

Exhibit B: Curriculum

Class/Lab/E-Learning

Trainees may receive any of the following:

Digital Literacy Skills

- Digital Literacy
- Use of Smart Phone
- Basic PC
- E-Reader
- Tablets
- How to Search, Evaluate, and Communicate Information
- Microsoft Word, Powerpoint, Excel
- Email
- Preparing Reports

English Literacy Skills

- Vocational English as a Second Language (VESL)
- Vocational Foundation Skills in Writing in English

Math Literacy Skills

- Vocational Basic Math

Technical Skills

- Customer Service
- COVID-19 Precautions
- Facilities Maintenance
- Preventive Maintenance
- Computer Skills for Production and Inventory
- Blueprint Reading
- Geometric Dimension and Tolerances (GD&T)
- Shop Measurements

Workforce Preparation Activities

- Customer Service
- Basic Work Skills
- Change Management
- Conflict Resolution
- Diversity, Inclusion, and Belonging
- Generational Diversity
- Problem-Solving and Decision Making
- Team Building
- Stress Management
- Time and Priority Management
- Presentation Skills