

# WIN LEARNING LAN COURSEWARE: ACADEMIC SKILLS & SOFT SKILLS

**WIN Learning offers Soft Skills Courseware and Academic Skills Courseware (formerly Ready to Work Courseware) as a Local Area Network (LAN) installation to provide learners with workforce education resources without an internet connection.**

WIN Learning's LAN courseware gives users access to the WIN Career Readiness System, where learners can work through the courseware and track their progress, and administrators can create and manage classes, monitor learners' progress, and view reports on classes or individual learners. Once the WIN Learning Courseware is installed on the server, it can be accessed using the browser on the computers on the network. The WIN Learning LAN Courseware can also be installed locally on individual computers. The Academic Skills Courseware and the Soft Skills Courseware can be purchased and installed together as a package or purchased separately if administrators choose to offer just one course.

Certificates of Completion are awarded to the learner after successfully passing the posttest in all three core modules, indicating that the learner is proficient in the skills.

Administrative and progress monitoring reports are available in the WIN Career Readiness System. Instructors and administrators can download and print reports on a learner's activity, eBadges, and certificates.



## Academic Skills Courseware

*formerly Ready to Work*

**Applied Mathematics** builds mathematical reasoning and problem-solving skills to prepare learners to solve real-life workplace problems, such as calculating dimensions, costs, and percentages.

**Reading for Information** builds reading comprehension and reasoning skills to prepare learners to utilize documents in the workplace. Skills include obtaining and applying new vocabulary and following complex instructions.

**Locating Information** builds analytical skills to prepare learners to interpret sources of data in the workplace. Skills include identifying trends among variables and drawing conclusions from one or more sources of data.



## Soft Skills Courseware

**Communicating Effectively** identifies ways to improve communication and listening skills and explains how to effectively resolve conflict in the workplace.

**Conveying Professionalism** explains the benefits of a positive attitude, the importance of being on time and dependable, how motivation affects performance, and strategies to build excellent work habits.

**Promoting Teamwork and Collaboration** discusses the importance of sensitivity to individual differences, the benefits and challenges of teamwork and collaboration, and the value of strong leadership skills.

**Thinking Critically and Solving Problems** teaches learners to evaluate the elements of critical thinking, including evidence, reasoning, and fallacies.



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