

January 2016 Product Guide

- 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
- U.K. Microsoft Word 2007 – Power User
- U.K. Microsoft Word 2007 – Whole Test
- U.K. Microsoft Word 2010 – Normal User
- U.K. Microsoft Word 2010 – Power User
- U.K. Microsoft Word 2010 – Whole Test
- U.K. Microsoft Word 2013 – Normal User
- U.K. Microsoft Word 2013 – Power User
- U.K. Microsoft Word 2013 – Whole Test

Free Learning Tools

Kenexa Prove It! provides Software simulation-based Learning Tools to all ProveIt.com clients, at no additional charge.

- Microsoft Access 2000 Tutorial
- Microsoft Access 2002 Tutorial
- Microsoft Access 2003 Tutorial
- Microsoft Access 2007 Tutorial
- Microsoft Access 2010 Tutorial
- Microsoft Access 2013 Tutorial
- Microsoft Excel 2000 Tutorial
- Microsoft Excel 2002 Tutorial
- Microsoft Excel 2003 Tutorial
- Microsoft Excel 2007 Tutorial
- Microsoft Excel 2010 Tutorial
- Microsoft Excel 2013 Tutorial
- Microsoft Internet Explorer 5.0 Tutorial
- Microsoft Internet Explorer 8.0 Tutorial
- Microsoft Internet Explorer 9.0 Tutorial
- Microsoft Internet Explorer 10 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 Outlook 2007 Tutorial
- Microsoft Outlook 2010 Tutorial
- Microsoft Outlook 2013 Tutorial
- Microsoft PowerPoint 2000 Tutorial
- Microsoft PowerPoint 2002 Tutorial
- Microsoft PowerPoint 2003 Tutorial
- Microsoft PowerPoint 2007 Tutorial
- Microsoft PowerPoint 2010 Tutorial
- Microsoft PowerPoint 2013 Tutorial
- Microsoft Windows 7 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
- Microsoft Word 2007 Tutorial
- Microsoft Word 2010 Tutorial
- Microsoft Word 2013 Tutorial
- Peachtree Accounting 2003 Tutorial
- QuickBooks Pro 2000 Tutorial

Office/Professional Titles

- Advanced Spelling
- Algebra
- Analytical Skills
- Arithmetic
- 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 Data Entry Alpha Numeric [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 Numeric Conversion
- Basic English – Images
- 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 Cash Handling
- Canadian Cash Handling [No Pennies]
- Canadian Data Entry Alpha Numeric [Hardcopy]
- Canadian Data Entry Alpha Numeric [Hardcopy – No French Characters]
- Canadian Data Entry Alpha Numeric [Onscreen]
- Canadian Data Entry Alpha Numeric [Onscreen – No French Characters]
- Canadian Human Resources Basics
- Canadian Office Grammar and Spelling
- Canadian Typing – General [5 Minutes Onscreen]
- Canadian Typing – General 2 [5 Minutes Onscreen]
- Canadian Typing – General 3 [5 Minutes Onscreen]
- Canadian Typing – General 4 [5 Minutes Onscreen]
- Cash Handling
- Clerical Proofreading
- Coding
- Comparison Skills
- Computer Literacy – Advanced
- Computer Literacy – Basic
- Corrective Proofreading – Independent Films
- Corrective Proofreading – Reply Letter
- Corrective Proofreading – Restaurant Review
- Counting
- 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 Analytical Skills
- French Canadian Basic Office Skills
- French Canadian Basic Office Skills [No Math]
- French Canadian Basic Office Skills [No Verbal]
- French Canadian Basic Reading Comprehension
- French Canadian Basic Spelling
- French Canadian Cash Handling
- French Canadian Cash Handling [No Pennies]
- French Canadian Coding
- French Canadian Data Entry 10 Key [Hardcopy]
- French Canadian Data Entry 10 Key [Onscreen]
- French Canadian Data Entry 10 Key Quick Test [Hardcopy]
- French Canadian Data Entry 10 Key Quick Test [Onscreen]
- French Canadian Data Entry 10 Key With Decimals [Hardcopy]
- French Canadian Data Entry 10 Key With Decimals [Onscreen]
- French Canadian Data Entry Alpha Numeric [Hardcopy]
- French Canadian Data Entry Alpha Numeric [Onscreen]
- French Canadian Data Entry Check Number Database [Hardcopy]
- French Canadian Data Entry Check Number Database [Onscreen]
- French Canadian Office Grammar and Spelling
- French Canadian Typing – General [5 Minutes Onscreen]
- French Canadian Typing – General 2 [5 Minutes Onscreen]
- French Canadian Typing – General 3 [5 Minutes Onscreen]
- French Canadian Typing – General 4 [5 Minutes Onscreen]

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- o French Canadian Writing Sample – Customer Service
- o French Canadian Writing Sample – Email
- o French Canadian Writing Sample – Thank You Letter
- o French Typing – General [1 Minute Hardcopy]
- o French Typing – General [1 Minute Onscreen]
- o French–English Bilingual
- o German Basic Office Skills
- o German Basic Office Skills [No Math]
- o German Basic Office Skills [No Verbal]
- o German Data Entry 10 Key [Hardcopy]
- o German Data Entry 10 Key [Onscreen]
- o German Data Entry 10 Key Quick Test [Hardcopy]
- o German Data Entry 10 Key Quick Test [Onscreen]
- o German Data Entry 10 Key With Decimals [Hardcopy]
- o German Data Entry 10 Key With Decimals [Onscreen]
- o German Data Entry Alpha Numeric [Hardcopy]
- o German Data Entry Alpha Numeric [Onscreen]
- o German Typing – General [1 Minute Hardcopy]
- o German Typing – General [1 Minute Onscreen]
- o German Typing – General [3 Minutes Hardcopy]
- o German Typing – General [3 Minutes Onscreen]
- o German–English Bilingual
- o Haitian Creole Basic Office Skills
- o Haitian Creole Basic Office Skills [No Math]
- o Haitian Creole Basic Office Skills [No Verbal]
- o Haitian Creole-English Bilingual
- o Haitian Creole Typing – General [1 Minute Hardcopy]
- o Haitian Creole Typing – General [1 Minute Onscreen]
- o Healthcare Benefits Knowledge
- o Human Resources Basics
- o Human Resources Benefits Knowledge
- o Internet Basics
- o Internet Research Skills
- o Interviewing and Hiring Concepts
- o Italian Typing – General [1 Minute Hardcopy]
- o Italian Typing – General [1 Minute Onscreen]
- o Italian–English Bilingual
- o Listening Skills [audio]
- o Mailroom Management Skills
- o Marketing Fundamentals
- o Matching – Alphanumeric
- o Matching – Digit Numeric
- o Matching – Images
- o Matching – Numeric
- o Matching – Passages **NEW!**
- o Math Word Problems
- o Numeric Filing
- o Numeric Proofreading
- o Office Abbreviations
- o Office Filing Skills
- o Office Grammar and Spelling
- o Office Management Skills
- o Office Math Skills
- o Office Reasoning Sample - People Management
- o Office Reasoning Sample - Problem Solving
- o Office Reasoning Sample - Project Event Planning
- o Office Reasoning Sample - Project Time Management
- o Office Telephone Etiquette
- o Payroll
- o PeopleSoft HRMS
- o Portuguese Basic Office Skills
- o Portuguese Basic Office Skills [No Math]
- o Portuguese Basic Office Skills [No Verbal]
- o Portuguese Basic Reading Comprehension
- o Portuguese Data Entry 10 Key [Hardcopy]
- o Portuguese Data Entry 10 Key [Onscreen]
- o Portuguese Data Entry 10 Key Quick Test [Hardcopy]
- o Portuguese Data Entry 10 Key Quick Test [Onscreen]
- o Portuguese Data Entry Alpha Numeric [Hardcopy]
- o Portuguese Data Entry Alpha Numeric [Onscreen]
- o Portuguese-English Bilingual
- o Portuguese Office Grammar and Spelling
- o Portuguese Typing – General [1 Minute Hardcopy]
- o Portuguese Typing – General [1 Minute Onscreen]
- o Portuguese Typing – General [3 Minutes Hardcopy]
- o Portuguese Typing – General [3 Minutes Onscreen]
- o Portuguese Typing – General [5 Minutes Hardcopy]
- o Portuguese Typing – General [5 Minutes Onscreen]
- o Portuguese Writing Sample – Customer Service
- o Portuguese Writing Sample – Email
- o Portuguese Writing Sample – Thank You Letter
- o Practice Canadian Typing – General [3 Minute Onscreen]
- o Practice Canadian Typing – General [5 Minute Onscreen]
- o Practice French Canadian Typing – General [3 Minutes Onscreen]
- o Practice French Canadian Typing – General [5 Minute Onscreen]
- o Practice Typing – General [1 Minute Hardcopy]
- o Practice Typing – General [1 Minute Onscreen]
- o Practice Typing – General [3 Minutes Hardcopy]
- o Practice Typing – General [3 Minutes Onscreen]
- o Practice Typing – General [5 Minutes Hardcopy]
- o Practice Typing – General [5 Minutes Onscreen]
- o Project Management for IT Professionals
- o Project Management Fundamentals
- o Proofreader Marks
- o Punctuation
- o Reading Comprehension
- o Recruiting Fundamentals
- o Retention
- o Sales Concepts
- o SAS 9 – Data Analyst
- o Shorthand
- o Software Quality Assurance
- o Software Testing
- o South African Alpha Numeric [Onscreen]
- o South African Human Resources Basics
- o Spanish Analytical Skills
- o Spanish Basic Office Skills
- o Spanish Basic Office Skills [No Math]
- o Spanish Basic Office Skills [No Verbal]
- o Spanish Basic Reading Comprehension
- o Spanish Matching – Images
- o Spanish Office Grammar and Spelling
- o Spanish Typing – General [1 Minute Hardcopy]
- o Spanish Typing – General [1 Minute Onscreen]
- o Spanish Typing – General [3 Minutes Hardcopy]
- o Spanish Typing – General [3 Minutes Onscreen]
- o Spanish Typing – General [5 Minutes Hardcopy]
- o Spanish Typing – General [5 Minutes Onscreen]
- o Spanish Writing Sample – Customer Service
- o Spanish Writing Sample – Email
- o Spanish–English Bilingual
- o Technical Terminology
- o Translation Sample – English to French
- o Translation Sample – English to Italian
- o Translation Sample – English to Portuguese
- o Translation Sample – English to Spanish
- o Translation Sample – French Canadian to English
- o Translation Sample – Italian to English
- o Translation Sample – Portuguese to English
- o Translation Sample – Spanish to English
- o Typing – General [1 Minute Hardcopy]
- o Typing – General [1 Minute Onscreen]
- o Typing – General [3 Minutes Hardcopy]
- o Typing – General [3 Minutes Onscreen]
- o Typing – General [5 Minutes Hardcopy]
- o Typing – General [5 Minutes Onscreen]
- o U.K. Advanced Spelling
- o U.K. Analytical Skills
- o U.K. Arithmetic
- o U.K. Audio Typing [5 Minutes]
- o U.K. Basic Arithmetic
- o U.K. Basic Computer Terminology
- o U.K. Basic Office Skills
- o U.K. Basic Office Skills [No Math]
- o U.K. Basic Office Skills [No Verbal]
- o U.K. Basic Reading Comprehension
- o U.K. Basic Spelling
- o U.K. Bookkeeping
- o U.K. Business Writing
- o U.K. Clerical Proofreading
- o U.K. Coding
- o U.K. Computer Literacy
- o U.K. Data Entry 10 Key [Hardcopy]
- o U.K. Data Entry 10 Key [Onscreen]
- o U.K. Data Entry 10 Key Quick Test [Hardcopy]
- o U.K. Data Entry 10 Key Quick Test [Onscreen]
- o U.K. Data Entry 10 Key With Decimals [Hardcopy]
- o U.K. Data Entry 10 Key With Decimals [Onscreen]
- o U.K. Data Entry Alpha Numeric [Hardcopy]
- o U.K. Data Entry Alpha Numeric [Onscreen]
- o U.K. English as a Second Language
- o U.K. Internet Basics
- o U.K. Lotus Notes 5.0 for Users
- o U.K. Matching – Alphanumeric
- o U.K. Matching – Digit Numeric
- o U.K. Matching – Images
- o U.K. Matching – Numeric
- o U.K. Maths Word Problems
- o U.K. Numeric Filing

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- o U.K. Numeric Proofreading
- o U.K. Office Grammar and Spelling
- o U.K. Office Maths Skills
- o U.K. Payroll
- o U.K. Practice Typing – General [1 Minute Hardcopy]
- o U.K. Practice Typing – General [1 Minute Onscreen]
- o U.K. Practice Typing – General [3 Minutes Hardcopy]
- o U.K. Practice Typing – General [3 Minutes Onscreen]
- o U.K. Practice Typing – General [5 Minutes Hardcopy]
- o U.K. Practice Typing – General [5 Minutes Onscreen]
- o U.K. Sales Concepts
- o U.K. Shorthand
- o U.K. Towns Spelling
- o U.K. Typing – General [1 Minute Hardcopy]
- o U.K. Typing – General [1 Minute Onscreen]
- o U.K. Typing – General [3 Minutes Hardcopy]
- o U.K. Typing – General [3 Minutes Onscreen]
- o U.K. Typing – General [5 Minute Hardcopy]
- o U.K. Typing – General [5 Minute Onscreen]
- o U.K. Vocabulary
- o U.K. Vocabulary – Homophone Usage
- o U.K. Writing Sample - Advertising/Marketing
- o U.K. Writing Sample - Collection Letter
- o U.K. Writing Sample - Customer Service
- o U.K. Writing Sample – Email
- o U.K. Writing Sample - Market Research
- o U.K. Writing Sample – Persuasive
- o U.K. Writing Sample - Sales Correspondence
- o U.K. Writing Sample - Technical Writing
- o U.K. Writing Sample - Thank You Letter
- o U.S. Cities Spelling
- o U.S. State Spelling
- o Vocabulary
- o Vocabulary – Homonym Usage
- o World Cities/Countries Spelling
- o Writing Sample – Advertising/Marketing
- o Writing Sample – Collection Letter
- o Writing Sample – Customer Service
- o Writing Sample – Email
- o Writing Sample – Market Research
- o Writing Sample – Persuasive
- o Writing Sample – Sales Correspondence
- o Writing Sample – Social Media
- o Writing Sample – Technical [List Form]
- o Writing Sample – Technical [Paragraph Form]
- o Writing Sample – Thank You Letter

Accounting Titles

- o Accounting Terminology – Advanced
- o Accounting Terminology – Basic
- o Accounts Payable
- o Accounts Receivable
- o ACCPAC Pro Series
- o ADP – Payroll
- o Advanced Accounting
- o AUS–NZ Accounts Payable
- o AUS–NZ Accounts Receivable
- o AUS–NZ General Accounting
- o AUS–NZ MYOB Accounting Plus
- o Bookkeeping – Professional
- o Business Income Tax
- o Canadian Accounts Payable
- o Canadian Accounts Receivable
- o Canadian Advanced Accounting
- o Canadian Bookkeeping – Professional
- o Canadian General Accounting
- o Canadian Payroll
- o Corporate Tax Accounting
- o Cost Accounting
- o Fixed Assets
- o French Canadian Accounts Payable
- o French Canadian Accounts Receivable
- o French Canadian Advanced Accounting
- o French Canadian Bookkeeping – Professional
- o French Canadian General Accounting
- o French Canadian Payroll
- o General Accounting
- o General Ledger Knowledge
- o Individual Income Tax
- o JD Edwards
- o MAS 90 – Bookkeeping
- o MYOB Accounting Plus
- o Partnership Tax Accounting
- o Payroll Clerk
- o Payroll Management
- o Peachtree 2007
- o Peachtree Accounting 2003
- o QuickBooks Pro 2000
- o QuickBooks Pro 2005
- o QuickBooks Pro 2006
- o QuickBooks Pro 2008
- o QuickBooks Pro 2009
- o QuickBooks Pro 2010
- o QuickBooks Pro 2011
- o Quicken 2003 Basic
- o Quicken 2012
- o Quicken 2013
- o Sage Line 50
- o Sage MAS 90/200
- o Sage Peachtree Pro 2012
- o Simply Accounting 2006
- o Simply Accounting 2010
- o U.K. Accounts Payable
- o U.K. Accounts Receivable
- o U.K. Advanced Accounting
- o U.K. General Accounting
- o U.K. Payroll Management

Call Center Titles

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

Financial Titles

- o Auditing
- o AUS–NZ Advanced Accounting
- o AUS–NZ SAP for Users
- o Bank Teller Skills
- o Basic Bank Teller Skills
- o Budget Aide Skills
- o Budget Officer Skills
- o BusinessObjects 5 – Client
- o Casualty Insurance – Automobile
- o Commercial Banking Knowledge
- o Commercial Collections
- o Commercial Insurance Knowledge
- o Credit Analyst
- o Credit Management
- o Customer Service Mindset Survey

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- o Data Entry 10 Key [Hardcopy]
- o Data Entry 10 Key [Onscreen]
- o Data Entry 10 Key Quick Test [Hardcopy]
- o Data Entry 10 Key Quick Test [Onscreen]
- o Data Entry 10 Key With Decimals [Hardcopy]
- o Data Entry 10 Key With Decimals [Onscreen]
- o Data Entry Alpha Numeric [Hardcopy]
- o Data Entry Alpha Numeric [Onscreen]
- o Data Entry Check Number Database [Hardcopy]
- o Data Entry Check Number Database [Onscreen]
- o Data Entry Inventory Database [Hardcopy]
- o Data Entry Inventory Database [Onscreen]
- o Financial Analysis
- o Financial Management
- o Financial Math
- o Financial Spelling
- o Great Plains
- o International Financial Reporting Standards
- o Investment Management: US Equities and Equities Products
- o Loan Officer Skills
- o Loan Processing
- o Loan Underwriting Knowledge
- o Payroll
- o PeopleSoft Financials
- o Property Insurance
- o Property Management
- o Purchasing Fundamentals
- o Reconciliation
- o SAP for Users
- o South African Payroll
- o Title Insurance Knowledge
- o U.K. Financial Analysis
- o U.K. Financial Maths
- o U.K. Payroll
- o U.K. SAP for Users

Healthcare Titles

- o Age Appropriate Testing
- o AUS–NZ Medical Spelling
- o AUS–NZ Medical Terminology – General
- o AUS–NZ Typing – Medical [1 Minute Hardcopy]
- o AUS–NZ Typing – Medical [1 Minute Onscreen]
- o AUS–NZ Typing – Medical [3 Minutes Hardcopy]
- o AUS–NZ Typing – Medical [3 Minutes Onscreen]
- o AUS–NZ Typing – Medical [5 Minutes Hardcopy]
- o AUS–NZ Typing – Medical [5 Minutes Onscreen]
- o Bloodborne Pathogens – Infection Control
- o Canadian Medical Spelling
- o Cultural Diversity
- o Dental Assistant
- o Dental Hygienist
- o Dosage Calculation
- o French Canadian Medical Spelling
- o French Canadian Medical Terminology – General
- o General Pharmaceutical Knowledge
- o HBV – Infection Control/Vaccination
- o Healthcare Industry Terminology
- o HIPAA – Clinical Staff **NEW VERSION!**
- o HIPAA Administration
- o JCAHO
- o LPN/LVN
- o Medical Assistant – Advanced
- o Medical Assistant – Basic
- o Medical Billing (CMS–1500)
- o Medical Billing (UB–04)
- o Medical Billing Knowledge
- o Medical Claims Processing
- o Medical Collections
- o Medical Office Personnel Skills
- o Medical Receptionists
- o Medical Records Coding [CPT]
- o Medical Records Coding [ICD –9]
- o Medical Records Coding [ICD 10]
- o Medical Records Legal Issues
- o Medical Spelling
- o Medical Terminal Digit Filing
- o Medical Terminology – Abbreviations
- o Medical Terminology – Cardiovascular System
- o Medical Terminology – Dental
- o Medical Terminology – ER
- o Medical Terminology – Gastrointestinal
- o Medical Terminology – General
- o Medical Terminology – Integumentary System
- o Medical Terminology – Musculoskeletal
- o Medical Terminology – Nervous System
- o Medical Terminology – Oncology
- o Medical Terminology – Ophthalmology
- o Medical Terminology – Pediatrics
- o Medical Terminology – Pharmacology
- o Medical Terminology – Prefixes/Suffixes/Combining Forms
- o Medical Terminology – Psychiatry
- o Medical Terminology – Radiology
- o Medical Terminology – Reproduction
- o Medical Terminology – Respiratory
- o Medical Terminology – Root Words
- o Medisoft
- o Nurse Practitioner **NEW VERSION!**
- o Nursing – Critical Care
- o Nursing – ER
- o Nursing – OR
- o Nursing Assistant
- o Occupational Therapy
- o OSHA
- o Pharmaceutical Terminology
- o Phlebotomy
- o Physical Therapy
- o Physician Assistant
- o Practice Typing – Medical [1 Minute Hardcopy]
- o Practice Typing – Medical [1 Minute Onscreen]
- o Practice Typing – Medical [3 Minutes Hardcopy]
- o Practice Typing – Medical [3 Minutes Onscreen]
- o Practice Typing – Medical [5 Minutes Hardcopy]
- o Practice Typing – Medical [5 Minutes Onscreen]
- o Radiologic Technologist
- o Registered Nurse (RN)
- o Respiratory Therapy
- o Spanish Medical Terminology – General
- o Spanish OSHA
- o Surgical Technology
- o Typing – Medical [1 Minute Hardcopy]
- o Typing – Medical [1 Minute Onscreen]
- o Typing – Medical [3 Minutes Hardcopy]
- o Typing – Medical [3 Minutes Onscreen]
- o Typing – Medical [5 Minutes Hardcopy]
- o Typing – Medical [5 Minutes Onscreen]
- o U.K. Medical Spelling
- o U.K. Medical Terminology – General
- o U.K. Typing – Medical [1 Minute Hardcopy]
- o U.K. Typing – Medical [1 Minute Onscreen]
- o U.K. Typing – Medical [3 Minutes Hardcopy]
- o U.K. Typing – Medical [3 Minutes Onscreen]
- o U.K. Typing – Medical [5 Minutes Hardcopy]
- o U.K. Typing – Medical [5 Minutes Onscreen]

Industrial Titles

- o Arithmetic
- o Assembly and Matching
- o AUS–NZ Basic Arithmetic
- o AUS–NZ Basic Industrial Skills
- o AUS–NZ Entry Level Industrial Skills
- o AutoCAD 2004
- o AutoCAD 2006
- o AutoCAD 2007
- o AutoCAD 2009
- o AutoCAD 2010
- o AutoCAD 2013
- o Basic Arithmetic
- o Basic CNC
- o Basic Electronics
- o Basic Industrial Math
- o Basic Industrial Skills
- o Basic Injection Molding Skills
- o Basic Reading Comprehension – Light Industrial
- o Basic Ruler Reading
- o Basic Warehouse Knowledge
- o Blueprint Basics
- o Blueprint Reading
- o Canadian Pick/Pack
- o Class [A] Automotive Mechanics
- o Class [B] Automotive Mechanics
- o Class [C] Automotive Mechanics
- o Color Identification
- o Counting
- o Electrical Engineering: Electronics and Communications
- o Electrical Engineering: Power and Control
- o Electricians
- o Electronic Schematics
- o English Ruler Reading
- o Entry Level Industrial Skills
- o Finish Carpentry
- o Flooring Skills
- o Food Production
- o Forklift Operation
- o French Canadian Assembly and Matching
- o French Canadian Basic Industrial Math
- o French Canadian Basic Industrial Skills
- o French Canadian General Maintenance
- o French Canadian Pick/Pack
- o French Canadian Spatial Reasoning
- o French Canadian Workplace Hazardous Materials Information System (WHMIS)
- o General Maintenance
- o Hazardous Material Handling
- o Home Inspection Skills
- o HVAC
- o Lathe Operator
- o Manufacturing Basics
- o Map Reading Skills
- o Masonry
- o Matching – Addresses
- o Matching – Alphanumeric
- o Matching – Alphanumeric List
- o Matching – Digit Numeric

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- o Matching – Digit Numeric List
- o Matching – Images
- o Matching – Industrial Images
- o Matching – Numeric
- o Matching – Numeric List
- o Math and Reasoning Skills
- o Mechanical Engineering: Machine and Tool Design
- o Mechanical Engineering: Thermodynamics Fundamentals
- o Mechanical Reasoning
- o Metalworking Skills
- o Metric Ruler Reading
- o Micrometers and Calipers
- o Milling Machine
- o OSHA
- o Pick/Pack Ticket
- o Plastic Fabrication Skills
- o PLC Programming
- o Plumbing Quality
- o Press Brake Operation
- o Print Reading – Construction
- o Print Reading – Electrical
- o Print Reading – Manufacturing
- o Product Packaging Skills
- o Quality Assurance Inspection
- o Resistor Color Code
- o Revit Architecture 2013
- o Rough Carpentry
- o Safety in the Workplace
- o Shipping and Receiving Clerk Skills
- o Shop Math
- o Soldering
- o SolidWorks 2006
- o SolidWorks 2012
- o SolidWorks 2013
- o Spanish Arithmetic
- o Spanish Assembly and Matching
- o Spanish Basic Arithmetic
- o Spanish Basic Industrial Math
- o Spanish Basic Industrial Skills
- o Spanish Basic Warehouse Knowledge
- o Spanish Blueprint Basics
- o Spanish Counting
- o Spanish Entry Level Industrial Skills
- o Spanish Finish Carpentry
- o Spanish Forklift Operation
- o Spanish General Maintenance
- o Spanish Matching – Industrial Images
- o Spanish Math and Reasoning Skills
- o Spanish Mechanical Reasoning
- o Spanish Pick/Pack
- o Spanish Rough Carpentry
- o Spanish Safety in the Workplace
- o Spanish Shipping and Receiving Clerk Skills
- o Spanish Spatial Reasoning
- o Spatial Reasoning
- o Tools and Fasteners
- o U.K. Arithmetic
- o U.K. Basic Arithmetic
- o U.K. Basic Industrial Skills
- o U.K. Entry Level Industrial Skills
- o Unit Conversion
- o Warehouse Safety and Inventory Management
- o Weights and Measures [Standard and Metric]
- o Welding
- o Wholesale Distribution Knowledge
- o Woodworking
- o Workplace Hazardous Materials Information System (WHMIS)

Legal Titles

- o AUS–NZ Legal Assistant
- o AUS–NZ Legal Spelling
- o AUS–NZ Legal Vocabulary
- o Basic Litigation Knowledge
- o Canadian Legal Assistant
- o Canadian Legal Spelling
- o Canadian Legal Vocabulary
- o Canadian Paralegal Skills
- o Concordance
- o Court Reporting
- o EEOC Compliance
- o French Canadian Legal Spelling
- o French Canadian Legal Vocabulary
- o Legal Abbreviations
- o Legal Assistant
- o Legal Filing Skills
- o Legal MacPac 2000
- o Legal Spelling
- o Legal Staff Skills
- o Legal Vocabulary
- o Paralegal Skills
- o Patent Prosecution
- o Practice Typing – Legal [1 Minute Hardcopy]
- o Practice Typing – Legal [1 Minute Onscreen]
- o Practice Typing – Legal [3 Minutes Hardcopy]
- o Practice Typing – Legal [3 Minutes Onscreen]
- o Practice Typing – Legal [5 Minutes Hardcopy]
- o Practice Typing – Legal [5 Minutes Onscreen]
- o Sexual Harassment
- o Summation Blaze 5.21
- o Summation iBlaze 3.0
- o Typing – Legal [1 Minute Hardcopy]
- o Typing – Legal [3 Minutes Hardcopy]
- o Typing – Legal [3 Minutes Onscreen]
- o Typing – Legal [5 Minutes Hardcopy]
- o Typing – Legal [5 Minutes Onscreen]
- o U.K. Basic Litigation Knowledge
- o U.K. Legal Spelling
- o U.K. Legal Spelling Short
- o U.K. Legal Staff Skills
- o U.K. Legal Vocabulary
- o U.K. Paralegal Skills
- o U.K. Typing – Legal [1 Minute Hardcopy]
- o U.K. Typing – Legal [1 Minute Onscreen]
- o U.K. Typing – Legal [3 Minutes Onscreen]
- o U.K. Typing – Legal [3 Minutes Onscreen]
- o U.K. Typing – Legal [5 Minutes Onscreen]
- o U.K. Typing – Legal [5 Minutes Onscreen]

Technical Titles

- o .NET Framework 2.0
- o .NET Framework 3.0
- o .NET Framework 4.0
- o .NET Framework 4.5
- o .NET Programming – ASP 2.0
- o .NET Programming – ASP 3.5
- o .NET Programming – ASP 4.0
- o .NET Programming – ASP 4.5 **NEW!**
- o .NET Programming – ASP 5.0 **NEW!**
- o .NET Programming – C# 2.0
- o .NET Programming – C# 3.0
- o .NET Programming – C# 4.0
- o .NET Programming – C# 5.0 **NEW!**
- o ABAP/4 for SAP
- o ActionScript 3.0
- o Active Directory
- o Active Directory Domain Services
- o Active Server Pages
- o ADABAS DBA
- o Adabas Natural
- o ADABAS Programming
- o Adobe ColdFusion 10
- o Adobe ColdFusion 8
- o Adobe ColdFusion 9
- o Adobe Dreamweaver CS5
- o Agile Software Development
- o AION Programming
- o AJAX
- o ANSI SQL
- o Apache Web Server
- o AS/400 Operations
- o Assembler
- o Assembler for IBM Mainframes
- o AUS–NZ Lotus Notes 5.0 for Developers
- o Basic Wireless Communication
- o BizTalk Server 2006
- o BizTalk Server 2010
- o Borland C++ Builder
- o BroadVision
- o BusinessObjects 5 – Designer
- o BusinessObjects XI Release 2
- o C Programming
- o C++ Programming
- o Cascading Style Sheets
- o Cascading Style Sheets 2.1
- o Cascading Style Sheets 3.1
- o Cascading Style Sheets 4.0
- o CGI Concepts
- o CICS/COBOL
- o Cisco Networking
- o Cisco Router
- o Citrix for Client Server Applications
- o Citrix MetaFrame
- o Citrix WinFrame
- o Clipper
- o Cloud Computing Core Concepts
- o COBOL
- o COBOL 400
- o COBOL II
- o Code Sample – ASP – File Operations
- o Code Sample – ASP.NET – Date/Time Operations
- o Code Sample – C Sharp – Date/Time Operations
- o Code Sample – C Sharp – File Operations
- o Code Sample – Java – Date/Time Operations
- o Code Sample – Java – File Operations
- o Code Sample – JavaScript – Date/Time Operations
- o Code Sample – JavaScript – File Operations
- o Code Sample – VB Script – Date/Time Operations
- o Code Sample – VB.NET – Date/Time Operations
- o Code Sample – Visual Basic – Date/Time Operations
- o Code Sample – Visual Basic – File Operations
- o Cold Fusion 4
- o Cold Fusion MX 6.1
- o Cold Fusion Scripting and Development
- o ColdFusion MX 7
- o COM/DCOM Development in Delphi
- o COM/DCOM Development in Visual Basic
- o Computer Technician Skills
- o COOL: Gen
- o CORBA
- o Core Java
- o Crystal Reports 11.0

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- o Crystal Reports 14.1 **NEW!**
- o Crystal Reports 7.0
- o Crystal Reports 8.0
- o Crystal Reports 8.5 for Developers
- o Data Architecture
- o Data Communications Concepts
- o Data Mining Concepts
- o Data Modeling Concepts
- o Data Warehousing Concepts
- o DB2 5.x DBA
- o DB2 Developer
- o DB2 v.8 Mainframe DBA
- o DB2 v.8 UDB DBA
- o Delphi 3
- o Delphi 5
- o DHTML
- o Dreamweaver
- o Dreamweaver 8
- o E-Commerce Concepts: Deployment
- o EDI (Electronic Data Interchange)
- o Enterprise JavaBeans [EJB]
- o Enterprise JavaBeans 3 [EJB3]
- o Ethernet Networking
- o FORTRAN 77/90
- o GroupWise 5.x
- o Gupta Centura
- o HTML 2.0/3.0
- o HTML 4.0
- o HTML 5
- o HTML Webmaster
- o IBM AIX 5.1 Administrator
- o IMS
- o iNet+
- o Informatica
- o Informatica Cloud **NEW!**
- o Informix
- o Internet Security
- o J2EE
- o J2SE
- o Java EE 6
- o Java EE 7 **NEW!**
- o Java Enterprise Development
- o Java Entry Level
- o Java Hibernate 3.3
- o Java Hibernate 4.3
- o Java SE 6
- o Java SE 7
- o Java SE 7 Swing
- o Java SE 8 **NEW!**
- o Java Server Faces (JSF) 2.0
- o Java Server Pages
- o Java Servlets
- o Java Servlets 3.0
- o Java Swing
- o JavaScript
- o JCL
- o jQuery 1.7
- o LAN Concepts
- o LAN Hardware
- o Linux Administration
- o LoadRunner 9
- o Logical Reasoning – Deduction
- o Logical Reasoning – Mathematical
- o Lotus Domino 6 for Developers
- o Lotus Notes 4.0 for Developers
- o Lotus Notes 4.5 for Developers
- o Lotus Notes 5.0 for Developers
- o Lotus Notes Administration
- o Macintosh Technician OS 9
- o Macintosh Technician OS X
- o Macromedia Director MX 2004
- o Macromedia Flash 5
- o Macromedia Flash MX 2004
- o Macromedia Flash Professional 8
- o Microsoft Access 2000 for Developers
- o Microsoft Access 2002 for Developers
- o Microsoft Access 2003 for Developers
- o Microsoft Access 2007 for Developers
- o Microsoft Access 2013 for Developers
- o Microsoft Exchange Server 2000 Administration
- o Microsoft Exchange Server 2003 Administration
- o Microsoft Exchange Server 2007 Administration
- o Microsoft Exchange Server 2010 Administration
- o Microsoft Exchange Server 2013 Administration
- o Microsoft Exchange Server 5.5
- o Microsoft Internet Information Server [IIS] 4.0
- o Microsoft Internet Information Services [IIS] 7.0
- o Microsoft Office 2003 Help Desk
- o Microsoft Office 2007 Help Desk
- o Microsoft Office 2010 Help Desk
- o Microsoft Office 2013 Help Desk
- o Microsoft Office SharePoint Server 2007
- o Microsoft Office XP Help Desk
- o Microsoft Project 2013 **NEW!**
- o Microsoft SharePoint 2010 for Developers
- o Microsoft SharePoint 2013 for Administrators
- o Microsoft SharePoint Server 2010 for Administrators
- o Microsoft Site Server 3.0
- o Microsoft Systems Management Server 2.0 [SMS]
- o Microsoft Transaction Server
- o Microsoft Visio 2002
- o Microsoft Visio 2003
- o Microsoft Visio 2007
- o Microsoft Visio 2010
- o Microsoft Visio 2013
- o Microsoft Visual Studio 2010
- o Microsoft Visual Studio 2015 **NEW!**
- o Microsoft Windows 2000 Data Center Administration
- o Microsoft Windows 2000 Professional Installation
- o Microsoft Windows 2000 Server Administration
- o Microsoft Windows 2000 Server Installation
- o Microsoft Windows 2000 Server Installation Procedures
- o Microsoft Windows 2000 Technical Skills
- o Microsoft Windows 2003 Server Administration
- o Microsoft Windows 2003 Server Installation Procedures
- o Microsoft Windows 2012 Server Administration
- o Microsoft Windows 7 Technical
- o Microsoft Windows 8 Technical Skills
- o Microsoft Windows NT 4.0 Server Administration
- o Microsoft Windows NT 4.0 Server Installation
- o Microsoft Windows NT 4.0 Workstation Installation
- o Microsoft Windows Server 2008 Administration
- o Microsoft Windows Vista Technical Skills
- o Microsoft Windows XP Technical Skills
- o MicroStation V8i
- o MVS
- o MySQL
- o Netscape Webserver
- o Network Administration
- o Network Security
- o Network Virtualization
- o Network-Attached Storage (NAS)
- o Novell Directory Services
- o Novell NetWare 3.12
- o Novell NetWare 4.x
- o Novell NetWare 5.x
- o Object Oriented Programming [OOP]
- o Object PAL 5.0
- o OLAP Concepts
- o Oracle 10g DBA
- o Oracle 10g for Developers
- o Oracle 11g Release 2 DBA
- o Oracle 11g Release 2 for Developers
- o Oracle 11i DBA
- o Oracle 12c DBA **NEW!**
- o Oracle 12c for Developers **NEW!**
- o Oracle 7.3 DBA
- o Oracle 7.3 Developer
- o Oracle 8 DBA
- o Oracle 8 Developer
- o Oracle 8.i
- o Oracle 9i DBA
- o Oracle 9i for Developers
- o Oracle Applications DBA
- o Oracle Designer 2000
- o Oracle Developer 2000
- o Oracle E-Business Suite R12 – Technical
- o Oracle Essbase 11
- o Oracle Financials 11
- o Oracle Forms 10g
- o Paradox Application Language 4.0
- o Pascal
- o PeopleCode 8.5
- o PeopleSoft 7 DBA
- o PeopleSoft 7 Developer
- o PeopleSoft 8 DBA
- o PeopleSoft 8 Developer
- o PeopleSoft 9 DBA
- o PeopleSoft 9 Developer
- o Perl 5
- o Perl 6
- o PHP 4
- o PHP 5
- o PHP 5.3
- o PL/SQL
- o PowerBuilder 10
- o PowerBuilder 4.0
- o PowerBuilder 5.0
- o PowerBuilder 6.0
- o PowerBuilder 8.0
- o Programming Concepts
- o Project Management for IT Professionals
- o Python 3.5 **NEW!**
- o QuickBooks Pro 2013 v2 **NEW!**
- o QuickBooks Pro 2015 **NEW!**
- o QuickTest Professional 9
- o Rational Rose
- o Relational Database Design [RDBMS]
- o RPG III
- o RPG IV [RPG LE]
- o Ruby 1.8
- o Ruby 1.9
- o Ruby on Rails 3.0
- o SAP Database
- o SAS 6 – IT Professional
- o SAS 8.2
- o SAS 9.3
- o SCO Unix for Administrators
- o SCO Unix for Users
- o Service-Oriented Architecture (SOA)
- o Siebel 7
- o Smalltalk
- o Solaris 10 Administrator
- o Spring Framework 2.5
- o Spring Framework 4.0
- o SPSS
- o SQA Robot
- o SQL Entry Level
- o SQL for Client-Server Applications
- o SQL for Desktop Applications

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- o SQL Server 2000 DBA
- o SQL Server 2000 for Developers
- o SQL Server 2005 DBA
- o SQL Server 2005 for Developers
- o SQL Server 2008 DBA
- o SQL Server 2008 for Developers
- o SQL Server 2008 R2 Analysis Services
- o SQL Server 2008 Reporting Services
- o SQL Server 2012 DBA
- o SQL Server 2012 for Developers
- o SQL Server 2012 Integration Services
- o SQL Server 2012 Reporting Services
- o SQL Server 2014 DBA **NEW!**
- o SQL Server 2014 for Developers **NEW!**
- o SQL Server 2014 Integration Services **NEW!**
- o SQL Server 2014 Reporting Services **NEW!**
- o SQL Server 6.5
- o SQL Server 6.5 Developer
- o SQL Server 7.0 DBA
- o SQL Server 7.0 Developer
- o SQL Server Integration Services
- o SQL Server Reporting Services
- o Storage Area Network (SAN)
- o Sybase 11
- o Sybase 12
- o Sybase DBA
- o Sybase Developer
- o Technical Support – IT/Network
- o Technical Support Processes
- o Telecommunications
- o TestDirector 8.0
- o Transact SQL
- o U.K. Logical Reasoning – Deduction
- o U.K. Logical Reasoning – Mathematical
- o U.K. Lotus Notes 5.0 for Developers
- o UML
- o UNIX Administrator
- o UNIX Programming
- o UNIX Shell Programming
- o UNIX Users
- o VBScript
- o Visual Basic 2010
- o Visual Basic 4.0
- o Visual Basic 5.0
- o Visual Basic 6.0
- o Visual Basic 6.0 for Applications (VBA)
- o Visual Basic 9.0
- o Visual C++ 2010
- o Visual C++ 4.0
- o Visual C++ 6.0
- o Visual FoxPro 3.0
- o Visual FoxPro 6.0
- o Visual FoxPro 8
- o Visual InterDev 6.0
- o Visual J++ 1.1
- o Visual J++ 6.0
- o VMware ESX 4.1
- o VMware Workstation 7
- o WAN Architecture
- o Web Commerce Security
- o WebLogic Portal 7.0
- o WebLogic Server 12C
- o WebLogic Server 7.0
- o WebSphere 4.0
- o WebSphere Application Server 7
- o WebSphere MQ V5
- o WinRunner 6.02
- o WinRunner 7.6
- o Wireless Networking
- o XML
- o XWindow Systems