

The logo features the word "WIN" in a large, bold, blue serif font. To its right, the words "CAREER READINESS" and "COURSEWARE" are stacked in a smaller, black, serif font. A light gray circular graphic with a horizontal line through it is positioned behind the "WIN" text.

# WIN CAREER READINESS COURSEWARE

Worldwide Interactive Network, Inc. is an ACT, Inc. Level 1 Publisher of courseware based on the WorkKeys® employment system for all areas and all levels of the WorkKeys Foundational Skills. The WIN Courseware encompasses ten career-oriented skill and proficiency areas critical for success in today's workplace. The WIN Courseware consists of over 1,200 hours and more than 22,000 pages of print and electronic instructional curriculum for WorkKeys assessment preparation. The 58 competency-based interactive courses provide foundational skills instruction for all WorkKeys and pre-WorkKeys skill levels. WIN is the exclusive provider of pre-WorkKeys skills instruction. The WIN Courseware meets ACT, Inc.'s standards for quality and is fully aligned with the WorkKeys *Targets for Instruction*.

The ten skill and proficiency areas are:

- Applied Mathematics
- Reading for Information
- Locating Information
- Applied Technology
- Listening
- Observation
- Teamwork
- Writing
- Business Writing
- Work Habits

Developed by a team of Ph.D. and Curriculum Design specialists and piloted through a major university, the WIN Courseware is designed to deliver skill-based training to improve workplace skills. The WIN Courseware is used for workforce development, adult education, and basic skills training for citizens in the workforce and students entering the workforce across the globe.

The WIN Courseware also includes 5 levels of Work Habits soft-skills curriculum that address workplace skills and ethics such as interpersonal interaction, cooperation and respect, dependability, initiative, and integrity.

WIN's Work Habits Topics Include:

- Interpersonal Interaction
- Listening and Speaking
- Cooperation and Respect
- Quality Management
- Problem Solving
- Self Management
- Resource Management
- Time Management

WIN also offers Contextual Courseware for WorkKeys skills. The 16+ modules are directly aligned with the national Career Clusters. WIN's Contextual Courseware offers instruction for the WorkKeys skills specific to the field that the learner either has experience in or that is of interest to the learner.

The WIN Courseware offers Natural Voice text-to-speech translation for users with visual impairment and/or reading disabilities. The text-to-speech software included with the WIN Courseware allows the instruction on each page of the courseware to be read aloud to the user using AT&T Natural Voice technology. The user can choose from natural voices to effectively customize his/her learning experience according to tastes and preferences. The Natural Voice text-to-speech software was selected to offer the audible component of the WIN Courseware for ease of update and revision of the courseware.

Similarly, the WIN Courseware offers Web-delivered Spanish translation for all skill areas. WIN is the only provider of instruction for WorkKeys skills to offer Spanish translation for all skill areas and levels. The Spanish translation feature in the online version of the WIN Courseware runs on an active Spanish translation software application, which allows for ease of curriculum updates and revisions without the time and cost associated with hiring a translator. WIN is committed to constant improvement of the content of the WIN Courseware.

The WIN Courseware is available in print, LAN, and Internet delivery options. The flexible delivery system of the WIN Courseware can be self-directed or staff-assisted in many learning environments and is ideal for online and distance learning. The embedded tracking and management system ensures evidence development and progress documentation. Randomized Placement tests for each skill area quickly determine initial skill level of examinee and Posttests with randomly selected questions for every skill level determine readiness for the ACT, Inc. WorkKeys assessments. The WIN Courseware insures concept mastery, not just test preparation.

*WorkKeys®* is a registered trademark of ACT, Inc., and the *WorkKeys®* employment system was developed by and is owned by ACT, Inc. WIN is not owned or controlled by ACT, Inc.

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