Supplemental Skills Courseware

Applied business and manufacturing skills to enhance workplace performance

Job seekers are more competitive when they grow with technology, especially in fast-growing industries like advanced manufacturing.

Supplemental Skills Courseware is a self-paced course designed to enhance the participants' career-ready portfolio. It includes Business Writing, Applied Technology, and Workplace Observation. There are two additional units focusing on avoiding obstacles to observation and maximizing memory. We refer to these bonus lessons as Extra Units 1 & 2 and both are required to earn the Supplemental Skills Courseware Certificate of Completion.

Participants earn an eBadge for each level they complete. The number of eBadges earned is totaled on the right side of the Supplemental Skills Courseware item on the participant's dashboard. The Supplemental Skills Courseware Certificate of Completion will display when all eBadges have been earned.

supplemental skills courseware

Business Writing

Business Writing includes beginner to advanced grammar topics, sentence construction, and paragraph writing within the context of business letters and other workplace documents.

Applied Technology

Applied Technology includes foundational understanding of engineering and the principles governing physical systems, including mechanics, thermodynamics, electrodynamics, and fluid dynamics.

Workplace Observation

Workplace Observation includes critical awareness and noticing, paying attention to surroundings and situations, memory, sequencing, predicting outcomes, evaluating, and interpreting complex processes.

SUPPLEMENTAL SKILLS
APPLIED BUSINESS SKILLS THAT ENHANCE YOUR WORKPLACE PERFORMANCE

NOT EARNED   COMPLETE

	HIGHEST LEVEL ACHIEVED	CURRENT STATUS	EBADGES
BUSINESS WRITING	Level 2 Posttest (12/10/2020)	Courseware Level 3 of 5 [3.4.4 - Sentence Variety III]	
APPLIED TECHNOLOGY	Level 2 Posttest (12/10/2020)	Pretest - Incomplete Level 3 of 6	
WORKPLACE OBSERVATION	Level 5 Posttest (12/11/2020)	Complete	

ENTER

Skills to make participants stand out from the competition by earning a stackable Certificate of Completion

Participants begin the module with the Level 1 pretest to serve as a benchmark of current knowledge in the subject area. If the participant feels comfortable with the questions on the pretest, they can use the menu to navigate past the course content to take the posttest or learn more about the different lessons before taking the posttest.

Each level contains instructional slides that teach the content, followed by scored exercises to measure the skills. Instant feedback from each exercise reinforces the correct response.

The posttest at the end of each level measures mastery of content. When the participant scores 80% or greater on the posttest, they will earn an eBadge and advance to the next level until the module is complete. Below is a breakdown of the total number of eBadges required to earn the Supplemental Skills Courseware Certificate of Completion.

Learners begin with a pretest and move through the content, then take a posttest to demonstrate mastery of content for each level.

Business Writing — 5

Applied Technology — 6

Workplace Observation — 5

This Certificate Indicates

Rachel Walker

has successfully completed

Supplemental Skills Courseware

demonstrating readiness in:

Business Writing
Applied Technology
Workplace Observation

11/3/2020

Did you know...

Supplemental Skills Courseware is a great add-on to the Ready to Work Courseware, Career Readiness Courseware, and Essential Soft Skills Courseware.

Complete the suite and bundle the courseware with WIN Learning's valid and reliable assessments for participants to earn the Ready to Work Credential and Essential Soft Skills Credential. Contact WIN Learning to learn more.

About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.

Let's WIN Together. Contact Us!

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