORT**

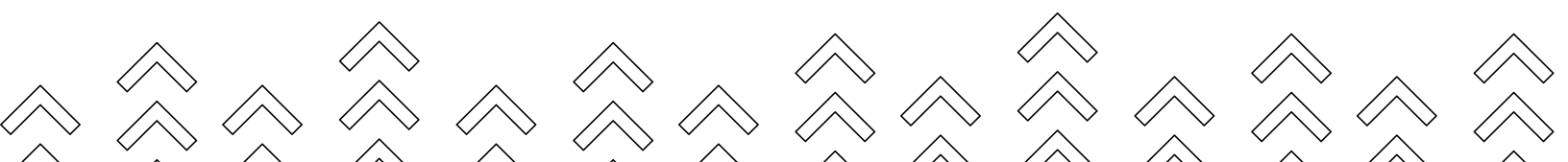
Basic Life Support, or BLS, generally refers to the type of care that first-responders, healthcare providers and public safety professionals provide to anyone who is experiencing cardiac arrest, respiratory distress or an obstructed airway. It requires knowledge and skills in (CPR) using automated external defibrillators (AED) and relieving airway obstructions in patients of every age.

- **WAREHOUSE INVENTORY & LOGISTICS**

The Warehouse, Inventory and Logistics credential is perfect for participants who are interested in supply chains or working in warehouses, distribution, or fulfillment centers. Participants will see how warehouses are designed and operated and practice calculating and explaining key performance metrics. They will learn about safety measures and explore critical warehousing roles and how to succeed in those jobs. Clients will earn two certifications- Forklift and Warehouse Inventory/Logistics Specialist.

- **QUICKBOOKS**

The QuickBooks Academy is a 6-week entry level accounting/ sales course that includes a total of 96 hours of curriculum. This course is a hands-on experience to manage business finances. Lessons include: Accounting Basics, The Chart of Accounts, Centers and Lists, Bank Accounts, Recording Expenses, Paying Bills, Credit Cards and Loans, Recording Income, Invoices and Estimates, Billable Expenses and Customer Credits, Sales Taxes and Reports.





• **ELECTRONIC HEALTH RECORDS TECHNICIAN**

Electronic health records skills are highly sought-after in the healthcare industry due to the need for security, completeness and accuracy of patient data. Some common responsibilities tied to electronic health records include:

- Auditing patient records for compliance
 - Abstracting clinical information for reports
 - Performing basic coding to submit reimbursement claims
 - Processing Release of Information (ROI) requests for medical records
 - Reviewing patient demographic and insurance information
 - Discussing patient information with physicians and insurance professionals
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• **EARLY CHILDHOOD EDUCATION**

Partnering with Mile High Early Learning to offer ECE Certifications. Mile High Early Learning will teach the course and allow students to complete the needed hours to earn the certificate at their sites. The class is either 8 weeks or 16 weeks long depending on classroom time. The student will receive 120 hours of onsite training and another 480 needed hours in the classroom. The student will need to pass a background check.

• **LIGHT INDUSTRIAL/CONSTRUCTION I**

Participants can attend one of the below courses.

1) OSHA 10 Construction: Considered a basic orientation to health and safety on the work site with emphasis on hazard identification. The 10 Hour course gives an overview of OSHA safety regulations, the Focus Four, and other topics related to safety on a construction work site. All participants receive a US Dept of Labor (OSHA) card.

2) Flagger: Designed for entry level flagger. Participants will be able to: identify flagger responsibilities, describe the proper ways to place signs and proper positions for flagging, define the flagging procedures for stop, slow, and proceed, identify the correct procedures for various flagging situations, and describe proper flagging conduct.

3) Forklift: This two-part course consists of an introduction to forklift safety and inspections, and an overview of job opportunities in the industry. The second part consists of hands-on operation of the vehicle, including conducting inspections, demonstrations, vehicle operation and controls. Participants will receive an OSHA Safety Standard Certification.

