



## Office / Professional Titles

ACT! 2000 for Users	Filing by Name	PeopleSoft HRMS
Advanced Spelling	Following Verbal Instructions [audio]	Practice Typing Test - General [1 Minute Hardcopy]
Analytical Skills <b>NEW VERSION!</b>	Following Written Instructions	Practice Typing Test - General [1 Minute Onscreen]
Basic Arithmetic	French Canadian Basic Office Skills [No Math]	Proofreader's Marks
Basic Computer Terminology	French Canadian Basic Office Skills [No Verbal]	Project Management for IT Professionals
Basic Numeric Conversion	French Canadian Basic Office Skills	Project Management Fundamentals
Basic Office Skills	French Canadian Basic Reading Comprehension	Punctuation
Basic Office Skills [No Math]	French Canadian Office Grammar and Spelling	Reading Comprehension
Basic Office Skills [No Verbal]	French Typing - General [1 Minute Hardcopy]	Recruiting Fundamentals
Basic Reading Comprehension	French Typing - General [1 Minute Onscreen]	Retention
Basic Spelling	French-English Bilingual	Sales Concepts
Bookkeeping	German Typing - General [1 Minute Hardcopy]	SAS 9 - Data Analyst
Business Etiquette	German Typing - General [1 Minute Onscreen]	Shorthand
Business Systems Analyst	German-English Bilingual	Software Quality Assurance
Business Writing	Human Resources Basics	Software Testing
Clerical Proofreading	Human Resources Benefits Knowledge	Spanish Basic Office Skills
Coding	Internet Basics	Spanish Basic Office Skills [No Math]
Counting	Internet Research Skills	Spanish Basic Office Skills [No Verbal]
Comparison Skills	Interviewing & Hiring Concepts	Spanish Basic Reading Comprehension
Computer Literacy	Italian Typing - General [1 Minute Hardcopy]	Spanish Office Grammar and Spelling
Corrective Proofreading - Independent Films	Italian Typing - General [1 Minute Onscreen]	Spanish Typing - General [1 Minute Hardcopy]
Corrective Proofreading - Reply Letter	Italian-English Bilingual	Spanish Typing - General [1 Minute Onscreen]
Corrective Proofreading - Restaurant Review	Listening Skills [audio]	Spanish-English Bilingual
Customer Service Mindset Survey	Macintosh Basics OS 9	Technical Terminology
Data Entry 10 Key [Hardcopy]	Mailroom Management Skills	Typing - General [1 Minute Hardcopy]
Data Entry 10 Key [Onscreen]	Marketing Fundamentals	Typing - General [1 Minute Onscreen]
Data Entry 10 Key Quick Test [Hardcopy]	Matching - Alphanumeric	Typing - General [3 Minute Hardcopy]
Data Entry 10 Key Quick Test [Onscreen]	Matching - Digit Numeric	Typing - General [3 Minute Onscreen]
Data Entry 10 Key With Decimals [Hardcopy]	Matching - Images	Typing - General [3 Minute Onscreen]
Data Entry 10 Key With Decimals [Onscreen]	Matching - Numeric	Typing - General [5 Minute Onscreen]
Data Entry Alpha Numeric [Hardcopy]	Math Word Problems	U.K. Basic Computer Terminology <b>NEW!</b>
Data Entry Alpha Numeric [Onscreen]	Numeric Filing	U.K. English as a Second Language <b>NEW!</b>
Data Entry Check Number Database [Hardcopy]	Numeric Proofreading	U.K. Office Grammar and Spelling <b>NEW!</b>
Data Entry Check Number Database [Onscreen]	Office Abbreviations	UK Typing - General [1 Minute Hardcopy]
Data Entry Inventory Database [Hardcopy]	Office Filing Skills	UK Typing - General [1 Minute Onscreen]
Data Entry Inventory Database [Onscreen]	Office Grammar & Spelling <b>NEW VERSION!</b>	Vocabulary
Email Etiquette	Office Management Skills	Vocabulary - Homonym Usage
English as a Second Language	Office Math Skills	
	Payroll	

## 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 Receivable	Partnership Tax Accounting
Accounting Terminology - Basic	Canadian Payroll	Payroll Clerk
Accounts Payable	Corporate Tax Accounting	Payroll Management
Accounts Receivable	Cost Accounting	Peachtree Accounting 2003
ACCPAC Pro Series	Fixed Assets	QuickBooks Pro 2000
ADP - Payroll	General Accounting	QuickBooks Pro 2005
Advanced Accounting	General Ledger Knowledge	QuickBooks Pro 2006
Bookkeeping - Professional	Individual Income Tax	Quicken 2003
Business Income Tax	JD Edwards	Simply Accounting 2006
Canadian Accounts Payable	MAS 90 - Bookkeeping	

## Call Center Titles

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

## Financial Titles

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

## Healthcare Titles

Bloodborne Pathogens - Infection Control	Medical Records Legal Issues	Nursing Assistant
Dental Assistant	Medical Spelling	Occupational Therapy
Dosage Calculations	Medical Terminal Digit Filing	Pharmaceutical Terminology
General Pharmaceutical Knowledge	Medical Terminology - Abbreviations	Phlebotomy
Healthcare Benefits Knowledge	Medical Terminology - Cardiovascular System	Physical Therapy
Healthcare Industry Terminology	Medical Terminology - Dental	Physician Assistant
HIPAA Administration	Medical Terminology - ER	Practice Typing Test - Medical [1 Minute Hardcopy]
HIPAA - Clinical Staff	Medical Terminology - Gastrointestinal	Practice Typing Test - Medical [1 Minute Onscreen]
JCAHO	Medical Terminology - General <b>NEW VERSION!</b>	Radiologic Technologist
LPN/LVN	Medical Terminology - Integumentary System	Registered Nurse (RN)
Medical Assistant - Advanced	Medical Terminology - Musculoskeletal	Respiratory Therapy
Medical Assistant - Basic	Medical Terminology - Nervous System	Spanish Medical Terminology - General
Medical Billing - Hospital (UB-92)	Medical Terminology - Oncology	Typing - Medical [1 Minute Hardcopy]
Medical Billing Knowledge	Medical Terminology - Ophthalmology	Typing - Medical [1 Minute Onscreen]
Medical Claims Processing	Medical Terminology - Pediatrics	Typing - Medical [3 Minute Hardcopy]
Medical Collections	Medical Terminology - Pharmacology	Typing - Medical [3 Minute Onscreen]
Medical Office Personnel Skills	Medical Terminology - Psychiatry	Typing - Medical [5 Minute Hardcopy]
Medical Receptionists	Medical Terminology - Reproduction	Typing - Medical [5 Minute Onscreen]
Medical Records Coding (CPT - 5)	Medical Terminology - Respiratory	
Medical Records Coding (ICD -9)	Nurse Practitioner	

## Industrial Titles

Assembly & Matching	Finish Carpentry	Product Packaging Skills
AutoCAD 11	Flooring Skills	Quality Assurance Inspection
AutoCAD 14	Food Production	Resistor Color Code
AutoCAD 2000	Forklift Operation	Rough Carpentry
AutoCAD 2004	General Maintenance	Safety in the Workplace
Basic Arithmetic	Hazardous Material Handling	Shipping and Receiving Clerk Skills
AutoCAD 2006	Home Inspection Skills	Shop Math
Basic CNC	HVAC	Soldering
Basic Electronics	Lathe Operator	SolidWorks 2006
Basic Industrial Math	Manufacturing Basics	Spanish Basic Industrial Math
Basic Industrial Skills	Matching - Alphanumeric	Spanish Basic Industrial Skills
Basic Injection Molding Skills	Matching - Digit Numeric	Spanish Basic Warehouse Knowledge
Basic Ruler Reading	Matching - Images	Spanish Counting
Basic Warehousing Knowledge	Matching - Numeric	Spanish Entry Level Industrial Skills
Blueprint Reading	Math & Reasoning Skills	Spanish Forklift Operation
Class "A" Automotive Mechanics	Mechanical Engineering - Machine & Tool Design	Spanish Math & Reasoning Skills
Class "B" Automotive Mechanics	Mechanical Engineering - Thermodynamics Fundamentals	Spanish Mechanical Reasoning
Class "C" Automotive Mechanics	Mechanical Reasoning	Spanish Safety in the Workplace
Color Identification	Metalworking Skills	Spanish Shipping and Receiving Clerk Skills
Counting	Metric Ruler Reading	Tools & Fasteners
Electrical Engineering - Electronics & Communication	Micrometer & Calipers	Unit Conversion
Electrical Engineering - Power & Control	OSHA	Weights and Measures [Standard and Metric]
Electricians	Plastic Fabrication Skills	Welding
Electronic Schematics	Plumbing Quality	Wholesale Distribution Knowledge
English Ruler Reading	Press Break Operator	Workplace Hazardous Materials Information System (WHMIS)
Entry Level Industrial Skills		

## Legal Titles

Basic Litigation Knowledge  
 Concordance  
 Corel WordPerfect 9.0 - Normal User  
 Corel WordPerfect 9.0 - Power User  
 Corel WordPerfect 9.0 - Whole Test  
 Court Reporting  
 EEOC Compliance  
 Legal Abbreviations  
 Legal Assistant  
 Legal Filing Skills  
 Legal Spelling

Legal Staff Skills  
 Legal Vocabulary  
 Microsoft Word 2000 - Normal User  
 Microsoft Word 2000 - Power User  
 Microsoft Word 2000 - Whole Test  
 Paralegal Skills  
 Practice Typing Test - Legal [1 Minute Hardcopy]  
 Practice Typing Test - Legal [1 Minute Onscreen]  
 Sexual Harassment  
 Summation Blaze 5.0  
 Typing - Legal [1 Minute Hardcopy]

Typing - Legal [1 Minute Onscreen]  
 Typing - Legal [3 Minute Hardcopy]  
 Typing - Legal [3 Minute Onscreen]  
 Typing - Legal [5 Minute Hardcopy]  
 Typing - Legal [5 Minute Onscreen]

## Technical Titles

.NET Framework  
 .NET Framework 2.0  
 .NET Programming - ASP  
 .NET Programming - C#  
 .NET Programming - C++  
 .NET Programming - JavaScript  
 .NET Programming - Visual Basic  
 .NET Programming - Visual J#  
 A+  
 ABAP/4 for SAP  
 Access Basic 2.0  
 ACT! 2000 for Administrators  
 ACT! 2000 for Developers  
 Active Directory  
 Active Server Pages  
 ActiveX  
 ADABAS DBA  
 Adabas Natural  
 ADABAS Programming  
 AION Programming  
 ANSI SQL  
 Apache Web Server  
 AppleTalk  
 AppleTalk Networks  
 AS/400 Operations  
 Assembler  
 Assembler for IBM Mainframes  
 Basic Wireless Communications  
 Borland C++ Builder  
 BroadVision  
 BusinessObjects 5 - Designer  
 C Programming  
 C++ Programming  
 CGI Concepts  
 CICS/COBOL  
 Cisco Networking  
 Cisco Router  
 Citrix for Client Server Applications  
 Citrix MetaFrame  
 Citrix WinFrame  
 Client/Server Fundamentals  
 Clipper  
 COBOL NEW VERSION!  
 COBOL 400  
 COBOL for Year 2000 Programmers  
 COBOL II  
 Cognos Impromptu Knowledge  
 Cognos PowerPlay  
 Cold Fusion 4  
 Cold Fusion MX 6.1  
 Cold Fusion Scripting & Development  
 COM/DCOM Development in Delphi  
 COM/DCOM Development in Visual Basic  
 Computer Technician Skills  
 COOL: Gen  
 CORBA

Crystal Reports 11  
 Crystal Reports 7.0  
 Crystal Reports 8.0  
 Crystal Reports 8.5 for Developers  
 Data Communications Concepts  
 Data Modeling Concepts  
 Data Warehousing Concepts  
 DB2 5.x DBA  
 DB2 Developer  
 DB2 v.8 Mainframe DBA  
 DB2 v.8 UBD DBA  
 dBase III Plus  
 Delphi 3  
 Delphi 5  
 DHTML  
 DOS 6.x  
 Dreamweaver  
 E-Commerce Concepts: Architecture and Design  
 E-Commerce Concepts: Deployment  
 EDI (Electronic Data Interchange)  
 Enterprise JavaBeans (EJB)  
 Ethernet Networking  
 FORTRAN 77/90  
 GroupWise 5.x  
 Gupta/Centura  
 Hardware Troubleshooting  
 HTML 2.0/3.0  
 HTML 4.0  
 HTML Developers  
 HTML Webmaster  
 IBM AIX 5.1 Administrator  
 IMS  
 iNet+  
 Informix  
 Internet Security  
 J2EE  
 J2SE  
 Java 1.1  
 Java 2  
 Java Applets Development  
 Java Beans Development  
 Java Enterprise Development  
 Java Entry Level  
 Java Server Pages  
 Java Servlets  
 Java Swing  
 JavaScript  
 JCL  
 LAN Hardware  
 Linux Administration  
 LoadRunner  
 Logical Reasoning - Deduction  
 Logical Reasoning - Mathematical **NEW!**  
 Lotus Domino 6 for Developers  
 Lotus Notes 4.0 for Developers

Lotus Notes 4.5 for Developers  
 Lotus Notes 5.0 for Developers  
 Lotus Notes Administration  
 Macintosh Technician OS 9  
 Macintosh Technician OS X  
 Macromedia Flash 5  
 Macromedia Flash MX 2004  
 Microsoft Access 2000 for Developers  
 Microsoft Access 2002 for Developers  
 Microsoft Access 2003 for Developers  
 Microsoft Exchange Server 2000 Administration  
 Microsoft Exchange Server 2003 Administration  
 Microsoft Exchange Server 5.5  
 Microsoft Foundation Class  
 Microsoft Internet Information Server (IIS) 4.0  
 Microsoft Office 2000 Help Desk  
 Microsoft Office 2003 Help Desk  
 Microsoft Office 4.2 Help Desk  
 Microsoft Office 95 Help Desk  
 Microsoft Office 97 Help Desk  
 Microsoft Office XP Help Desk  
 Microsoft Site Server 3.0  
 Microsoft Transaction Server  
 Microsoft Visio 2002  
 Microsoft Windows 2000 Data Center Administration  
 Microsoft Windows 2000 Professional Installation  
 Microsoft Windows 2000 Server Administration  
 Microsoft Windows 2000 Server Installation  
 Microsoft Windows 2000 Server Installation Procedures  
 Microsoft Windows 2003 Server Administration  
 Microsoft Windows 2003 Server Installation Procedures  
 Microsoft Windows 2000 Technical Skills

...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 2000 Troubleshooting
- Microsoft Windows 3.1 Troubleshooting
- Microsoft Windows 95 Technical Skills
- Microsoft Windows 95 Troubleshooting
- Microsoft Windows 98 Technical Skills
- Microsoft Windows 98 Troubleshooting
- Microsoft Windows NT 4.0 Server Administration
- Microsoft Windows NT 4.0 Server Installation
- Microsoft Windows NT 4.0 Troubleshooting
- Microsoft Windows NT 4.0 Workstation Installation
- Microsoft Windows Programming
- Microsoft Windows XP Technical Skills
- Microsoft Windows XP Troubleshooting
- MVS
- Netscape Webserver
- Network Administration
- Network Security
- Novell Directory Services (NDS)
- Novell NetWare 3.12
- Novell NetWare 4.x
- Novell NetWare 5.x
- Object Oriented Programming (OOP)
- Object PAL 5.0
- Oracle 10g DBA
- OLAP Concepts
- Oracle 10g for Developers
- Oracle 7.3 DBA
- Oracle 7.3 Developer
- Oracle 8 DBA
- Oracle 8 Developer
- Oracle 8.i
- Oracle 9i DBA
- Oracle 9i for Developers
- Oracle Applications DBA
- Oracle Designer 2000
- Oracle Developer 2000
- Oracle Financials 11
- OS/2 for Administrators
- OS/2 for Users
- Paradox Application Language 4.0
- Pascal
- PC Skills
- PeopleSoft
- PeopleSoft 7 DBA
- PeopleSoft 7 Developer
- PeopleSoft 8 DBA
- PeopleSoft 8 Developer
- Perl 5
- PHP
- PHP 4
- PHP 5
- PHP Scripting
- PL/SQL
- PowerBuilder 4.0
- PowerBuilder 5.0
- PowerBuilder 6.0
- PowerBuilder 8.0
- PowerBuilder 10
- Pro/ENGINEER
- Project Management for IT Professionals
- Rational Rose
- Relational Database Design (RDBMS)
- RPG III
- RPG IV (RPG LE)
- SAP Database
- SAS 6 - IT Professional
- SAS 8.2
- SCO Unix for Administrators
- SCO Unix for Users
- Siebel 7
- Smalltalk
- Solaris Administrator
- SPSS
- SQA Robot
- SQL Entry Level
- SQL for Client-Server Applications
- SQL for Desktop Applications
- SQL Server 2000 DBA
- SQL Server 2000 for Developers
- SQL Server 2005 for Developers
- SQL Server 6.5
- SQL Server 6.5 Developer
- SQL Server 7.0 DBA
- SQL Server 7.0 Developer
- Sybase 11
- Sybase 12
- Sybase DBA
- Sybase Developer
- Systems Management Server 2 (SMS)
- TCP/IP
- Technical Support - IT/Network
- Technical Support Processes
- Telecommunications
- TestDirector 8
- Transact SQL **NEW VERSION!**
- UML
- UNIX Administrator
- UNIX Programming
- UNIX Users
- VBScript
- Visual Basic 4.0
- Visual Basic 5.0
- Visual Basic 6.0
- Visual Basic 6.0 for Applications (VBA)
- Visual C++ 4.0
- Visual C++ 6.0
- Visual FoxPro 3.0
- Visual FoxPro 6.0
- Visual FoxPro 8.0
- Visual InterDev 6.0
- Visual J++ 1.1
- Visual J++ 6
- VSE/DOS
- WAN Architecture
- Web Commerce Security
- Web Design Mastery
- WebLogic Portal 7.0
- WebLogic Server 7.0
- WebSphere 4.0
- WebSphere MQ V5
- WinRunner 6.02
- WinRunner 7.6
- XML
- X-Window Systems

**Free Code Samples**

- Code Sample - ASP - File Operations
- Code Sample - ASP.NET - Date/Time Operations
- Code Sample - C Sharp - Date/Time Operations
- Code Sample - C Sharp - File Operations
- Code Sample - Java - Date/Time Operations
- Code Sample - Java - File Operations
- Code Sample - Java Script - Date/Time Operations
- Code Sample - Java Script - File Operations
- Code Sample - VB Script - Date/Time Operations
- Code Sample - VB.NET - Date/Time Operations
- Code Sample - Visual Basic - Date/Time Operations
- Code Sample - Visual Basic - File Operations