

# Skills Testing Subject List

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## Subject Categories

- Abilities & Aptitudes
- Accounting & Finance
- Application & Web Development
- Call Centre
- Databases & Business Intelligence
- Desktop Publishing Software
- Education
- Engineering, Industrial & Design
- Hardware & Networking
- Healthcare
- Hospitality
- Human Resources
- Language & Communication
- Legal, Safety & Administration
- Management
- Microsoft Office Software - Simulation
- Microsoft Office Software - Multiple Choice
- Operating Systems & Internet Browsers
- Primary Work Skills
- Retail
- Sales & Marketing
- Typing & Data Entry

## Abilities & Aptitudes

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- Attention To Detail
- Chat Simulation
- Cybersecurity Awareness
- Data Checking
- Email Etiquette
- Emotional Intelligence
- Following Directions
- JAWS Compliant Assessment
- Logical Thinking
- Matching Skills
- Multitasking Simulation
- Negotiation Skills
- Numerical Proofreading
- Numerical Reasoning
- Office Filing
- Presenter Skills
- Reading Comprehension
- Spatial Reasoning
- Technical Writing Skills
- Unconscious Bias
- Verbal Reasoning
- Videoconference Communication and Etiquette

## Primary Work Skills

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- Basic Computer Knowledge for Windows 11
- Basic Math
- Digital Literacy Simulation
- Drivers and Sales Workers
- IT Industry Acronyms
- Quantitative Analysis

# Typing & Data Entry

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- Form-fill Data Entry Typing
- General Typing
- General Typing - Audio
- Typing - Call Centre
- Typing - Financial
- Typing - Government
- Typing - Legal
- Typing - Medical
- Typing 10-Key Data Entry
- Typing Business Text
- Typing Contact Data Entry (Audio)
- Typing Contact Data Entry
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- Typing News Text
- Typing Spanish Text

## Microsoft Office Software - Simulation

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- MS Office Excel Simulation (2013, 2016, 2019)
- MS Office Outlook Simulation (2013, 2016, 2019, 2021)
- MS Office PowerPoint Simulation (2013, 2016, 2019, 2021)
- MS Office Word Simulation (2013, 2016, 2019, 2021)

## Microsoft Office Software - Multiple Choice

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- MS Office Excel (2013, 2016, 2019, 2021)
- MS Office Excel Functions 2019
- MS Office Outlook (2013, 2016, 2019, 2021)
- MS Office PowerPoint (2013, 2016, 2019, 2021)
- MS Office Word (2013, 2016, 2019, 2021)
- MS Office Visio (2016, 2019)
- MS Office 365
- MS Office 365 Administration
- MS Office Project 2019
- MS Office Project Professional 2013

# Language & Communication

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- Business Communication
- Dutch Language
- English as a Second Language
- English Language (A1, A2, B1)
- English Language (B2, C1, C2)
- English Proofreading
- English Spelling and Vocabulary
- English to Spanish Translation
- French Language
- German Language
- Greek Language
- Hindi Language
- Italian Language
- Japanese Language
- Korean Language
- Modern Arabic Language
- Polish Language
- Portuguese Language
- Russian Language
- Spanish Language
- Spanish To English Translation
- Urdu Language

# Sales & Marketing

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- Canva
- Copywriting Skills
- Digital Marketing
- Email Marketing
- Graphic Design Skills
- Marketing Concepts
- MS Dynamics CRM 2011 for General Use
- Sales Concepts
- Salesforce CRM Spring '12 for General Use
- Salesforce Administration (Spring '18, Summer '12)
- Search Engine Marketing
- Search Marketing Strategies
- Social Media Marketing
- Video Production Skills
- Web Search Skills

# Management

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- Business Etiquette
- Change Management
- Leadership Skills
- Management Skills
- Product Management
- Project Management
- Remote Leadership Skills
- Team Management
- Time Management

# Call Centre

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- Call Centre
- Customer Service
- Customer Service - Financial
- Inbound Call Centre Simulation
- Outbound Call Centre Simulation

# Retail

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- Customer Service - Retail
- General Retail Knowledge
- Retail Call Centre
- Retail Marketing Skills
- Retail Maths
- Sales Clerk Skills
- Supply Chain Management
- Warehouse Pick and Pack Skills
- Warehousing Skills
- Web Merchant Skills

# Accounting & Finance

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- Accounting and Bookkeeping Principles
- Accounting - Payroll
- Accounting - Accounts Receivable
- Accounting - Account Payable
- Bank Teller Skills
- Debt Collection
- International Financial Reporting Standards (IFRS)
- Intuit Quickbook Enterprise Solutions(2012, 2014)
- Intuit Quickbooks Online (EssentialsVersion)
- Intuit Quickbooks Pro (2004, 2006, 2008,2010, 2018, 2021)
- Intuit Quickbooks Pro Plus 2011
- MS Dynamics AX - Financials (2009,2010)
- AccountRight Plus 19
- NetSuite 12.1 - Financials
- Peachtree Complete Accounting (2003,2005, 2009)

# Engineering, Industrial & Design

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- Assembly Skills
- AutoCAD for General Use (2010, 2019)
- Automotive Mechanic Knowledge
- Basic Electronics
- Basic Industrial Maths
- Blueprint Reading
- Carpentry Skills
- Civil Engineering Skills
- CNC Skills
- Construction Worker Skills
- Diesel Mechanic Knowledge
- Electrical Engineering Skills
- Electrician Skills
- Forklift Skills
- Gas, Liquid and Weight Measurements
- Geographic Information System (GIS)
- GMP (Good Manufacturing Practice)
- HVAC Skills
- Mechanical Aptitude
- Mechanical Engineering Skills
- MicroStation V8 for General Use
- Operating Engineer
- Operations Management
- Oracle Primavera P6

- Piping and Instrumentation Diagram Basics
- Plumbing Skills
- Power Tools
- Programmable Logic Controller (PLC) Programming
- Reading Micrometers and Callipers
- Reading Ruler - English and Metric units
- Telecommunications
- Units and Conversions Skills
- Welding Knowledge

## Healthcare

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- Bloodborne Pathogens
- Child Care
- Clinical Research Assistant
- Compounding Sterile and Nonsterile Preparation
- Customer Service - Healthcare
- Dental Terminology
- Emergency Medical Technician (EMT)
- Epic for General Use
- First Aid
- Funeral Services
- Home Health Aide
- ICD -10
- Infection and Prevention Control
- Inventory Management and Medication Dispensing
- Matching Simulation - Healthcare
- Medical Billing
- Medical Coding
- Medical Dosage Calculations
- Medical Office Administration Skills
- Medical Terminology
- Medical Transcription
- Medication Decisions and Counseling
- Medication Safety and Antimicrobial Stewardship
- Nursing Skills
- Pharmaceutical Terminology
- Phlebotomy
- Processing Medication Orders and Managing Narcotics
- Radiology
- Registered Nurse Skills
- Veterinary Medicine
- Wellness and Health Coaching

# Hospitality

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- Cooking Skills
- Customer Service - Hospitality
- Event Planning Skills
- Flight Attendant
- Food and Beverage Serving Skills
- Front Desk Skills
- Guide and Tour Operator Skills
- Room Service Management Skills

# Education

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- Administrative Assistant in a School Setting
- General Scholastic Teaching Skills
- Interpersonal Skills In A School Setting
- School Food Service
- Special Education Medical Assistance



# Human Resources

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- Example Interview Questions (FreeResponse)
- Gender, Diversity and Inclusion
- Mental Health in Remote Work Settings
- Recruitment (HRM)
- Remote Working
- Sexual Harassment Policy for HRProfessionals
- Training Skills
- Workday

# Legal, Safety & Administration

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- Custodial Skills
- Environmental, Health and Safety
- Legal Terminology
- Property Management
- Workplace Safety

# Application & Web Development

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- .NET Core 3.1
- Active Server Pages .NET 4.7.1
- Active Server Pages 3.0
- Active Server Pages .NET 3.5
- ActiveX
- Adobe Dreamweaver CS6 - Windows
- Adobe ColdFusion 9
- Adobe Dreamweaver CS3
- Adobe Flash CS3 Professional - Macintosh
- Adobe Flash CS6 Professional - Windows
- Adobe Flex 4.0
- Agile Management
- Ajax Frameworks
- Ajax Programming
- Amazon Web Services Cloud ComputingBasics
- Android 10 Programming
- Angular 8
- AngularJS 1.4.5
- Bootstrap 4
- Borland Delphi
- Business Systems Analyst
- C
- C # 8
- C ++ 17
- Cascading Style Sheet 4
- CoBOL
- CORBA
- Cypress 10.0.0
- Docker 20.10
- Drupal 7.18
- ERP Development
- Extended JavaScript 3.0
- Git 2.31
- Go 1.17.2
- HP WinRunner 9.2
- HTML 5
- IBM CICS
- IBM FileNet P8 Version 5.1 - Administration
- Java 2 Enterprise Edition 1.4
- Java 2 Standard Edition 1.5
- Java Enterprise Edition 6
- Java Frameworks: Struts 2
- Java Frameworks: Hibernate 4
- Java Frameworks: Spring 5
- Java GUI
- Java Standard Edition 17
- Java Technologies: Hibernate, Springand Struts
- JavaScript 1.8.5
- JavaScript ES9
- Jira 8.17.1
- Joomla 3.9.4
- jQuery 3
- Kotlin 1.6
- Kubernetes 1.14
- Macromedia Dreamweaver 8
- Macromedia Flash 4

- Magento Open Source 2.4.3
- Managing Modern Desktops
- MS .NET Framework 4.7.2
- MS Dynamics CRM 2011 - Development
- MS FrontPage 2000
- MS SharePoint 2013 - Development
- MS SharePoint 2019 - Administration
- MS SharePoint 2010 for General Use
- MS Visual Basic 2010
- MS Visual Basic 6
- MS Visual C++ 2010 Professional
- MS Visual C++ 2019
- MS Visual Studio 2019 Professional
- Node.js 12
- Objective - C Programming
- OOP Concepts
- Perl 1.0
- Perl 5 Version 14
- PHP 7
- Programming Design Patterns
- Python 3.9.7
- Quality Assurance
- React 18
- Redux 4.2.0
- RubyOnRails 5
- Salesforce Commerce Cloud
- Salesforce Spring '18 - Development
- SCSS 1.49.9
- Search Engine Optimisation Fundamentals
- Selenium 4.0
- SOA Design and Development Knowledge
- Software Testing
- Swift 4
- Sybase Powerbuilder
- TypeScript 4.3
- Visual Basic Script
- Visual Basic .NET 16.2
- Vue.js 2.6
- Web Analytics
- WebLogic Server 9.2
- WebSphere Application Server 8.0
- WordPress 5.2
- XHTML 1.0
- XML
- YAML 1.2.2

# Databases & Business Intelligence

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- AI - Basic Artificial Intelligence Knowledge
- Amazon Redshift
- AWS Data Lake
- Blockchain
- Crystal Reports 2016
- Data Analytics
- Data Science
- Database Management Systems
- IBM DB2
- Machine Learning
- MongoDB 4.4
- MS Office Access (2013, 2016, 2019)
- MS Power BI
- MS SQL Server - Administration 2017
- MS SQL Server (2005, 7)
- MS SQL Server 2008 - Programming
- MS SQL Server 2012 - Database Administration
- MS Visual FoxPro 9
- MySQL 8.0
- Natural Language Processing
- Oracle Administration
- Oracle 10g Administration
- Oracle Database 19c
- Oracle Developer
- Oracle PL/SQL 11
- Oracle SQL Developer Data Modeler 3.0
- PostgreSQL 11.4 Programming
- Predictive Analytics
- Python For Data Visualisation in Data Science
- R Programming (4.0.5)
- Relational Databases
- SAS 9.4M7
- Seagate Crystal Reports 8.5
- SQL Server Management Studio 18.6
- Tableau 2021.2
- TensorFlow 2.6

# Desktop Publishing Software

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- Adobe Acrobat Pro 10
- Adobe After Effects 22
- Adobe Creative Cloud CC 2021 (InDesign, Illustrator, Photoshop)
- Adobe Fireworks CS3 - Windows
- Adobe Illustrator (4.0, CC 2019, CS3)
- Adobe Illustrator - Windows (CS2, CS5)
- Adobe InDesign (CC 2017, CS6)
- Adobe InDesign - Windows (CS2, CS3)
- Adobe PageMaker 4.0
- Adobe Photoshop - Macintosh (5.5, CS3)
- Adobe Photoshop - Windows (5.5, CS2, CS3, CS5 Extended, CS6)
- Adobe Photoshop CC 2018
- Adobe Premiere Pro 22
- Corel WordPerfect 8.0
- MS Office Publisher (2007, 2010)

# Hardware & Networking

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- Ansible 4.6
- Application Security
- Bash 5.1
- Electronic Discovery (eDiscovery)
- General IT Infrastructure Skills
- IT Service Desk
- ITIL 4
- Jenkins 2.303.1
- LAN Switching and Wireless Fundamentals
- Microsoft Azure
- Mobile Device Management
- MS Exchange Server 2019
- MS System Center Configuration Manager (SCCM) 2012
- MS System Center Operations Manager (SCOM) 2019
- Networking Essentials
- PC Hardware
- Public Key Infrastructure
- Routing Fundamentals
- TCP/IP
- VMware4
- VMware vSphere 6.7
- Webex Administration

# Operating Systems & Internet Browsers

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- Firefox 4
- Firefox 72.0.1 for General Use
- Google Chrome (10, 73)
- Google Workspace
- Internet Explorer 10
- Internet Information Services (IIS)
- Linux
- Macintosh OS X for General Use 10.8
- macOS 11 Big Sur for General Use
- Microsoft Edge 80 for General Use
- MS Teams 1.5
- MS Windows 10 for General Use
- MS Windows 10 - Simulation
- MS Windows 2000 Professional
- MS Windows (7, 98)
- MS Windows NT 4 Administration
- MS Windows Server (2003, 2008, 2016, 2019)
- MS Windows Server 2012 R2 Standard
- Oracle Solaris 11 Express Administration
- Slack 4.24.0
- Solaris
- System Administration for Windows and Macintosh OS
- Unix Administration
- Windows Vista
- Zoom