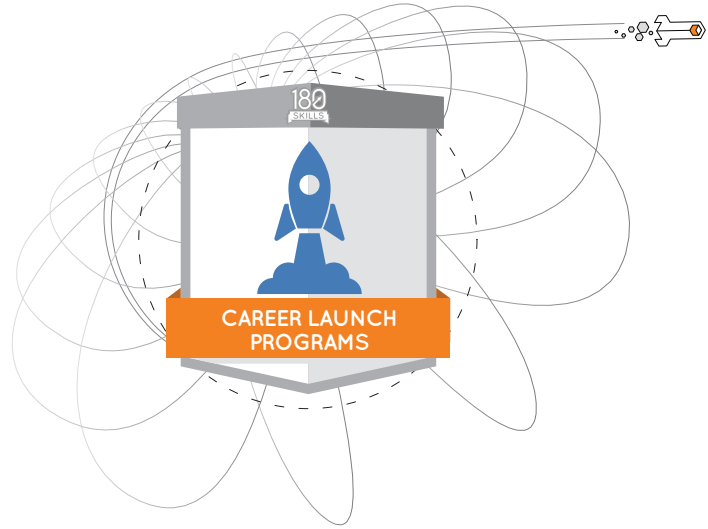


CAREER LAUNCH PROGRAMS CATALOG



BECAUSE YOU CAN'T LIVE LIFE WITHOUT SKILLS



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INDEX

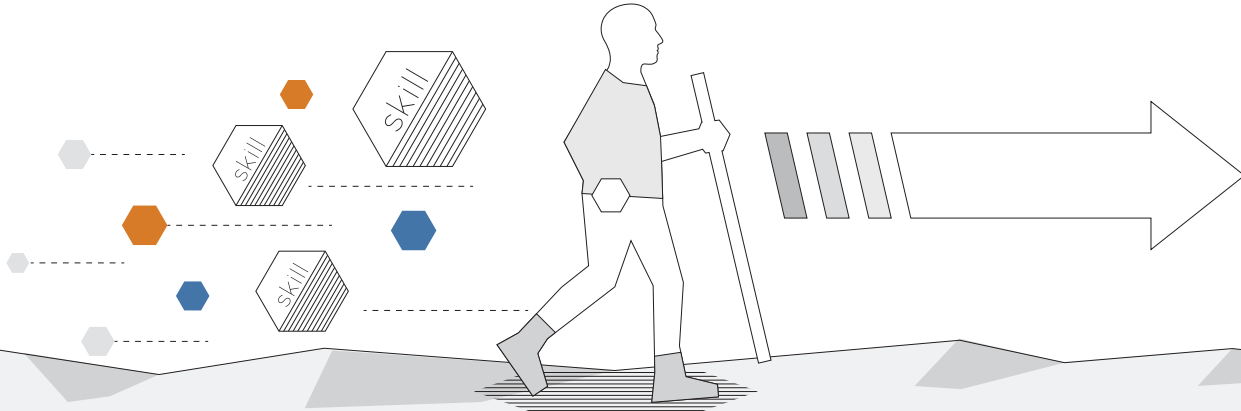
About 180 Skills	2
About Career Launch Programs.....	3
Career Launch Program Catalog.....	5

MADE IN AMERICA

We believe that life is a journey that requires skills, and that skills training should be there when it's needed.

We make skills training accessible to anyone, anytime, anywhere.

We started this company because we think it's sad to see capable people get left behind because they don't have access to the skills training they need.





Since 2009, 180 Skills has been working with companies and educators to create the world's largest library of skills training courses for the manufacturing and logistics sector.

We have also created over 150 employability skills courses that apply to all jobs in every sector.



*Headquartered in
Indianapolis, Indiana*

For more information about 180 Skills, please visit our website at www.180skills.com



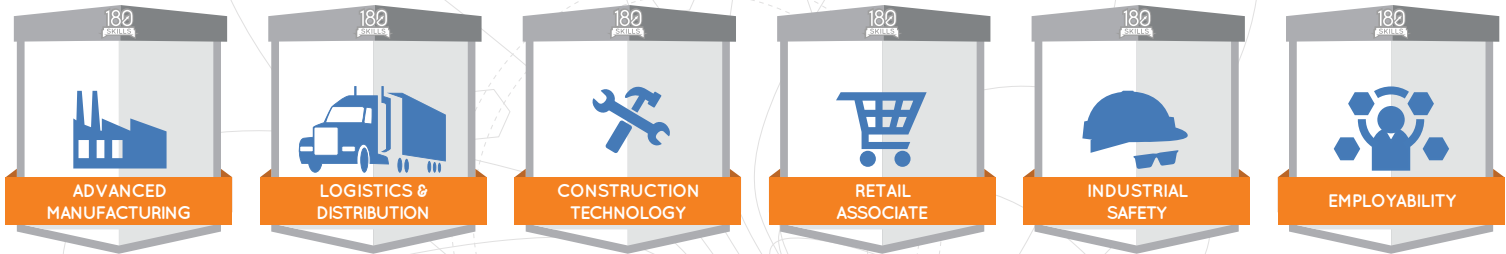
ABOUT CAREER
LAUNCH PROGRAMS

CAREER LAUNCH PROGRAMS

The Career Launch Programs were organized by workforce professionals to help people get the skills needed for employment in the shortest amount of time.

These programs are the first step to a learner's career journey, and once completed can be followed with more advanced learning programs like the 180 Skills Career Programs.

The Career Launch Programs can be completed in 40 - 60 hours.





CAREER LAUNCH
PROGRAM CATALOG



ADVANCED MANUFACTURING

LAUNCH A CAREER AS A MAKER

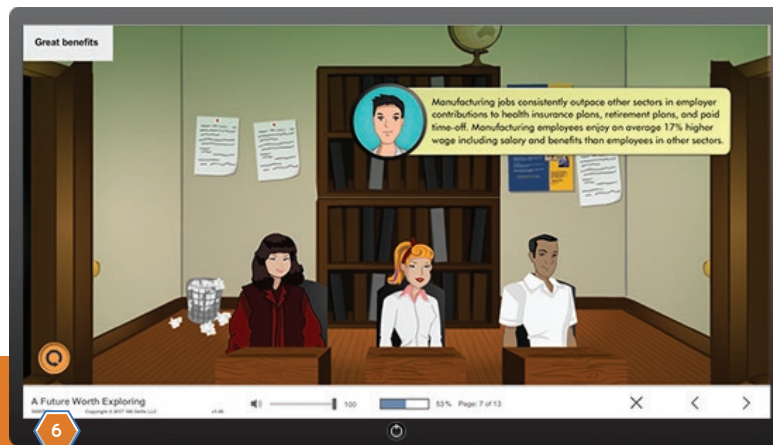
Advanced manufacturing technicians perform many important tasks such as product assembly, machine operation, and quality assurance. Advanced manufacturing technicians play a key role in the manufacture of many commercial products.

HIRING INDUSTRIES

- Automotive
- Aerospace
- Civil infrastructure
- Consumer products
- Construction
- Electrical equipment
- Marine
- Military
- Materials processing
- Medical devices

PROGRAM SUMMARY

Skills Courses 50
Time to complete 57 hours



O*NET job code: 17-3029.09

ADVANCED MANUFACTURING

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Manufacturing	What is Advanced Manufacturing?	MFG-1001
	Manufacturing History and Technology	MFG-1002
	From Ideas to Products	MFG-1003
	From Design to Manufacturing	MFG-1004
	Safety, Quality and the Environment in Manufacturing	MFG-1005
	Measuring Success in Manufacturing	MFG-1006
	Careers in Manufacturing	MFG-1007
Basic Math	Introduction to Basic Math	MTH-1001
	Arithmetic Operations	MTH-1002
Fractions and Decimals	Introduction to Fractions	MTH-1004
	Working with Fractions	MTH-1005
	Decimal Numbers	MTH-1006

ADVANCED MANUFACTURING

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Safety	Introduction to OSHA	SAF-1001
	Making Work a Safer Place.....	SAF-1002
	Help! What to Do in an Emergency.....	SAF-1003
Personal Protective Equipment Safety	Personal Protective Equipment.....	SAF-1004
	Eye and Face Protection.....	SAF-1005
	Head Protection	SAF-1006
	Foot and Leg Protection	SAF-1007
	Hearing Protection	SAF-1010
Hazardous Material Safety	Hazardous Materials.....	SAF-1012
	HazCom	SAF-1013
Workplace Safety	Work Area Safety.....	SAF-1016
	Fall Prevention	SAF-1018
Electrical and Fire Safety	Electrical Safety	SAF-1020
	Lockout/Tagout.....	SAF-1021

ADVANCED MANUFACTURING

	SKILL GROUP	SKILLS COURSE	NUMBER
Blueprint Reading Fundamentals		Introduction to Blueprints.....	DWG-1001
		Engineering Drawing Terminology.....	DWG-1002
		Engineering Drawing Views.....	DWG-1003
		Engineering Drawing Lines	DWG-1004
		Dimensions and Tolerances	DWG-1005
Precision Measurement I		Introduction to Precision Instruments	MEA-2001
		Rules	MEA-2002
		Calipers.....	MEA-2003
		Micrometers.....	MEA-2004
Introduction to Machining		Introduction to Machining	CNC-1001
		Machine Tools	CNC-1002
		CNC Controllers.....	CNC-1003
		Machining Personnel	CNC-1004

ADVANCED MANUFACTURING

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Industrial Automation	Introduction to Automation	AUT-1001
	Automated Process	AUT-1002
	Automated System.....	AUT-1003
Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
	Creating Your Resume.....	CAR-1005
	Crafting a Cover Letter.....	CAR-1006
Interviewing	Understanding the Interview Process	CAR-1007
	Making a Positive Impression	CAR-1008
	Responding to Interview Questions	CAR-1009
	Addressing Special Interview Concerns	CAR-1010
	After the Interview.....	CAR-1011



LOGISTICS & DISTRIBUTION

MOVE THE WORLD

Logistics & Distribution employees move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.

They also sort cargo before loading and unloading and attach identifying tags to containers or mark them with identifying information.

HIRING INDUSTRIES

Automotive
Aerospace
Civil infrastructure
Consumer products
Construction
Electrical equipment
Marine
Military
Materials processing
Medical devices

PROGRAM SUMMARY

Skills Courses 44
Time to complete 48 hours

The screenshot shows a presentation slide with a white background and a blue footer. At the top left is the '180 SKILLS' logo with the tagline 'BECAUSE YOU WANT IT. LIFE WITHOUT SKILLS.' Below the logo is a text box describing 'Outbound logistics' and listing its components. To the right of the text box is a large heading 'Outbound logistics:' followed by a definition. At the bottom are three circular icons: 'Inbound Logistics' (green arrows pointing up), 'Outbound Logistics' (blue arrows pointing out), and 'Reverse Logistics' (green arrow pointing left). The footer contains the title 'What is Logistics?', a progress bar at 100%, and page information 'Page: 13 of 15'. A small '11' icon is in the bottom left corner.

LOGISTICS & DISTRIBUTION

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Logistics	What is Logistics?	LOG-1001
	Logistics Technology.....	LOG-1002
	Inventory.....	LOG-1003
	Distribution and Transportation	LOG-1004
	Safety, Quality and the Environment in Logistics	LOG-1005
	Winning in Logistics.....	LOG-1006
	Careers in Logistics	LOG-1007
Basic Math	Introduction to Basic Math	MTH-1001
	Arithmetic Operations.....	MTH-1002
Fractions and Decimals	Introduction to Fractions	MTH-1004
	Working with Fractions.....	MTH-1005
	Decimal Numbers	MTH-1006

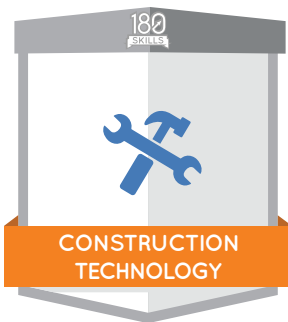
LOGISTICS & DISTRIBUTION

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Safety	Introduction to OSHA.....	SAF-1001
	Making Work a Safer Place.....	SAF-1002
	Help! What to Do in an Emergency.....	SAF-1003
Personal Protective Equipment Safety	Personal Protective Equipment.....	SAF-1004
	Eye and Face Protection.....	SAF-1005
	Head Protection.....	SAF-1006
	Foot and Leg Protection.....	SAF-1007
	Hearing Protection.....	SAF-1010
Hazardous Material Safety	Hazardous Materials.....	SAF-1012
	HazCom.....	SAF-1013
Workplace Safety	Work Area Safety.....	SAF-1016
	Fall Prevention.....	SAF-1018

LOGISTICS & DISTRIBUTION

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Industrial Automation	Introduction to Automation	AUT-1001
	Automated Process	AUT-1002
	Automated System.....	AUT-1003
Customer Service	Focusing on Your Customers	CUS-1001
	Providing Friendly, Courteous, and Efficient Service	CUS-1002
	Communicating Effectively with Customers	CUS-1003
	Identifying and Meeting Customer Needs.....	CUS-1004
	Building Customer Relationships	CUS-1005
Advanced Customer Service	Respecting Diversity in Your Customers	CUS-1006
	Better Serving Customers with Disabilities	CUS-1007
	Dealing with Difficult Customers	CUS-1008
	Responding to Customer Complaints	CUS-1009
	Managing Conflict with Internal Customers	CUS-1010

SKILL GROUP	SKILLS COURSE	NUMBER
Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
	Creating Your Resume.....	CAR-1005
	Crafting a Cover Letter.....	CAR-1006
Interviewing	Understanding the Interview Process	CAR-1007
	Making a Positive Impression	CAR-1008
	Responding to Interview Questions	CAR-1009
	Addressing Special Interview Concerns	CAR-1010
	After the Interview.....	CAR-1011



CONSTRUCTION TECHNOLOGY

HELP BUILD IMPORTANT THINGS

The construction sector includes the construction of commercial, industrial, and residential buildings and engineering projects like roads, bridges, and utility systems.

Construction includes both new construction, remodeling, additions, maintenance, and repairs.

HIRING INDUSTRIES

Commercial construction
Industrial construction
Residential construction
Public works
Road construction
Public utilities

47-2060

PROGRAM SUMMARY

Skills Courses 49

Time to complete 55 hours

180 SKILLS FOR REALITY

Major Components of a Table Saw

A table saw has a large number of major components located around it and in it. Let's look at some of the major components in the following areas of the table saw:

- Top
- Front
- Left
- Right
- Back

First, let's look at a major component called the base, from which these areas are defined.

Table Saw
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11% Page: 4 of 35

16

CONSTRUCTION TECHNOLOGY

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Safety	Introduction to OSHA.....	SAF-1001
	Making Work a Safer Place.....	SAF-1002
	Help! What to Do in an Emergency.....	SAF-1003
Personal Protective Equipment Safety	Personal Protective Equipment.....	SAF-1004
	Eye and Face Protection.....	SAF-1005
	Head Protection.....	SAF-1006
	Foot and Leg Protection.....	SAF-1007
	Hand and Arm Protection.....	SAF-1008
	Hearing Protection.....	SAF-1010
Workplace Safety	Work Area Safety.....	SAF-1016
	Fall Prevention.....	SAF-1018
	Ladder Safety.....	SAF-1019

CONSTRUCTION TECHNOLOGY

SKILL GROUP	SKILLS COURSE	NUMBER
Basic Math	Arithmetic Operations.....	MTH-1002
Fractions and Decimals	Introduction to Fractions	MTH-1004
	Working with Fractions.....	MTH-1005
	Decimal Numbers	MTH-1006
Geometry	Introduction to Geometry.....	GEO-1001
	Basic Building Blocks of Geometry.....	GEO-1002
	Angles	GEO-1003
	Lines	GEO-1004
	Polygons	GEO-1005
	Triangles.....	GEO-1006
Intermediate Geometry	Circles.....	GEO-1008

CONSTRUCTION TECHNOLOGY

SKILL GROUP	SKILLS COURSE	NUMBER
Blueprint Reading Fundamentals	Introduction to Blueprints.....	DWG-1001
	Engineering Drawing Terminology.....	DWG-1002
	Engineering Drawing Views.....	DWG-1003
	Engineering Drawing Lines	DWG-1004
	Dimensions and Tolerances	DWG-1005
Hand Power Tools	Drilling Techniques.....	POW-2002
Stationary Power Tools	Disc and Belt Sanders	POW-2007
	Drill Press.....	POW-2008
	Band Saw	POW-2009
	Arbor Press	POW-2010
	Bench Grinder.....	POW-2011
	Table Saw	POW-2012
	Operating a Table Saw.....	POW-2013

CONSTRUCTION TECHNOLOGY

SKILL GROUP	SKILLS COURSE	NUMBER
Hand Tools	Files, Hand Reamers, and Lapping Tools.....	HAN-2001
	Hammers, Punches, and Chisels.....	HAN-2002
	Pliers and Ratchets.....	HAN-2003
	Scribes, Optical Center Finders, and Drill Blocks	HAN-2004
Fasteners	Bolts, Screws, and Washers	FAS-2003
Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
	Creating Your Resume.....	CAR-1005
	Crafting a Cover Letter.....	CAR-1006
Interviewing	Understanding the Interview Process	CAR-1007
	Making a Positive Impression	CAR-1008
	Responding to Interview Questions	CAR-1009
	Addressing Special Interview Concerns	CAR-1010
	After the Interview.....	CAR-1011



RETAIL ASSOCIATE

HELP PEOPLE EVERY DAY

As a retail associate you will get to greet customers and ascertain what each customer wants or needs. You will also recommend, select, and help locate or obtain merchandise based on customer needs and desires.

To be successful you will need the skills to compute sales prices, total purchases, and receive and process cash or credit payment.

HIRING INDUSTRIES

Consumer product stores
Groceries
Automotive sales
Wholesale outlets
Food service

PROGRAM SUMMARY

Skills Courses 50

Time to complete 58 hours

Activity: Identify Which Life Stage the Behavior Is Typical Of

Teams typically go through a four-stage formation page. Observe each behavior and then identify which stage of the team formation process it falls into.

PERFORMING	FORMING
NORMING	STORMING

The slide features four cartoon illustrations of team behaviors: 1. A team celebrating with a trophy. 2. A team in conflict, with one member holding a sword over another. 3. Two team members shaking hands. 4. Two team members talking, with a lightbulb above one of them.

Teamwork
Page 8 of 25

RETAIL ASSOCIATE

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Safety	Introduction to OSHA	SAF-1001
	Making Work a Safer Place.....	SAF-1002
	Help! What to Do in an Emergency.....	SAF-1003
Customer Service	Focusing on Your Customers	CUS-1001
	Providing Friendly, Courteous, and Efficient Service	CUS-1002
	Communicating Effectively with Customers	CUS-1003
	Identifying and Meeting Customer Needs.....	CUS-1004
	Building Customer Relationships	CUS-1005
Advanced Customer Service	Respecting Diversity in Your Customers	CUS-1006
	Better Serving Customers with Disabilities	CUS-1007
	Dealing with Difficult Customers	CUS-1008
	Responding to Customer Complaints	CUS-1009
	Managing Conflict with Internal Customers	CUS-1010

RETAIL ASSOCIATE

SKILL GROUP	SKILLS COURSE	NUMBER
Communicating with Others	Introduction to Communication	COM-1001
	Effective Communication	COM-1002
	Verbal Communication	COM-1003
	Written Communication	COM-1004
	Nonverbal Communication	COM-1005
	Listening Skills	COM-1006
	Workplace Communication	COM-1007
Dealing With Conflict	Understanding Conflict	COM-2001
	Communication Skills	COM-2002
	Managing Conflict	COM-2003
Basic Math	Introduction to Basic Math	MTH-1001
	Arithmetic Operations	MTH-1002
Fractions and Decimals	Introduction to Fractions	MTH-1004
	Working with Fractions	MTH-1005
	Decimal Numbers	MTH-1006

RETAIL ASSOCIATE

SKILL GROUP	SKILLS COURSE	NUMBER
Microsoft Excel®	Getting Started with Excel	MSO-1001
	Entering Text and Values	MSO-1002
	Formatting Data	MSO-1003
	Formulas and Functions	MSO-1004
Microsoft Word®	Getting Started with Word.....	MSO-1012
	Creating a Document	MSO-1013
	Font Formatting	MSO-1014
	Paragraph Formatting	MSO-1015
	Checking the Spelling and Grammar.....	MSO-1016
Team Dynamics	Diversity.....	TEA-1006
	Creativity.....	TEA-1007
	Problem Solving	TEA-1008
	Decision Making	TEA-1009
	Conflict Management	TEA-1010

RETAIL ASSOCIATE

SKILL GROUP	SKILLS COURSE	NUMBER
Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
	Creating Your Resume.....	CAR-1005
	Crafting a Cover Letter.....	CAR-1006
Interviewing	Understanding the Interview Process	CAR-1007
	Making a Positive Impression	CAR-1008
	Responding to Interview Questions	CAR-1009
	Addressing Special Interview Concerns	CAR-1010
	After the Interview.....	CAR-1011



INDUSTRIAL SAFETY

KNOW HOW TO STAY SAFE AT WORK

The most important skill in many occupations is understanding how to stay safe in the workplace. Safety knowledge ensures that you understand the potential hazards that may be present, and how to ensure your safety and the safety of your coworkers is maintained. In the United States, safety is regulated by the Occupational Health & Safety Administration (OSHA).

HIRING INDUSTRIES

Construction
Public Safety
Highway maintenance
Manufacturing
Warehousing
Transportation

PROGRAM SUMMARY

Skills Courses 54

Time to complete 56 hours

Respirators

A respirator is a device designed to protect you from inhaling dangerous substances, such as chemicals or infectious particles.

Respirators provide a self-contained, oxygen-rich environment that eliminates the risk of suffocation. As a result, they are among the most important pieces of protective equipment when you work in a hazardous environment.

Whenever respirators are required, a written protection program is necessary in accordance to OSHA standards.

Respiratory Protection

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26

INDUSTRIAL SAFETY

SKILL GROUP	SKILLS COURSE	NUMBER
Basic Math	Arithmetic Operations.....	MTH-1002
Fractions and Decimals	Introduction to Fractions	MTH-1004
	Working with Fractions.....	MTH-1005
	Decimal Numbers.....	MTH-1006
Introduction to Safety	Introduction to OSHA	SAF-1001
	Making Work a Safer Place.....	SAF-1002
	Help! What to Do in an Emergency.....	SAF-1003
Personal Protective Equipment Safety	Personal Protective Equipment.....	SAF-1004
	Eye and Face Protection.....	SAF-1005
	Head Protection	SAF-1006
	Foot and Leg Protection	SAF-1007
	Hand and Arm Protection	SAF-1008
	Body Protection	SAF-1009
	Hearing Protection	SAF-1010
Respiratory Protection.....	SAF-1011	

INDUSTRIAL SAFETY

SKILL GROUP	SKILLS COURSE	NUMBER
Hazardous Material Safety	Hazardous Materials.....	SAF-1012
	HazCom	SAF-1013
	Hazardous Waste.....	SAF-1014
	Hazard Material Storage.....	SAF-1015
Workplace Safety	Work Area Safety.....	SAF-1016
	Permit-Related Safety	SAF-1017
	Fall Prevention	SAF-1018
	Ladder Safety.....	SAF-1019
Electrical and Fire Safety	Electrical Safety	SAF-1020
	Lockout/Tagout	SAF-1021
	Fire Safety	SAF-1022
	Fire Extinguishers	SAF-1023

INDUSTRIAL SAFETY

SKILL GROUP	SKILLS COURSE	NUMBER
Material Handling Safety	Material Handling Basics	SAF-1024
	Powered Industrial Trucks.....	SAF-1025
	Crane and Rigging Safety.....	SAF-1026
Tool and Machine Safety	Hand Tool Safety.....	SAF-1027
	Power Tool Safety.....	SAF-1028
	Sheet Metal and Compressed Gas Safety	SAF-1029
	Machine Safety.....	SAF-1030
	Safety Devices.....	SAF-1031

INDUSTRIAL SAFETY

SKILL GROUP	SKILLS COURSE	NUMBER
Technical Writing	Introduction to Technical Writing	COM-2004
	Successful Documentation.....	COM-2005
Working on a Team	Working in a Group	TEA-1001
	Group Communication	TEA-1002
	Effective Collaboration	TEA-1003
	Life Stages of a Team.....	TEA-1004
	Meeting	TEA-1005
Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
	Creating Your Resume.....	CAR-1005
	Crafting a Cover Letter.....	CAR-1006
Interviewing	Understanding the Interview Process	CAR-1007
	Making a Positive Impression	CAR-1008
	Responding to Interview Questions	CAR-1009
	Addressing Special Interview Concerns	CAR-1010
	After the Interview.....	CAR-1011



EMPLOYABILITY SKILLS

ESSENTIAL WORKPLACE SKILLS

Successful careers are built on solid personal and interpersonal skills. Your education and experience may make you eligible to apply for a job but, to be successful in most roles, you will need non-technical, essential skills listed by all employers as essential. Employability skills can be used in any job or employment sector and make you employable in a wide variety of industries.

HIRING INDUSTRIES

Construction
Public Safety
Highway maintenance
Manufacturing
Warehousing
Transportation

PROGRAM SUMMARY

Skills Courses 49
Time to complete 52 hours

The screenshot shows a video player interface. The video content features a cartoon character with brown hair and glasses, sitting at a desk. He has six arms, each performing a different task: one holds a calculator, another a pen, one a laptop, one a smartphone, one a mug, and one a notepad. The background shows a cityscape and a clock on the wall. The video player includes a play button, a progress bar, and a volume icon. The video title is 'Multitasking: does it really save time?'. The player also displays 'Managing Your Time' and 'Copyright © 2017 180 Skills LLC'.

O*NET job code: NA

EMPLOYABILITY SKILLS

SKILL GROUP	SKILLS COURSE	NUMBER
Introduction to Safety	Introduction to OSHA	SAF-1001
	Making Work a Safer Place.....	SAF-1002
	Help! What to Do in an Emergency.....	SAF-1003
Personal Protective Equipment Safety	Personal Protective Equipment.....	SAF-1004
Basic Math	Introduction to Basic Math	MTH-1001
	Arithmetic Operations.....	MTH-1002
Fractions and Decimals	Introduction to Fractions	MTH-1004
	Working with Fractions.....	MTH-1005
	Decimal Numbers	MTH-1006
Microsoft Excel®	Getting Started with Excel	MSO-1001
	Entering Text and Values	MSO-1002
	Formatting Data.....	MSO-1003
	Formulas and Functions.....	MSO-1004
	Working with Dates and Times	MSO-1005

EMPLOYABILITY SKILLS

SKILL GROUP	SKILLS COURSE	NUMBER
Microsoft Word®	Getting Started with Word.....	MSO-1012
	Creating a Document	MSO-1013
	Font Formatting	MSO-1014
	Paragraph Formatting	MSO-1015
	Checking the Spelling and Grammar.....	MSO-1016
Communicating with Others	Introduction to Communication	COM-1001
	Effective Communication	COM-1002
	Verbal Communication	COM-1003
	Written Communication.....	COM-1004
	Nonverbal Communication.....	COM-1005
	Listening Skills.....	COM-1006
	Workplace Communication.....	COM-1007
Goal Setting	Identifying Your Life Goals.....	LIF-1001
Stress Management	Dealing with Stress.....	STR-1001
	Coping with On-the-job Stress.....	STR-1002

EMPLOYABILITY SKILLS

SKILL GROUP	SKILLS COURSE	NUMBER
Working on a Team	Working in a Group	TEA-1001
	Group Communication	TEA-1002
	Effective Collaboration	TEA-1003
	Life Stages of a Team	TEA-1004
	Meeting	TEA-1005
Time Management	Managing Your Time	TIM-1001
	Making a List and Checking It Twice	TIM-1003
	Planning Your Day	TIM-1004
	Adopting Timesaving Strategies	TIM-1005
	Getting Organized	TIM-1006
	Ending Procrastination	TIM-1007
	Taking Advantage of Technology	TIM-1008

EMPLOYABILITY SKILLS

SKILL GROUP	SKILLS COURSE	NUMBER
Resumes and Job Applications	Completing an Employment Application.....	CAR-1004
	Creating Your Resume.....	CAR-1005
	Crafting a Cover Letter.....	CAR-1006
Interviewing	Understanding the Interview Process	CAR-1007
	Making a Positive Impression	CAR-1008
	Responding to Interview Questions	CAR-1009
	Addressing Special Interview Concerns	CAR-1010
	After the Interview.....	CAR-1011

NEED MORE SKILLS?

The 180 Skills course library contains 700+ skills courses in 41 competency topics areas

If you need skills that don't see in this catalog, take a look at our Skills Group and Career Program catalogs. Please call us if you need personalized service.

TECHNICAL



EMPLOYABILITY



||| The beautiful thing about
learning is nobody can
take it away from you.”

B.B King – American Musician

BECAUSE YOU CAN'T LIVE LIFE WITHOUT SKILLS



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MADE IN AMERICA