#1 Rule Safety First

Numbers 1 thru 10 (written phonetically)

English	Japanese
One	Eechee
Two	Nee
Three	Sahn
Four	Shee
Five	Goh
Six	Rroku
Seven	Sheetchee
Eight	Hahchee
Nine	Kiu
Ten	Ju

Data Input/Output/Interpretation

Typing

Data Entry

Office Admin

Primarily we'll discuss the Pharmacy, Dental, Medical sectors – but can apply to Accounting, Logistics, Property Management, and many others

filing

ordering supplies

taking inventory

reading charts

reading X-rays

taking vitals

blood pressure

temperature

basic triage

Cash Management

Auditing

Excel

Pivot Tables

Macros

Charts (Gantt, Swimlane, Bar, Line, Pie)

If, Then Logic

[Notice that Logic keeps popping up, in many areas, just like Math]

Calculations

V-Lookup

Graphs   (Visio, Excel – both creating and reading, understanding concepts such as "skews" and "bias")

PowerPoint [for Presentations and Mapping Application-Devs, intra-links]

Web-Page Development

Analysis

    Business Analysis

    Diagramming

    Cost Analysis

    Routing (logistics) -- burden, cost efficacy, load

    Algorithms

    Cluster Analysis

Map Reading

    standard

    topographical

Basic Programming

    Basic Logic

        briefly discuss truth tables

        briefly discuss proofs

        briefly discuss logical and rhetorical fallacies

        syllogistic arguments

    3-Pillars, 5 Principles, Triangle of Interdependent Concepts

        SDLC's

        The five OOP principles are as follows:

            S – Single Responsibility Principle (SRP)

            O – Open Closed Principle (OCP)

            L – Liskov Substitution Principle (LSP)

I – Interface Segregation Principle (ISP)

D – Dependency Inversion Principle (DIP)

There are four Pillars of Object-Oriented Programming:

Abstraction

Encapsulation

Inheritance

Polymorphism

Triangle of Interdependent Concepts

Decisioning (using Logic: "if, then" syllogisms)

Functions

Repetition (For, While, Do While)

Basic Languages

    Back end (Python, PHP, PERL, Ruby)

        [Note: Python is heavily used in A.I.]

    Front end (HTML, CSS, UX/UI)

        [Note: HTML and CSS used heavily in Web-Development]

    Scripting (JavaScript)

    Database (MySQL)

    Transmission (XML)

REMEMBER:

1. **<u>Map</u>** out the objective or goal, as well as your plan to get there
2. **<u>Do</u>** the **<u>Work</u>** (practice, practice, practice, hone your skill, examine every aspect closer and closer, repeat until you are satisfied you can answer all of those serious questions listed above!)
3. **<u>Speak</u>** to **<u>your</u>** efforts (aka presentation)