

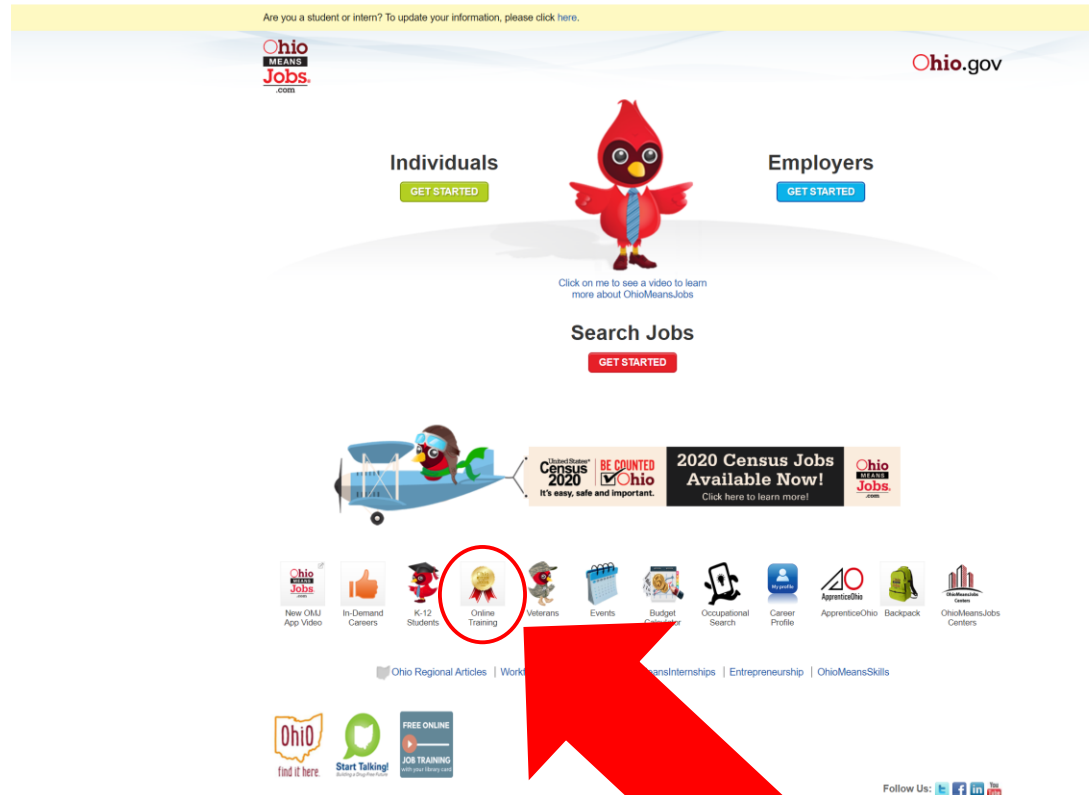
CCMEP OMJ RESOURCES GUIDE

2020



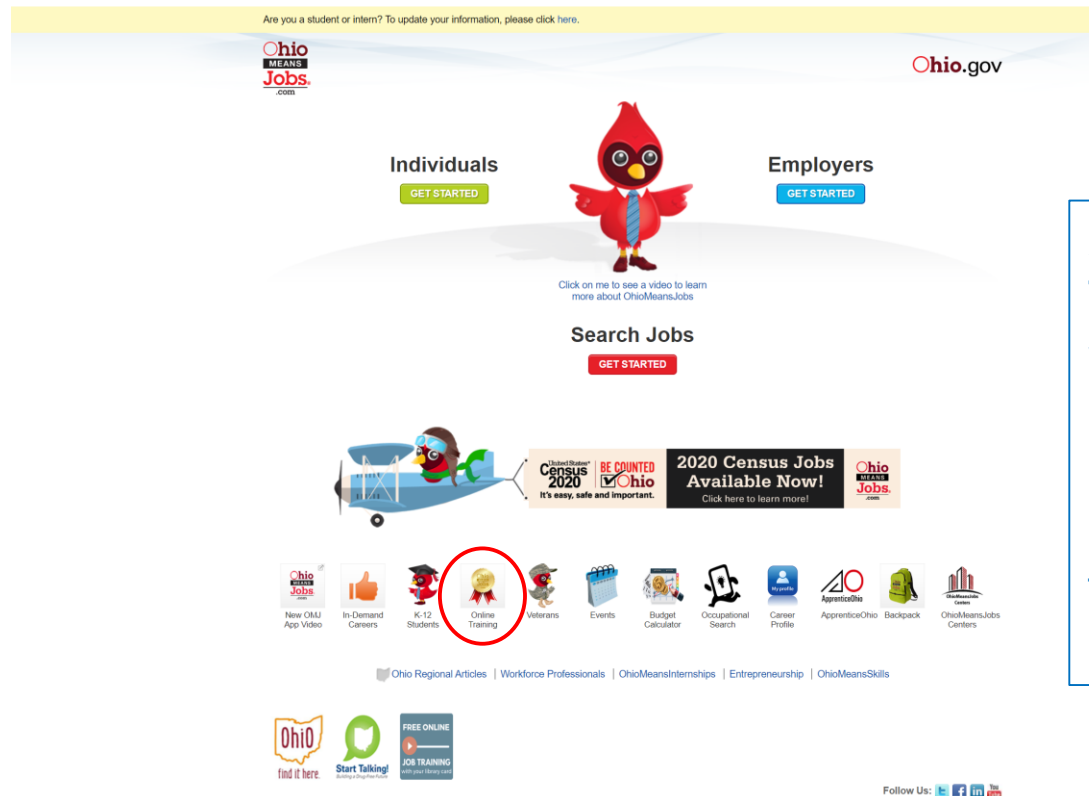
OMJ Resources

- This guide will cover the resources available in the online training center. However, it's important to note that there are many other resources available on the OhioMeansJobs.com website.



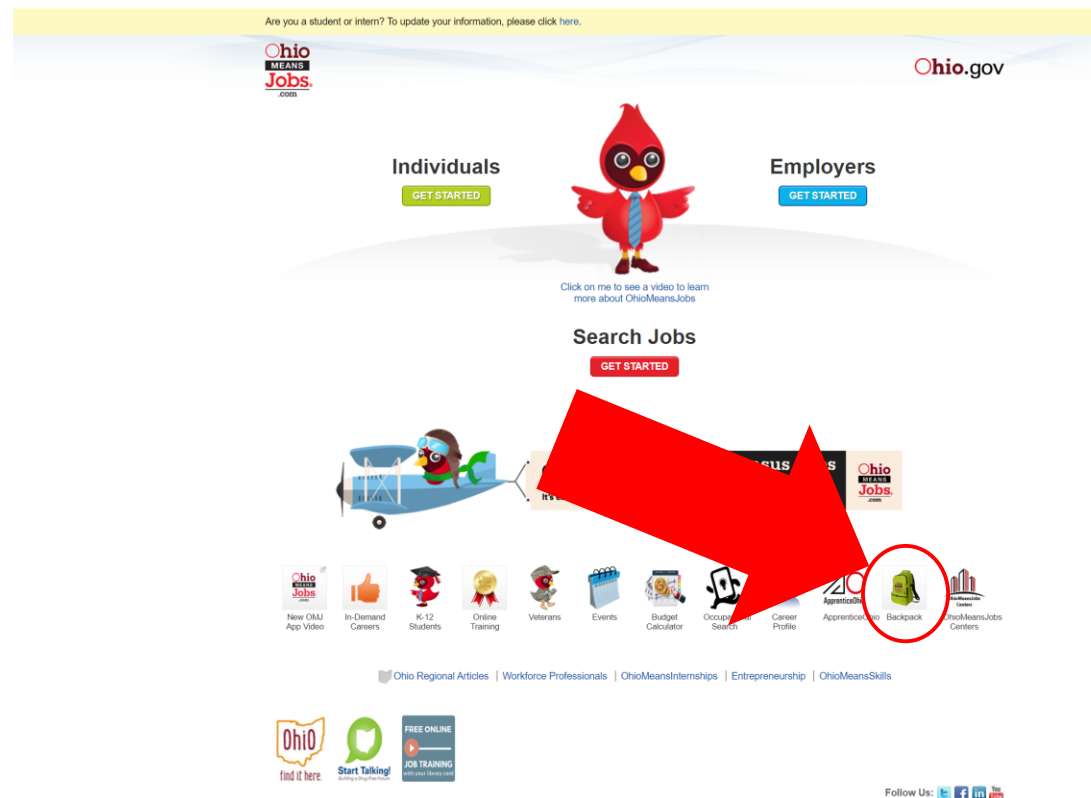
Basic Skills Assessment

- Online practice WorkKeys assessments which are available on OhioMeansJobs.com (OMJ) can be used for the basic skills assessment requirement but cannot be used to measure Educational Functioning Level (EFL) for someone who is basic skills deficient (BSD). *To show a skill gain for a participant that is BSD, another assessment like the TABE 11/12 must be used for Pre and Post testing. For more details, please see the [CCMEP Performance Desk Aid](#).*
- An estimated score of 3 or above is considered career-ready (*i.e., not BSD*).
- Please see the screenshot below for accessing these assessments from the OMJ home page. Please note that it's always best to access from a participant's backpack; this ensures the assessment results are saved to their associated OMJ account and transferred to their OWCMS record.




Although clicking on the 'Online Training Center' icon will take you to the Online Training Center entry page, participants should instead access from their own backpacks. Please see these instructions on the next slide.

Basic Skills Assessment



Click the 'Backpack' icon as shown on the left. Then click on the WorkKeys applied Math Practice Test 1. The next page shows the landing page for the online training center.

Basic Skills Assessment



EXPLORE ITPLAN ITFUND ITFIND ITCOLLEGE STUDENTSVETERAN/OMVJ

LIVE CHAT : ONLINE

Enter job title

Enter keywords


in

Enter job location

OH

SEARCH JOBS

SEARCH WORKKEYS®



Oops... you need an account to do that!

Don't have an account?

Are you new to OhioMeansJobs? When you register an account with us, you'll be able to create an employment plan, save jobs, build a resume, and more. Sign up today!

REGISTER

If you are an unemployment claimant and this is your first time logging in:
Sign in here

Already have an account?

Please sign in with your email address/username and password in the fields below to continue.

Username or Email

Password

SIGN IN

Forgot Password?

Quick Links

How Do I?

K-12 Resources

Resume & Cover Letters

What's New

College Navigator

Apprenticeship Information

Search by Industry

Avoid Scams

Consumer Alert

Career Fairs/Workshops

Veterans Information





Job Search Hints

Career Assistance

OhioMeansJobs Centers

More...

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Home | Employers | Individuals | Youth | Events | Regional Articles

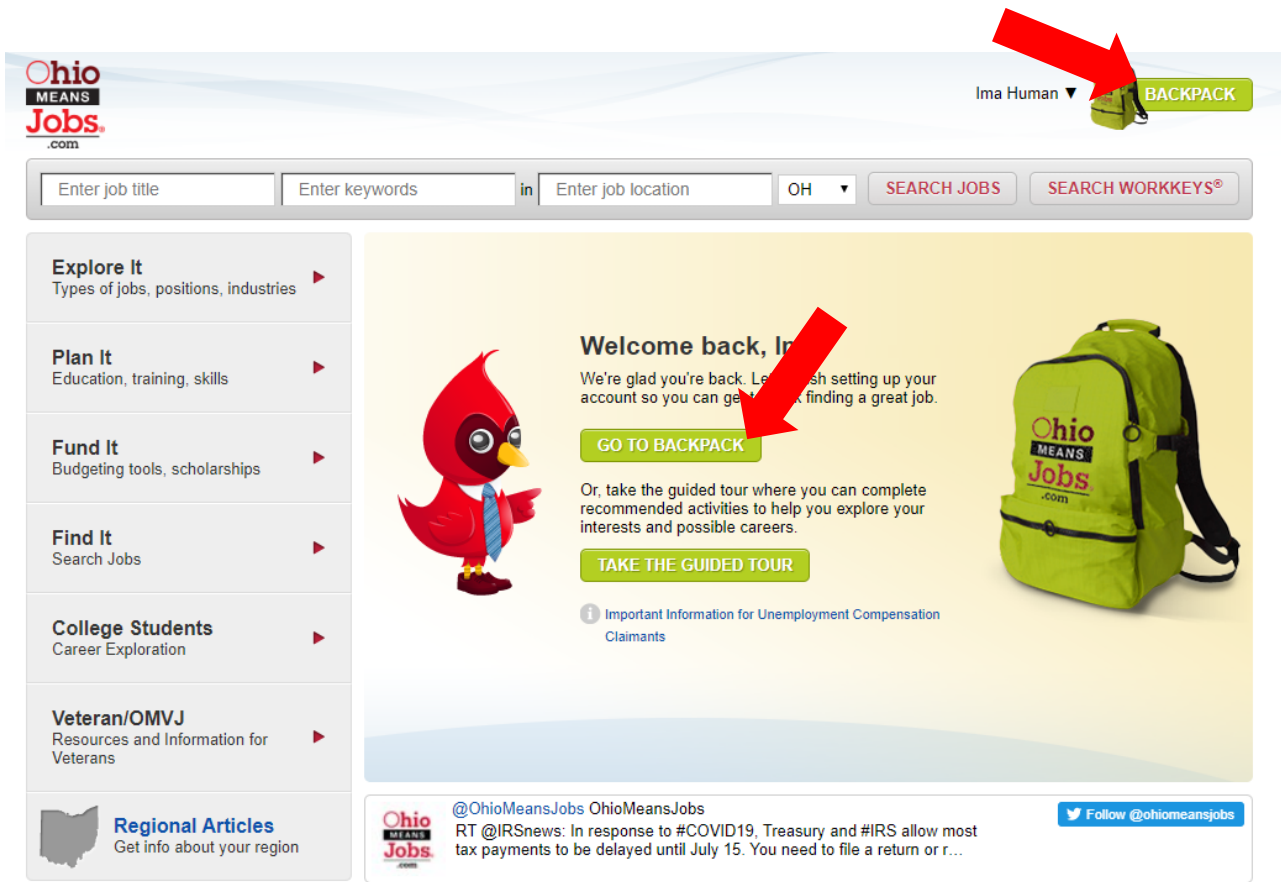
Live Chat | Privacy Policy | Help & Security | Contact Us | Site Index

View Mobile Site

Select Language

Enter username/email address and Password to login to OMJ account. Then, click the 'Sign In' button.

Basic Skills Assessment



The screenshot shows the OhioMeansJobs.com homepage. At the top left is the logo. At the top right, the user is logged in as 'Ima Human' with a dropdown arrow, and a green 'BACKPACK' button is next to it. Below the header is a search bar with fields for 'Enter job title', 'Enter keywords', 'in', 'Enter job location', and a state dropdown set to 'OH'. There are 'SEARCH JOBS' and 'SEARCH WORKKEYS®' buttons. On the left is a sidebar with links: 'Explore It' (Types of jobs, positions, industries), 'Plan It' (Education, training, skills), 'Fund It' (Budgeting tools, scholarships), 'Find It' (Search Jobs), 'College Students' (Career Exploration), 'Veteran/OMVJ' (Resources and Information for Veterans), and 'Regional Articles' (Get info about your region). The main content area has a yellow background. It features a red cardinal on the left and a green backpack on the right. The text says 'Welcome back, Ima Human!' and 'We're glad you're back. Let's get you set up so you can get back to finding a great job.' There are two green buttons: 'GO TO BACKPACK' and 'TAKE THE GUIDED TOUR'. Below these is a link for 'Important Information for Unemployment Compensation Claimants'. At the bottom is a social media section for '@OhioMeansJobs' with a tweet about COVID-19 and a 'Follow @ohiomeansjobs' button.

Ohio
MEANS
Jobs
.com

Ima Human ▼ **BACKPACK**

Enter job title Enter keywords in Enter job location OH **SEARCH JOBS** **SEARCH WORKKEYS®**

Explore It
Types of jobs, positions, industries ▶

Plan It
Education, training, skills ▶

Fund It
Budgeting tools, scholarships ▶

Find It
Search Jobs ▶

College Students
Career Exploration ▶

Veteran/OMVJ
Resources and Information for Veterans ▶

Regional Articles
Get info about your region

Welcome back, Ima Human!
We're glad you're back. Let's get you set up so you can get back to finding a great job.

GO TO BACKPACK

Or, take the guided tour where you can complete recommended activities to help you explore your interests and possible careers.

TAKE THE GUIDED TOUR



Important Information for Unemployment Compensation Claimants

@OhioMeansJobs OhioMeansJobs
RT @IRSnews: In response to #COVID19, Treasury and #IRS allow most tax payments to be delayed until July 15. You need to file a return or r...


Follow @ohiomeansjobs

Click on either Backpack button.


Basic Skills Assessment

EXPLORE IT PLAN IT FUND IT FIND IT COLLEGE STUDENTS VETERAN/OMVJIma Human


OH



**Welcome,
Ima Human**
Updated: 03/18/2020
[Edit Your Account](#)

[EMAIL](#) [PRINT](#)

[TAKE THE GUIDED TOUR](#)


[Click here to chat with a Career Coach](#)

Career Plans

5 OF 5 CAREER PLANS

Tool Grinders, Filers, and Sharpeners Updated 9/1/2015	28 %	complete	✕
Counseling Psychologists Updated 9/11/2015	37 %	complete	✕
Customer Service Representatives Updated 5/15/2016	80 %	complete	✕
Sales Managers Updated 10/17/2016	58 %	complete	✕
Biomedical Engineers Updated 7/31/2016	41 %	complete	✕

You have created 5 of a possible 5 career plans. To create a new career plan, you must delete at least 1.

Assessments and Training

COMPLETED ASSESSMENTS	SCORE	COMPLETION DATE
Attitude and Teamwork	--	3/18/2020
WorkKeys® Applied Mathematics Practice Test 1	4/33	1/21/2017
Skills Check (TABES® 9/10): Applied Math 1	1/50	5/15/2016
WorkKeys® Locating Information Practice Test 1	19/38	3/18/2015
WorkKeys® Reading for Information Practice Test 1	23/33	3/18/2015

[VIEW TESTS](#)

Careers I'm Interested In

10 OF 10 OCCUPATIONS

<input type="checkbox"/> First-Line Supervisors of Landscaping, Lawn Service, & Groundskeeping Workers	✕
<input type="checkbox"/> Light Truck or Delivery Services Drivers	✕
<input type="checkbox"/> Tool Grinders, Filers, & Sharpeners	✕
<input type="checkbox"/> Counseling Psychologists	✕

Calendar

UPCOMING EVENTS

You don't have any events scheduled in your calendar. Visit the [Events](#) page or schedule deadlines for career activities in your own custom Career Plan.

[VIEW CALENDAR](#)

Resumes

ACTIVE RESUME
hardworking manager

RATING

UPDATED
3/18/2020

 **25** in the last
30 days

[MANAGE RESUMES](#)[AVOID SCAMS](#)

Cover Letters

0 OF MAXIMUM 5 LETTERS

Create your cover letters in advance and you'll be ready for new opportunities.

[CREATE COVER LETTER](#)

For your Job Search

SAVED SEARCHES

10 of possible
10 searches

Updated: 12/28/2019

[VIEW SEARCHES](#)

JOBS I'VE SAVED

3 of possible
50 saved jobs

Updated: 09/01/2015

[VIEW JOBS](#)

JOBS I'VE APPLIED TO

Click on 'View Tests' button to access the online training center and the WorkKeys assessments as well as other training resources like practice tests for the GED, HiSet and TASC to get a high school diploma.

Basic Skills Assessment

- As you will see, this page lists the 3 WorkKeys assessments that can be used for a basic skills assessment and they cover both reading (graphic literacy and workplace documents) and math (applied math). The launch button opens these assessments which should be taken as simulations
- This page also shows the 3 tests approved in Ohio for obtaining a high school equivalent diploma (GED, HiSET and TASC). The launch button opens practice tests.

Are you a student or intern? To update your information, please click [here](#).

LIVE CHAT: ONLINE

OhioMeansJobs.com

EXPLORE IT PLAN IT FUND IT FIND IT COLLEGE STUDENTS VETERAN/OMVJ Ima Human BACKPACK

Enter job title Enter keywords in Enter job location OH SEARCH JOBS SEARCH WORKKEYS®

Backpack > Assessments and Training

Assessments and Training

[VISIT ONLINE TRAINING CENTER](#)

Core Practice Assessments

These job skill assessment tests are used to measure real-world skills. Complete the following training tests so you and potential employers can find careers best suited to your skills.

Name	Status	Score	Action
WorkKeys® Applied Math Practice Test 1	Not Completed	--	LAUNCH
WorkKeys® Graphic Literacy Practice Test 1	Not Completed	--	LAUNCH
WorkKeys® Workplace Documents Practice Test 1	Not Completed	--	LAUNCH
PC Hardware, Software, and Network Basics	Not Completed	--	LAUNCH

Adult Education and Literacy

Alternative High School Tests

It's never too late to earn your high school diploma. Access the free practice test today and get a preview of the testing content.

Name	Action
GED® Test Preparation Tutorials	LAUNCH
Prepare for the HiSET® Test	LAUNCH
Prepare for the TASC™	LAUNCH

GED® is a registered trademark of the American Council on Education (ACE). HiSET® is a registered trademark of ETS®. Neither ACE nor ETS were involved in the production of, and do not endorse, this product.

Clicking the 'Launch' buttons will open the associated practice assessment or you can click the 'Visit Online Training Center' button to see more resources available.

Let's click on the 'WorkKeys Applied Math Practice Test 1' 'Launch' button.

Basic Skills Assessment



EBSCO LearningExpress®

[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)

WorkKeys® Applied Math Practice Test 1

Before you begin your test, it's very important to take a few minutes to review these instructions to be sure you get the most from your online testing experience.

About This Test

Administered by ACT®, WorkKeys® is a job skills assessment system that measures your "real-world" skills. This full-length practice test will help you prepare for the WorkKeys® Applied Math Assessment, one of the three assessments that are the foundation of the National Career Readiness Certificate (NCRC) program.

You will be asked to answer 34 multiple-choice questions of progressively increasing difficulty in 55 minutes, just like on the official, Internet-based version of the Applied Math Assessment. On the official assessment, you will be allowed to use a calculator and will be provided with a formula sheet of conversions similar to the one found here.

Good luck!

*WorkKeys® is a registered trademark of ACT®, which was not involved in the production of and does not endorse this product.

How to Take This Test

Answering Questions

Mark your answer by clicking on the circle next to your choice.

Changing Your Answers

Before clicking SCORE MY TEST, you can change your answer to any question by clicking on a new answer choice. Once you score your test, you will not be able to change answers.

Navigating Through Questions

To go to the next page of questions, click NEXT at the bottom of the page. To jump to another question, click JUMP TO QUESTION at the top of the page and select the question you want to see.

Scoring Your Test

SCORE MY TEST submits your answers for immediate scoring and analysis. Do not click this button until you are sure you are finished with your test. After your test is scored, you will not be able to change your answers.

Viewing Instructions

You can view test instructions at any time by clicking the VIEW INSTRUCTIONS button at the top of the screen.

View Answers

From your score report, click on the VIEW ANSWERS button to review any question on the test. Click on any answer choice to see the explanation for that choice.

Test Details:

- ☒ Total Questions: 34
- ☒ Test Time: 55 Minutes

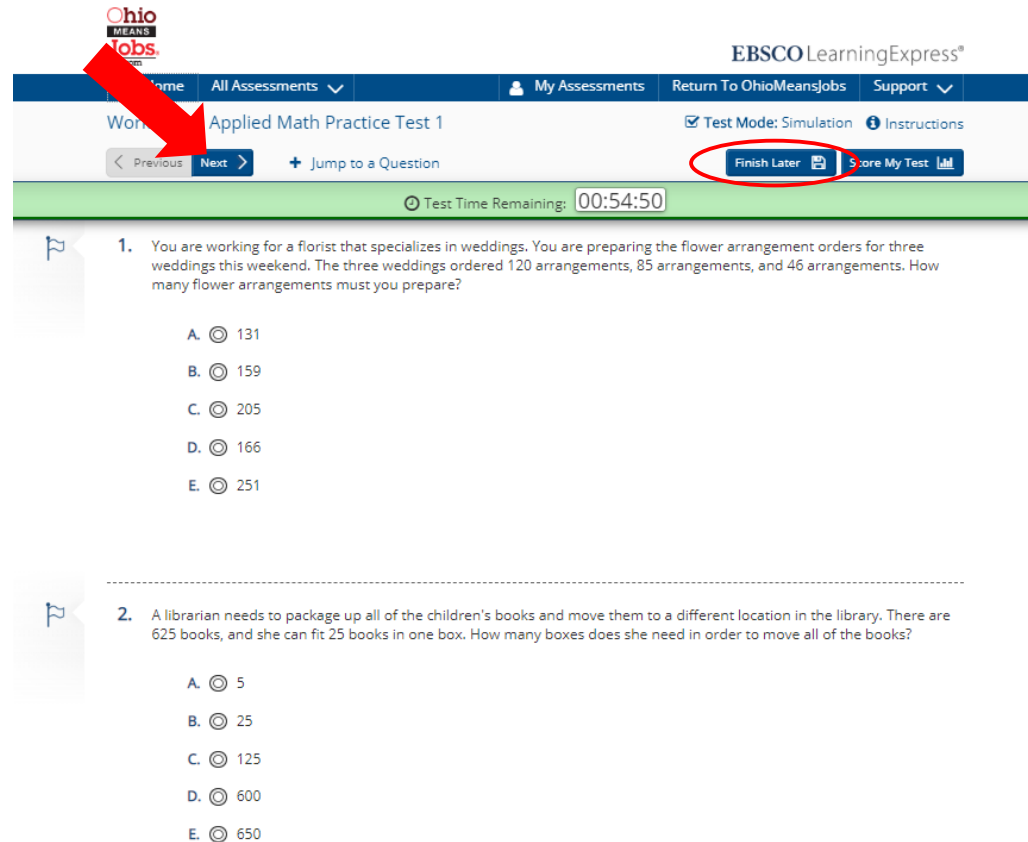
Choose Your Test Mode:

- ☒ **Simulation**
The test will stop when the timer is up.
- ☐ **Practice**
See answer explanations after you have finished. If the test is timed, the timer will display but will not be enforced.
- ☐ **Learner**
View the answers to each question as you go along to help you study.

Start Test

Please click on 'Simulation' and 'Start Test' as shown on the left.

Basic Skills Assessment



Ohio MEANS Jobs

EBSCO LearningExpress®

Home All Assessments My Assessments Return To OhioMeansJobs Support

Workbooks Applied Math Practice Test 1

Test Mode: Simulation Instructions

Previous Next + Jump to a Question

Finish Later Score My Test

Test Time Remaining: 00:54:50

1. You are working for a florist that specializes in weddings. You are preparing the flower arrangement orders for three weddings this weekend. The three weddings ordered 120 arrangements, 85 arrangements, and 46 arrangements. How many flower arrangements must you prepare?

A. ☐ 131

B. ☐ 159

C. ☐ 205

D. ☐ 166

E. ☐ 251

2. A librarian needs to package up all of the children's books and move them to a different location in the library. There are 625 books, and she can fit 25 books in one box. How many boxes does she need in order to move all of the books?

A. ☐ 5

B. ☐ 25

C. ☐ 125

D. ☐ 600

E. ☐ 650

Answer questions and click 'Next' when you're ready to move to the next page of questions. Please note it's possible to "pause" the test by clicking the 'Finish Later' button or even score the test before it's completed.

Basic Skills Assessment

Ohio MEANS Jobs.com

EBSCO LearningExpress®

Home All Assessments My Assessments Return To Ohio Means Jobs Support

WorkKeys® Applied Math Practice Test 1

Test Mode: Simulated Instructions

Previous Next + Jump to a Question

Finish Later Score My Test

Test Time Remaining: 00:51:33

rounded to the nearest scoop:

- A. ☐ 9
- B. ☐ 45
- C. ☐ 68
- D. ☐ 15,552
- E. ☐ 33.66

34. You work as an office assistant who does data entry for a large survey company. Data entry is performed in two-person teams: one person types and the other checks that person's work for errors. Each two-person team, on average, can enter the data of 520 surveys per day. A huge collection of 7,540 surveys will arrive tomorrow and must be entered by the end of the day. In order to enter all of the survey data, how many total employees, working in two-person teams, must work tomorrow?

- A. ☐ 14
- B. ☐ 15
- C. ☐ 28
- D. ☐ 29
- E. ☐ 30

Once complete, click on the 'Score My Test' button.

Basic Skills Assessment

Score My Test



You can jump to any question that you skipped or flagged for review by clicking on it below.

If you are ready to score your test, click **Score** below. If you are not, click **Cancel** to return to the test.

Jump to a Question (34 Question(s) Unanswered, 0 Question(s) Flagged for Review)

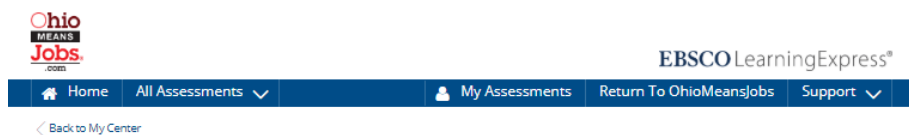
1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>	5. <input type="checkbox"/>	6. <input type="checkbox"/>
7. <input type="checkbox"/>	8. <input type="checkbox"/>	9. <input type="checkbox"/>	10. <input type="checkbox"/>	11. <input type="checkbox"/>	12. <input type="checkbox"/>
13. <input type="checkbox"/>	14. <input type="checkbox"/>	15. <input type="checkbox"/>	16. <input type="checkbox"/>	17. <input type="checkbox"/>	18. <input type="checkbox"/>
19. <input type="checkbox"/>	20. <input type="checkbox"/>	21. <input type="checkbox"/>	22. <input type="checkbox"/>	23. <input type="checkbox"/>	24. <input type="checkbox"/>
25. <input type="checkbox"/>	26. <input type="checkbox"/>	27. <input type="checkbox"/>	28. <input type="checkbox"/>	29. <input type="checkbox"/>	30. <input type="checkbox"/>
31. <input type="checkbox"/>	32. <input type="checkbox"/>	33. <input type="checkbox"/>	34. <input type="checkbox"/>		

Cancel

Score

This window will pop up where you can either revisit any unanswered question or score the test by clicking 'Score' button. As you can see in the window, none of the questions were answered.

Basic Skills Assessment



WorkKeys® Applied Math Practice Test 1

Score Report

Your Score:

65

[View Answers](#) ☒

This score report displays your overall performance, as well as how you scored in the five different levels of difficulty and the skills assessed at each of those levels. Your score on the official WorkKeys® Applied Math Assessment will be reported to you as a scaled score and as a level score between 3 and 7. If you'd like to estimate how your performance on this practice assessment might compare to those level scores, you can use the following conversion table:

Your Score	WorkKeys® Level Score
65-71	<3
72-75	3
76-79	4
80-82	5
83-85	6
86-90	7


Remember that this is a practice test, and your scores here are only an indication of how you might perform on the official test.

This is the score report. As you can see, this assessment has a score of less than 3 since none of the questions were answered. Anything 3 or higher is considered "career ready."

Score Breakdown

Topic	Number of Questions	Correct	Incorrect	Skipped	Score
	34	0	0	34	0
Level 3	6	0	0	6	0
Solving problems that require one or two mathematical operations	6	0	0	6	0
Level 4	2	0	0	2	0
Solving problems that require one or two mathematical operations	1	0	0	1	0

Basic Skills Assessment

EBSCO LearningExpress®

[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)

[Back to My](#)

WorkKeys® Applied Math Practice Test 1

Score Report

Your Score:
65

[View Answers](#)

This score report displays your overall performance, as well as how you scored in the five different levels of difficulty and the skills assessed at each of those levels. Your score on the official WorkKeys® Applied Math Assessment will be reported to you as a scaled score and as a level score between 3 and 7. If you'd like to estimate how your performance on this practice assessment might compare to those level scores, you can use the following conversion table:

Your Score	WorkKeys® Level Score
65-71	<3
72-75	3
76-79	4
80-82	5
83-85	6
86-90	7

Remember that this is a practice test, and your scores here are only an indication of how you might perform on the official test.

Now, click on 'All Assessments' to take the next WorkKeys assessment or 'Return to OhioMeansJobs' to return to the site.

Score Breakdown

Topic	Number of Questions	Correct	Incorrect	Skipped	Score
	34	0	0	34	0
Level 3	6	0	0	6	0
Solving problems that require one or two mathematical operations	6	0	0	6	0
Level 4	2	0	0	2	0
Solving problems that require one or two mathematical operations	1	0	0	1	0

Basic Skills Assessment

The screenshot shows the EBSCO LearningExpress website interface. At the top, there is a navigation bar with links: Home, All Assessments, My Assessments, Return To OhioMeansJobs, and Support. Below the navigation bar, a dropdown menu is open under 'All Assessments', showing options: OMJ Core Assessments, WorkKeys® and Computer Fundamentals, Master Core Business Skills, Improve Your Computer Skills, Prepare for Your High School Equivalency Test, College Test Preparation, Career Test Prep, Adult Learning Resources, School Center, Financial Literacy Center, School Finder, and Improve Your Soft Skills. A red arrow points to the 'All Assessments' link, and another red arrow points to the 'WorkKeys® and Computer Fundamentals' option. Below the dropdown menu, there is a section titled 'Math Practice Test' with a score breakdown table. The table has columns: Topic, Number of Questions, Correct, Incorrect, Skipped, and Score. The data rows are: Level 3 (6 questions, 0 correct, 0 incorrect, 6 skipped, 0 score), Solving problems that require one or two mathematical operations (6 questions, 0 correct, 0 incorrect, 6 skipped, 0 score), and a total row (34 questions, 0 correct, 0 incorrect, 34 skipped, 0 score).

EBSCO LearningExpress®

Home All Assessments My Assessments Return To OhioMeansJobs Support

OMJ Core Assessments WorkKeys® and Computer Fundamentals

Master Core Business Skills

Improve Your Computer Skills

Prepare for Your High School Equivalency Test

College Test Preparation

Career Test Prep

Adult Learning Resources

School Center

Financial Literacy Center

School Finder

Improve Your Soft Skills

Math Practice Test

Score Breakdown

Topic	Number of Questions	Correct	Incorrect	Skipped	Score
Level 3	6	0	0	6	0
Solving problems that require one or two mathematical operations	6	0	0	6	0
	34	0	0	34	0

After clicking on 'All Assessments', select 'OMJ Core Assessments' and then select 'WorkKeys and Computer Fundamentals'.

Basic Skills Assessment

The screenshot shows the OhioMeansJobs website interface. At the top left is the logo "Ohio MEANS Jobs.com". To its right is a search bar with the text "Find Tests, Tutorials, eBooks. Q". Below the search bar is the "EBSCO LearningExpress®" logo. A navigation bar contains links: "Home", "All Assessments", "My Assessments", "Return To OhioMeansJobs", and "Support". The breadcrumb trail reads: "OMJ Assessment & Training Center > OMJ Core Assessments > WorkKeys® and Computer Fundamentals > WorkKeys® Applied...". The main heading is "WorkKeys® Applied Math Practice Test 1". Below this is a filter section with checkboxes: "Tests (1)", "Tutorials (0)", "eBooks (0)", "Computer Courses (0)", "Articles (0)", "Flashcards (0)", and "Finder Tool (0)". The description for "WorkKeys® Applied Math Practice Test 1" states: "WorkKeys® is a job skills assessment system that measures your 'real-world' skills. This first full-length practice test will help you prepare for the WorkKeys® Applied Mathematics Assessment, one of the three assessments that are the foundation of the National Career Readiness Certificate (NCRC) program." At the bottom is a "Start Test" button with a right arrow icon. A drop-down menu is open, showing options: "WorkKeys® Applied Math Practice Test 1", "WorkKeys® Graphic Literacy Practice Test 1", "WorkKeys® Workplace Documents Practice Test 1", and "PC Hardware, software, and Network Basics". A red arrow points to the "WorkKeys® Graphic Literacy Practice Test 1" option.

Click on the drop-down menu and select the 'Graphic Literacy Practice Test 1'.

Follow the same steps described previously for the Applied Math assessment and then, return to this screen and select 'Workplace Documents Practice Test 1'. Again, follow the same steps as described previously for Applied Math.

Online Training Center Resources – From Your Backpack

OhioMeansJobs.com
EXPLORE IT PLAN IT FUND IT FIND IT COLLEGE STUDENTS VETERAN/OMVJ Ima Human BACKPACK

Enter job title Enter keywords in Enter job location OH SEARCH JOBS SEARCH WORKKEYS®

Welcome, Ima Human
Updated: 03/18/2020
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Career Plans

5 OF 5 CAREER PLANS

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Customer Service Representatives Updated: 5/15/2016	80 % complete	✕
Sales Managers Updated: 10/17/2016	58 % complete	✕
Biomedical Engineers Updated: 7/31/2018	41 % complete	✕

You have created 5 of a possible 5 career plans. To create a new career plan, you must delete at least 1.

Assessments and Training

COMPLETED ASSESSMENTS	SCORE	COMPLETION DATE
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WorkKeys® Reading for Information Practice Test 1	23/33	3/16/2015

VIEW TESTS

Careers I'm Interested In

10 OF 10 OCCUPATIONS

<input type="checkbox"/> First-Line Supervisors of Landscaping, Lawn Service, & Groundskeeping Workers	✕
<input type="checkbox"/> Light Truck or Delivery Services Drivers	✕
<input type="checkbox"/> Tool Grinders, Filers, & Sharpeners	✕
<input type="checkbox"/> Counseling Psychologists	✕

Calendar

UPCOMING EVENTS
You don't have any events scheduled in your calendar. Visit the Events page or schedule deadlines for career activities in your own custom Career Plan.

VIEW CALENDAR

Resumes

ACTIVE RESUME	RATING	UPDATED
hardworking manager		3/18/2020

25 in the last 30 days

MANAGE RESUMES **AVOID SCAMS**

Cover Letters

0 OF MAXIMUM 5 LETTERS
Create your cover letters in advance and you'll be ready for new opportunities.

CREATE COVER LETTER

For your Job Search

SAVED SEARCHES

10 of possible 10 searches
Updated: 12/28/2019

VIEW SEARCHES

JOBS I'VE SAVED

3 of possible 50 saved jobs
Updated: 09/01/2015



VIEW JOBS

JOBS I'VE APPLIED TO

Click on 'View Tests' button to access the online training center and other training resources like practice tests for the GED, HiSet and TASC to get a high school diploma.

Online Training Center Resources – Assessments Landing Page

Are you a student or intern? To update your information, please click [here](#).

 [EXPLORE IT](#) [PLAN IT](#) [FUND IT](#) [FIND IT](#) [COLLEGE STUDENTS](#) [VETERAN/OMVJ](#) [Ima Human](#)  [BACKPACK](#)

in [SEARCH JOBS](#) [SEARCH WORKKEYS®](#)

[Backpack](#) > [Assessments and Training](#)

Assessments and Training

[VISIT ONLINE TRAINING CENTER](#)


Core Practice Assessments
These job skill assessment tests are used to measure real-world skills. Complete the following training tests so you and potential employers can find careers best suited to your skills.


Name	Status	Score	Action
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WorkKeys® Graphic Literacy Practice Test 1	Not Completed	--	LAUNCH
WorkKeys® Workplace Documents Practice Test 1	Not Completed	--	LAUNCH
PC Hardware, Software, and Network Basics	Not Completed	--	LAUNCH

Adult Education and Literacy
Alternative High School Tests
It's never too late to earn your high school diploma. Access the free practice test today and get a preview of the testing content.

Name	Action
GED® Test Preparation Tutorials	LAUNCH
Prepare for the HiSET® Test	LAUNCH
Prepare for the TASC™	LAUNCH

GED® is a registered trademark of the American Council on Education (ACE). HiSET® is a registered trademark of ETS®. Neither ACE nor ETS were involved in the production of, and do not endorse, this product.





When you complete a test, we'll show your score here and give you a certificate of achievement! You can upload a copy to your Documents list for future reference.

Click the 'Visit Online Training Center' button to see all resources available.

Online Training Center Resources – Online Training Center Landing Page



Find Tests, Tutorials, eBooks.

EBSCO LearningExpress®

- Home
- All Assessments ▾
- My Assessments
- Return To OhioMeansJobs
- Support ▾

Welcome to OhioMeansJobs
Assessment and Training
Center!



The state of Ohio requires that you take certain assessments and tutorials if you are interested in or are receiving state benefits or assistance. Click "OMJ Core Assessments" below to begin. You can also find additional assessments and tutorials to help improve your skills by exploring the additional topics listed below.

OMJ Core Assessments



Master Core Business Skills



Improve Your Computer Skills



Prepare for Your High School Equivalency Test



College Test Preparation



Career Test Prep



Adult Learning Resources



School Center

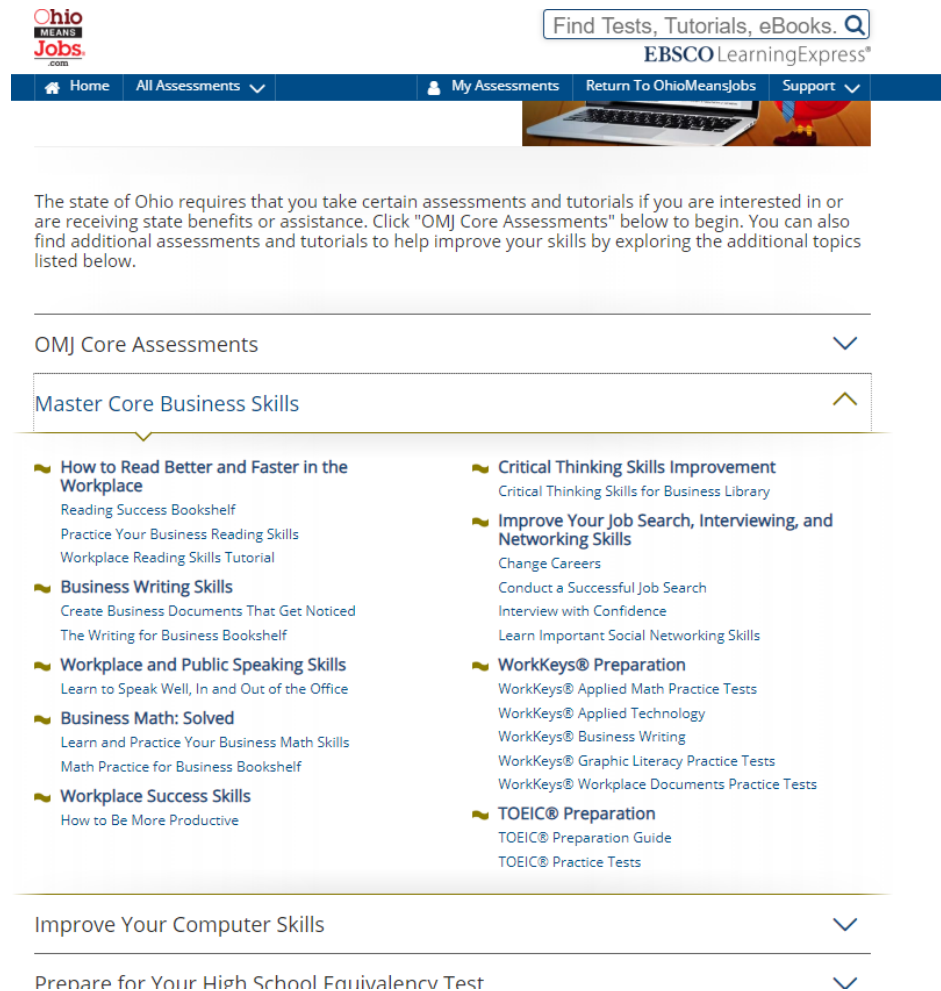


Financial Literacy Center




This is the Online Training Center Page. You can click on any of the down arrows to see what resources are available in each section.

Online Training Center Resources – Business and Soft Skills



The screenshot shows the OhioMeansJobs.com website. At the top, there is a search bar with the text "Find Tests, Tutorials, eBooks." and a magnifying glass icon. Below the search bar is the "EBSCO LearningExpress" logo. The navigation bar includes links for "Home", "All Assessments", "My Assessments", "Return To OhioMeansJobs", and "Support". A banner image shows a laptop and a person's hand. Below the banner, a text block states: "The state of Ohio requires that you take certain assessments and tutorials if you are interested in or are receiving state benefits or assistance. Click 'OMJ Core Assessments' below to begin. You can also find additional assessments and tutorials to help improve your skills by exploring the additional topics listed below." The "OMJ Core Assessments" section is expanded, showing a list of resources under the heading "Master Core Business Skills".

Find Tests, Tutorials, eBooks. 

EBSCO LearningExpress®

Home All Assessments My Assessments Return To OhioMeansJobs Support

The state of Ohio requires that you take certain assessments and tutorials if you are interested in or are receiving state benefits or assistance. Click "OMJ Core Assessments" below to begin. You can also find additional assessments and tutorials to help improve your skills by exploring the additional topics listed below.

OMJ Core Assessments

Master Core Business Skills


- How to Read Better and Faster in the Workplace**
 - Reading Success Bookshelf
 - Practice Your Business Reading Skills
 - Workplace Reading Skills Tutorial
- Business Writing Skills**
 - Create Business Documents That Get Noticed
 - The Writing for Business Bookshelf
- Workplace and Public Speaking Skills**
 - Learn to Speak Well, In and Out of the Office
- Business Math: Solved**
 - Learn and Practice Your Business Math Skills
 - Math Practice for Business Bookshelf
- Workplace Success Skills**
 - How to Be More Productive
- Critical Thinking Skills Improvement**
 - Critical Thinking Skills for Business Library
- Improve Your Job Search, Interviewing, and Networking Skills**
 - Change Careers
 - Conduct a Successful Job Search
 - Interview with Confidence
 - Learn Important Social Networking Skills
- WorkKeys® Preparation**
 - WorkKeys® Applied Math Practice Tests
 - WorkKeys® Applied Technology
 - WorkKeys® Business Writing
 - WorkKeys® Graphic Literacy Practice Tests
 - WorkKeys® Workplace Documents Practice Tests
- TOEIC® Preparation**
 - TOEIC® Preparation Guide
 - TOEIC® Practice Tests


Improve Your Computer Skills

Prepare for Your High School Equivalency Test

'Master Core Business Skills' includes tutorials, videos, practice tests and ebooks. All WorkKeys assessments are available here as well the ones beyond literacy and math.

Online Training Center Resources – Computer and Software Skills



Find Tests, Tutorials, eBooks. 

EBSCO LearningExpress®

[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)

OMJ Core Assessments

Master Core Business Skills

Improve Your Computer Skills

Getting Started With Computers

Computer Basics for the Workplace

Getting Started With the Internet

Internet Basics for the Workplace

Business Software Skills

Using Microsoft Office 365

Creating Diagrams

Creating Documents: Word Processing

Creating Workflows

Data Reporting and Analysis: Creating Spreadsheets

Making Interesting Presentations

Project Management

Managing Databases

Using and Managing Email

Using Microsoft OneDrive

Introduction to Microsoft Windows 10 Operating System

Introduction to Microsoft Windows 8 Operating System

Introduction to Microsoft Windows 7 Operating System

Adobe Illustrator and Photoshop Courses

Illustrator CS5

Illustrator CS6

Photoshop CS5


Photoshop CS6


Prepare for Your High School Equivalency Test

College Test Preparation

'Improve Your Computer Skills' includes tutorials, videos, practice tests and ebooks. Please note all of the training available for business software packages and Adobe software.


Online Training Center Resources – High School Diploma




Find Tests, Tutorials, eBooks. 


EBSCO LearningExpress®

[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)


Prepare for Your High School Equivalency Test 

 **Build Your Basic Skills**


Build Your Reading Skills
Build Your Writing Skills
Build Your Math Skills
Build Your Grammar Skills
Build Your Vocabulary and Spelling Skills
Desarrolle sus Habilidades (en Español)

 **Are You Ready?**


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

 **GED® Test Preparation Tutorials, eBooks, and Flashcards**


Introduction to the GED® Test
GED® Test Tutorials
GED® Test eBooks
GED® Test Flashcards

 **GED® Practice Tests**


GED® Mathematical Reasoning Practice Tests
GED® Reasoning Through Language Arts Practice Tests
GED® Science Practice Tests
GED® Social Studies Practice Tests

 **GED® en Español**

Aprenda Sobre el Nuevo Examen de GED®
Razonamiento Matemático
Razonamiento a través de las Artes del Lenguaje
Ciencia
Estudios Sociales
Libros Electronico

 **Prepare for the HiSET® Test**

Language Arts, Reading Practice Tests
Language Arts, Writing Practice Tests
Mathematics Practice Tests
Science Practice Tests
Social Studies Practice Tests
Tutorials
eBooks

 **Prepare for the TASC**

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

College Test Preparation 

Career Test Prep 

Adult Learning Resources 

School Center 

Financial Literacy Center 

'Prepare for Your High School Equivalency' includes tutorials, videos, practice tests and study guides for the GED, TASC and HiSet tests. The GED is available in Spanish too.

Online Training Center Resources – High School AP Tests and College Prep Tests

College Test Preparation

~ ACT® Preparation

- ACT® English Practice Tests
- ACT® Math Practice Tests
- ACT® Reading Practice Tests
- ACT® Science Practice Tests
- ACT® Writing Practice Tests
- ACT® Preparation Courses and Guides

~ Advanced Placement (AP®) Preparation

- AP® Biology Practice Exams
- AP® Biology Test Study Guidance
- AP® Biology Bookshelf
- AP® Calculus AB Practice Exams
- AP® Calculus AB Test Study Guidance
- AP® Calculus BC Practice Exams
- AP® Calculus BC Test Study Guidance
- AP® Chemistry Practice Exams
- AP® Chemistry Test Study Guidance
- AP® Computer Science A Practice Exams
- AP® Computer Science A Test Study Guidance
- AP® Computer Science Principles Practice Exams
- AP® Computer Science Principles Test Study Guidance
- AP® English Language and Composition Practice Exams
- AP® English Language and Composition Test Study Guidance
- AP® English Literature and Composition Practice Exams
- AP® English Literature and Composition Test Study Guidance
- AP® Environmental Science Practice Exams
- AP® Environmental Science Test Study Guidance
- AP® European History Practice Exams
- AP® European History Test Study Guidance
- AP® French Language and Culture Practice Exams
- AP® French Language and Culture Test Study Guidance
- AP® Psychology Practice Exams
- AP® Psychology Test Study Guidance
- AP® Statistics Practice Exams
- AP® Statistics Test Study Guidance
- AP® U.S. Government Practice Exams

~ TOEFL iBT® Preparation

- TOEFL iBT® Preparation Courses and Guides
- TOEFL iBT® Practice Tests

~ IELTS™ Preparation

- IELTS™ Academic Practice Tests
- IELTS™ General Training Practice Tests

~ Math Skills Review

- Algebra
- Basic Math
- Calculus
- Geometry and Measurement
- Trigonometry
- Statistics
- Logic and Reasoning
- Quantitative Comparison and Word Problems

~ Reading, Writing, and Grammar Skills Review

- Reading Comprehension
- Grammar
- Writing
- Vocabulary and Spelling

~ Science Skills Review


- Chemistry
- Biology


~ Test-Taking Skills Improvement

- Test-Taking Skills Improvement

'College Test Preparation' includes resources to prepare for AP Tests, College entrance tests and improve your skills in math, reading, science and test taking. *Please note that all practice tests are not included on the screenshot to the left.*

Online Training Center Resources – Career Licensing Test Prep



Find Tests, Tutorials, eBooks. 

EBSCO LearningExpress®

[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)

Career Test Prep

~ **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

~ **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 the Journeyman Electrician's License Exam

~ **Emergency Medical Services**

Prepare for the EMT Exam

Prepare for the Paramedic Exam

~ **Firefighter**

Firefighter Career Guidance Library

Prepare for the Firefighter Exam

~ **Green Careers**

~ **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 the TEAS® Tests

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

Prepare for Real Estate Appraiser Exams

~ **Social Work**


Prepare for the ASWB Exams


~ **Teaching**

Teaching Career Guidance Library


'Career Test Prep' includes resources to prepare for career licensing tests. *Please note that all practice tests are not included on the screenshot to the left.*


Online Training Center Resources – Adult Learning Resources including Citizenship Test Prep





Find Tests, Tutorials, eBooks. 


EBSCO LearningExpress®

 Home

 All Assessments

 My Assessments

 Return To OhioMeansJobs

 Support

OMJ Core Assessments

Master Core Business Skills


Improve Your Computer Skills

Prepare for Your High School Equivalency Test

College Test Preparation

Career Test Prep


Adult Learning Resources

 Build Your Math Skills

Practice Sets

Tutorials

eBooks

 Become a Better Reader

Reading Skills Practice Sets


Reading Skills Tutorials

Reading Skills eBooks

Vocabulary and Spelling Skills Practice Sets

Vocabulary and Spelling Skills Tutorial


Vocabulary and Spelling Skills eBooks

 Improve Your Writing, Speaking, and Grammar

Writing and Grammar Skills Practice Sets

Writing and Grammar Skills Tutorials

Writing, Grammar, and Speaking Skills eBooks


 Become a U.S. Citizen


Prepare for Your Citizenship Exam

School Center

'Adult Learning Resources' includes resources to improve skills in math and reading or prepare for a citizenship test.


Online Training Center Resources – School Center for K-12





Find Tests, Tutorials, eBooks. 


EBSCO LearningExpress®


[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)


School Center 


**Elementary School Math Skills Improvement**
Geometry Practice
Measurement & Data Practice
Number & Operations Practice
Operations & Algebraic Thinking Practice


**Elementary School ELA Skills Improvement**
Informational Reading Practice
Literature Reading Practice
Writing & Language Practice


**Middle School Math Skills Improvement**
Expressions & Equations Practice
Functions Practice
Geometry Practice
Number System Practice
Ratios & Proportional Relationships Practice
Statistics & Probability Practice
Tutorials
eBooks


**Middle School ELA Skills Improvement**
Informational Reading Practice
Literature Reading Practice
Writing & Language Practice
Tutorials
eBooks


**Middle School Social Studies Skills Improvement**
American History Practice
Geography Practice


**Prepare for High School Entrance Exams**
COOP Preparation
HSPT Preparation
SSAT Preparation
ISEE® Preparation


**High School Math Skills Improvement**
Algebra Practices
Functions Practice
Geometry Practice
Number and Quantity Practices
Quantitative Comparison Practice
Statistics and Probability Practices
Tutorials
eBooks

**High School ELA Skills Improvement**
Informational Reading Practice
Literature Reading Practice
Writing & Language Practice
Vocabulary and Spelling Skills Practice
Word Analogies Practice
Synonyms and Antonyms Practice
Tutorials
eBooks

**High School Science Skills Improvement**
Biology Practice
Chemistry Practice
Earth Science Practice

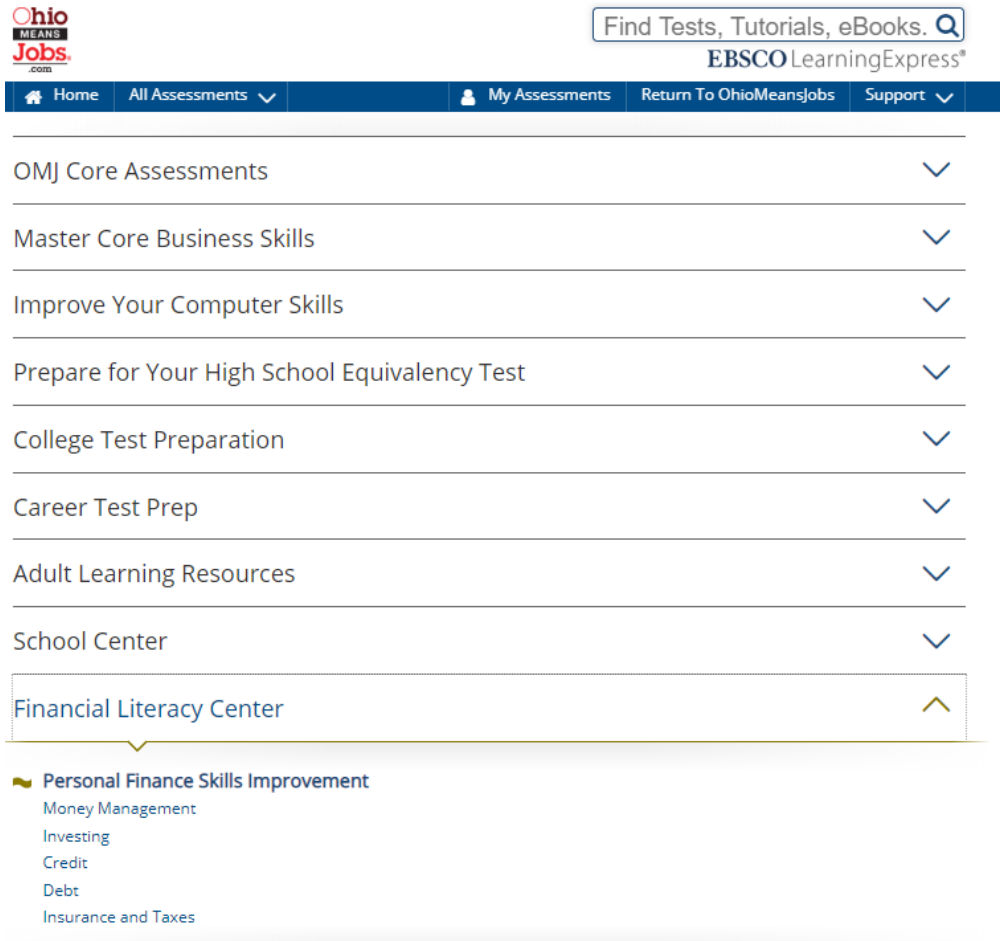
**High School Social Studies Skills Improvement**
American History Practice
Geography Practice

**Technology Skills Improvement**
Computing & Information Technology
Information Systems
Management Information Systems
Technical Writing

**High School Logic and Reasoning Skills Improvement**
Logic and Reasoning Practice


'School Center' includes resources to help K-12 students improve skills in math, reading social studies, science and other areas.

Online Training Center Resources – Financial Literacy






The screenshot shows the OhioMeansJobs website interface. At the top left is the OhioMeansJobs logo. To its right is a search bar with the text "Find Tests, Tutorials, eBooks." and a magnifying glass icon. Below the search bar is the text "EBSCO LearningExpress®". A navigation bar contains links: Home, All Assessments (with a dropdown arrow), My Assessments, Return To OhioMeansJobs, and Support (with a dropdown arrow). A list of resources follows, each with a dropdown arrow: OMJ Core Assessments, Master Core Business Skills, Improve Your Computer Skills, Prepare for Your High School Equivalency Test, College Test Preparation, Career Test Prep, Adult Learning Resources, School Center, and Financial Literacy Center. The Financial Literacy Center is highlighted with a yellow border and an upward-pointing arrow. Below it, a section titled "Personal Finance Skills Improvement" lists sub-topics: Money Management, Investing, Credit, Debt, and Insurance and Taxes.


OhioMeansJobs.com


Find Tests, Tutorials, eBooks. 


EBSCO LearningExpress®


Home All Assessments  My Assessments Return To OhioMeansJobs Support 


OMJ Core Assessments 


Master Core Business Skills 


Improve Your Computer Skills 


Prepare for Your High School Equivalency Test 


College Test Preparation 

Career Test Prep 

Adult Learning Resources 

School Center 


Financial Literacy Center 


 **Personal Finance Skills Improvement**

- Money Management
- Investing
- Credit
- Debt
- Insurance and Taxes

'Financial Literacy Center' includes resources to help participants improve financial literacy skills.

Online Training Center Resources – Soft Skills Training



Find Tests, Tutorials, eBooks. 

EBSCO LearningExpress®

[Home](#) [All Assessments](#) [My Assessments](#) [Return To OhioMeansJobs](#) [Support](#)

Prepare for Your High School Equivalency Test

College Test Preparation

Career Test Prep


Adult Learning Resources

School Center

Financial Literacy Center

School Finder


Improve Your Soft Skills

 **Teamwork and Professionalism**


Attitude and Teamwork

Email Etiquette

Workplace Etiquette


 **Time Management Skills**

Time Management

 **Communication Skills**


Verbal Communication

Written Communication

 **Problem Solving and Critical Thinking Skills**


Logic and Reasoning

Critical Thinking

 **Researching and Networking Skills**

Researching

Networking

 **Personal Finance Skills**

Money Management

Investing

Credit

Debt

Insurance and Taxes

'Improve Your Soft Skills' includes resources to help participants improve soft skills.