

Standard Skills Test List

Below is a summary list of the standard skills tests that are available as at 1st April, 2013. Please note that up to four tests can be combined into one test and fully customised tests can be developed to satisfy your particular needs.

GENERAL TESTS

Abilities and Aptitudes

- Attention to Detail
- Email Etiquette
- Logical Thinking
- Office Filing
- Technical Writing Skills
- Numerical Reasoning
- Data Checking
- Spatial Reasoning
- Verbal Reasoning
- Empathy

Language and Communication

- Business Communication
- English Language
- English Proofreading
- English Spelling and Vocabulary

Management

- Leadership Skills
- Management Skills
- Project Management
- Time Management
- Interview Questions – Free Response

Primary Work Skills

- Basic Arithmetic
- Basic Computer Knowledge for Windows
- IT Industry Acronyms
- Quantitative Analysis

Typing & Data Entry

- 10-Key Data Entry
- Typing Business Text
- Typing Contact Data Entry
- Fill-in Form Typing
- General Typing
- General Typing (audio)
- Typing News Text

Microsoft Office Software Simulations

- MS Office Word 2007 Simulation
- MS Office Excel 2007 Simulation
- MS Office Outlook 2007 Simulation

Microsoft Office Software

- MS Office Excel
(2000, 2003, 2007, 2010, XP)
- MS Office Powerpoint
(2000, 2003, 2007, 2010, XP)
- MS Office Outlook
(2000, 2003, 2007, 2010, XP)
- MS Office Word
(2000, 2003, 2007, 2010, XP)
- MS Office 2003 Excel Functions
- MS Office 2003 VBA
- MS Office Visio (2003, 2007)
- MS Office 2007 One Note
- MS Office Project 2007
- MS Office Publisher 2007, 2010

OCCUPATIONAL TESTS

Call Centre

- Call Centre
- Customer Service
- Retail Call Centre
- Inbound Call Centre Simulation (US Vocals)
- Outbound Call Centre Simulation (US Vocals)

Retail

- General Retail Knowledge
- Retail Marketing Skills
- Sales Clerk Skills
- Warehouse Pick and Pack Skills
- Warehousing Skills
- Web Merchant Skills

NEW TESTS

Recently Added

- Empathy
- Windows 8
- Workplace Safety
- Environmental Health and Safety
- MS Office Publisher 2010

Tests Coming Soon

- Drupal 7.18
- Joomla 2.5
- MS Office 2010 – Excel Functions
- Building Administration



Standard Skills Test List

Sales & Marketing

- Marketing Concepts
- Retail Maths
- Sales Concepts
- Salesforce.com CRM
- Search Engine Marketing
- Social Media Marketing
- Web Search Skills

Hospitality Industry

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

Health

- Medical Transcription
- Nursing Skills
- First Aid
- Registered Nursing Skills
- Workplace Safety
- Environmental Health & Safety

Engineering, Industrial and Design

- Basic Electronics
- Telecommunications
- AutoCAD for General Use
- Mechanical Engineering Skills
- Electrical Engineering Skills

Accounting and Financial

- Accounting and Bookkeeping Principles
- Accounting – Payroll
- Accounting – Accounts Receivable
- Accounting – Accounts Payable
- Bank Teller Skills
- Debt Collection
- Intuit QuickBooks Enterprise Solutions (2012)
- Intuit Quickbooks Pro
(2004, 2006, 2008, 2010, 2011)
- MS Dynamics AX 2009 – Financials
- MS Dynamics GP 2010 – Financials
- MYOB AccountRight Plus 19
- NetSuite 12.1 - Financials
- Peachtree Complete Accounting
(2003, 2005, 2009)

INFORMATION TECHNOLOGY

Application and Web Development

- Active Server Pages.NET,
(2.0, 3.0, 3.5)
- Active X
- Adobe ColdFusion 8, 9
- Adobe Dreamweaver CS3
- Adobe Flash CS3 Prof – Mac
- Adobe Flash CS3 Prof – Win
- Adobe Flash CS5 Prof – Win
- Adobe Flex 4.0
- Ajax Frameworks
- Ajax Programming
- Allaire ColdFusion 4.5
- Android 4.0 Programming
- Borland Delphi
- C
- C#
- C#4.0
- C++
- Cascading Style Sheets 2.1, 3.0
- CGI
- CoBOL
- CORBA
- Extended JavaScript 3.0
- HP WinRunner 9.2
- HTML 4.01, 5.0
- IBM CICS
- Java 2 Enterprise Edition 1.4
- Java Enterprise Edition 5, 6
- Java 2 Standard Edition 1.5
- Java Frameworks Hibernate 4
- Java Frameworks Struts 2
- Java Frameworks Spring 2.5
- Java GUI
- Java Standard Edition 7
- Java Technologies: Hibernate, Spring and Struts
- Javascript (1.4, 1.8.5)
- JQuery 1.6.2
- Macromedia Authorware
- Macromedia Dreamweaver 4, 8
- Macromedia Flash 4
- Macromedia Flash Professional 8
- MS Dynamics CRM 2011 Development



Standard Skills Test List

- MS.NET Framework (1.1, 2.0, 3.5, 4.0)
- MS FrontPage 2000
- MS Sharepoint 2007
- MS Sharepoint 2010 - Development
- MS Sharepoint Server 2010 for General Use
- MS Visual Basic (2005, 2010)
- MS Visual Basic 6
- MS Visual C++
- MS Visual C++ 2010 Professional
- MS Visual Interdev
- MS Visual Source Safe
- MS Visual Studio 2005
- MS Visual Studio Professional (2008, 2010)
- Objective C Programming
- OOP Concepts
- Perl 1.0
- Perl 5 Version 14
- PHP 5
- Python 2.6
- Quality Assurance
- RubyOnRails 2.1
- Salesforce Summer '12 Administration
- Salesforce Spring '12 Development
- Search Engine Optimisation Fundamentals
- 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
- Wordpress 3.4.2
- XHTML 1.0
- XML

Databases and Business Intelligence

- Crystal Reports 2008
- IBM DB2
- MS Office Access
(2000, 2003, 2007, 2010, XP)
- MS Office Access SQL 2003
- MS SQL Server 2000 – Administration
- MS SQL Server 2005
- MS SQL Server 2008 Programming
- MS SQL Server 7

- MS Visual FoxPro (6, 9)
- MySQL 4, 5.5
- Oracle 10g Administration
- Oracle Administration
- Oracle Developer
- Oracle SQL Developer Data Modeller 3.0
- Oracle PL/SQL
- Relational Databases
- Seagate Crystal Reports 8.5

Desktop Publishing Software

- Adobe Acrobat 9.0
- Adobe Acrobat Pro 10
- Adobe Fireworks CS3- Windows
- Adobe FrameMaker 8
- Adobe Illustrator 4.0
- Adobe Illustrator CS2 - Windows
- Adobe Illustrator CS3
- Adobe Illustrator CS5 - Windows
- Adobe InDesign CS2 - Windows
- Adobe InDesign CS3 - Windows
- Adobe PageMaker 4.0
- Adobe PageMaker 7.0 - Windows
- Adobe Photoshop 5.5 (Mac, Win)
- Adobe Photoshop CS2 - Windows
- Adobe Photoshop CS3 (Mac, Win)
- Adobe Photoshop CS5 Ext - Windows
- Corel Wordperfect 8.0
- QuarkXpress 4.0 (Mac, Win)

Enterprise Resource Planning

- SAP R3 Basis

Hardware and Networking

- LAN Switching & Wireless Fundamentals
- MS Exchange Server (2000, 2003, 2010)
- Networking Essentials
- OS-MVS – Job Control Language
- PC Hardware
- Routing Fundamentals
- TCP/IP
- VMware

Lotus

- Lotus Notes Administration
- Lotus Notes for Users
- Lotus Notes 8.5

Standard Skills Test List

Operating Systems & Internet Browsers

- Firefox 4
- Google Chrome 10
- Linux
- Macintosh OS x 10.6 for General Use
- MS Windows 2000 Professional
- MS Windows 2000 Server
- MS Windows 7
- MS Windows 98
- MS Windows NT 4 Administration
- MS Windows Server 2003, 2008
- MS Windows XP Basic Features
- MS Windows XP for General Use
- Solaris
- System Administration for Windows & Mac OS
- Unix Administration
- Google Chrome 10
- Mac OS x 10.6 for General Use
- MS Windows 2000 Professional
- MS Windows 2000 Server
- Oracle Solaris 11 Express Administration
- Sun Solaris System Administration
- Unix Administration
- Windows 8
- Windows Internet Explorer 8
- Windows Vista