



The Basic Workplace Skills program is designed to rapidly increase numeracy and literacy skills within a work context. The purpose is to improve functional skills for employment and to prepare clients for employment related training. The program provides an initial assessment and placement into appropriate lesson levels and tests each outcome as clients' progress. The program also includes lessons on work habits, motivation, time management, critical thinking, problem solving and learning strategies.

Mathematics Concepts & Reasoning (36 lessons)

Adult oriented lessons present mathematics concepts generally found in everyday life. Modules develop and expand general math concepts and math reasoning skills.

Numbering and Counting (9 lessons)

Match Numbers with Word Names and Models
Write Numbers in Sequence
Order Numbers in a Specific Sequence
Identify the Greatest or Least Number from a Set of Numbers
Identify Ordinal Numbers
Place Values
Round Numbers
Count Forward or Backward by a Given Number and Determine the Next Number in a Series
Match Positive or Negative Numbers or Points with Tick Marks on a Number Line

Addition and Subtraction (8 lessons)

Add and Subtract Whole Numbers without Carrying or Borrowing
Add and Subtract Whole Numbers with Carrying or Borrowing
Add and Subtract Decimals
Add and Subtract Positive and Negative Numbers
Add and Subtract 24 Hour Time
Increase and Decrease Values on Measuring Instruments
Add and Subtract Measurements
Estimate a Sum or Difference

Multiplication and Division (5 lessons)

Multiply and Divide Whole Numbers
Multiply and Divide Decimal Numbers
Divide Numbers with Decimals
Multiply and Divide Negative and Positive Numbers
Estimate a Product or Quotient

Fractions and Decimals (7 lessons)

Estimate Fractional Length, Area, Volume, and Distance
Reduce Fractions to Lowest Terms
Use a Conversion Table to Convert Decimals and Fractions

Convert Decimals, Percents, and Fractions
Add and Subtract Fractions
Multiply and Divide Fractions
Estimate Fractional Parts Using Common Fractions

Combination of Processes (8 lessons)

Compute Averages
Solve Problems Combining All Processes, Using Whole Numbers, Mixed Numbers, and Fractions
Solve Problems Using Units of Measurement
Get Information from Number Lines, Graphs, Tables, and Scales
Solve Conversion Problems
Solve Problems Involving Ratio and Proportion
Use Word Problems

Mathematics Knowledge (35 lessons)

Adult oriented lessons present and expand upon general mathematics concepts. Lessons focus on general mathematics principles, including algebra and geometry.

Lines (4 lessons)

Identify Points, Lines, Line Segments, and Rays
Identify Parallel, Intersecting, and Other Lines
Identify Perpendicular and Intersecting Lines
Superimpose Lines

Planes (5 lessons)

Identify Geometric Shapes
Identify Characteristics of Plane Shapes
Use Descriptors to Identify Objects
Match Objects and Drawings Using Distinct Features
Identify Positions of Objects

Solids (1 lesson)

Recognize Solid Figure Shapes

Angles and Triangles (5 lessons)

Identify Angles
Identify Types of Angles
Identify Types of Triangles
Draw Bisectors and Altitudes
Label Angles

Degree Measures (2 lessons)

Identify Degrees as Units
Estimating the Measure of Angles

Linear, Weight, and Volume Measures (7 lessons)

Interpreting the Markings on a Linear Scale
Identify Units of Measure and Classify According to Type of Measure
Length and Distance Measurement
Identify Measures of Weight, Pressure, and Torque
Identify Measures of Volume and Capacity
Measure with Non-numerical Calibrated Scales
Estimating Lengths and Distances

Geometry (7 lessons)

Draw Plane Geometric Figures
Match Geometric Figures to Their Names
Identify Parts of Geometric Figures
Compute the Area and Perimeter of a Rectangle
Compute the Area and Circumference of a Circle
Compute the Area and Volume of Rectangular Solids
Use Formulas to Solve Problems Involving Geometric Figures

Algebra (3 lessons)

Solve Simple Algebraic Equations
Derive Equivalent Algebraic Equations
Calculate with a Pocket Calculator

Trigonometry (1 lesson)

Using Trigonometric Tables

Applied Mathematics and Mechanical Comprehension (27 lessons)

Adult -oriented lessons present abstract and mechanical concepts. Lesson modules focus on contextual mathematic applications, reading for information, and mechanical comprehension skills.

Time-telling Measures (4 lessons)

Interpret 24-hour Time
Using the Clock to Indicate Direction
Estimate Time
Express Time Using Decimals

Spatial Relationships (5 lessons)

Identify Directions that Things May be Moved
Align Parts and Equipment
Move, Align, and Connect Objects
Interpret Spatial Relationships
Relate Symbols to What They Represent

Terminology (2 lessons)

Identify Shape and Position Terms
Identify Spatial Orientation Terms with Positions

Gauge Measures (10 lessons)

Read and Interpret Gauges
Use Gauges with Digital Readouts
Read a Color Band Gauge
Gauges with Positive and Negative Measures
Read and Interpret Multi-scale Gauges
Match a Gauge Reading to a Specification
Read and Interpret Unnumbered Gauges
Read a Moving Gauge
Adjust Gauges to Meet Specifications
Read Voltage, Voltage Difference, and Time Duration from an Oscilloscope

Schematics (5 lessons)

Use Block, Wiring, and Schematic Diagrams
Identify Component Symbols
Trace Circuit Paths on a Schematic Diagram
Use Troubleshooting Tables and Schematic Diagrams
Identifying Parts of Schematic Diagrams

Reading & Writing (54 lessons)

Reading Comprehension (30 lessons)

Adult oriented lessons address overall reading comprehension. Modules present key concepts and expand word knowledge and ability to obtain information from written material. Reading passages reflect personal and professional written information encountered by a wide variety of adults in everyday life.

Vocabulary (5 lessons)

Recognize Meanings of Common Words Identify the Meaning of a Word from Context Identify Meanings of Contractions and Abbreviations Determine the Meaning of Figurative Language Recognize Meanings of Radio and Topographical Terms

Procedural Directions (6 lessons)

Follow and Develop Written Instructions
Select Text and Visual Materials
Follow Directions
Find Main Ideas
Use Written Materials to Make a Decision
Synthesize Information to Solve a Problem

Reference Skills (6 lessons)

Locate and File Information Alphabetically
Locate Information from a Table of Contents, Index, Appendix, and Glossary
Locate Title, Page, Paragraph, Figure, or Chart
Skim or Scan for Relevant Information
Locate Information to Perform a Task Using Cross-References
Organize Information from Multiple Sources

Tables and Charts (4 lessons)

Find Information in Two-column Tables
Find Information in Tables with Rows and Columns
Find Information in Complex Tables
Use Troubleshooting Tables

Illustrations (6 lessons)

Read Illustrations
Use a Key, Legend, or Parts List
Read and Use Cross-sectional Illustrations
Use a Three-dimensional or Exploded View Illustration to Complete an Action

Use a Sequence of Illustrations to Follow a Procedure

Integrate Visual Information to Select a Course of Action

Flowcharts (3 lessons)

Identify the Meaning of Flowchart Symbols
Use Flowcharts to Make Decisions
Use Organizational Charts to Identify Members of Organizations

Writing for Information (24 lessons)

Adult oriented lessons improve ability to communicate effectively through writing. Modules present key concepts in grammar, punctuation and composition. Lessons reflect the variety of types and styles of written communication encountered by adults in personal and professional settings.

Forms (5 lessons)

Find Parts on a Form
Fill in Numbers on a Form
Fill in Information on a Form
Write Descriptive Information on a Form
Locate and Compare Facts on a Form

Note Taking (3 lessons)

Introduction to Note Taking
Basics of Note Taking
Record Information Using Sentences

Outlining (4 lessons)

Identify Major and Subordinate Topics
Write Titles Using Main Ideas
Select Appropriate Details for Main Ideas
Label the Parts of an Outline

Report Writing (5 lessons)

Introduction to Report Writing
Four Steps for Report Writing
How to Make a Decision and Justify it in a Report
Report Organization
Write a Report

Editing (7 lessons)

Spell Frequently Used Words Correctly
Identify Words that Need to Be Capitalized
Use a Reference Source to Correct Misspellings
Apply Punctuation Rules
Apply Common Rules of Grammar
Rewrite Paragraphs
Improving Written Clarity

Work Habits & Life Skills (12 lessons)

Adult oriented lessons expand and improve critical thinking and work habit skills. Modules present key concepts in recognition, decision-making, personal and professional growth, and interaction skills.

Personal & Professional Growth (3 lessons)

Motivational Skills
Time Management
Good Work Habits

Critical Thinking and Recognition (5 lessons)

Identify Similarities and Differences among Objects
Identify Defects or Damage to Equipment
Identify Objects by Their Characteristics
Use Your Senses to Determine a Course of Action
Interpret and Use Symbols and Codes

Learner Strategy Modules (4 lessons)

Problem Solving
Problem Solving – The 4 Cs
Reading Strategies, Part 1 & Part 2
Test Taking