Welcome to the STEM Foundations course. The purpose of this course is to allow you to develop key foundational skills in workplace communication and mathematics that are used in various STEM careers. The course will allow you to practice using workplace communication and math skills that you may encounter in the workforce. The activities are designed to strengthen your skills in preparation for entering a college program in STEM technology.

WORKPLACE COMMUNICATION
The first part of the course is designed to quickly refresh your workplace communication skills before you begin your technical training. This part of the course has 10 content modules. Below are descriptions of each of the mathematics modules.

Apply Reading Strategies to Improve Comprehension: Robert is returning to school to study to be a mechatronics technician. He hasn't been in school in years and is concerned about his reading skills.

1. Identify main idea and supporting details of a text and summarize effectively.
2. Apply effective strategies before, during and after reading to improve comprehension.

Demonstrate Ability to Use Sentence and Paragraph Structure Effectively in Writing: Eva is a mom returning to the workforce. She is training to be an environmental technician. She is good with Math and data but is struggling with the writing assignments and reports required in her courses.

3. Build a paragraph.
4. Develop a short essay.

Develop and Improve Writing Skills: Mark is in cyber technician training and he is learning to write more effectively and professionally.

5. Compose effective email communication.
6. Develop and demonstrate a writing process.

Practice Listening and Speaking Skills: Gus is an intern at EV, Inc. He has to answer phones, and summarize and relay messages to appropriate people within the organization. His boss has also asked him to help put together a PowerPoint presentation about their products for an upcoming auto show.

7. Demonstrate professionalism on the telephone.
8. Summarize and relay messages accurately.
9. Prepare an effective presentation.

Demonstrate Effective Time Management Skills: Daniel and Katherine are enrolled in a composites technology program. Students in the composite technician program must balance their time between completing their composite work, often checking their pieces during the curing stage, studying and other tasks.

10. Demonstrate time management and organizational skills for classroom success.