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.

Manufacturing Math

This course includes five lessons covering 15 skills.

Manufacturing Math Skills Pretest

<u>Math Lessons</u>

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

Manufacturing Math Skills Posttest

Manufacturing Language Arts
This course includes five lessons covering 15 skills.

Manufacturing Language Arts Skills Pretest

<u>**Writing Lessons**</u>

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

<u>**Reading Lessons**</u>

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

Manufacturing Language Arts Skills Posttest