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# Better WorkLife Academy

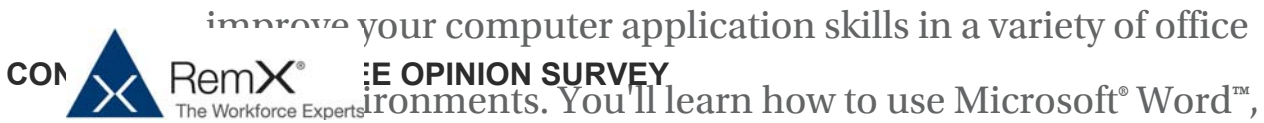


RemX is partnering with [Penn Foster](#) to offer career focused courses free of charge to our associates. Penn Foster is a leader in online education designed to address the skills gap in America. Taking these courses will allow you to increase your skills, to demonstrate your focus and discipline, and **to show a dedication to self-improvement.**

*If you're already an associate with us, please [log in](#) to your dashboard to see if you're eligible. If you haven't worked with us, just work 80 hours or more and you can sign up for these courses. Reach out to your branch to see if we have any openings that match your skills and needs. Good luck!*

**Please see our Better WorkLife Academy course list below:**

- **MS Office (Excel, Word, PowerPoint)**



- **Microsoft Excel - 23 Hours**

- In this course, you'll learn about the most widely used spreadsheet program, Microsoft® Excel®. You'll learn how to organize and format data, including charts, formulas, and more complex tables.

- **Administrative Assistant**

- This online Administrative Assistant program consists of nine courses to help you gain the knowledge and skills relevant for performing administrative assistant jobs in a variety of settings - including corporate businesses, law firms, banks, hospitals, and more.

- **Bookkeeping**

- Learn the skills to help you become a professional bookkeeper. Throughout your Bookkeeping classes, you'll cover topics ranging from assets and liabilities to revenue and expenses. You'll also have the opportunity to complete a final project involving a sole proprietorship.



◦ In this course you will practice basic writing skills and grammar, to create effective business documents that will help

you perform on the job. Learn about different types of communications from business letters to memos and how to produce accurate, attractive, and effective final documents.

- **Fitness and Nutrition**

- This program covers the fundamentals of the fitness and nutrition field, from creating targeted fitness routines to mastering flexibility training to planning healthy menus and developing effective weight-loss strategies. You'll learn topics like fitness anatomy and physiology, flexibility training, exercise science terminology, personal health management and healthy eating habits, and principles of muscle strength.

- **Workforce Readiness**

- Refresh your soft skills - the "power skills" you need to stand out in any job with online lessons covering teamwork, planning and organizing, productivity tools, integrity, customer focus, and more.

- **Workforce Readiness (Spanish / Español)**

- Refresque sus habilidades - las "habilidades de poder" que Ud. necesita para destacar en cualquier trabajo con lecciones del internet que cubren trabajo en equipo, planificación y



- This course teaches a variety of safety skills relevant in multiple different environments, from chemical to fire to electrical and more.

- **Industrial Math**

- Covers the principles of business and industrial math, from the basic operations through industrial math concepts like practical measurements, bulk measurement and fluid measurement.

- **Blueprint Reading**

- This course teaches print reading, the different types of drawings and schematics, as well as geometric dimensioning and tolerancing. Completing this program will ensure that the student is prepared for most types of blueprint or schematic concepts.

- **Production Basics**

- This course teaches the basics necessary to be ready to work in a production environment. Covering production specific topics like measurements and tools, this course provides a solid overview of key manufacturing concepts and prepares students



- This course teaches the fundamentals needed to work in a warehouse. It covers concepts specific to material handling and warehousing. This course helps a warehouse worker become maximally effective at understanding safe performance of their job, and begins their educational journey up the skill and career ladder.

- **Front Line Supervisor**


- This program is designed for those already working in an industrial workplace, and helps you gain the knowledge to take on a supervisory role. You'll learn about personnel and performance management, interpersonal skills, problem solving, critical thinking, and more.

- **Basic Electrical**

- This course teaches the basics of working with electric - from commonly used tools to introducing AC / DC principles and motors. It also covers basic troubleshooting, VOMs, and oscilloscopes. Most importantly, it has a component on electrical safety. This course is highly recommended for those

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 QUESTIONS? [888-427-3200](tel:8884273200)    who do not yet know what they want to do with an electrical

field but need to understand electric at a basic level.

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- **Diesel Mechanics**

- This program covers basic diesel engine operations, troubleshooting, repair and more. This program will also help you prepare to take the National Institute for Automotive Service Excellence (ASE) Certification Medium-Heavy Truck tests. This course requires an additional fee for textbooks. To enroll in Diesel Mechanics and make your payment for textbooks, please contact us at **888-427-3200**.

- **Welding**

- This package teaches the core components of learning to weld. It covers the tools as well as the techniques for arc welding, SMAW and gas welding. This is not recommended for people just beginning their journey, it is targeted to individuals who have experience (or have taken prerequisites) that have taught them skills like prints, currents and tools, who are looking at gaining more formal welding knowledge.

- **Machinist**

- This course is recommended for anyone looking to learn how to become a machinist after completing the prerequisite courses. It covers mills, lathes, turret lathes and other machining related

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QUESTIONS? topics, allowing graduates to understand the types of machines,

their operation, as well as the underlying concepts.



- **Mechanical Maintenance**

- This course covers specific skills relevant to the field like predictive and preventative maintenance, before addressing specific equipment like pumps, lubrication, bearings and seals.

- **Electrical Maintenance**

- This course picks up after the basic electrical package covering VOMs, oscilloscopes, boxes, fuses and most electrical equipment. It also includes a variety of maintenance related topics, as well as advanced electronics topics like semiconductors and sensors relevant to electrical repair.

- **Electronics Maintenance**

- More advanced than the basic electrical maintenance course and recommended for those with experience in electrical maintenance or who have first taken that course, this program jumps directly into electronic components and systems and how to troubleshoot them.

- **Hydraulics and Pneumatics**

- This course covers hydraulic components and systems as well as pneumatics. Recommended for skills training for those who have completed production or warehouse basics.

◦ This program is specifically geared towards those already



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in skilled trades fields, such as Electricians, General

Contractors and Roofers. You'll learn how to install, maintain and troubleshoot photovoltaic solar energy systems.

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For questions about Better WorkLife Academy contact us at:


[BetterWorkLifeAcademy@remx.com](mailto:BetterWorkLifeAcademy@remx.com)



**Academy Courses**



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| <p>CON</p>    |  <p><b>RemX</b><sup>®</sup><br/>The Workforce Experts</p>   | <p>Excel, Word, PowerPoint)</p> <p><b>OPINION SURVEY</b></p> <p>English</p> |                               |
|               | <ul style="list-style-type: none"> <li>• Workforce Readiness (English and Español)</li> <li>• Fitness and Nutrition</li> <li>• Safety</li> <li>• Industrial Math</li> <li>• Blueprint Reading</li> <li>• Production Basics</li> <li>• Warehouse Basics</li> <li>• Basic Electrical</li> <li>• Diesel Mechanics</li> </ul>  |   |                               |
|               | <p><b>Advanced</b></p> <ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Bookkeeping</li> <li>• Front Line Supervisor</li> <li>• Welding</li> <li>• Machinist</li> <li>• Mechanical Maintenance</li> <li>• Electrical Maintenance</li> <li>• Electronics Maintenance</li> <li>• Hydraulics and Pneumatics</li> <li>• Solar PV Installation</li> </ul> |   |                               |
|               | <p>Current associates, <a href="#">view your dashboard</a> to see if you're eligible.</p>  |   |                               |

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