



Career Readiness  
Courseware &  
Credentials

# 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 participant 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 not Levels, however the Extra Units are required to earn the Supplemental Skills Courseware Certificate of Completion.

As participants successfully complete each level, they will earn an eBadge. 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 in the course.

SUPPLEMENTAL SKILLS		NOT EARNED	COMPLETE
APPLIED BUSINESS SKILLS THAT ENHANCE YOUR WORKPLACE PERFORMANCE			
	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	

## 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

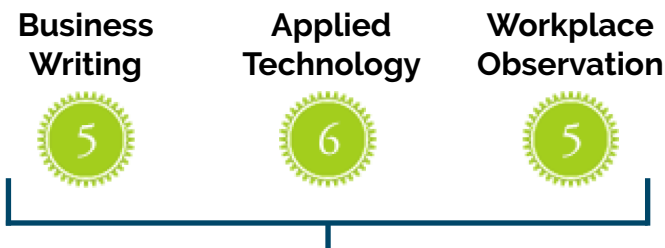
**Workplace Observation** includes critical awareness and noticing, paying attention to surroundings and situations, memory, sequencing, predicting outcomes, evaluating, and interpreting complex processes.

## 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 then move through the content, then take a posttest to demonstrate mastery of content for each level.*

### 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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