



Online Testing and Training Catalog

Skills Assessments

CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS

Basic Computer Literacy

Checking – Standard

Checking – Names

Checking – Numbers

Coding – Standard

Coding – Letters

Coding – Numbers

Customer Service

Data Entry Test – Alphanumeric

Data Entry – Call Center (Audio)

Data Entry – Checks

Data Entry – Decimals

Data Entry Test – Numeric

Data Entry – Sales (Leads)

Data Entry – Sales (Orders)

Data Entry – Standard (Audio)

Digital Literacy 2008 – Computing

Digital Literacy 2008 – Internet

Digital Literacy 2008 – Software Skills

Digital Literacy 2006 – Computing

Digital Literacy 2006 – Internet

Digital Literacy – Computing

Digital Literacy – Internet

Digital Literacy – Software Skills

Filing – Standard

Filing – Names

Filing – Numbers

Grammar – Business

Grammar – General

Letter Setup – Alternative Block

Letter Setup – Block

Letter Setup – Letter Head Block

Letter Setup – Semi Block

Math – General

Math – General 2

Office Manager Skills

Proofreading – Error Detection

Proofreading – Error Detection 2

Reading Comprehension – Basic

Reading Comprehension – General

Reading Comprehension – Industrial

Receptionist Skills

Secretarial Skills

Shorthand – Accounting (Audio)

Shorthand – Business (Audio)

Shorthand – Legal (Audio)

Shorthand – Medical (Audio)

Software Productivity

Spelling (Audio)

Spelling – Accounting-Bookkeeping

Spelling – Business

Spelling – General

Spelling – Geography

Spelling – Int Geography (Audio)

Spelling – Legal

Spelling – Medical

Spelling – US Geography (Audio)

Telephone Message Taking

Telephone Skills

Telemarketing Skills

Ten Key Test

Ten Key Test – 5 min

Transcription – Accounting (Audio)

Transcription – Business (Audio)

Transcription – Legal (Audio)

Transcription – Medical (Audio)

Typing Test

Typing Test – Accounting

Typing Test – Banking and Finance

Typing Test – Legal

Typing Test – Medical

Typing Test – Technical

Vocabulary – Accounting/Bookkeeping

Vocabulary – Business

Vocabulary – General

Vocabulary – Legal

Vocabulary – Medical

Skills Assessments

Continued

SOFTWARE SKILLS

Access 2010 – Standard
Access 2007 – Standard
Access 2007 – Basic Skills
Access 2007 – Advanced Skills
Access 2003 – Standard
Access 2003 – Basic Skills
Access 2003 – Advanced Skills
Access 2002 – Standard
Access 2002 – Basic Skills
Access 2002 – Advanced Skills
Access 2000 – Standard
Access 2000 – Basic Skills
Access 2000 – Advanced Skills

Excel 2010 – Standard
Excel 2007 – Standard
Excel 2007 – Basic Skills
Excel 2007 – Advanced Skills
Excel 2003 – Standard
Excel 2003 – Basic Skills
Excel 2003 – Advanced Skills
Excel 2002 – Standard
Excel 2002 – Basic Skills
Excel 2002 – Advanced Skills
Excel 2000 – Standard
Excel 2000 – Basic Skills
Excel 2000 – Advanced Skills
Excel Functions – Standard

Front Page 2002 – Standard
Front Page 2003 – Standard

Internet Explorer 7.0 – Standard
Internet Explorer 6.0 – Standard
Internet Explorer 5.0 – Standard

Lotus 1-2-3 Millennium – Standard
Lotus 1-2-3 97 – Standard
Lotus 1-2-3 97 – Basic Skills
Lotus 1-2-3 97 – Advanced Skills
Lotus Freelance 97 – Standard
Lotus WordPro 97 – Standard
Lotus WordPro Millennium - Standard
Netscape 4.5 – Standard

Outlook 2007 – Standard
Outlook 2003 – Standard
Outlook 2002 – Standard
Outlook 2000 – Standard

PowerPoint 2010 – Standard
PowerPoint 2007 – Standard
PowerPoint 2007 – Basic Skills
PowerPoint 2007 – Advanced Skills
PowerPoint 2003 – Standard
PowerPoint 2003 – Basic Skills
PowerPoint 2003 – Advanced
PowerPoint 2002 – Standard
PowerPoint 2002 – Basic Skills
PowerPoint 2002 – Advanced
PowerPoint 2000 – Standard
PowerPoint 2000 – Basic Skills
PowerPoint 2000 – Advanced

Project (2002, 2003, 2007) – Standard

Publisher 2003 – Standard

Windows 7 – Standard
Windows Vista – Standard
Windows XP – Standard
Windows XP – Basic Skills
Windows XP – Advanced Skills
Windows 2000 – Standard
Windows 2000 – Basic Skills
Windows 2000 – Advanced Skills
Windows ME – Standard
Windows ME – Basic Skills
Windows ME – Advanced Skills
Windows 98 – Standard
Windows 98 – Basic Skills
Windows 98 – Advanced Skills

Word 2010 – Standard
Word 2007 – Standard
Word 2007 – Basic Skills
Word 2007 – Advanced Skills
Word 2003 – Standard
Word 2003 – Basic Skills
Word 2003 – Advanced Skills
Word 2002 – Standard
Word 2002 – Basic Skills
Word 2002 – Advanced Skills
Word 2000 – Standard
Word 2000 – Basic Skills
Word 2000 – Advanced Skills

WordPerfect 2000 – Standard
WordPerfect 12 – Standard
WordPerfect 8 – Standard
WordPerfect 8 – Basic Skills
WordPerfect 8 – Advanced Skills

Legacy versions of most software titles are available upon request.

Additional Office 2010 titles available October 2010.

Skills Assessments

Continued

ESSENTIALS

Essentials – Access 2007, 2003, 2002, or 2000 versions
Essentials – Excel 2007, 2003, 2002, or 2000 versions
Essentials – PowerPoint 2007, 2003, 2002, or 2000 versions
Essentials – Word 2007, 2003, 2002, or 2000 versions

Essentials – Computer Literacy
Essentials – Grammar
Essentials – Math
Essentials – Spelling
Essentials – Vocabulary

PRODUCTIVITY TESTING SOLUTIONS

TimeSolver tests for computer software applications use Computer Adaptive Testing (CAT) technology to dramatically cut test time without sacrificing accuracy or test validity.

Access 2003 – TimeSolver
Access 2002 – TimeSolver
Access 2000 – TimeSolver

PowerPoint 2003 – TimeSolver
PowerPoint 2002 – TimeSolver
PowerPoint 2000 – TimeSolver
PowerPoint 97 – TimeSolver

Excel 2003 – TimeSolver
Excel 2002 – TimeSolver
Excel 2000 – TimeSolver
Excel 97 – TimeSolver

Word 2003 – TimeSolver
Word 2002 – TimeSolver
Word 2000 – TimeSolver
Word 97 – TimeSolver

ACCOUNTING AND FINANCE

Accounting – Accountant
Accounting – Accounting and Bookkeeping (Canada)
Accounting – Accounts Payable
Accounting – Accounts Receivable
Accounting – Advanced Accounting
Accounting – Bookkeeper
Accounting – Business Documents
Accounting – Cost Accounting
Accounting – Credits and Debits
Accounting – Math Skills
Accounting – Payroll
Accounting – Taxes
Accounting – Terminology
Bank Teller – Money Handling
Bank Teller – Teller Knowledge
Data Entry – Checks
Data Entry – Decimals

Finance – Consumer Finance
Finance – Credit and Collections
Finance – Financial Analysis
Finance – Financial Knowledge
Finance – Financial Management
Finance – Insurance – Health
Finance – Insurance
Peachtree Accounting 8.0 – Standard
Peachtree Accounting 9.0 – Standard
QuickBooks Accounting 2010 – Standard ***NEW***
QuickBooks Accounting 2006 – Standard
QuickBooks Accounting 2005 – Standard
QuickBooks Accounting 2003 – Standard
QuickBooks Accounting 2001 – Standard
Shorthand – Accounting (Audio)
Spelling – Accounting/Bookkeeping
Spelling – Business
Transcription – Accounting (Audio)
Typing Test – Accounting
Typing Test – Banking and Finance

Skills Assessments

Continued

CALL CENTER SKILLS

Call Center Banking Scenarios
Call Center – Coding
Call Center Customer Service Scenarios
Call Center – Data Analysis
Call Center – Sales
Call Center Sales Scenarios
Call Center – Service
Call Center – Telephone Skills

Data Entry – Sales (Leads)
Data Entry – Sales (Orders)

Postal Codes
Postal Codes (Audio)

Spelling (Audio)
Spelling – Geography
Spelling – Int Geography (Audio)
Spelling – US Geography (Audio)

FOOD SERVICES SKILLS

Food Service – Bar Manager/Bartender
Food Service – General Knowledge
Food Service – Nutrition
Food Service – Preparation
Food Service – Sanitation
Food Service – Wait staff
Food Service – Wine Terminology

GAMING SKILLS

Gaming – Blackjack
Gaming – Chip Counting

IT SKILLS

C Test – Standard
C++ Test – Standard
HTML Programming – Standard
Java Programming – Standard
Lotus Notes 7.0 End User - Standard
Lotus Notes – Administrator
Lotus Notes – End User
PERL Programming – Standard

Additional titles available through our testing partnership with IKM TeckChek™. Contact us for details.

Skills Assessments

Continued

INDUSTRIAL SKILLS

Industrial Safety – Fire/Personnel
Industrial Safety – HAZMAT (Canada)
Industrial Safety – HAZMAT (US)
Industrial Safety – Warehouse/Vehicles

Industrial Skills – Automotive Standard
Industrial Skills – Construction Standard
Industrial Skills – Industrial Math
Industrial Skills – Machine Standard
Industrial Skills – Metalworking Standard
Industrial Skills – Plumbing Standard
Industrial Skills – Reading Comprehension
Industrial Skills Quick Assessment – Electrical
Industrial Skills Quick Assessment – Woodworking

Light Industrial – Assembly
Light Industrial – Basic Math Skills
Light Industrial – Count & Stack
Light Industrial – Forklift
Light Industrial – Inspection
Light Industrial – Language Skills
Light Industrial – Math and Reasoning
Light Industrial – Pick and Pack
Light Industrial – Ruler–English Units
Light Industrial – Ruler–Metric Units
Light Industrial – Safety
Light Industrial – Shipping & Receiving
Light Industrial – Shop Math
Light Industrial – Units & Conversion

LEGAL OFFICE SKILLS

Legal – Commercial Law
Legal – Criminal Law
Legal – Documents
Legal – General Law
Legal – Labor Law
Legal – Legal Assistant
Legal – Legal Assistant (Advanced)
Legal – Litigation
Legal – Medical Law

Legal – Property Law
Legal – Paralegal
Legal – Paralegal (Advanced)
Legal – Research
Legal – Terminology
DeltaView (2.81) – Advanced Admin.
DeltaView (2.81) – Express
DeltaView (2.81) – Standard

Shorthand – Legal (Audio)
Spelling – Legal
Transcription – Legal (Audio)
Typing Test – Legal

MEDICAL OFFICE & MEDICAL KNOWLEDGE

Medical – Abbreviations
Medical – Cardiovascular
Medical – Dental
Medical – Endocrine
Medical – Gastrointestinal
Medical – Integumentary
Medical – Medical Insurance
Medical Records Admin. - (A&B)
Medical – Musculoskeletal
Medical – Neurological
Medical – Oncological
Medical – Ophthalmological
Medical – Otolaryngology
Medical – Pediatric

Medical – Pharmacological
Medical – Prefixes/Suffixes
Medical – Psychiatric
Medical – Respiratory
Medical – Urogenital

Medical Billing – Entry Level
Medical Billing – Forms
Medical Billing – Standard

Medical Coding – Standard
 Medical Secretary Test

Transcription – Medical (Audio)
HIPAA Compliance – Standard
Shorthand – Medical (Audio)
Spelling – Medical
Typing Test – Medical
Vocabulary – Medical

Skills Assessments

Continued

NURSING SKILLS - NATIONAL LEAGUE FOR NURSING (NLN)

The NLN Practice Assessment Series (PAS) tests draw upon real-world nursing scenarios, measure nursing knowledge as it relates to the medications most commonly used in U.S. medicine today, and test at the application and analysis levels to ensure that applicants for nursing positions have achieved true mastery.

- NLN** – Basic Proficiency in Medication Administration – PN
- NLN** – Basic Proficiency in Medication Administration – RN
- NLN** – Care of the High-Risk Newborn
- NLN** – Care of the Low-Risk Newborn
- NLN** – Care of the Postpartum Client
- NLN** – Coronary Care Medication Administration
- NLN** – Critical Thinking in Nursing Practice – PN
- NLN** – Critical Thinking in Nursing Practice – RN
- NLN** – Emergency Department Medications
- NLN** – Home Health Aide Skills
- NLN** – Home Health Nursing Core RN
- NLN** – Home Health Nursing Geriatric RN
- NLN** – Home Health Nursing Pediatric RN
- NLN** – Intravenous Therapy
- NLN** – Labor and Delivery
- NLN** – Nursing Assistants in Acute Care Settings
- NLN** – Pediatric Medication Administration
- NLN** – Pediatric Problems
- NLN** – Psychiatric Problems
- NLN** – Psychotropic Drug Administration

NURSING SKILLS

- Nursing** – Certified Nurse Assistant (CNA)
- Nursing** – Radiology (A&B)
- Nursing** – Critical Care (A&B)
- Nursing** – Critical Care Scenarios (A&B)
- Nursing** – Dosage Calculation (A&B)
- Nursing** – Emergency Room (A&B)
- Nursing** – HIPAA Compliance
- Nursing** – Labor and Delivery
- Nursing** – Coding (ICD-9-CM)
- Nursing** – Coding (ICD-9-CM) Manual
- Nursing** – Coding (ICD-9-CM 2005)
- Nursing** – Medical/Surgical (A&B)
- Nursing** – Medication Scen. (A&B)
- Nursing** – Neonatal ICU (A&B)
- Nursing** – Osteoporosis Terminology
- Nursing** – Pediatric (A&B)
- Nursing** – Psychiatric (A&B)

RETAIL SALES SKILLS

Tests based on standards established by the National Retail Foundation for the National Skill Standards Board.

- Retail Sales** – Customer Service
- Retail Sales** – Employee Teamwork
- Retail Sales** – Inventory Coding
- Retail Sales** – Inventory Sorting
- Retail Sales** – Learning Products
- Retail Sales** – Retail Math
- Retail Sales** – Retail Reading
- Retail Sales** – Sales & Promotion
- Retail Sales** – Store Security

STAFFING AND HR SERVICES SKILLS

- Staffing** – Benefits and Eligibility
- Staffing** – Benefits Quick Assessment
- Staffing** – CPC Certification Prep
- Staffing** – CTS Certification Prep
- Staffing** – HR Generalist
- Staffing** – HR Generalist Quick Assessment
- Staffing** – HR Legal
- Staffing** – HR Legal Quick Assessment
- Staffing** – Interview Quick Assessment
- Staffing** – Interviewing and Screening
- Staffing** – Operations Quick Assessment
- Staffing** – Temp Services Generalist
- Staffing** – Temp Services Legal
- Staffing** – Temp Services Legal Quick Assessment
- Staffing** – Temp Services Operations
- Staffing** – Temp Services Quick Assessment

Behavioral Assessments

Pre-Configured Behavioral and Cognitive Assessments

Management Success Profile
 Management Success Profile + Applied Reasoning - for proctored usage
 Management Success Profile + Applied Reasoning - for unproctored usage
 Professional Sales Profile
 Professional Sales Profile + Applied Reasoning - for proctored usage
 Professional Sales Profile + Applied Reasoning - for unproctored usage
 Professional Success Profile
 Professional Success Profile + Applied Reasoning - for proctored usage
 Professional Success Profile + Applied Reasoning - for unproctored usage
 Risk Profile

Assessments for Entry Level Roles

Achievement Orientation
 Adaptability
 Attendance/Turnover Risk
 Candidness
 Cognitive – Applied Reasoning – for unproctored usage
 Cognitive – Applying Work Procedures - Reading
 Conscientiousness
 Demonstrates Respect
 Maintains Composure
 Problem Solving
 Quality Orientation
 Self Management
 Service Orientation
 Team Orientation

Assessments for Professional Roles

Adapts and Leads in Change
 Candidness
 Cognitive – Applied Reasoning – for unproctored usage
 Cognitive – Applied Reasoning – for proctored usage
 Demonstrates Interpersonal Effectiveness
 Demonstrates Performance Orientation and Drive
 Develops Customer Focused Solutions
 Influences Others
 Manages People and Resources
 Manages Business Complexity
 Sales - Achievement Orientation and Drive
 Sales - Customer Focus and Influence
 Sales - Reliability and Decision Making
 Sales - Sales Ability and Fit

Time-Adaptive Skills Assessments

Test all the critical skills required for a variety of positions in less than half the time required by traditional testing.

Time-Adaptive – Accounting/Bookkeeper
Time-Adaptive – Call Center
Time-Adaptive – Clerical
Time-Adaptive – Computer and Internet User
Time-Adaptive – Legal Admin
Time-Adaptive – Light Industrial
Time-Adaptive – Medical Admin

Time-Adaptive – Office User 2007
Time-Adaptive – Office User 2003
Time-Adaptive – Office User XP/2002
Time-Adaptive – Office User 2000

Time-Adaptive – Office Power User 2007
Time-Adaptive – Office Power User 2003
Time-Adaptive – Office Power User XP/2002
Time-Adaptive – Office Power User 2000

Multiple Language Versions of Skills and Behavioral Assessments

AUSTRALIA - ENGLISH

AU Accounting – Accountant
AU Accounting – Accounts Payable
AU Accounting – Accounts Receivable
AU Accounting – Advanced Math Skills
AU Accounting – Basic Math Skills
AU Accounting – Standard Math Skills
AU Accounting – Business Documents
AU Accounting – Cost Accounting
AU Accounting – Financial Statements
AU Accounting – Forms and Journals
AU Accounting – Inventory Depreciation
AU Accounting – Terminology
AU Data Entry Test - Alphanumeric
AU Filing – Standard
AU Filing – Names
AU Filing – Numbers
AU Industrial Safety – Fire/Personnel Std
AU Industrial Safety – Warehouse/Vehicles

AU Spelling – (Audio)
AU Spelling – Geography
AU Spelling – Int Geography (Audio)
AU Telephone Skills
AU Typing Test – Accounting
AU Typing Test – Banking and Finance
AU Typing Test – Medical
AU Typing Test – Technical
MYOB Quick Assessment – Advanced
MYOB Quick Assessment – Beginner
MYOB Quick Assessment – Intermediate
MYOB Standard

UNITED KINGDOM - ENGLISH

UK Call Center – Customer Service Scenarios
UK Call Center – Data Analysis
UK Checking – Names
UK Checking – Numbers
UK Checking – Standard
UK Coding – Letters
UK Coding – Numbers
UK Coding – Standard
UK Customer Service
UK Data Entry – Alphanumeric
UK Data Entry – Call Center (Audio)
UK Data Entry – Numeric
UK Data Entry – Sales (Orders)
UK Data Entry – Standard (Audio)
UK Filing – Names
UK Filing – Numbers
UK Filing – Standard
UK Grammar – Business
UK Grammar – General
UK Letter Setup – Alternative Block
UK Letter Setup – Block
UK Letter Setup – Letter Head Block
UK Letter Setup – Semi Block

UK Math – General
UK Office Manager Skills
UK Phone Message Taking
UK Proofreading
UK Receptionist Skills
UK Retail Sales – Learning Product
UK Retail sales – Retail Math
UK Retail Sales – Sales and Promotion
UK Retail Sales – Store Security
UK Secretarial Skills
UK Shorthand – Accounting (Audio)
UK Shorthand – Business (Audio)
UK Shorthand – Legal (Audio)
UK Shorthand – Medical (Audio)
UK Spelling – Business
UK Spelling – General
UK Spelling – Geography
UK Ten Key Test – Standard
UK Transcription – Accounting (Audio)
UK Transcription – Business (Audio)
UK Transcription – Legal (Audio)
UK Transcription – Medical (Audio)
UK Typing Test 1
UK Vocabulary – Business
UK Vocabulary – General

SOUTH AFRICA - ENGLISH

SA Data Entry – Alphanumeric
SA Data Entry – Sales (Leads)
SA Data Entry – Sales (Orders)

SA Shorthand – Business (Audio)
SA Telephone Skills

Multiple Language Versions of Skills and Behavioral Assessments

DUTCH

NL Access 2003 – Standaard Test
NL Access 2000 – Standaard Test
NL Access 2000 – Basis Vaardigheden
NL Access 2000 – GeAvancéerde Vaardigheden
NL Call Center – Banking Scenarios
NL Call Center – Customer Service Scenarios
NL Call Center – Sales Skills
NL Excel 2003 – Standaard Test
NL Excel 2000 – Standaard Test
NL Excel 2000 – Basis Vaardigheden
NL Excel 2000 – GeAvancéerde Vaardigheden

NL PowerPoint 2003 – Standaard Test
NL PowerPoint 2000 – Standaard Test
NL PowerPoint 2000 – Basis Vaardigheden
NL PowerPoint 2000 – GeAvancéerde Vaardigheden
NL Word 2003 – Standaard Test
NL Word 2000 – Standaard Test
NL Word 2000 – Basis Vaardigheden
NL Word 2000 – GeAvancéerde Vaardigheden

FRENCH

FR Access 2007 – Test Standard
FR Access 2003 – Test Standard
FR Access 2002 – Test Standard
FR Access 2000 – Test Standard
FR Access 2000 – Débutant
FR Access 2000 – Avancé
FR Data Entry – Entrée de Données
FR Data Entry – Entrée de Données (NUM)
FR Essentials – Access (2000, 2002, 2003)
FR Essentials – Excel (2000, 2002, 2003)
FR Essentials – PowerPoint (2000, 2002, 2003)
FR Essentials – Word (2000, 2002, 2003)
FR Excel 2007 – Test Standard
FR Excel 2003 – Test Standard
FR Excel 2002 – Test Standard
FR Excel 2000 – Test Standard
FR Excel 2000 – Débutant
FR Excel 2000 – Avancé
FR Excel 2000 – Nouvelles caractéristiques
FR Outlook 2002 – Test Standard

FR PowerPoint 2007 – Test Standard
FR PowerPoint 2003 – Test Standard
FR PowerPoint 2002 – Test Standard
FR PowerPoint 2000 – Test Standard
FR PowerPoint 2000 – Débutant
FR PowerPoint 2000 – Avancé
FR PowerPoint 2000 – Nouvelles caractéristiques
FR Typing Test - Dactylographie
FR Windows XP – Test Standard
FR Word 2007 – Test Standard
FR Word 2003 – Test Standard
FR Word 2002 – Test Standard
FR Word 2000 – Test Standard
FR Word 2000 – Débutant
FR Word 2000 – Avancé
FR Word 2000 – Nouvelles caractéristiques
FC Essentials – Grammar
FC Essentials – Math
FC Essentials – Spelling
FC Essentials – Vocabulary

GERMAN

DE Access 2007 – Normaler Test
DE Access 2003 – Normaler Test
DE Access 2000 – Normaler Test
DE Access 2000 – Grundlegendes Können
DE Access 2000 – Fortgeschrittenes Können
DE Excel 2007 – Normaler Test
DE Excel 2003 – Normaler Test
DE Excel 2002 – Normaler Test
DE Excel 2000 – Normaler Test
DE Excel 2000 – Grundlegendes Können
DE Excel 2000 – Fortgeschrittenes Können

DE PowerPoint 2007 – Normaler Test
DE PowerPoint 2003 – Normaler Test
DE PowerPoint 2002 – Normaler Test
DE PowerPoint 2000 – Normaler Test
DE PowerPoint 2000 – Grundlegendes Können
DE PowerPoint 2000 – Fortgeschrittenes Können
DE Typing – Schreibmaschinen Test
DE Word 2007 – Normaler Test
DE Word 2003 – Normaler Test
DE Word 2002 – Normaler Test
DE Word 2000 – Normaler Test
DE Word 2000 – Grundlegendes Können
DE Word 2000 – Fortgeschrittenes Können

Multiple Language Versions of Skills and Behavioral Assessments

ITALIAN

IT Access 2003 – Testo Standard

IT Excel 2003 – Testo standard

IT Excel 2002 – Testo standard

IT Excel 97 – Testo standard

IT PowerPoint 2003 – Testo Standard

IT PowerPoint 2002 – Testo Standard

IT PowerPoint 97 – Testo Standard

IT Word 2003 – Testo Standard

IT Word 2002 – Testo Standard

IT Word 97 – Testo standard

SPANISH

SP Access 2007 – Prueba estándar

SP Access 2003 – Prueba estándar

SP Access 2000 – Prueba estándar

SP Access 2000 – Basicas habilidades

SP Access 2000 – Avanzadas habilidades

SP Excel 2007 – Prueba estándar

SP Excel 2003 – Prueba estándar

SP Excel 2002 – Prueba estándar

SP Excel 2000 – Prueba estándar

SP Excel 2000 – Basicas habilidades

SP Excel 2000 – Avanzadas habilidades

SP Internet Explorer 4.0 – Prueba estandar

SP Outlook 2000 – Prueba estandar

SP PowerPoint 2007 – Prueba estándar

SP PowerPoint 2003 – Prueba estándar

SP PowerPoint 2002 – Prueba estándar

SP PowerPoint 2000 – Prueba estándar

SP PowerPoint 2000 – Basicas habilidades

SP PowerPoint 2000 – Avanzadas habilidades

SP Word 2007 – Prueba estándar

SP Word 2003 – Prueba estándar

SP Word 2002 – Prueba estándar

SP Word 2000 – Prueba estándar

SP Word 2000 – Basicas habilidades

SP Word 2000 – Avanzadas habilidades

SP Essentials – Access (2000, 2002, 2003)

SP Essentials – Excel (2000, 2002, 2003)

SP Essentials – PowerPoint (2000, 2002, 2003)

SP Essentials – Word (2000, 2002, 2003)

SP Gramatica – General

SP Ortografia – Audio

SP Ortografia – General

SP Translation – Audio

SP Call Center Customer Service Scenarios

SP Vocabulario - General

SPANISH – NORTH AMERICA

SU Essentials – Grammar

SU Essentials – Math

SU Essentials – Spelling

SU Essentials – Vocabulary

SU – Behavioral – Healthcare

SU – Behavioral – Management

SU – Behavioral – Productivity

SU – Behavioral – Risk Factors

SU – Behavioral – Sales

SU – Behavioral – Service

SU – Behavioral – Supervision

SU – Behavioral – Workplace Personality

SU Industrial Safety – Fire/Personnel

SU Industrial Safety – HAZMAT (US)

SU Industrial Skills – Automotive Std

SU Industrial Skills – Construction Std

SU Industrial Skills – Electrical

SU Industrial Skills – Industrial Math

SU Industrial Skills – Machine Std

SU Industrial Skills – Metalworking Std

SU Industrial Skills – Plumbing Std

SU Industrial Skills - Woodworking

SU Light Industrial – Basic Math Skills

SU Light Industrial – Count & Stack

SU Light Industrial – Forklift

SU Light Industrial – Pick and Pack

SU Light Industrial – Ruler–English Units

SU Light Industrial – Ruler–Metric Units

SU Light Industrial – Safety

SU Light Industrial – Shipping & Receiving

SU Light Industrial – Shop Math

SU Light Industrial – Units & Conversion

Workplace English for Spanish Speakers

Six-Month Software Skills Training License

Office 2007 & Related Titles

Access 2007 Level 1
Access 2007 Level 2
Excel 2007 Level 1
Excel 2007 Level 2
Outlook Level 1
Outlook Level 2
PowerPoint 2007 Level 1
PowerPoint 2007 Level 2
Word 2007 Level 1
Word 2007 Level 2
Windows Vista Level 1

Office 2003 & Related Titles

Access 2003 Level 1
Access 2003 Level 2
Excel 2003 Level 1
Excel 2003 Level 2
PowerPoint 2003 Level 1
PowerPoint 2003 Level 2
Word 2003 Level 1
Word 2003 Level 2

Office XP & Related Titles

Access 2002 Level 1
Access 2002 Level 2
Access 2002 Level 3
Access 2002 MOS Core
Access 2002 MOS Expert
Access 2002 Task Oriented
Access 2002 Skills Assessment
Excel 2002 Level 1
Excel 2002 Level 2
Excel 2002 Level 3
Excel 2002 MOS Core
Excel 2002 MOS Expert
Excel 2002 Task Oriented
Excel 2002 Skills Assessment
FrontPage 2002 Level 1
FrontPage 2002 Level 2
FrontPage 2002 MOS Core
FrontPage 2002 Task Oriented
FrontPage 2002 Skills Assessment
Introduction to Internet Explorer 6
Introduction to Netscape 7
Navigating And Exploring The Internet 2002
Office XP New Features
Outlook 2002 Level 1
Outlook 2002 Level 2
Outlook 2002 MOS Core
Outlook 2002 Task Oriented
Outlook 2002 Skills Assessment
Time Management with Outlook 2002

PowerPoint 2002 Level 1
PowerPoint 2002 Level 2
PowerPoint 2002 Level 3
PowerPoint 2002 MOS
PowerPoint 2002 Task Oriented
PowerPoint 2002 Skills Assessment
Project 2002 Level 1
Word 2002 Level 1
Word 2002 Level 2
Word 2002 Level 3
Word 2002 MOS Core
Word 2002 MOS Expert
Word 2002 Task Oriented
Word 2002 Skills Assessment
PC Fundamentals with Windows XP
Getting Started with Windows XP
Windows XP Level 1

Office 2000 & Related Titles

Access 2000 Level 1
Access 2000 Level 2
Access 2000 Level 3
Access 2000 MOS Proficient
Access 2000 MOS Expert
Access 2000 Task Oriented
Access 2000 Skills Assessment
Excel 2000 Level 1
Excel 2000 Level 2
Excel 2000 Level 3
Excel 2000 MOS Proficient
Excel 2000 MOS Expert
Excel 2000 Task Oriented
Excel 2000 Skills Assessment
FrontPage 2000 Level 1
FrontPage 2000 Level 2
Navigating And Exploring The Internet
Utilizing The Internet
Outlook 2000 Level 1
Outlook 2000 Level 2
Outlook 2000 MOS Proficient
Outlook 2000 Skills Assessment
Time Management Using Outlook
PowerPoint 2000 Level 1
PowerPoint 2000 Level 2
PowerPoint 2000 Level 3
Presentation Skills Using PowerPoint
PowerPoint 2000 MOS Proficient
PowerPoint 2000 MOS Expert
PowerPoint 2000 Task Oriented
PowerPoint 2000 Skills Assessment
Getting Started With Project 2000
Project 2000 Level 1

Word 2000 Level 1
Word 2000 Level 2
Word 2000 Level 3
Word 2000 MOS Proficient
Word 2000 MOS Expert
Word 2000 Task Oriented
Word 2000 Skills Assessment
Business Writing Using Word
Windows 2000 Level 1
Getting Started with Windows ME
Windows 98 New Features
Windows 98 Level 1
Windows NT Introduction

Office 97 & Related Titles

Access 97 Level 1
Access 97 Level 2
Access 97 Level 3
Access 97 Skills Assessment
Excel 97 Level 1
Excel 97 Level 2
Excel 97 Level 3
Excel 97 Skills Assessment
Outlook 98 Level 1
Outlook 98 Skills Assessment
PowerPoint 97 Level 1
PowerPoint 97 Level 2
PowerPoint 97 Level 3
PowerPoint 97 Skills Assessment
Word 97 Level 1
Word 97 Level 2
Word 97 Level 3
Word 97 Skills Assessment

Other Titles

Lotus Notes 5.0 Level 1
Lotus Notes 5.0 Level 2
Microsoft Works 2002 Level 1
Microsoft Works 2000 Level 1
Palm OS 4.0 Introduction
Palm OS 4.0 Tips And Tricks
Palm Organizer Level 1
Palm Tips And Tricks
Pocket PC Tips And Tricks
Pocket PC Task Oriented
QuickBooks Pro 2002 Level 1
QuickBooks Pro 2001 Level 1
QuickBooks Pro 2001 Level 2
QuickBooks Pro 2000 Level 1
Quicken 2002 Level 1
Quicken 2002 Level 2
Quicken 2001 Level 1
Quicken 2000 Level 1
Working With Digital Pictures Level 1
Working With Digital Pictures Level 2

Six-Month IC3 Training License

Available Training Modules

Ensure your candidates have the basic computing and Internet literacy they need with training for IC³, the new global certification program developed by First Advantage and Certiport.

Computing Fundamentals
Key Applications
Living Online