



## In-Home Learning System Program Features

<b>Online Services</b>	
<b>Training</b>	<b>Communication</b>
Basic Training (Computer and Internet)	Blogs
Training by course	Chats
Training by curriculum	Forums
Access to training library	Broadcast Messaging
Assessments (including Online TABE)	Personal Messaging
Adult Basic Education	Email Accounts
High School Diploma	<b>Tools</b>
GED	Bot for help on each page
ESL	Bot with "read-it" for low literacy
Work Readiness Skills	Manual with pictures
Occupational Skills	Online help text
Technical	<b>Content</b>
Certified Skill training	Employment Information
Job Search Skills	Education
Life Skills	Entrepreneur
Financial Literacy/Personal Readiness	Financial
Home Ownership	Legal
<b>Career Exploration</b>	Citizenship
Occupational interest	Mental Health
Occupational outlook	Spirituality
What it takes to enter a career	Relationships
Occupational license requirements	<b>Administrative Reports</b>
Wage Outlook by industry/region	Participation Detail
Skills analysis – self assessment	Training Course and Curriculum Completion
<b>Job Search</b>	Employment/Work Hours
Resume builder and automated resume distribution system	Client side application using tracking
Web Crawler for resumes	ISP Tracking
Job Search Articles	<b>Offline Support</b>
Job Search Videos	Orientation
Job Search Links	Mentor
Job Search – Ask the Expert	Online Greeter
Job Search Tips	Help Desk
<b>Job Placement</b>	Technical Support
Online Job Banks	Training Support
Employer Match System – Hire Access	Bi-lingual Customer Service
Job Placement Reporting	<b>Project Support</b>
Work Hours Reports	Project Management
<b>Government Benefits</b>	Staff Training and Support
Eligibility Calculator – State and Federal	Quality Assurance
Resource connector based on eligibility	Reporting Automation
Resource connector for children's services	
<b>Resources</b>	
Resource listings by Region	
"Ask the Expert"	
Calendar of local events	

Greetings Becky Tuesday, May 19, 2009

**Dallas, TX** 78 °F  
ESE 9 mph clear

**Messages for Becky**  
No Messages

**I Got A Job**  
Tell us about your new job!

**Achiever Recognition**  
All of Us recent and past Achiever stories...

**Community Links**

- Dallas City Hall  
Pay your utilities, renew your driver license, and learn about Dallas here.
- Dallas ISD  
Find out what's going on at the 12th largest school district in the nation.
- Dallas Morning News  
Get up to the minute information about the whole North Texas region.
- Dallas Public Library  
Books, reference materials, resources, and more. Best of all, it's free!
- GovBenefits.gov  
Find links to all kinds of government programs that can help you improve your education and get a better job!

**Your Daily Horoscope**  
What kind of day can you expect to have?

**Change Your Outlook To Change How You Spend**  
When you aren't making a whole lot of cash, the idea of saving can seem unrealistic. Learn more here...

**Welcome to the Business Access Employment Guide**  
This is a series of short courses intended to help you learn more about choosing a career, finding work, thriving in the workplace or working for yourself.

**Laughter Opens Your Mind**  
Laughter can lighten your mood, open your mind, and ease the tension between you and another person. Learn more here...

**New Thoughts, New Ways, New Life!**  
Are you stuck in a rut and going nowhere? Maybe it's time for a change! Learn more here...

**Keeping My Job**  
How many jobs have you had in the last three years? Do you tend to change jobs often? Learn more here...

**Business Access Information Pages Home**  
Welcome to the Business Access

**Quick Start**

- Check out our [Employment Job Search Video Page](#) to learn more about how to execute a successful job search.
- Check out our [Employment](#) page to see some of the job search tools we've provided for you!
- Complete the **Core Computer Skills and Applications** courses (8) you have been assigned on [My Training Plan](#).
- Explore [Career Voyages](#), where you can get an idea of the kind of work you might want to do for a living!
- Fill out [My Job Profile](#).
- Find out how our [Resume Builder](#) can help streamline your job search!
- Learn about [Reality Check](#), and click through to play the game!
- Need a refresher on how to [register for training](#)?
- New to the program, and you can't quite remember how to register for classes? We all need a refresher once in a while. Get help [here!](#)

**Quick Vote**

**Do you have to work on Memorial Day?**

Yes  
 No

Vote

[View Results](#)

**Survey**

**How much do you care about money?**  
How far would you go for money? Do you care more about money than most people? Take this survey and find out how important money is to you.



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http://www.business-access.com/secure/training/bau.asp

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Site Map → You are here: Training

Search

More Search Options

### Training

- My Training Plan
- Course Catalog
- Assessment Tests
- Career Aptitude Test
- Downloads
- GED Practice Test
- GED Timed Practice Tests
- GED/ABE Training

## My Training Plan

Assigned Curricula	Status	Score	Completion Date	Launch	Print Certificate
<b>Basic Computer Literacy</b>					
Getting Started--Getting Started With PCs	Complete	70	2/27/2006	<a href="#">Launch</a>	<a href="#">Print Certificate</a>
Windows XP--Internet	In Progress			<a href="#">Launch</a>	
Windows XP--Introduction	In Progress			<a href="#">Launch</a>	
Works--2000	In Progress			<a href="#">Launch</a>	
<b>Child Care Worker</b>					
Active Listening	In Progress			<a href="#">Launch</a>	
Breakthrough Customer Service	In Progress			<a href="#">Launch</a>	
Coaching and Counseling Practice Ver. 2	Not Attempted			<a href="#">Launch</a>	
Communication Skills	In Progress			<a href="#">Launch</a>	
Training, Coaching, and Delegating	In Progress			<a href="#">Launch</a>	
Word 2002 -- Introduction	Not Attempted			<a href="#">Launch</a>	
<b>Entrepreneur</b>					
Active Listening	In Progress			<a href="#">Launch</a>	
Articulating a Vision	Not Attempted			<a href="#">Launch</a>	
Better Business Writing	In Progress			<a href="#">Launch</a>	

Internet 100%

- Employment
- Job Search
- My Job Profile
- Resume Builder
- Career InfoNet
- Career Voyages
- Local Links
- Local Events
- Work In Texas
- O\*NET Online

## Employment

- **Business Access Employment Guide**  
Earn credit and learn more about the world of employment by completing these simple employment related courses.
- **Life Online**  
Want to make a great first impression? Use Resume Builder to help you land that job!
- **Make Your Computer Work For You**  
When you're looking for a job, your computer can make the search easier. Find out how.
- **On The Job**  
Getting along with bosses and co-workers is a big part of any job. Learn how to set boundaries, deal with bullies, and stand out from the crowd!
- **Attitude Matters**  
The way you approach your job can go a long way toward determining how successful you'll be. See how to make the most of your situation!
- **Moving Up, Moving On**  
Ambition is great, but you still need a game plan. Check out strategies to help turn a job into a satisfying career!

### Employment Links

- Articles**  
Find tips on how to use your computer to help you find the job you want.
- Resources**  
Get names and contact information for organizations in your area.
- Expert Questions**  
Find answers to common questions about employment.
- Bulletin Boards**  
The BA community can help you find work. Ask a fellow @chiever about openings, or share ones you might know about.

### Events This Week

- 2009 Latinos for Hire Career Expo**  
Wednesday, May 20, 2009  
Dallas  
12:30PM-4:30PM
- Grand Prairie WorkForce Solutions Job Fair**  
Wednesday, May 20, 2009  
Grand Prairie  
9AM-1PM
- Career Connection Hire DFW 1st Job**

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## Career InfoNet

- [CAREERONESTOP](#)
- [CAREER INFO NET](#)
- [JOB BANK](#)
- [SERVICE LOCATOR](#)

This web site is a job seeker's dream. It asks you questions about your career goals and gives you answers that help you get the job you want. You can see which fields are growing, which are slowing down and what kind of education you need. There's even a link to places that offer financial aid.

AMERICA'S **CAREER INFO NET**  
Informed Career Decisions

- ➔ [Career Exploration](#)  
Links to job banks and an archive of 300 career videos.
- ➔ [Career Resource](#)  
Job search tips, job listings, relocation and cost of living information, and recruiting
- ➔ [General Outlook](#)  
A list of careers with the most openings, the fastest-growing, educational requirements and the highest-paying occupations.
- ➔ [Wages and Trends](#)  
Millions of employer contacts nationwide. [Click here](#) to see wage and employment trends in your home state.
- ➔ [What it Takes](#)  
Select an occupation, enter a keyword, and watch a video with specific information on knowledge, skills and abilities required to do the job.
- ➔ [Employability Checkup](#)  
Answers to questions about the career you're considering. This tool summarizes what you can expect to earn and what the competition is like.
- ➔ [Licensed Occupations](#)  
A quick way to get information on state by state licensing requirements for jobs.
- ➔ [Financial Aid Advisor](#)  
Search a database of 4400 scholarships, fellowships, loans and other financial assistance opportunities.
- ➔ [Certification Finder](#)  
Search for certifications by keyword, industry or occupational area.
- ➔ [Employer Locator](#)  
Search a database of 12 million U.S. employers by [state](#), [name](#), or [industry](#).

- Employment**
- Job Search
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## Resume Builder

- | Steps                             | Title & Career Objective |
|-----------------------------------|--------------------------|
| 1 Title & Career Objective        |                          |
| 2 Contact Information             |                          |
| 3 Work Experience                 |                          |
| 4 Education                       |                          |
| 5 Skills                          |                          |
| 6 Online Training                 |                          |
| 7 Other Training                  |                          |
| 8 Curricula                       |                          |
| 9 Languages                       |                          |
| 10 Personal                       |                          |
| Preview                           |                          |
| <a href="#">Finish &amp; Exit</a> |                          |

<b>Resume Title</b>	<input type="text" value="Office Manager"/>
<b>Career Objective</b>	<p>Please enter a brief summary of your career objective.</p> <p>To obtain a position that allows me to utilize my awesome management skills.</p>
<input type="button" value="Save &gt;"/>	

### Resume Tips

- **Resume Title**  
Pick a title to describe your job so employers can tell what kind of job you're looking for. If you want to find work as an "Administrative Assistant," that's the title you'll want to use.
- **Career Objective**  
What kind of career would you like to have? Describe what you'd like to do on the job in a sentence or two.

- Articles
- Education
- Employment
- Health
- Housing
- Kids
- Legal
- Lifestyles
- Mental Health
- Money
- Relationships
- Spirituality
- Technology

## Articles



[Optimism and Positive Thinking](#)  
It's no small feat to nourish a positive and optimistic outlook, especially while struggling with a negative turn of events. Learn more about optimism and positive thinking here....



[Employment-Job Search](#)  
A successful job search is a real accomplishment. Knowing what to do, where to look, who to talk to, and how to overcome obstacles is a real challenge. Learn more here...



[Health Insurance:](#)  
Health insurance provides you with a safety net if you or your child was to become seriously ill or injured. Learn more here....



[Anger: A Power for Positive Change](#)  
Anger is a positive emotion that protects us from danger and can help guide us out of hopeless and hurtful situations toward a more satisfying and secure life. Learn more here....



[I Just Got Laid Off](#)  
What Now? In today's job market, layoffs are common and sometimes unavoidable. Learn more here....



[How To Be A Best Friend](#)  
Learn more about building relationships with other women.

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### Articles

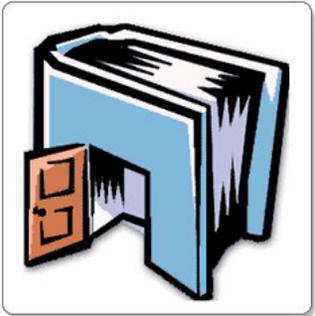
- Education
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- Lifestyles
- Mental Health
- Money
- Relationships
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## Education

### Continuing Education

There are more older students enrolled in college than ever before. The U.S. Department of Education says older-student enrollment was up nearly 33% between 1972 and 1994. They also say the number of undergraduate students older than 35 is up an additional 33%.

Adults going back to school bring more experience to their studies than their younger counterparts. Because of this, colleges and universities have numerous programs for students with non-traditional learning curves.



### Credit

You can earn nontraditional education credits in many ways:

- passing standardized exams
- demonstrating knowledge gained through experience
- completing campus-based coursework
- taking courses off-campus

Colleges use several methods to determine whether or not you've met the objective for the course. Methods include standardized tests and even a review of life experiences.

With some help from four hypothetical characters-Alice, Vin, Lynette, and Jorge- this article describes nontraditional ways of earning educational credit. It begins by describing programs in which you can earn a high school diploma without spending 4 years in a classroom.

### Related Links

[You can find whatever you want to know about education in the United States at Ed.gov. It's a comprehensive site that can help with everything from pre-kindergarten through high school, to planning and paying for your college education.](#)

[Kaplan Colleges offer online courses and degree programs in nursing, education, business, law, and more. Just click on the link to visit the site.](#)

[Check out the official site of the GED Testing Service. Click on "Prospective GED Test Takers" near the bottom of the page for a few hot tips. Look on the blue bar on the left of the site to see what's new about the test.](#)

[What's new in the world of education? The American Council on Education has the latest information on educational news and events.](#)

[CLEP is the most widely accepted credit-by-examination program in the United States today. It helps students of all](#)

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