

Featured Resources

- Extensive workforce development resources
- Resume and cover letter builders
- Career certification exam preparation
- Detailed administrative reporting
- Soft skills tutorials
- Online learning platform
- Engaging, interactive, and self-paced learning



 **Improve your workplace skills. Find a job. Advance your career.**



Improve Your Workplace Skills

Workplace Skills Tutorials

Attitude and Teamwork
Email Etiquette
Time Management
Verbal Communication
Workplace Etiquette
Writing Skills for the Workplace

WorkKeys® Preparation

WorkKeys®: Applied Mathematics
WorkKeys®: Applied Technology
WorkKeys®: Business Writing
WorkKeys®: Locating Information
WorkKeys®: Reading for Information

Workplace Skills Bookshelf

Critical Thinking Skills for the Workplace
Social Networking
Time Management
Verbal Communication
Writing Skills for the Workplace
Math for the Trades



Improve Your Basic Skills

Check Your Basic Skills

Skills Check (TABE®)

Build Your Math Skills for the Workplace

Math Skills Tutorials
Basic Algebra Practice Sets
Data, Graphs, & Statistics Practice Sets
Decimals Practice Sets
Fractions & Mixed Numbers Practice Sets

Geometry Practice Sets
Integers Practice Sets
Measurement Practice Sets
Percents Practice Sets
Ratios & Proportions Practice Sets
Real Numbers Practice Sets
Whole Numbers Practice Sets
Math Skills Bookshelf

Build Your Reading Skills for the Workplace

Reading Skills Tutorial
Reading for Information Practice Sets
Reading Literature Practice Sets
Reading Skills Bookshelf

Build Your Writing Skills for the Workplace

Writing Skills Tutorial
Writing Skills Practices
Writing Skills Bookshelf

Build Your Grammar Skills for the Workplace

Grammar Skills Tutorial
Grammar Skills Practice Sets
Grammar Skills Bookshelf

Build Your Vocabulary and Spelling Skills for the Workplace

Vocabulary & Spelling Skills Tutorial
Vocabulary & Spelling Skills Practice Sets
Vocabulary & Spelling Skills Bookshelf

Mejore sus Habilidades Básicas

Curso para Desarrollar sus
Habilidades de Lectura Básica
Curso para Desarrollar sus

Habilidades de Matemática Básica
Prácticas de Analogías Verbales
Prácticas de Sinónimos y Antónimos
Libros Electrónicos: Escritura
Libros Electrónicos: Vocabulario y Ortografía



Improve Your Computer Skills

Getting Started With Computers

Getting to Know Your Computer
Using Your Desktop
Keeping Your Computer Safe
Discover the Internet
Email Basics
Using Social Media
Protecting Yourself Online

Understanding Your Operating System

Microsoft Windows

Microsoft Excel

Microsoft Excel 2010
Microsoft Excel 2013

Microsoft Word

Microsoft Word 2008
Microsoft Word 2010
Microsoft Word 2013

Microsoft Outlook

Microsoft Outlook 2010
Microsoft Outlook 2013

Microsoft PowerPoint

Microsoft PowerPoint 2010
Microsoft PowerPoint 2013



Prepare for High School Equivalency Tests

Prepare for the GED® Test

(General Educational Development)

- GED® Test Preparation Tutorials
- GED® Mathematical Reasoning Practice Tests
- GED® Reasoning Through Language Arts Practice Tests
- GED® Science Practice Tests
- GED® Social Studies Practice Tests
- GED® Test eBooks

La Preparación Española para el GED®

- Curso de Introducción del Examen GED® de 2014
- Exámenes de Práctica GED® de Razonamiento a través de las Artes del Lenguaje
- Exámenes de Práctica GED® de Razonamiento Matemático
- Exámenes de Práctica GED® de Estudios Sociales
- Exámenes de Práctica GED® de Ciencias
- Libros Electrónico

Prepare for the HiSET® Exam

(High School Equivalency Test)

- HiSET® Language Arts, Reading Practice Questions
- HiSET® Language Arts, Writing Practice Questions
- HiSET® Mathematics Practice Questions
- HiSET® Social Studies Practice Questions
- HiSET® Science Practice Questions

Prepare for the TASC Test

(Test Assessing Secondary Completion)

- TASC Test Reading Literacy Practice Questions
- TASC Test Writing Practice Questions
- TASC Test Mathematics Practice Questions
- TASC Test Social Studies Practice Questions
- TASC Test Science Practice Questions



Prepare for Job & Career Tests

Allied Health

- Prepare for Allied Health Career Entrance Tests
- Certified Medical Assistant
- Certified Surgical Technologist
- Dental Assisting
- Nursing Assistant
- Pharmacy Technician

- Physical Therapist
- Physician Assistant
- Radiography
- Registered Medical Assistant
- Veterinary Technician
- Allied Health Career Guidance Library

Air Traffic Controller

- Prepare for the AT-SAT

Civil Service

- Prepare for Civil Service Exams
- Prepare for Postal Worker Exams
- Civil Service Career Guidance Library

Commercial Driver's License (CDL)

- CDL Endorsement Practice
- CDL General Knowledge Practice

Cosmetology

- Prepare for the Cosmetology Certification Exam

Culinary Arts

- Prepare for Culinary Arts Exams
- Culinary Arts Career Guidance Library

Electrician

- Prepare for Journeyman Electrician Exams

Emergency Medical Services

- Prepare for the EMT Exam
- Prepare for the Paramedic Exam

Firefighter

- Prepare for the Firefighter Exam
- Firefighter Career Guidance Library

Green Careers

- Green Career Guidance Library

Homeland Security

- Border Patrol
- Treasury Enforcement Agent
- Homeland Security Career Guidance Library

Law Enforcement Careers

- Corrections Officer
- Court Officer
- Police Officer

- Police Sergeant
- Probation Officer/Parole Officer
- State Trooper and Highway Patrol
- General Math and Reasoning Skills

Legal Careers

- Legal Careers Guidance Library

Military

- Prepare for the ASVAB
- Prepare for the Military Flight Aptitude Tests
- Prepare for the Officer Candidate Tests Career Guidance Library for Veterans

Nursing

- Prepare for Nursing School Entrance Tests
- Prepare for the NCLEX-RN®
- Prepare for the NCLEX-PN®
- Nursing Career Guidance Library

Plumbing

- Prepare for Plumbers' License Exams

Real Estate

- Prepare for Real Estate Salesperson Exams
- Prepare for Real Estate Broker Exams

Teaching

- Teaching Career Guidance Library
- Prepare for the ParaPro Assessment
- Prepare for the Praxis® Core Tests



Job Search and Resume Tools

Job Search

- Job Search Engine
- Job Search and Social Networking Advice
- Find the Right Career

Resume Builder

- Resume Builder

Cover Letter Builder

- Cover Letter Builder

Prepare for Your Interview

- Tips to Prepare for Your Interview
- Job Interview Bookshelf

FOR FREE ACCESS, GO TO

