Workplace Essential Skills Online Courses
KET’s Workplace Essential Skills online study system includes pretests that help learners pinpoint areas they need to study, and posttests that will allow them to assess their understanding of the course content in a workplace context. Each course includes two sections – Mathematics and Language Arts.

Construction Math
*This course includes five lessons covering 15 skills.*

Construction Math Skills Pretest

**Math Lessons**

**Number Sense**
1. Working with Place Value
2. Grouping, Sorting, and Using Patterns
3. Estimation and Number Sense

**Solving Problems**
1. Adding and Subtracting
2. Multiplying and Dividing
3. Estimating and Problem Solving

**Fractions, Decimals, and Percents**
1. Understanding and Comparing Fractions
2. Understanding Decimals
3. Understanding Proportion and Percent

**Measurements and Formulas**
1. Using English Measurement
2. Using Metric Measurement
3. Formulas and Problem Solving

**Trends and Predictions: Graphs and Data**
1. What is Data?
2. Finding Averages
3. Data and Statistics

Construction Math Skills Posttest
Construction Language Arts
This course includes five lessons covering 15 skills.

Construction Language Arts Skills Pretest

Writing Lessons

A Process for Writing
1. Writing is Critical to Workplace Success
2. Understanding Workplace Writing
3. Communicate

Supplying and Finding Information
1. Working with Forms
2. Using Charts Effectively
3. Interpreting Information

Writing for Work
1. Planning Written Communication
2. Organizing and Writing First Drafts
3. Writing and Distributing Final Drafts

Reading Lessons

Reading for a Purpose
1. Reading for Different Purposes
2. Using Different Approaches to Reading
3. Using Strategies to Understand What You Read

Reading and Following Directions
1. Becoming Familiar with Memos, Reports, and Workplace References
2. Following Directions
3. Interpreting Pictorial Instructions

Construction Language Arts Skills Posttest