

Burlington Foundational Skills | Upcoming Courses – Sneak Peek

Math 1: Number Basics	Digital Literacy	Financial Literacy
<p>Whole Numbers</p> <ul style="list-style-type: none"> Counting & Quantity Reading & Writing Whole Numbers Comparing Whole Numbers <p>Place Value & Rounding</p> <ul style="list-style-type: none"> Place Value Expanded & Standard Form Rounding Whole Numbers <p>Addition</p> <ul style="list-style-type: none"> Understanding Addition Addition Strategies Multi-Digit Addition <p>Subtraction</p> <ul style="list-style-type: none"> Understanding Subtraction Subtraction Strategies Multi-Digit Subtraction <p>Multiplication</p> <ul style="list-style-type: none"> Understanding Multiplication Multiplication Strategies & Models Multi-Digit Multiplication <p>Division</p> <ul style="list-style-type: none"> Understanding Division Division Strategies Long Division <p>Number Line & Absolute Value</p> <ul style="list-style-type: none"> The Number Line Positive & Negative Numbers Absolute Value 	<p>Digital Foundations</p> <ul style="list-style-type: none"> What Is Digital Literacy? Using Your Device Managing Online Accounts <p>Internet Browsing & Searching</p> <ul style="list-style-type: none"> Internet Basics Online Searches Avoiding Misinformation & Scams <p>Communication & Digital Participation</p> <ul style="list-style-type: none"> Email Basics Messaging, Video Calls, & Online Meetings Your Digital Footprint <p>Digital Content & Tools</p> <ul style="list-style-type: none"> Files, Photos, & Downloads Creating Simple Digital Documents Cloud Storage & Sharing <p>Using Technology Safely in Everyday Life</p> <ul style="list-style-type: none"> Cybersecurity & Privacy Using Technology for Work & Learning Essential Online Services 	<p>Money Basics & Personal Finance</p> <ul style="list-style-type: none"> What Is Financial Literacy Needs, Wants, & Financial Choices Money & Payment Methods Income, Wages, & Paychecks <p>Budgeting, Banking & Managing Money</p> <ul style="list-style-type: none"> Budgeting Managing Bills & Payments Banking Basics <p>Credit, Debt & Financial Risk</p> <ul style="list-style-type: none"> Understanding Credit Credit Scores & Credit Reports Managing Debt Cryptocurrency <p>Planning, Protection & Financial Independence</p> <ul style="list-style-type: none"> Saving for the Future Investing Money Insurance & Financial Protection Life Planning & Financial Confidence

**More to
come**

www.BurlingtonWorkforce.com
(561) 672-7826

Burlington Workforce Essentials | Upcoming Courses – Sneak Peek

Manufacturing	Construction	Welding
<p>Manufacturing Essentials</p> <ul style="list-style-type: none"> • Manufacturing Basics • Types of Manufacturing • Roles & Responsibilities • Math Basics <p>Tools, Machines, and Processes</p> <ul style="list-style-type: none"> • Processes • Tools & Equipment • Tool Maintenance & Storage • Recognizing Problems <p>Manufacturing Safety</p> <ul style="list-style-type: none"> • Introduction to OSHA • Hazards in the Workplace • Emergency Procedures <p>Working in Manufacturing</p> <ul style="list-style-type: none"> • Daily Work Tasks • Communication on the Job • Getting a Job • A Typical Workday 	<p>Construction Basics</p> <ul style="list-style-type: none"> • Introduction to Construction • Measurement & Job Skills • Site Basics <p>Tools, Materials & Processes</p> <ul style="list-style-type: none"> • Hand & Power Tools • Tool Maintenance • Materials & Fasteners <p>Safety & OSHA</p> <ul style="list-style-type: none"> • OSHA Basics • Hazards & PPE • Emergency Procedures <p>Working on a Jobsite</p> <ul style="list-style-type: none"> • Daily Work Practices • Communication on the Job • Teamwork & Quality <p>Construction Careers</p> <ul style="list-style-type: none"> • Getting a Job in Construction • Certifications & Advancement • Day in the Life 	<p>Welding Basics</p> <ul style="list-style-type: none"> • Introduction to Welding • Welding Processes Overview & Workplace Basics • Measurement & Job Skills <p>Tools, Equipment & Materials</p> <ul style="list-style-type: none"> • Welding Tools & Machines • Machine Setup & Maintenance • Metals, Joints & Symbols <p>Safety & OSHA</p> <ul style="list-style-type: none"> • OSHA for Welders • Welding Hazards & PPE • Emergency Procedures & Fire Safety <p>Communication & Teamwork</p> <ul style="list-style-type: none"> • Daily Welding Work Practices • Communication on the Job • Teamwork, Quality & Inspection <p>Welding Careers</p> <ul style="list-style-type: none"> • Getting a Job in Welding • Certifications & Advancement • Day in the Life of a Welder

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Burlington Workforce Essentials | Upcoming Courses – Sneak Peek

CDL	Medical Assistants	Medical Billing & Coding
<p>Preparing for CDL</p> <ul style="list-style-type: none"> • CDL Basics • Classes & Endorsements • Applying for a CLP <p>Getting to Know Your Vehicle</p> <ul style="list-style-type: none"> • Vehicle Controls • Cargo Basics • Exterior Inspection • Interior Inspection <p>Operating Your Vehicle Safely</p> <ul style="list-style-type: none"> • Road Signs • Basic Controls • Hazards • Emergency Procedures <p>Working as a Commercial Driver</p> <ul style="list-style-type: none"> • Daily Communication • Daily Paperwork • Getting a Job • A Typical Workday 	<p>Introduction to Medical Assistants</p> <ul style="list-style-type: none"> • Medical Assistant Responsibilities • Skills & Qualities of Medical Assistants • Interpersonal Awareness • Patient Rights & Confidentiality <p>Healthcare Settings & Medical Knowledge</p> <ul style="list-style-type: none"> • Healthcare Settings • The Healthcare Team • Medical Terminology • Basic Anatomy <p>Patient Care</p> <ul style="list-style-type: none"> • Patient Intake & Health History • Vital Signs • Patient Safety • Medical Assistant Safety <p>Working as a Medical Assistant</p> <ul style="list-style-type: none"> • Daily Communication • Getting a Job • A Typical Workday 	<p>Exploring Medical Billing & Coding</p> <ul style="list-style-type: none"> • What Is Medical Billing & Coding? • Workplace Settings & Roles • Professional Skills • Confidentiality & HIPAA <p>Documentation & Insurance Basics</p> <ul style="list-style-type: none"> • Patient Forms • Medical Documents • Medical Terminology • Insurance Basics <p>Workplace Communication & Tools</p> <ul style="list-style-type: none"> • The Billing Cycle • Phone & Email Communication • Accuracy & Errors • Digital Tools <p>Working as a Medical Biller & Coder</p> <ul style="list-style-type: none"> • Career Paths • Getting a Job • A Typical Workday

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