

# Help Job Seekers **Achieve Success**

LearningExpress *Workforce Solutions* (featuring *Job & Career Accelerator*) contains hundreds of resources — such as tutorials, practice tests, e-books, articles and flashcards — to help users achieve high school equivalency, explore jobs and careers, prepare for occupational certification exams, and develop the core knowledge and skills that are essential to workplace success.



## Product Features

- Easy-to-use website navigation
- Responsive design for mobile devices
- Guidance pages and personalized learning roadmaps
- Individualized study plans
- Full-length, authentic practice tests for the most important career exams
- Secure personal portfolio
- Timed and untimed practice tests
- Detailed answer explanations
- Downloadable e-books
- Unlimited remote access

## Targeted Learning Centers

### Computer Skills Center

#### Computer Basics

#### Internet Basics

#### Popular Microsoft Software Tools

- Access
- Excel
- Office 365
- OneDrive
- Outlook
- PowerPoint
- Project
- SharePoint Designer
- Visio
- Word

#### Computer Graphics and Illustration

- Illustrator
- Photoshop

#### Windows Operating Systems

### High School Equivalency Center

#### Are You Ready?

- Skills Check (TABE® 9/10)
- Skills Check (TABE® 11/12)

#### Build Your Basic Skills

- Reading
- Writing
- Math
- Grammar
- Vocabulary and Spelling

#### Prepare for the GED® Test

#### GED® en Español

#### Prepare for the HiSET®

#### Prepare for the TASC™ Test

### Job & Career Accelerator

#### Build Resumes and Cover Letters

#### Find a Career Match

- Interest Matcher
- Skills Matcher

## Explore Occupations

Search for Jobs and Internships (*Indeed* and *USAJOBS*)

Prepare for an Interview

Career eBooks Library

Discover Schools and Scholarships

## Occupational Test Preparation

Prepare for the Air Traffic Controller Exam (AT-SAT)

Prepare for Allied Health and Social Worker Exams

ATI TEAS®

Allied Health Programs Entrance Tests

Dental Assistant Certification (DAT®)

Medical Assistant Certification (CMA and RMA)

Pharmacy Technician Certification (ExCPT® and PTCE)

Physician Assistant Certification (PANCE®)

Physical Therapist Assistant Certification

Radiologic Technologist Certification

Social Worker Certification (ASWB)

Surgical Technologist Certification

Veterinary Technician Certification (VTNE)

Prepare for Civil Service Exams

Federal, State and Local Civil Service Exams

Postal Worker Exams

Prepare for Commercial Driver's License (CDL)

Prepare for Cosmetology Exams

Prepare for Culinary Arts Exams

Prepare for Electrician and Plumbing Exams

Prepare for Emergency Medical Services  
and Firefighter Exams

EMT Certification

Paramedic Certification

Firefighter Exam

Prepare for Law Enforcement Exams

Corrections Officer

Court Officer

Homeland Security

Police Officer

Police Sergeant

Probation Officer/Parole Officer

RCMP Police Aptitude Test (RPAT)

State Trooper/Highway Patrol

Prepare for Military Exams

ASVAB

CFAT

Military Flight Aptitude

Officer Candidate

Canadian Forces Aptitude Test (CFAT)

Prepare for Nursing Exams

ATI TEAS®

NCLEX-RN

NCLEX-PN

Nursing Assistant/Nurse Aide Certification

Prepare for Real Estate Exams

Real Estate Salesperson Exams

Real Estate Broker Exams

Real Estate Appraiser Exams

Prepare for Teaching Exams

ParaPro Assessment

Praxis® Core Tests

Praxis® and Praxis® II Subject Assessments

NES® Essential Academic Skills Test

California CBEST® and CSET®

Florida FTCE

Georgia GACE® Program Admission

Missouri MoGEA

Massachusetts MTEL®

Texas TExES™

Prepare for the WorkKeys® Assessments  
and the TOEIC®

## Workplace Success Skills

Build Your Workplace Skills

Change Careers

Conduct a Successful Job Search

Create Great Resumes and Cover Letters

Interview with Confidence

Accept a Job and Negotiate Your Salary

Learn Important Social Networking Skills

Strengthen Your Business Writing Skills

Succeed on the Job

Personal Success Skills

Workplace Success

Organization and Time Management Success

Media Literacy Skills

Personal Finance Skills

## Recursos Para Hispanohablantes

Mejore sus habilidades escritas, orales y gramaticales

Sea major lector

Desarrolle sus habilidades matemáticas

Prepárese para el examen de GED®

Sea ciudadano estadounidense

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