SKILLS TESTS
## SKILLS TESTS

Please note that there are skills tests for earlier versions of many of the programs. Enquire now to see if the version you are looking for is available.

### ACCOUNTING & FINANCIAL

- Accounting & Bookkeeping Principles
- Bank Teller Skills
- Debt Collection
- Financial Accounting
- Financial Analysis
- Intuit QBooks Enterprise 2014
- Intuit QBooks Pro 2010
- Intuit QBooks Pro Plus 2011
- MS Dynamics AX09 - Financials
- MS Dynamics GP 2010 - Financials
- MYOB AccountRight Plus 19
- NetSuite 12.1 - Financials
- Peachtree Accounting 2009

### APPLICATION & WEB DEVELOPMENT

- Active Server Pages 3.0
- Active Server Pages.NET 3.5
- ActiveX
- Adobe ColdFusion 9
- Adobe Dreamweaver CS6- Win
- Adobe Flash CS3 Pro - Mac
- Adobe Flash Pro CS5 - Win
- Adobe Flex 4.0
- Ajax Frameworks
- Ajax Programming
- Allaire ColdFusion 4.5
- Android 4 Programming
- Borland Delphi
- C
- C# 4.0
- C++
- Cascading Style Sheets 3.0
- CGI
- CoBOL
- CORBA
- Drupal 7.18
- Extended JavaScript 3.0
- HP WinRunner 9.2
- HTML 4.01
- HTML5
- IBM CICS
- Java 2 Standard Edition 1.5
- Java Enterprise Edition 6
- Java Frameworks: Struts 2
- Java Frame: Hibernate 4
- Java Frameworks: Spring 2.5
- Java GUI
- Java Standard Edition 7
- Java Technologies: Hibernate, Spring, & Struts
- JavaScript 1.8.5
- jQuery 1.6.2
- Macromedia Authorware
- Macromedia Dreamweaver 8
- Macromedia Flash 4
- Macromedia Flash Prof 8
- MS .NET Framework 4.0
- MS Dyn CRM 2011 - Devpt
- MS FrontPage 2000
- MS SharePoint 2007
- MS SharePoint 2010-Devpt
- MS SharePoint Server 2010 for General Use
- MS Visual Basic 2010
- MS Visual C++
- MS Visual C++ 2010 Prof
- MS Visual Interdev
- MS Visual Source Safe
- MS Visual Studio 2005
- MS Visual Studio 2010 Prof
- OOP Concepts
- Perl 1.0
- Perl 5 Version 14
- PHP 5
- Python 2.6
- Quality Assurance
- RubyOnRails 3.2
- Salesforce Spring ‘12 - Devpt
- SEOFundamentals
- SOA Design & Development Knowledge
- Software Testing
- Sybase Powerbuilder
- Visual Basic Script
- Visual Basic.NET
- VRML
- Web Analytics
- WebLogic Server 9.2
- WebSphere Application Server 8.0
- XHTML 1.0
- XML
# SKILLS TESTS

## DATABASES & BUSINESS INTELLIGENCE
- Crystal Reports 2008
- IBM DB2
- MS Office 2013 - Access
- MS Office XP - Access
- MS SQL Server 2008- Programming
- MS SQL Server 2012- Administration
- MS SQL Server 7
- MS Visual FoxPro 9
- MySQL 5.5
- Oracle Administration
- Oracle Developer
- Oracle PL/SQL
- Oracle SQL Developer Data Modeler 3.0
- Relational Databases
- Seagate Crystal Reports 8.5

## DESKTOP PUBLISHING SOFTWARE
- Adobe Acrobat Pro 10
- Adobe Fireworks CS3 - Win
- Adobe FrameMaker 8
- Adobe Illustrator CS3
- Adobe Illustrator CS5 - Win
- Adobe InDesign CS3 - Win
- Adobe PageMaker 4.0
- Adobe PageMaker 7.0 - Win
- Adobe Photoshop CS3 - Mac
- Adobe Photoshop CS6 - Win
- Corel WordPerfect 8.0
- MS Office 2007 - Visio
- MS Office Publisher 2010
- QuarkXpress 4.0 - Mac
- QuarkXPress 4.0 - Win

## ENGINEERING, INDUSTRIAL & DESIGN
- AutoCAD 2010 for General Use
- Basic Electronics
- Civil Engineering Skills
- Electrical Engineering Skills
- Forklift Skills
- Mechanical Engineering Skills
- Telecommunications
- Units and Conversions Skills

## HARDWARE & NETWORKING
- LAN Switching & Wireless Fundamentals
- MS Exchange Server 2010
- Networking Essentials
- OS-MVS-Job Control Language
- PC Hardware
- Routing Fundamentals
- TCP/IP
- VMware

## HEALTHCARE
- First Aid
- HIPAA - Health Insurance Coverage
- HIPAA - Privacy and Security Standards
- Home Health Aide
- Medical Billing
- Medical Coding
- Medical Office Administration Skills
- Medical Terminology
- Medical Transcription
- Nursing Skills
- Pharmaceutical Terminology
- Registered Nursing Skills
## SKILLS TESTS

### HOSPITALITY INDUSTRY
- Event Planning Skills
- Food and Beverage Serving Skills
- Front Desk Skills
- Guide and Tour Operator Skills
- Room Service Management Skills

### HUMAN RESOURCES
- Human Resources
- Training Skills

### LANGUAGE & COMMUNICATION
- Business Communication
- English Language
- English Proofreading
- English Spelling and Vocabulary
- French Language (CA)
- French Language (FR)
- German Language (DE)
- Italian Language (IT)
- Japanese Language (JP)
- Portuguese Language (BR)
- Spanish Language (ES)

### LEGAL, SAFETY AND ADMINISTRATION
- Discrimination in the Workplace
- Environmental, Health and Safety
- Property Management
- Workplace Safety

### LOTUS
- Lotus Notes Administration
- Lotus Notes for Users
- Lotus Notes 8.5

### MANAGEMENT
- Leadership Skills
- Management Skills
- Project Management
- Time Management

### MICROSOFT OFFICE SOFTWARE
- MS Office 2007 - OneNote
- MS Office 2010 - Excel Sim
- MS Office 2010 - Word Sim
- MS Office 2013 - Excel
- MS Office 2013 - Outlook
- MS Office 2013 - PowerPoint
- MS Office 2013 - Word
- MS Office 2013 - Outlook
- MS Office 2013 - PowerPoint
- MS Office 2013 - Word
- MS Office Project 2007
- MS Office XP - Excel
- MS Office XP - Outlook
- MS Office XP - PowerPoint
- MS Office XP - Word

### OPERATING SYSTEMS & INTERNET BROWSERS
- Firefox 4
- Google Chrome 10
- Linux
- Macintosh OS X 10.8
- MS Dynamics CRM 2011
- MS Windows XP
- Oracle Solaris 11 Express Admin
- Salesforce Summer ’12 - Admin
- Sun Solaris System Admin
- Solaris
- System Admin for Windows and Macintosh OS
- Unix Admin
- Windows Internet Explorer 8
- Windows 8
- Windows Vista
## SKILLS TESTS

### PRIMARY WORK SKILLS

<table>
<thead>
<tr>
<th>Type</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Computer Knowledge for Windows</td>
<td>Basic Math</td>
</tr>
<tr>
<td>IT Industry Acronyms</td>
<td></td>
</tr>
</tbody>
</table>

### RETAIL

<table>
<thead>
<tr>
<th>Type</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Retail Knowledge</td>
<td>Sales Clerk Skills</td>
</tr>
<tr>
<td>Retail Call Center</td>
<td>Warehouse Pick and Pack Skills</td>
</tr>
<tr>
<td>Retail Marketing Skills</td>
<td>Warehousing Skills</td>
</tr>
</tbody>
</table>

### SALES & MARKETING

<table>
<thead>
<tr>
<th>Type</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Concepts</td>
<td>Salesforce CRM Spring '12 for General Use</td>
</tr>
<tr>
<td>Retail Math</td>
<td>Search Engine Marketing</td>
</tr>
<tr>
<td>Sales Concepts</td>
<td></td>
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</table>

### TYPING

<table>
<thead>
<tr>
<th>Type</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Numeric Typing</td>
<td>Ten Key Typing</td>
</tr>
<tr>
<td>Fill-in Form Typing</td>
<td>Typing Business Text</td>
</tr>
<tr>
<td>General Typing</td>
<td>Typing Contact Data Entry</td>
</tr>
</tbody>
</table>

| Alpha Numeric Typing | Ten Key Typing | Typing News Text |
| Fill-in Form Typing | Typing Business Text | Typing Spanish Text |
| General Typing | Typing Contact Data Entry | |

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