



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.



Supplemental Skills Courseware

Supplemental Skills
Applied business skills that enhance your workplace performance

BUSINESS WRITING | **APPLIED TECHNOLOGY** | **WORKPLACE OBSERVATION** In Progress

About this Course

OVERVIEW

Supplemental Skills is a self-paced course designed to enhance your career-ready portfolio. It includes: Business Writing, Applied Technology, and Workplace Observation. Each module contains several levels of instruction. Each level begins with a pretest to assess your initial understanding of the concepts that will be covered. Once you complete the pretest, the instructional units within the level will become available. When you complete the instructional units, you will have the opportunity to take the posttest. You must pass the posttest with at least 80% to unlock the next level.

OUTLINE

Courseware Progress

Module	Progress	Ebadge	Latest Score
Level 1	1 2 3 4 5 6 7 8 9 Posttest	🏆	Pretest 7/10/2023
Level 2	1 2 3 4 5 6 7 Posttest	🏆	
Level 3	1 2 3 4 5 6 7 8 Posttest	🏆	
Level 4	1 2 3 4 5 6 7 8 9 Posttest	🏆	
Level 5	1 2 3 4 5 6 7 8 Posttest	🏆	

Goals

- Earn eBadges**
Achieve at least 80 percent on each posttest to earn an eBadge for the module.
- Earn a Certificate of Completion**
Pass all three modules' posttests to earn a certificate of completion.

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.

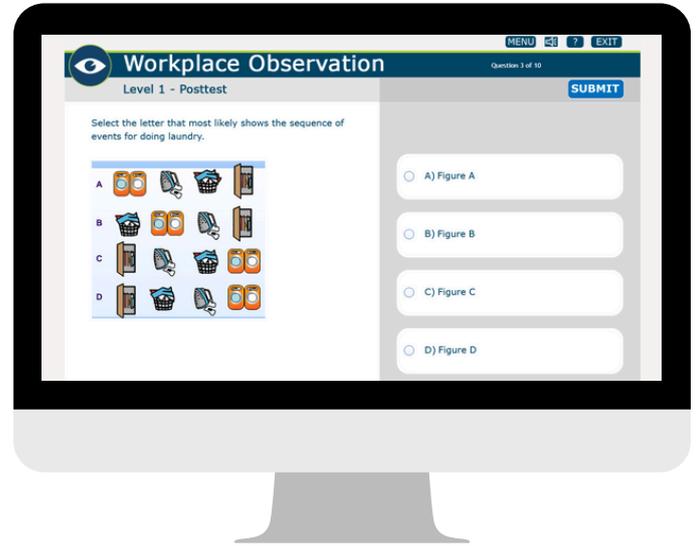
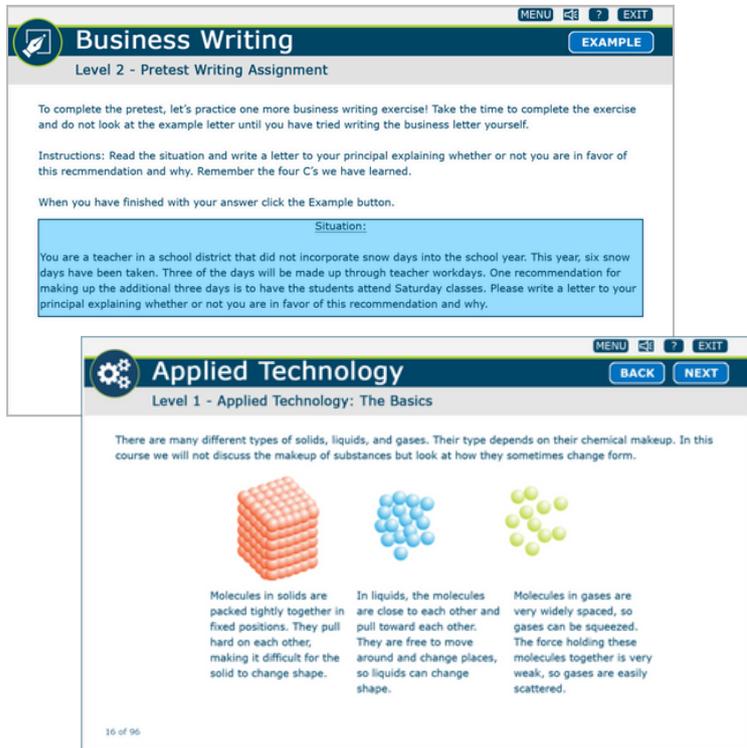
Workplace Observation

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. When all modules are complete, the learner receives a Certificate of Completion.



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.



CONTACT US:
888.717.9461 (Toll Free)
865.717.3333
info@winlearning.com

 facebook.com/winlearning
 @winlearning_
 linkedin.com/company/winlearning