

W I N T E R 2 0 0 9

S o f t w a r e T i t l e s

- ACCPAC Pro Series
- Adobe Acrobat 6.0 Standard
- Adobe Acrobat 7.0 Standard
- Adobe Flash CS3 Professional
- Adobe Illustrator CS
- Adobe Illustrator CS2
- Adobe Illustrator CS3
- Adobe InDesign CS
- Adobe InDesign CS2
- Adobe InDesign CS3
- Adobe PageMaker 6.5
- Adobe PageMaker 7.0
- Adobe Photoshop 5.5
- Adobe Photoshop CS
- Adobe Photoshop CS2
- Adobe Photoshop CS3
- AUS-NZ Lotus Notes 5.0 for Users
- AUS-NZ MYOB Accounting Plus
- Corel Presentations 9.0
- Corel Quattro Pro 9.0
- Corel WordPerfect 9.0 - Normal User
- Corel WordPerfect 9.0 - Power User
- Corel WordPerfect 9.0 - Whole Test
- Desktop Publishing Theory Skills
- FileMaker Pro 6
- Dutch Microsoft Access 2000
- Dutch Microsoft Excel 2000 - Normal User
- Dutch Microsoft Excel 2000 - Power User
- Dutch Microsoft Excel 2000 - Whole Test
- Dutch Microsoft Internet Explorer 5.0
- Dutch Microsoft Outlook 2000
- Dutch Microsoft PowerPoint 2000
- Dutch Microsoft Word 2000 - Normal User
- Dutch Microsoft Word 2000 - Power User
- Dutch Microsoft Word 2000 - Whole Test
- French Microsoft Access 2000
- French Microsoft Excel 2000 - Normal User
- French Microsoft Excel 2000 - Power User
- French Microsoft Excel 2000 - Whole Test
- French Microsoft Internet Explorer 5.0
- French Microsoft Outlook 2000
- French Microsoft PowerPoint 2000
- French Microsoft Word 2000 - Normal User
- French Microsoft Word 2000 - Power User
- French Microsoft Word 2000 - Whole Test
- German Microsoft Access 2000
- German Microsoft Excel 2000 - Normal User
- German Microsoft Excel 2000 - Power User
- German Microsoft Excel 2000 - Whole Test
- German Microsoft Excel 2003 - Normal User **NEW!**
- German Microsoft Excel 2003 - Power User **NEW!**
- German Microsoft Excel 2003 - Whole Test **NEW!**
- German Microsoft Internet Explorer 5.0
- German Microsoft Outlook 2000
- German Microsoft Outlook 2003 **NEW!**
- German Microsoft PowerPoint 2000
- German Microsoft PowerPoint 2003 - Normal User **NEW!**
- German Microsoft PowerPoint 2003 - Power User **NEW!**
- German Microsoft PowerPoint 2003 - Whole Test **NEW!**
- German Microsoft Word 2000 - Normal User
- German Microsoft Word 2000 - Power User
- German Microsoft Word 2000 - Whole Test
- German Microsoft Word 2003 - Normal User **NEW!**
- German Microsoft Word 2003 - Power User **NEW!**
- German Microsoft Word 2003 - Whole Test **NEW!**
- Italian Microsoft Access 2000
- Italian Microsoft Excel 2000 - Normal User
- Italian Microsoft Excel 2000 - Power User
- Italian Microsoft Excel 2000 - Whole Test
- Italian Microsoft Internet Explorer 5.0
- Italian Microsoft Outlook 2000
- Italian Microsoft PowerPoint 2000
- Italian Microsoft Word 2000 - Normal User
- Italian Microsoft Word 2000 - Power User
- Italian Microsoft Word 2000 - Whole Test
- Legal MacPac 2000
- Lotus 1-2-3 Millennium
- Lotus Freelance Graphics Millennium
- Lotus Notes 4.5 for Users
- Lotus Notes 4.6
- Lotus Notes 5.0 for Users
- Lotus Notes 6.5 for Users
- Lotus Notes R5
- Lotus Word Pro Millennium
- Microsoft Access 2000
- Microsoft Access 2002
- Microsoft Access 2003
- Microsoft Access 97
- Microsoft Excel 2000 - Normal User
- Microsoft Excel 2000 - Power User
- Microsoft Excel 2000 - Whole Test
- Microsoft Excel 2002 - Normal User
- Microsoft Excel 2002 - Power User
- Microsoft Excel 2002 - Whole Test
- Microsoft Excel 2003 - Normal User
- Microsoft Excel 2003 - Power User
- Microsoft Excel 2003 - Whole Test
- Microsoft Excel 2007 - Normal User
- Microsoft Excel 97 - Normal User
- Microsoft Excel 97 - Power User
- Microsoft Excel 97 - Whole Test
- Microsoft FrontPage 2003
- Microsoft Internet Explorer 5.0
- Microsoft Internet Explorer 6.0
- Microsoft Office 2000 Advanced Knowledge
- Microsoft Office 2000 Integration
- Microsoft Office 2003 Integration
- Microsoft Office 97 Integration
- Microsoft Office Advanced Knowledge
- Microsoft Office XP Integration
- Microsoft Outlook 2000
- Microsoft Outlook 2002
- Microsoft Outlook 2003
- Microsoft Outlook 2007
- Microsoft Outlook 98
- Microsoft PowerPoint 2000
- Microsoft PowerPoint 2002 - Normal User
- Microsoft PowerPoint 2002 - Power User
- Microsoft PowerPoint 2002 - Whole Test
- Microsoft PowerPoint 2003 - Normal User
- Microsoft PowerPoint 2003 - Power User
- Microsoft PowerPoint 2003 - Whole Test
- Microsoft PowerPoint 2007 - Normal User
- Microsoft PowerPoint 97
- Microsoft Project 2000
- Microsoft Project 2002
- Microsoft Project 2003
- Microsoft Publisher 2002
- Microsoft Windows 2000
- Microsoft Windows 95
- Microsoft Windows 98
- Microsoft Windows NT 4.0
- Microsoft Windows XP
- Microsoft Word 2000 - Normal User
- Microsoft Word 2000 - Power User
- Microsoft Word 2000 - Whole Test
- Microsoft Word 2002 - Advanced Documents
- Microsoft Word 2002 - Normal User
- Microsoft Word 2002 - Power User
- Microsoft Word 2002 - Whole Test
- Microsoft Word 2003 - Advanced Documents
- Microsoft Word 2003 - Normal User
- Microsoft Word 2003 - Power User
- Microsoft Word 2003 - Whole Test
- Microsoft Word 2007 - Normal User
- Microsoft Word 2007 - Power User
- Microsoft Word 2007 - Whole Test
- Microsoft Word 2007 - Whole Test
- Microsoft Word 2007 - Whole Test
- MYOB Accounting Plus
- Netscape Navigator 4.77
- Peachtree Accounting 2003
- Portuguese Microsoft Access 2000
- Portuguese Microsoft Excel 2000 - Normal User
- Portuguese Microsoft Excel 2000 - Power User
- Portuguese Microsoft Excel 2000 - Whole Test
- Portuguese Microsoft Internet Explorer 5.0
- Portuguese Microsoft Outlook 2000
- Portuguese Microsoft PowerPoint 2000
- Portuguese Microsoft Word 2000 - Normal User
- Portuguese Microsoft Word 2000 - Power User
- Portuguese Microsoft Word 2000 - Whole Test
- QuarkXPress 5 Advanced
- QuarkXPress 5 Basics
- QuarkXPress 6
- QuickBooks Pro 2000
- QuickBooks Pro 2005
- QuickBooks Pro 2006
- QuickBooks Pro 2007
- Quicken 2003
- Simply Accounting 2006
- Spanish Microsoft Access 2000
- Spanish Microsoft Excel 2000 - Normal User
- Spanish Microsoft Excel 2000 - Power User
- Spanish Microsoft Excel 2000 - Whole Test
- Spanish Microsoft Internet Explorer 5.0
- Spanish Microsoft Outlook 2000
- Spanish Microsoft PowerPoint 2000
- Spanish Microsoft Word 2000 - Normal User
- Spanish Microsoft Word 2000 - Power User
- Spanish Microsoft Word 2000 - Whole Test
- Summation Blaze 5.0
- U.K. Microsoft Access 2000
- U.K. Microsoft Access 2003
- U.K. Microsoft Excel 2000 - Normal User
- U.K. Microsoft Excel 2000 - Power User
- U.K. Microsoft Excel 2000 - Whole Test
- U.K. Microsoft Excel 2003 - Normal User
- U.K. Microsoft Excel 2003 - Power User
- U.K. Microsoft Excel 2003 - Whole Test
- U.K. Microsoft Excel 2007 - Normal User
- U.K. Microsoft Internet Explorer 5.0
- U.K. Microsoft Internet Explorer 6.0
- U.K. Microsoft Outlook 2000
- U.K. Microsoft Outlook 2003
- U.K. Microsoft PowerPoint 2000
- U.K. Microsoft PowerPoint 2003 - Normal User
- U.K. Microsoft PowerPoint 2003 - Power User
- U.K. Microsoft PowerPoint 2003 - Whole Test
- U.K. Microsoft Word 2000 - Normal User
- U.K. Microsoft Word 2000 - Power User
- U.K. Microsoft Word 2000 - Whole Test
- U.K. Microsoft Word 2003 - Normal User
- U.K. Microsoft Word 2003 - Power User
- U.K. Microsoft Word 2003 - Whole Test
- U.K. Microsoft Word 2007 - Normal User

Free Learning Tools

Microsoft Access 2000 Tutorial
 Microsoft Access 2002 Tutorial
 Microsoft Access 2003 Tutorial
 Microsoft Excel 2000 Tutorial
 Microsoft Excel 2002 Tutorial
 Microsoft Excel 2003 Tutorial
 Microsoft Internet Explorer 5.0 Tutorial
 Microsoft Office 2000 Integration Tutorial
 Microsoft Office 2003 Integration Tutorial

Microsoft Office XP Integration Tutorial
 Microsoft Outlook 2000 Tutorial
 Microsoft Outlook 2002 Tutorial
 Microsoft Outlook 2003 Tutorial
 Microsoft PowerPoint 2000 Tutorial
 Microsoft PowerPoint 2002 Tutorial
 Microsoft PowerPoint 2003 Tutorial
 Microsoft Windows 2000 Tutorial
 Microsoft Windows XP Tutorial

Microsoft Word 2000 Tutorial
 Microsoft Word 2002 Advanced Documents Tutorial
 Microsoft Word 2002 Tutorial
 Microsoft Word 2003 Tutorial
 Peachtree Accounting 2003 Tutorial
 QuickBooks Pro 2000 Tutorial

Office / Professional Titles

ACT! 2000 for Users
 Advanced Spelling
 Analytical Skills
 Audio Typing [5 Minutes]
 AUS-NZ Advanced Spelling
 AUS-NZ Analytical Skills
 AUS-NZ Basic Computer Terminology
 AUS-NZ Basic Office Skills
 AUS-NZ Basic Office Skills [No Math]
 AUS-NZ Basic Office Skills [No Verbal]
 AUS-NZ Basic Reading Comprehension
 AUS-NZ Basic Spelling
 AUS-NZ Bookkeeping
 AUS-NZ Clerical Proofreading
 AUS-NZ Computer Literacy
 AUS-NZ Data Entry 10 Key [Onscreen]
 AUS-NZ Data Entry 10 Key Quick Test [Onscreen]
 AUS-NZ English as a Second Language
 AUS-NZ Internet Basics
 AUS-NZ Numeric Filing
 AUS-NZ Office Grammar and Spelling
 AUS-NZ Office Maths Skills
 AUS-NZ Shorthand
 AUS-NZ Typing - General [1 Minute Onscreen]
 AUS-NZ Typing - General [3 Minutes Onscreen]
 AUS-NZ Typing - General [5 Minutes Onscreen]
 AUS-NZ Vocabulary
 AUS-NZ Vocabulary - Homophone Usage
 Basic Arithmetic
 Basic Computer Terminology
 Basic Numeric Conversion
 Basic Office Skills
 Basic Office Skills [No Math]
 Basic Office Skills [No Verbal]
 Basic Reading Comprehension
 Basic Spelling
 BookkeepinG
 Business Etiquette
 Business Systems Analyst
 Business Writing
 Canadian Advanced Spelling
 Canadian Basic Spelling
 Canadian Data Entry Alpha Numeric [Hardcopy]
 Canadian Data Entry Alpha Numeric [Onscreen]
 Canadian Typing - General [5 Minutes Onscreen]
 Canadian Typing - General 2 [5 Minutes Onscreen]
 Clerical Proofreading
 Coding
 Counting
 Comparison Skills
 Computer Literacy
 Corrective Proofreading - Independent Films
 Corrective Proofreading - Reply Letter
 Corrective Proofreading - Restaurant Review
 Customer Service Mindset Survey
 Data Entry 10 Key [Hardcopy]
 Data Entry 10 Key [Onscreen]
 Data Entry 10 Key Quick Test [Hardcopy]
 Data Entry 10 Key Quick Test [Onscreen]

Data Entry 10 Key With Decimals [Hardcopy]
 Data Entry 10 Key With Decimals [Onscreen]
 Data Entry Alpha Numeric [Hardcopy]
 Data Entry Alpha Numeric [Onscreen]
 Data Entry Check Number Database [Hardcopy]
 Data Entry Check Number Database [Onscreen]
 Data Entry Inventory Database [Hardcopy]
 Data Entry Inventory Database [Onscreen]
 Email Etiquette
 English as a Second Language
 Filing by Name
 Following Verbal Instructions [audio]
 Following Written Instructions
 French Canadian Advanced Spelling
 French Canadian Basic Office Skills [No Math]
 French Canadian Basic Office Skills [No Verbal]
 French Canadian Basic Office Skills
 French Canadian Basic Reading Comprehension
 French Canadian Basic Spelling
 French Canadian Coding
 French Canadian Office Grammar and Spelling
 French Canadian Typing - General [5 Minutes Onscreen]
 French Canadian Typing - General 2 [5 Minutes Onscreen]
 French Typing - General [1 Minute Hardcopy]
 French Typing - General [1 Minute Onscreen]
 French-English Bilingual
 German Basic Office Skills [No Math]
 German Basic Office Skills [No Verbal]
 German Basic Office Skills
 German Data Entry 10 Key [Hardcopy] **NEW!**
 German Data Entry 10 Key [Onscreen] **NEW!**
 German Data Entry Alpha Numeric [Hardcopy] **NEW!**
 German Data Entry Alpha Numeric [Onscreen] **NEW!**
 German Typing - General [1 Minute Hardcopy]
 German Typing - General [1 Minute Onscreen]
 German Typing - General [3 Minutes Hardcopy] **NEW!**
 German Typing - General [3 Minutes Onscreen] **NEW!**
 German-English Bilingual
 Human Resources Basics
 Human Resources Benefits Knowledge
 Internet Basics
 Internet Research Skills
 Interviewing & Hiring Concepts
 Italian Typing - General [1 Minute Hardcopy]
 Italian Typing - General [1 Minute Onscreen]
 Italian-English Bilingual
 Listening Skills [audio]
 Macintosh Basics OS 9
 Mailroom Management Skills
 Marketing Fundamentals
 Matching - Alphanumeric
 Matching - Digit Numeric
 Matching - Images

Matching - Numeric
 Math Word Problems
 Numeric Filing
 Numeric Proofreading
 Office Abbreviations
 Office Filing Skills
 Office Grammar and Spelling
 Office Management Skills
 Office Math Skills
 Office Telephone Etiquette
 Payroll
 PeopleSoft HRMS
 Practice Canadian Typing - General [3 Minute Onscreen]
 Practice Canadian Typing - General [5 Minute Onscreen]
 Practice French Canadian Typing - General [3 Minutes Onscreen]
 Practice French Canadian Typing - General [5 Minute Onscreen]
 Practice Typing Test - General [1 Minute Hardcopy]
 Practice Typing Test - General [1 Minute Onscreen]
 Proofreader's Marks
 Project Management for IT Professionals
 Project Management Fundamentals
 Punctuation
 Reading Comprehension
 Recruiting Fundamentals
 Retention
 Sales Concepts
 SAS 9 - Data Analyst
 Shorthand
 Software Quality Assurance
 Software Testing
 Spanish Basic Office Skills
 Spanish Basic Office Skills [No Math]
 Spanish Basic Office Skills [No Verbal]
 Spanish Basic Reading Comprehension
 Spanish Office Grammar and Spelling
 Spanish Typing - General [1 Minute Hardcopy]
 Spanish Typing - General [1 Minute Onscreen]
 Spanish-English Bilingual
 Technical Terminology
 Typing - General [1 Minute Hardcopy]
 Typing - General [1 Minute Onscreen]
 Typing - General [3 Minute Hardcopy]
 Typing - General [3 Minute Onscreen]
 Typing - General [5 Minute Hardcopy]
 Typing - General [5 Minute Onscreen]
 U.K. Advanced Spelling
 U.K. Analytical Skills
 U.K. Audio Typing [5 Minutes]
 U.K. Basic Computer Terminology
 U.K. Basic Office Skills
 U.K. Basic Office Skills [No Math]
 U.K. Basic Office Skills [No Verbal]

... Office/Professional Titles Continue...

Office / Professional Titles [continued . . .]

- | | | |
|---|--|--|
| U.K. Basic Reading Comprehension | U.K. Data Entry Alpha Numeric [Onscreen] | U.K. Practice Typing - General [1 Minute Onscreen] |
| U.K. Basic Spelling | U.K. English as a Second Language | U.K. Sales Concepts |
| U.K. Bookkeeping | U.K. Internet Basics | U.K. Shorthand |
| U.K. Business Writing | U.K. Lotus Notes 5.0 for Users | UK Typing - General [1 Minute Hardcopy] |
| U.K. Clerical Proofreading | U.K. Matching - Alphanumeric | UK Typing - General [1 Minute Onscreen] |
| U.K. Coding | U.K. Matching - Digit Numeric | U.K. Vocabulary |
| U.K. Computer Literacy | U.K. Matching - Images | U.K. Vocabulary - Homophone Usage |
| U.K. Data Entry 10 Key Quick Test [Hardcopy] | U.K. Matching - Numeric | Vocabulary |
| U.K. Data Entry 10 Key Quick Test [Onscreen] | U.K. Numeric Filing | Vocabulary - Homonym Usage |
| U.K. Data Entry 10 Key With Decimals [Hardcopy] | U.K. Numeric Proofreading | |
| U.K. Data Entry 10 Key With Decimals [Onscreen] | U.K. Office Grammar and Spelling | |
| U.K. Data Entry Alpha Numeric [Hardcopy] | U.K. Office Maths Skills | |

Free Translation and Writing Samples

- | | | |
|---|--|---|
| Translation Sample - English to French | Writing Sample - Advertising/Marketing | Writing Sample - Sales Correspondence |
| Translation Sample - English to Italian | Writing Sample - Collection Letter | Writing Sample - Technical [List Form] |
| Translation Sample - English to Spanish | Writing Sample - Customer Service | Writing Sample - Technical [Paragraph Form] |
| Translation Sample - French Canadian to English | Writing Sample - Email | Writing Sample - Thank You Letter |
| Translation Sample - Italian to English | Writing Sample - Market Research | |
| Translation Sample - Spanish to English | Writing Sample - Persuasive | |

Accounting Titles

- | | | |
|-----------------------------------|------------------------------|---------------------------|
| Accounting Terminology - Advanced | Canadian Accounts Payable | Payroll Management |
| Accounting Terminology - Basic | Canadian Accounts Receivable | Peachtree Accounting 2003 |
| Accounts Payable | Canadian Payroll | QuickBooks Pro 2000 |
| Accounts Receivable | Corporate Tax Accounting | QuickBooks Pro 2005 |
| ACCPAC Pro Series | Cost Accounting | QuickBooks Pro 2006 |
| ADP - Payroll | Fixed Assets | QuickBooks Pro 2007 |
| Advanced Accounting | General Accounting | Quicken 2003 |
| AUS-NZ Accounts Payable | General Ledger Knowledge | Sage MAS 90/200 |
| AUS-NZ Accounts Receivable | Individual Income Tax | Simply Accounting 2006 |
| AUS-NZ Advanced Accounting | JD Edwards | U.K. Accounts Payable |
| AUS-NZ General Accounting | MAS 90 - Bookkeeping | U.K. Accounts Receivable |
| Bookkeeping - Professional | Partnership Tax Accounting | U.K. Advanced Accounting |
| Business Income Tax | Payroll Clerk | U.K. General Accounting |

Call Center Titles

- | | | |
|---|---|---|
| AUS-NZ Call Centre Customer Service Survey
NEW! | Call Center Italian-English Bilingual [audio] | French Canadian Call Centre Customer Service Survey |
| AUS-NZ Call Centre Inbound Sales Skills | Call Center Listening Skills [audio] | French Canadian Call Centre Telephone Etiquette |
| AUS-NZ Call Centre Outbound Sales Skills | Call Center Outbound Sales Skills | German Call Center Listening Skills [audio] NEW! |
| AUS-NZ Call Centre World Geography | Call Center Math | Spanish Call Center Customer Service Survey |
| Call Center 911 Operators | Call Center Reference Manual [audio] | U.K. Call Centre Data Entry [audio] NEW! |
| Call Center Advanced Spelling [audio] | Call Center Retention [audio] | U.K. Call Centre Inbound Sales Skills |
| Call Center Basic Spelling [audio] | Call Center Spanish-English Bilingual [audio] | U.K. Call Centre Outbound Sales Skills |
| Call Center Collections | Call Center Technical Support | U.K. Call Centre Telephone Etiquette |
| Call Center Customer Service Scenario [audio] | Call Center Telephone Etiquette | U.K. Call Centre Towns Spelling [audio] |
| Call Center Customer Service Survey | Call Center U.S. Cities Spelling [audio] | U.K. Call Centre World Geography |
| Call Center Data Entry [audio] | Call Center U.S. Geographic Locations | U.K. Call Centre Maths |
| Call Center Environment [audio] | Call Center U.S. State Abbreviations [audio] | |
| Call Center German-English Bilingual [audio] | Call Center World Geography | |
| Call Center Inbound Sales Skills | Call Centre French Canadian-English Bilingual [audio] | |

Financial Titles

- | | | |
|---------------------------------|---|--|
| Auditing | Data Entry 10 Key Quick Test [Hardcopy] | Great Plains |
| AUS-NZ SAP for Users | Data Entry 10 Key Quick Test [Onscreen] | Investment Management: US Equities and Equities Products |
| Bank Teller Skills | Data Entry 10 Key With Decimals [Hardcopy] | Loan Officer Skills |
| Basic Bank Teller Skills | Data Entry 10 Key With Decimals [Onscreen] | Loan Processing |
| Budget Aide Skills | Data Entry Alpha Numeric [Hardcopy] | Loan Underwriting Knowledge |
| Budget Officer Skills | Data Entry Alpha Numeric [Onscreen] | Payroll |
| BusinessObjects 5 - Client | Data Entry Check Number Database [Hardcopy] | PeopleSoft Financials |
| Casualty Insurance - Automobile | Data Entry Check Number Database [Onscreen] | Property Insurance |
| Commercial Banking Knowledge | Data Entry Inventory Database [Hardcopy] | Property Management |
| Commercial Collections | Data Entry Inventory Database [Onscreen] | Purchasing Fundamentals |
| Commercial Insurance Knowledge | Financial Analysis | SAP for Users |
| Credit Analyst | Financial Management | U.K. Financial Analysis |
| Credit Management | Financial Math | U.K. Financial Maths |
| Customer Service Mindset Survey | Financial Spelling | U.K. SAP for Users |
| Data Entry 10 Key [Hardcopy] | | |
| Data Entry 10 Key [Onscreen] | | |

Healthcare Titles

AUS-NZ Medical Spelling
 AUS-NZ Medical Terminology - General
 AUS-NZ Typing - Medical [1 Minute Hardcopy]
 AUS-NZ Typing - Medical [1 Minute Onscreen]
 Bloodborne Pathogens - Infection Control
 Canadian Medical Spelling
 Cultural Diversity
 Dental Assistant
 Dental Hygienist
 Dosage Calculations
 French Canadian Medical Spelling
 French Canadian Medical Terminology - General
 General Pharmaceutical Knowledge
 Healthcare Benefits Knowledge
 Healthcare Industry Terminology
 HIPAA Administration
 HIPAA - Clinical Staff
 JCAHO
 LPN/LVN
 Medical Assistant - Advanced
 Medical Assistant - Basic
 Medical Billing [CMS-1500]
 Medical Billing [UB-04]
 Medical Billing - Hospital (UB-92)
 Medical Billing Knowledge
 Medical Claims Processing
 Medical Collections

Medical Office Personnel Skills
 Medical Receptionists
 Medical Records Coding [CPT]
 Medical Records Coding [ICD -9]
 Medical Records Legal Issues
 Medical Spelling
 Medical Terminal Digit Filing
 Medical Terminology - Abbreviations
 Medical Terminology - Cardiovascular System
 Medical Terminology - Dental
 Medical Terminology - ER
 Medical Terminology - Gastrointestinal
 Medical Terminology - General
 Medical Terminology - Integumentary System
 Medical Terminology - Musculoskeletal
 Medical Terminology - Nervous System
 Medical Terminology - Oncology
 Medical Terminology - Ophthalmology
 Medical Terminology - Pediatrics
 Medical Terminology - Pharmacology
 Medical Terminology - Psychiatry
 Medical Terminology - Reproduction
 Medical Terminology - Respiratory
 Nurse Practitioner
 Nursing Assistant
 Occupational Therapy
 Pharmaceutical Terminology
 Phlebotomy

Physical Therapy
 Physician Assistant
 Practice Typing Test - Medical [1 Minute Hardcopy]
 Practice Typing Test - Medical [1 Minute Onscreen]
 Radiologic Technologist
 Registered Nurse (RN)
 Respiratory Therapy
 Spanish Medical Terminology - General
 Spanish OSHA
 Typing - Medical [1 Minute Hardcopy]
 Typing - Medical [1 Minute Onscreen]
 Typing - Medical [3 Minute Hardcopy]
 Typing - Medical [3 Minute Onscreen]
 Typing - Medical [5 Minute Hardcopy]
 Typing - Medical [5 Minute Onscreen]
 U.K. Medical Spelling
 U.K. Medical Terminology - General
 U.K. Typing - Medical [1 Minute Hardcopy]
 U.K. Typing - Medical [1 Minute Onscreen]
 U.K. Typing - Medical [3 Minutes Hardcopy]
 U.K. Typing - Medical [3 Minutes Onscreen]
 U.K. Typing - Medical [5 Minutes Hardcopy]
 U.K. Typing - Medical [5 Minutes Onscreen]

Industrial Titles

Assembly & Matching
 AUS-NZ Basic Arithmetic
 AUS-NZ Basic Industrial Skills
 AUS-NZ Entry Level Industrial Skills
 AutoCAD 11
 AutoCAD 14
 AutoCAD 2000
 AutoCAD 2004
 AutoCAD 2006
 AutoCAD 2007
 Basic Arithmetic
 Basic CNC
 Basic Electronics
 Basic Industrial Math
 Basic Industrial Skills
 Basic Injection Molding Skills
 Basic Ruler Reading
 Basic Warehousing Knowledge
 Blueprint Basics
 Blueprint Reading
 Class "A" Automotive Mechanics
 Class "B" Automotive Mechanics
 Class "C" Automotive Mechanics
 Color Identification
 Counting
 Electrical Engineering - Electronics & Communication
 Electrical Engineering - Power & Control
 Electricians
 Electronic Schematics
 English Ruler Reading
 Entry Level Industrial Skills

Finish Carpentry
 Flooring Skills
 Food Production
 Forklift Operation
 General Maintenance
 Hazardous Material Handling
 Home Inspection Skills
 HVAC
 Lathe Operator
 Manufacturing Basics
 Matching - Alphanumeric
 Matching - Digit Numeric
 Matching - Images
 Matching - Industrial Images **NEW!**
 Matching - Numeric
 Math & Reasoning Skills
 Mechanical Engineering - Machine & Tool Design
 Mechanical Engineering - Thermodynamics Fundamentals
 Mechanical Reasoning
 Metalworking Skills
 Metric Ruler Reading
 Micrometer & Calipers
 OSHA
 Plastic Fabrication Skills
 Plumbing Quality
 Press Break Operator
 Product Packaging Skills
 Quality Assurance Inspection
 Resistor Color Code
 Rough Carpentry

Safety in the Workplace
 Shipping and Receiving Clerk Skills
 Shop Math
 Soldering
 SolidWorks 2006
 Spanish Basic Industrial Math
 Spanish Basic Industrial Skills
 Spanish Basic Warehouse Knowledge
 Spanish Blueprint Basics
 Spanish Counting
 Spanish Entry Level Industrial Skills
 Spanish Finish Carpentry
 Spanish Forklift Operation
 Spanish Math & Reasoning Skills
 Spanish Mechanical Reasoning
 Spanish OSHA
 Spanish Rough Carpentry
 Spanish Safety in the Workplace
 Spanish Shipping and Receiving Clerk Skills
 Tools & Fasteners
 U.K. Basic Arithmetic
 U.K. Basic Industrial Skills
 U.K. Entry Level Industrial Skills
 U.K. Matching - Alphanumeric
 U.K. Matching - Digit Numeric
 U.K. Matching - Images
 U.K. Matching - Numeric
 Unit Conversion
 Weights and Measures [Standard and Metric]
 Welding
 Wholesale Distribution Knowledge
 Workplace Hazardous Materials Information

Legal Titles

AUS-NZ Legal Assistant
 AUS-NZ Legal Spelling
 AUS-NZ Legal Vocabulary
 Basic Litigation Knowledge
 Canadian Legal Assistant
 Canadian Legal Spelling
 Canadian Paralegal Skills
 Concordance
 Corel WordPerfect 9.0 - Normal User

Corel WordPerfect 9.0 - Power User
 Corel WordPerfect 9.0 - Whole Test
 Court Reporting
 EEOC Compliance
 French Canadian Legal Spelling
 Legal Abbreviations
 Legal Assistant
 Legal Filing Skills
 Legal MacPac 2000

Legal Spelling
 Legal Staff Skills
 Legal Vocabulary
 Microsoft Word 2000 - Normal User
 Microsoft Word 2000 - Power User
 Microsoft Word 2000 - Whole Test
 Paralegal Skills

...Legal Titles Continue...

L e g a l T i t l e s [c o n t i n u e d . . .]

Paralegal Skills	Typing - Legal [3 Minute Hardcopy]	U.K. Legal Staff Skills
Practice Typing Test - Legal [1 Minute Hardcopy]	Typing - Legal [3 Minute Onscreen]	U.K. Legal Vocabulary
Practice Typing Test - Legal [1 Minute Onscreen]	Typing - Legal [5 Minute Hardcopy]	U.K. Paralegal Skills
Sexual Harassment	Typing - Legal [5 Minute Onscreen]	U.K. Typing - Legal [1 Minute Hardcopy]
Summation Blaze 5.0	U.K. Basic Litigation Knowledge	U.K. Typing - Legal [1 Minute Onscreen]
Typing - Legal [1 Minute Hardcopy]	U.K. Legal Spelling	
Typing - Legal [1 Minute Onscreen]	U.K. Legal Spelling Short	

T e c h n i c a l T i t l e s

.NET Framework	Code Sample - VB.NET - Date/Time Operations	JavaScript
.NET Framework 2.0	Code Sample - Visual Basic - Date/Time Operations	JCL
.NET Framework 3.0	Code Sample - Visual Basic - File Operations	LAN Hardware
.NET Programming - ASP	Cognos Impromptu Knowledge	Linux Administration
.NET Programming - ASP 2.0	Cognos PowerPlay	LoadRunner
.NET Programming - C#	Cold Fusion 4	LoadRunner 9 NEW!
.NET Programming - C# 2.0	Cold Fusion MX 6.1	Logical Reasoning - Deduction
.NET Programming - C++	ColdFusion MX 7	Logical Reasoning - Mathematical
.NET Programming - JScript	Cold Fusion Scripting & Development	Lotus Domino 6 for Developers
.NET Programming - Visual Basic	COM/DCOM Development in Delphi	Lotus Notes 4.0 for Developers
.NET Programming - Visual J#	COM/DCOM Development in Visual Basic	Lotus Notes 4.5 for Developers
A+	Computer Technician Skills	Lotus Notes 5.0 for Developers
ABAP/4 for SAP	COOL: Gen	Lotus Notes Administration
Access Basic 2.0	CORBA	Microsoft Access 2000 for Developers
ACT! 2000 for Administrators	Crystal Reports 11	Macintosh Technician OS 9
ACT! 2000 for Developers	Crystal Reports 7.0	Macintosh Technician OS X
Active Directory	Crystal Reports 8.0	Macromedia Flash 5
Active Server Pages	Crystal Reports 8.5 for Developers	Macromedia Flash MX 2004
ActiveX	Data Communications Concepts	Macromedia Flash Professional 8
ADABAS DBA	Data Modeling Concepts	Microsoft Access 2002 for Developers
Adabas Natural	Data Warehousing Concepts	Microsoft Access 2003 for Developers
ADABAS Programming	DB2 5.x DBA	Microsoft Exchange Server 2000 Administration
AION Programming	DB2 Developer	Microsoft Exchange Server 2003 Administration
AJAX	DB2 v.8 Mainframe DBA	Microsoft Exchange Server 2007 Administration
ANSI SQL	DB2 v.8 UDB DBA	Microsoft Exchange Server 5.5
Apache Web Server	dBase III Plus	Microsoft Foundation Class
AppleTalk	Delphi 3	Microsoft Internet Information Server (IIS) 4.0
AppleTalk Networks	Delphi 5	Microsoft Internet Information Server (IIS) 7.0 NEW!
AS/400 Operations	DHTML	Microsoft Office 2000 Help Desk
Assembler	DOS 6.x	Microsoft Office 2003 Help Desk
Assembler for IBM Mainframes	Dreamweaver	Microsoft Office 4.2 Help Desk
AUS-NZ Lotus Notes 5.0 for Developers	Dreamweaver 8	Microsoft Office 95 Help Desk
Basic Wireless Communications	E-Commerce Concepts: Architecture and Design	Microsoft Office 97 Help Desk
BizTalk Server 2006	E-Commerce Concepts: Deployment	Microsoft Office SharePoint Server 2007
Borland C++ Builder	EDI (Electronic Data Interchange)	Microsoft Office XP Help Desk
BroadVision	Enterprise JavaBeans (EJB)	Microsoft Site Server 3.0
BusinessObjects 5 - Designer	Ethernet Networking	Microsoft Transaction Server
Business Objects XI Release 2	FORTRAN 77/90	Microsoft Visio 2002
C Programming	GroupWise 5.x	Microsoft Visio 2003
C++ Programming	Gupta/Centura	Microsoft Windows 2000 Data Center Administration
Cascading Style Sheets	Hardware Troubleshooting	Microsoft Windows 2000 Professional Installation
CGI Concepts	HTML 2.0/3.0	Microsoft Windows 2000 Server Administration
CICS/COBOL	HTML 4.0	Microsoft Windows 2000 Server Installation
Cisco Networking	HTML Developers	Microsoft Windows 2000 Server Installation Procedures
Cisco Router	HTML Webmaster	Microsoft Windows 2003 Server Administration
Citrix for Client Server Applications	IBM AIX 5.1 Administrator	Microsoft Windows 2003 Server Installation Procedures
Citrix MetaFrame	IMS	Microsoft Windows 2000 Technical Skills
Citrix WinFrame	iNet+	Microsoft Windows 2000 Troubleshooting
Client/Server Fundamentals	Informatica	Microsoft Windows 3.1 Troubleshooting
Clipper	Informix	Microsoft Windows 95 Technical Skills
COBOL NEW VERSION!	Internet Security	Microsoft Windows 95 Troubleshooting
COBOL 400	J2EE	Microsoft Windows 98 Technical Skills
COBOL for Year 2000 Programmers	J2SE	Microsoft Windows 98 Troubleshooting
COBOL II	Java 1.1	Microsoft Windows NT 4.0 Server Administration
Code Sample - ASP - File Operations	Java 2	Microsoft Windows NT 4.0 Server Installation
Code Sample - ASP.NET - Date/Time Operations	Java Applets Development	Microsoft Windows NT 4.0 Troubleshooting
Code Sample - C Sharp - Date/Time Operations	Java Beans Development	Microsoft Windows NT 4.0 Workstation Installation
Code Sample - C Sharp - File Operations	Java Enterprise Development	Microsoft Windows Programming
Code Sample - Java - Date/Time Operations	Java Entry Level	
Code Sample - Java - File Operations	Java Server Pages	
Code Sample - Java Script - Date/Time Operations	Java Servlets	
Code Sample - Java Script - File Operations	Java Swing	
Code Sample - VB Script - Date/Time Operations		

...Technical Titles Continue...

T e c h n i c a l T i t l e s [c o n t i n u e d . . .]

Microsoft Windows XP Technical Skills	PowerBuilder 5.0	UNIX Programming
Microsoft Windows XP Troubleshooting	PowerBuilder 6.0	UNIX Users
MVS	PowerBuilder 8.0	VBScript
Netscape Webserver	PowerBuilder 10	Visual Basic 4.0
Network Administration	Pro/ENGINEER	Visual Basic 5.0
Network Security	Project Management for IT Professionals	Visual Basic 6.0
Novell Directory Services (NDS)	Rational Rose	Visual Basic 6.0 for Applications (VBA)
Novell NetWare 3.12	Relational Database Design (RDBMS)	Visual C++ 4.0
Novell NetWare 4.x	RPG III	Visual C++ 6.0
Novell NetWare 5.x	RPG IV (RPG LE)	Visual FoxPro 3.0
Object Oriented Programming (OOP)	Ruby 1.8	Visual FoxPro 6.0
Object PAL 5.0	SAP Database	Visual FoxPro 8.0
OLAP Concepts	SAS 6 - IT Professional	Visual InterDev 6.0
Oracle 10g DBA	SAS 8.2	Visual J++ 1.1
Oracle 10g for Developers	SCO Unix for Administrators	Visual J++ 6
Oracle 11g DBA	SCO Unix for Users	VSE/DOS
Oracle 11g for Developers	Siebel 7	WAN Architecture
Oracle 7.3 DBA	Smalltalk	Web Commerce Security
Oracle 7.3 Developer	Solaris Administrator	Web Design Mastery NEW VERSION!
Oracle 8 DBA	SPSS	WebLogic Portal 7.0
Oracle 8 Developer	SQA Robot	WebLogic Server 7.0
Oracle 8.i	SQL Entry Level	WebSphere 4.0
Oracle 9i DBA	SQL for Client-Server Applications	WebSphere MQ V5
Oracle 9i for Developers	SQL for Desktop Applications	WinRunner 6.02
Oracle Applications DBA	SQL Server 2000 DBA	WinRunner 7.6
Oracle Designer 2000	SQL Server 2000 for Developers	XML
Oracle Developer 2000	SQL Server 2005 DBA	X-Window Systems
Oracle Financials 11	SQL Server 2005 for Developers	
OS/2 for Administrators	SQL Server 2008 DBA NEW!	
OS/2 for Users	SQL Server 6.5	
Paradox Application Language 4.0	SQL Server 6.5 Developer	
Pascal	SQL Server 7.0 DBA	
PeopleSoft	SQL Server 7.0 Developer	
PeopleSoft 7 DBA	Sybase 11	
PeopleSoft 7 Developer	Sybase 12	
PeopleSoft 8 DBA	Sybase DBA	
PeopleSoft 8 Developer	Sybase Developer	
Peoplesoft 9 DBA	Systems Management Server 2 (SMS)	
PeopleSoft 9 Developer	TCP/IP	
Perl 5	Technical Support - IT/Network	
Perl 6	Technical Support Processes	
PHP	Telecommunications	
PHP 4	TestDirector 8	
PHP 5	Transact SQL	
PHP Scripting	U.K. Lotus Notes 5.0 for Developers	
PL/SQL	UML	
PowerBuilder 4.0	UNIX Administrator	

B e h a v i o r a l T i t l e s

Predictive Behavioral Assessments

Our behavioral assessment tools are ideal for most sales, service, managerial and administrative positions. These assessments have a proven track record of predicting performance across multiple organizations, while remaining free of any adverse impact.

Administrative Support

Hourly positions: billing clerk, secretary, administrative assistant, accounts payable/receivable clerk, collector.

Assets Protection Manager

Salaried position in retail loss prevention, supervising others

Call Center 2008

Hourly Call Center positions focusing on customer service.

Distribution Associate

Hourly positions in distribution centers or warehouses: order filler, receiver, equipment operator, and materials handler.

Health Care Associate

Hourly positions: nursing assistant, dietary aide, and home health aide.

Hospitality Associate

Guest-service and heart-of-the-house positions in hotels and restaurants.

Kenexa Performance Indicator - Customer Service

Evaluates the likelihood that someone will engage in behaviors that enhance a customer's experience and satisfaction.

Kenexa Performance Indicator - Engagement

Identifies the extent to which an employee is consistently physically, cognitively and/or emotionally involved during job/role performance.

Kenexa Performance Indicator - Sales

Evaluates the likelihood that someone will engage in behaviors that lead to successful sales performance. The KSI is comprised of four competencies that measure personality traits (conscientiousness, achievement orientation, and initiative) and previous work experiences.

Kenexa Performance Indicator - Teamwork

Addresses the propensity to want to work with others and be cooperative with others at work.

Manager 2.0

First-level to mid-level management positions in service industries other than retail.

Property Management

Salaried positions: apartment property manager, assistant property manager, and leasing agent.

Retail Associate

Hourly positions in retail: sales associate, cashier, stocker.

Retail Manager

Salaried store positions: store manager and assistant store manager.

Sales Professional

Candidates for incentive-based compensation positions.

Service Associate

Hourly positions in customer service.

Supervisor

Focuses on detail orientation, initiative, leadership, biodata, cognitive ability, and situational savvy.

TeleSales & Service

Hourly positions: customer service representative, reservation sales agent, collector, and telemarketing.

Travel Professional

Incentive-based compensation positions in travel agencies.

K e n e x a A s s e s s m e n t s

Overview of Kenexa's Assessment Tools

Kenexa is the leading provider of integrated human resource technology solutions. Kenexa has over 15 years of experience providing HRM consulting and technology solutions.

Kenexa develops and administers employee assessment tools which effectively combine art, science and technology to provide measurable improvements in your workforce and your bottom line.

When you use Kenexa's assessment tools, you will:

- o Increase the efficiency of your recruiting, qualifying, interviewing and selection process.
- o Make better hiring and promotion decisions.
- o Have stronger defensibility against potential legal challenges.
- o Decrease employee turnover and associated costs.
- o Identify strengths and developmental opportunities of candidates and current employees.

Kenexa assessment tools are simple to understand and easy to use. Training and ongoing support are available as needed.

Kenexa Prove It!®

Over 1,000 skills assessment tests help you identify qualified candidates based on job skill requirements. Kenexa Prove It! features validated assessments for clerical, software, call center, financial, healthcare, industrial, legal, and technical job classifications.

Kenexa Selectors™

Self-administered behavioral assessment tools that help you hire and promote the best professionals, managers and front-line employees.

Kenexa Insight™

Structured, research-based interviews that provide a consistent evaluation of candidates by obtaining accurate information regarding a candidate's potential for success within your environment.

Kenexa InterviewBuilder®

Structured interviews that help you assess candidates with greater accuracy, objectivity and consistency while improving the fit of new hires within an organization's culture. Kenexa's InterviewBuilder. Allows you to configure structured interviews from a bank of more than 1,200 questions.

Kenexa PeopleQuest™

A friendly, pre-recorded phone interview tailored to your needs that will increase your pool of prequalified job candidates.