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.

Information Technology Math

This course includes four lessons covering 12 skills.

Information Technology 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 Decimals
2. Understanding and Comparing Fractions
3. Understanding Proportion and Percent

Logic with Units of Measure/Logic Measurement
1. Using English Measurement
2. Using Metric Measurement
3. Digital Units of Measure

Information Technology Math Skills Posttest

Information Technology Language Arts
This course includes five lessons covering 14 skills.

Information Technology Language Arts Skills Pretest

<u>**Communication (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

Information Technology Language Arts Skills Posttest