



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.**

Anytime, anywhere 



Master Core Workplace Skills

How to Read Better and Faster in the Workplace

Reading Success Bookshelf

- ▶ *Read Better, Remember More, 2nd Edition*
- ▶ *Reading Comprehension Success in 20 Minutes a Day, 5th Edition*

Practice Your Workplace Reading Skills

- ▶ Practice Your Reading Skills: Informational Text
- ▶ Practice Your Reading Skills: Persuasive Text
- ▶ Reading Practice Tests
- ▶ Skill Builder Reading Practice
- ▶ Career and Technical College Reading Skills

Workplace Reading Skills Tutorial

- ▶ Reading Skills for the Workplace

Workplace Writing Skills

Create Workplace Documents That Get Noticed

- ▶ Perfect Your Written Grammar Skills
- ▶ Writing Diagnostics
- ▶ Career and Technical College Writing Skills
- ▶ Writing Documents for the Workplace

Writing for the Workplace Bookshelf

- ▶ *Business Writing Clear and Simple*
- ▶ *Express Review Guides: Writing*
- ▶ *Proofreading, Revising, & Editing Skills Success*
- ▶ *Research & Writing Skills Success in 20 Minutes a Day*
- ▶ *Visual Writing*
- ▶ *Write Better Essays in 20 Minutes a Day, 3rd Edition*

Workplace Communications Skills

Develop Great Communications Skills

- ▶ *Public Speaking Success in 20 Minutes a Day*
- ▶ *Social Networking for Business Success*
- ▶ Verbal Communication at Work

Workplace Math: Solved

Learn and Practice Your Workplace Math Skills

- ▶ Fundamentals of Workplace Math
- ▶ General Math Skills Practice
- ▶ Practice Your Math Skills
- ▶ Career and Technical College Math Skills

Math Practice for the Workplace Bookshelf

- ▶ *1,001 Math Problems, 4th Edition*
- ▶ *Practical Math Success in 20 Minutes a Day, 5th Edition*

eBooks appear in Italics

Workplace Success Skills

How to Be More Productive

- ▶ Time Management
- ▶ Email Etiquette
- ▶ Attitude and Teamwork
- ▶ Workplace Etiquette

Critical Thinking Skills Improvement

Critical Thinking Skills for the Workplace Library

- ▶ *501 Challenging Logic and Reasoning Skills 2nd Edition*
- ▶ *Critical Thinking Skills Success in 20 Minutes a Day, 2nd Edition*
- ▶ *Reasoning Skills Success in 20 Minutes a Day, 3rd Edition*

WorkKeys® Preparation

WorkKeys®: Applied Mathematics

- ▶ WorkKeys® Applied Mathematics Practice Tests

WorkKeys®: Reading for Information

- ▶ WorkKeys® Reading for Information Practice Tests

WorkKeys®: Locating Information

- ▶ WorkKeys® Locating Information Practice Tests



Job Search and Resume Tools

Creating Great Resumes and Cover Letters

Build Your Resumes and Cover Letters

- ▶ Resume Builder
- ▶ Cover Letter Builder

Master the Art of Interviewing

Job Interview Bookshelf

- ▶ Tips to Prepare for Your Interview
- ▶ *Job Interviews That Get You Hired*

Find a Career That's Right for You

Find the Right Career Match

- ▶ *Career Changer's Manual*

How to Conduct Your Job Search

How to Conduct Your Job Search

- ▶ Search for Your Next Job
- ▶ *Social Networking for Career Success, 2nd Edition*
- ▶ *100 Conversations for Career Success*
- ▶ Career Conversations Flashcards

Guidance for Veterans

Veteran Careers Bookshelf

- ▶ *Best Careers for Veterans*



Improve your Computer Skills

Getting Started With Computers

Computer Basics for the Workplace

- ▶ Computer Basics 1: Roles of Computers
- ▶ Computer Basics 2: Personal Computer Fundamentals
- ▶ Computer Basics 3: The Basics of Windows 7
- ▶ Computer Basics 4: Customizing Windows 7
- ▶ Computer Basics 5: Application Basics
- ▶ Computer Basics 6: Organizing Data
- ▶ Computer Basics 7: Web Browsing
- ▶ Computer Basics 8: Printing
- ▶ Computer Basics 9: Maintenance and Security

Getting Started With the Internet

Internet Basics for the Workplace

- ▶ Internet Basics 1: What Is the Internet?
- ▶ Internet Basics 2: Surfing the Internet
- ▶ Internet Basics 3: The Internet as a Search Tool
- ▶ Internet Basics 4: Using One-on-One Communications
- ▶ Internet Basics 5: Email Etiquette
- ▶ Internet Basics 6: Branching Out Using the Internet
- ▶ Internet Basics 7: Understanding Social Networking
- ▶ Internet Basics 8: Using Web Tools
- ▶ Internet Basics 9: Protecting Yourself Online

Workplace Software Skills

Creating Documents: Word Processing

- ▶ Microsoft Word 2008 Tutorials
- ▶ Microsoft Word 2010 Tutorials

Data Reporting and Analysis: Creating Spreadsheets

- ▶ Microsoft Excel 2008 Tutorials
- ▶ Microsoft Excel 2010 Tutorials

Making Interesting Presentations

- ▶ Microsoft PowerPoint 2008 Tutorials
- ▶ Microsoft PowerPoint 2010 Tutorials

Using and Managing Email

- ▶ Microsoft Outlook 2007 Tutorials
- ▶ Microsoft Outlook 2010 Tutorials

Introduction to Microsoft Windows 7 Operating System

- ▶ Microsoft Windows 7 Tutorials

Introduction to Microsoft Windows 8 Operating System

- ▶ Microsoft Windows 8 Tutorials

Introduction to the Mac OS X Leopard Operating System

- ▶ MAC OS X Leopard Desktop Tutorial





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



Prepare for Your High School Equivalency Exam

Prepare for the GED® Test

- 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

Prepare for the HiSET® Exam

- HiSET® Exam Preparation Tutorial⁺
- HiSET® Language Arts, Reading Practice Exams
- HiSET® Language Arts, Writing Practice Exams
- HiSET® Mathematics Practice Exams
- HiSET® Social Studies Practice Exams
- HiSET® Science Practice Exams

Prepare for the TASC™ Exam

- TASC™ Exam Preparation Tutorial⁺
- TASC™ Language Arts, Reading Practice Tests
- TASC™ Language Arts, Writing Practice Tests
- TASC™ Mathematics Practice Tests
- TASC™ Social Studies Practice Tests
- TASC™ Science Practice Tests



Career Test Prep

Allied Health

- Prepare for Allied Health Career Entrance Tests
 - Health Careers Practice Entrance Tests by Subject
 - Health Occupations Entrance Exams, 3rd Edition
 - Healthcare Essentials: A Glossary and Study Guide

Certified Medical Assistant

- Certified Medical Assistant Practice Exams
- Medical Assistant: Preparation for the RMA and CMA Exams, 2nd Edition

Certified Surgical Technologist

- Certified Surgical Technologist Practice Exams

Dental Assisting

- Dental Assisting Practice Tests
- Dental Assisting Exam

Nursing Assistant

- Nursing Assistant/Nurse Aide Practice Test
- Nursing Assistant/Nurse Aide Exam, 5th Edition

Pharmacy Technician

- ExCPT® Practice Exams
- PTCE Practice Exams
- Pharmacy Technician Exam, 2nd Edition

Physical Therapist

- Physical Therapist Assistant Practice Exam
- Physical Therapist Assistant Exam

Radiographic Technologist

- Radiography Practice Exams
- Radiography Exam

Registered Medical Assistant

- Registered Medical Assistant Practice Exams
- Medical Assistant: Preparation for the RMA and CMA Exams, 2nd Edition

Veterinary Technician

- Veterinary Technician Practice Tests
- Veterinary Technician Exam

Allied Health Career Guidance Library

- Becoming a Caseworker
- Becoming a Healthcare Professional
- Becoming a Nurse
- Spanish/English Terms for Nurses

Civil Service

Prepare for Civil Service Exams

- Civil Service Exams, 2nd Edition
- Civil Service Exams Power Practice
- Math and Vocabulary for Civil Service Exams
- Math for Civil Service Tests
- Vocabulary for Civil Service Tests

Prepare for Postal Worker Exams

- Postal Worker Practice Tests
- Math and Vocabulary for Civil Service Exams
- Math for Civil Service Tests
- Postal Worker Exam, 4th Edition
- Vocabulary for Civil Service Tests

Commercial Driver's License (CDL)

CDL Endorsement Practice

- CDL Air Brakes Endorsement Practice
- CDL Combination Vehicles Practice
- CDL Doubles and Triples Endorsement Practice
- CDL Hazardous Materials Endorsement Practice
- CDL Passenger Transport Endorsement Practice
- CDL Tank Vehicles Endorsement Practice
- CDL: Commercial Driver's License Test Prep

CDL General Knowledge Practice

- CDL General Knowledge Practice
- CDL: Commercial Driver's License Test Prep

Cosmetology

Prepare for the Cosmetology

- Certification Exam
- Cosmetology Practice Exams
- Cosmetology Certification Exam, 4th Edition

Culinary Arts

Culinary Arts Practice

- Culinary Arts Practice Exam

Culinary Arts Career Guidance

- Becoming a Culinary Arts Professional

Electrician

Prepare for the Electrician's License Exam

- Electrician's Licensing Exam Practice
- Electrician's Licensing Exam
- Math for the Trades

Emergency Medical Services

Prepare for the EMT-Basic Exam

- EMT-Basic Practice Exams
- EMT Flash Review
- EMT-Basic Exam for Firefighters
- EMT-Basic Exam, 5th Edition

Prepare for the Paramedic Exam

- Paramedic Practice Exams
- EMT Flash Review
- Paramedic Exam, 5th Edition

Firefighter

Firefighter Career Guidance Library

- Becoming a Firefighter
- EMT-Basic Exam for Firefighters

- Firefighter Exam, 5th Edition

Math and Vocabulary for Civil Service Exams

Prepare for the Firefighter Exam

- Firefighter Practice Tests

Green Careers

Green Career Guidance Library

- Best Green Careers

Law Enforcement Careers

Border Patrol

- Border Patrol Practice Exams with Artificial Language
- Border Patrol Practice Exams with Spanish Language
- Border Patrol Exam Artificial Language Test Prep
- Border Patrol Exam, 4th Edition

Corrections Officer

- Corrections Officer Exam, 3rd Edition

Court Officer

- Court Officer Exam, 2nd Edition

Police Officer

- Police Officer Practice Tests by Subject
- Police Officer Exam, 4th Edition
- Police Officer Exam: Power Practice

State Trooper and Highway Patrol

- State Trooper Exam, 2nd Edition
- General Math and Reasoning Skills

- Math Skills for Law Enforcement Exams
- Reasoning Skills for Law Enforcement Exams

Nursing

Nursing Career Guidance Library

- Becoming a Caseworker
- Becoming a Healthcare Professional
- Becoming a Nurse
- Spanish/English Terms for Nurses

Plumbing

Prepare for Plumbers' License Exams

- Plumber's Licensing Exam Practice Tests
- Plumber's Licensing Exam
- Math for the Trades

Teaching

Teaching Career Guidance Library

- Becoming a Teacher
- Best Careers for Teachers

Prepare for the ParaPro Assessment

- ParaPro Assessment Practice Exams

Prepare for the PPST®: Praxis I® Exam

- Praxis I® PPST®: Mathematics Practice Tests
- Praxis I® PPST®: Reading Practice Tests
- Praxis I® PPST®: Writing Practice Tests
- Praxis I®: Power Practice
- Praxis™, 5th Edition

⁺Coming soon
eBooks appear in Italics

GED® is a registered trademark of the American Council on Education. Used under license. ExCPT is a registered trademark of the National Healthcareer Association (NHA), WorkKeys is a registered trademark of ACT, Inc., PPST and Praxis I are registered trademarks of ETS. These companies are not involved in the production of, and do not endorse these products.

