

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

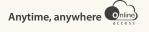
Microsoft Word 2008 Microsoft Word 2010 Microsoft Word 2013

Microsoft Outlook

Microsoft Outlook 2010 Microsoft Outlook 2013

Microsoft PowerPoint

Microsoft PowerPoint 2010 Microsoft PowerPoint 2013







Interactive tutorials, eBooks, skill builders, test preparation tools...and more



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 Ouestions

HiSET® Language Arts, Writing

Practice Ouestions

HiSET® Mathematics Practice Questions

HiSET® Social Studies Practice Ouestions

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



