

## **Self-Paced Learning Services (SPLS)**

Valleyworks Career Center provides a broad range of computer based training programs to help you develop key skills, enhance your knowledge, and improve your marketability. Learn at your own pace. Below is a brief description of each of the programs offered via the Self-Paced Learning Services (SPLS)

### ***“Contemporary’s GED”***

This study based software is a preparation program for the HiSet [formally GED] exam. The course navigation is designed for non-computer-literate users and is a completely self-paced program designed to prepare learners for general and specific high school study courses or to refresh high school course material. The program allows for tracking of student performance and printed summary reports for students and classes. It contains lessons covering five key content areas with interactive lessons and pre-tests. Students may work in all content areas or select only specific areas of study.

### ***“Mavis Beacon Typing Software”***

Mavis Beacon Typing Software allows users to learn or improve typing skills including speed, accuracy and rhythm in a short time. Whether your need to build a new skill, maintain your skill level or you simply want to improve your speed and accuracy, the program has custom lessons, skill-building lessons and offers immediate feedback.

### ***“ResumeMaker”***

ResumeMaker is packed with powerful features to help customers write better resumes, cover letters, land better jobs, prepare for interviews, and earn higher salaries.

### ***“WinWay Resume”***

WinWay is a program to write a resume, cover letter and prepare for an interview. It also can help the customer search for job opportunities.

### ***“Professor Teaches”***

Professor® Teaches Office is a complete multimedia-training super set for all the leading Microsoft applications! It includes 45 tutorials and instruction from beginning to advanced features of each Microsoft® Office software program. Each program offers hundreds of practical exercises designed to build essential skills quickly and effectively. Step-by-step interactive instructions make learning easy and skill building fast! Users learn at their own pace and can become proficient at any of the following sought after computer software programs. In September 2010, the workshop team added the opportunity for our customers to earn a Professor Teaches Certificate of Completion. This certificate may be earned for any of the Professor Teaches training topics. The program has the following requirements: customers must select and program to study, request an application, submit the completed application form for the Professor Teaches program they select to study and pass all lessons including quizzes within the selected course of study within 90 days of the start date.

2007 and 2010 Microsoft Office Applications  
Accounting Fundamentals  
Photoshop CS3, CS4, CS5  
Professional HTML Fundamentals and Advanced  
Expression Web  
Windows Vista Ultimate  
Internet Explorer 8

QuickBooks 2009, 2010, 2011  
Business Planning  
Flash CS3, CS4, CS5  
Dreamweaver CS3, CS4, CS5  
Windows 7 and Advanced  
Windows XP Professional  
PC Security Fundamentals

### ***“Learn to Speak English”***

Learn to Speak English program offers the users audio and visual learning features. This program starts with simple words, phrases, and progresses to intensity in learning the language. Also available are games and puzzles to learn English.

### ***“Learn to Speak Spanish”***

Learn to Speak Spanish program offers the users audio and visual learning features. This program starts with simple words, phrases, and progresses to intensity in learning the language. Also available are games and puzzles to learn Spanish.

## **Self-Paced Learning Services (SPLS) Youth**

Valleyworks Career Center provides a broad range of computer based training programs to help you develop key skills, enhance your knowledge, and improve your marketability. Learn at your own pace. Below is a brief description of each of the programs offer.

### ***“Contemporary’s GED”***

This study based software is a preparation program for the HiSet [formally GED] exam. The course navigation is designed for non-computer-literate users and is a completely self-paced program designed to prepare learners for general and specific high school study courses or to refresh high school course material. The program allows for tracking of student performance and printed summary reports for students and classes. It contains lessons covering five key content areas with interactive lessons and pre-tests. Students may work in all content areas or select only specific areas of study.

### ***“Mavis Beacon Typing Software”***

Mavis Beacon Typing Software allows users to learn or improve typing skills including speed, accuracy and rhythm in a short time.

### ***“Professor Teaches”***

Professor® Teaches Office is a complete multimedia-training super set for all the leading Microsoft applications! It includes 45 tutorials and instruction from beginning to advanced features of each Microsoft® Office software program. Each program offers hundreds of practical exercises designed to build essential skills quickly and effectively. Step-by-step interactive instructions make learning easy and skill building fast! Users learn at their own pace and can become proficient at any of the following sought after computer software programs. In September 2010, the workshop team added the opportunity for our customers to earn a Professor Teaches Certificate of Completion. This certificate may be earned for any of the Professor Teaches training topics. The program has the following requirements: customers must select and program to study, request an application, submit the completed application form for the Professor Teaches program they select to study and pass all lessons including quizzes within the selected course of study within 90 days of the start date.

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### ***“Learn to Speak Spanish”***

Learn to Speak Spanish program offers the users audio and visual learning features. This program starts with simple words, phrases, and progresses to intensity in learning the language. Also available are games and puzzles to learn Spanish.

## **Self-Paced Learning Services (SPLS) – Stand Alone in the Resource Room**

Valleyworks Career Center also offer a limited range of computer based training programs to help you develop key skills, enhance your knowledge, improve your marketability and learn at your own pace at designated computers in the Resource Room in Lawrence and in Haverhill. These services are available during Resource Room hours on a first come first serve bases. We do reserve the right to limit study at these locations to two (2) hours at a time. Below is a brief description of the programs offered via the Self-Paced Learning Services in our Resource Rooms:

### ***“Mavis Beacon Typing Software”***

Mavis Beacon Typing Software allows users to learn or improve typing skills including speed, accuracy and rhythm in a short time. Whether your need to build a new skill, maintain your skill level or you simply want to improve your speed and accuracy, the program has custom lessons, skill-building lessons and offers immediate feedback.

### ***“ResumeMaker”***

ResumeMaker is packed with powerful features to help customers write better resumes, cover letters, land better jobs, prepare for interviews, and earn higher salaries.

### ***“Professor Teaches”***

A very limited selection of Professor® Teaches multimedia-training tutorials is available in the Resource Room. For a list of the training topic access the menu on the computer in the Resource Room. The Professor Teaches Certificate of Completion program is **not** available in the Resource Room.