

## 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

