

Standard Skills Test List

Below is a summary list of the standard skills tests that are available as at 1st January, 2016. 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
- Attitudes (Empathy)
- Training Skills
- Numerical Proofreading
- Following Directions
- Multitasking Simulation
- Assembly Skills

Language and Communication

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

Management

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

Primary Work Skills

- Basic Math
- Basic Computer Knowledge for Windows
- IT Industry Acronyms
- Quantitative Analysis
- Digital Literacy Simulation

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 2010 - Word Simulation
- MS Office 2010 - Excel Simulation
- MS Office 2010 - Outlook Simulation
- MS Office 2010 - PowerPoint Simulation

Microsoft Office Software

- MS Office – Excel
(2000, 2003, 2000, 2010, XP, 2013)
- MS Office – Powerpoint
(2000, 2003, 2007, 2010, XP, 2013)
- MS Office – Outlook
(2000, 2003, 2007, 2010, XP, 2013)
- MS Office – Word
(2000, 2003, 2007, 2010, XP, 2013)
- MS Office Excel Functions (2003, 2010)
- 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
- Retail Maths
- Sales Clerk Skills
- Warehouse Pick and Pack Skills
- Warehousing Skills
- Web Merchant Skills

NEW TESTS

Recently Added

- MS Office Project Professional 2013®
- MS SQL Server 2012® – Database Administration
- MS Windows 10® for General Use
- AngularJS 1.4.5
- Python 3.5.0



Standard Skills Test List



Sales & Marketing

- Marketing Concepts
- Sales Concepts
- Salesforce CRM Spring '12 for General Use
- 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
- Child Care
- Certified Nursing Assistant

Engineering, Industrial and Design

- Basic Electronics
- Civil Engineering Skills
- Basic Industrial Maths
- Telecommunications
- AutoCAD 2010 for General Use
- Mechanical Engineering Skills
- Electrical Engineering Skills
- Units and Conversions Skills
- Forklift Skills
- Mechanical Aptitude
- Reading Rulers – English and Metric Units
- HVAC Skills
- CNC 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, 2014)
- Intuit Quickbooks Pro (2004, 2006, 2008, 2010)
- Intuit Quickbooks Pro Plus 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, CS6)
- Adobe Flash CS3 Prof – Mac
- Adobe Flash (CS3, CS5, CS6) Prof – Win
- Adobe Flex 4.0
- Ajax Frameworks & 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
- Drupal 7.18
- Extended JavaScript 3.0
- HP WinRunner 9.2
- HTML (4.01, 5.0)
- IBM CICS
- IBM FileNet P8 Version 5.1 - Development
- IBM FileNet P8 Version 5.1 - Administration
- 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, Spring 2.5
- Java GUI
- Java Standard Edition 7
- Java Technologies: Hibernate, Spring and Struts



Standard Skills Test List

- Javascript (1.4, 1.8.5)
- Joomla 2.5
- JQuery 1.6.2
- Macromedia Authorware
- Macromedia Dreamweaver (4, 8)
- Macromedia Flash 4, Flash Professional 8
- MS Dynamics CRM 2011 Development
- MS .NET Framework (1.1, 2.0, 3.5, 4.0)
- MS FrontPage 2000
- MS Office Project Professional 2013®
- MS Sharepoint – Development (2007, 2010)
- MS Sharepoint Server 2010 for General Use
- MS SharePoint 2013® – Administration
- MS SharePoint 2013® – Development
- MS Visual Basic (2005, 2010)
- MS Visual Basic 6
- 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
- Programming Design Patterns
- 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, 2013)
- MS Office 2003 Access SQL
- MS SQL Server 2000 & 2012 – Administration
- MS SQL Server 2012® – Database Administration
- MS Visual FoxPro (6, 9)
- MS SQL Server 2005
- MS SQL Server 2008 Programming
- MS SQL Server 7
- MySQL (4, 5.5)
- Oracle Administration, 10g
- Oracle Developer
- Oracle SQL Developer Data Modeler 3.0
- Oracle PL/SQL, Oracle PL/SQL 11
- Relational Databases
- Informatica PowerCenter 9 – Development
- Seagate Crystal Reports 8.5

Desktop Publishing Software

- Adobe Acrobat (9.0, 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 CS6 – 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
- Adobe Photoshop CS6 – Windows
- Corel Wordperfect 8.0
- QuarkXpress 4.0 (Mac, Win)

Enterprise Resource Planning

- SAP R3 Basis



Standard Skills Test List

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
- MS System Center Operations Manager 2012
- MS System Center Configuration Manager 2012

Lotus

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

Operating Systems & Internet Browsers

- Firefox 4
- Google Chrome 10
- Linux
- Macintosh OS x (10.6, 10.8) for General Use
- MS Windows 2000 Professional, 2000 Server
- MS Windows (7, 98)
- MS Windows NT 4 Administration
- MS Windows Server (2003, 2008)
- MS Windows XP Basic Features
- MS Windows XP for General Use
- Solaris
- Sun Solaris System Administration
- System Administration for Windows & Mac OS
- Unix Administration
- Oracle Solaris 11 Express Administration
- Windows 8
- MS Windows Server 2012 R2 Standard
- Windows Internet Explorer 8
- Windows Vista
- Google Apps for General Use