

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 **Work Ready Writing**, **Work Ready Technical Systems**, and **Work Ready 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

WORK READY WRITING | WORK READY TECHNICAL SYSTEMS | WORK READY OBSERVATION

In Progress

About this Course

OVERVIEW

OUTLINE

Level 1

- 1 Basic Sentence Structure & Parts of Speech
- 2 Rules for Capitalization
- 3 Work-Related Vocabulary
- 4 Synonyms, Antonyms, & Homonyms
- 5 Abbreviations and Acronyms
- 6 Clarity and Conciseness of Sentences
- 7 Combining Sentences
- 8 Work-Related Documents
- 9 Developing Ideas

Level 2

Level 3

Level 4

Level 5

Courseware Progress

Module	Progress	Ebadge	Latest Score
Level 1	1 2 3 4 5 6 7 8 9 Posttest		100 Posttest 12/20/2023
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.

Work Ready Writing

Work Ready Writing develops foundational grammar, vocabulary and writing skills using workplace documents such as memos, letters, notices, policies, and regulations.

Work Ready Technical Systems

Work Ready Technical Systems develops practical problem-solving skills by helping learners understand how fundamental principles of thermodynamics, fluid dynamics, electricity, and mechanics are used in real workplace settings.

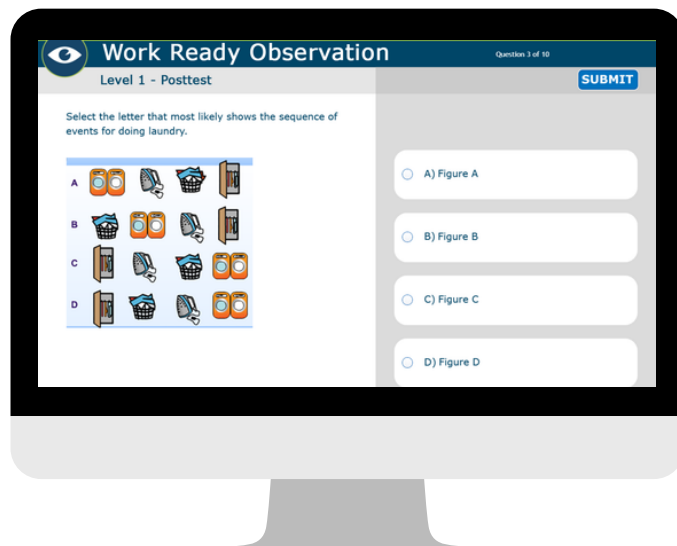
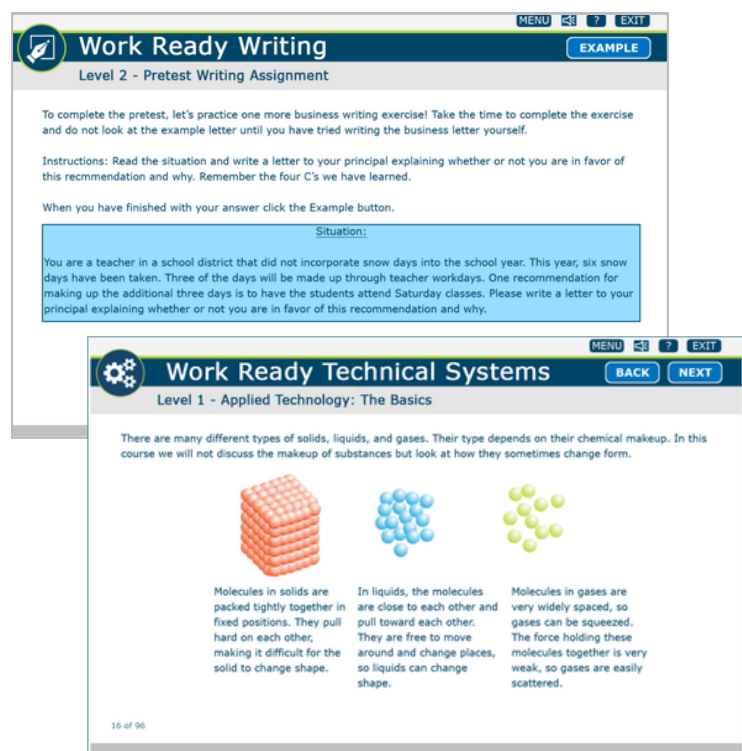
Work Ready Observation

Work Ready Observation develops the foundational skills needed to observe, understand, and apply workplace processes and procedures.

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.

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