

# Skills Assessments Catalog

- Accounting/Finance
  - Accounting
  - Banking
  - Commercial Insurance
  - Corporate Tax
  - Credit Management
  - Finance
  - Loan Officer
  - Payroll
  - QuickBooks
  - Sage
  - Title Insurance
- Administrative
  - Analytical Skills
  - Basic Arithmetic
  - Basic Office Skills
  - Basic Reading Comprehension
  - Basic Spelling
  - Bookkeeping
  - Business Writing
  - Cash Handling
  - Clerical
  - Computer Literacy
  - Data Entry
  - Email Etiquette
  - Human Resources
  - Internet Basics
  - Office Filing
  - Project Management
  - Shorthand
  - Typing
- Call Center/Customer Service
  - 911 Operators
  - Customer Service
  - Data Entry
  - Listening Skills
  - Outbound Sales Skills
  - Retention
- Healthcare
  - Cultural Diversity
  - Dental
  - Healthcare Industry Terminology
  - HIPAA
  - LPN/LVN
  - Medical Assistant
  - Medical Billing
  - Medical Office
  - Medical Records Coding
  - Medical Terminology
- Nursing
- Phlebotomy
- Typing
- Industrial/Warehouse
  - Arithmetic
  - Assembly and Matching
  - AutoCAD
  - Basic CNC
  - Basic Industrial Skills
  - Basic Ruler Reading
  - Blueprints
  - Electricians
  - Forklift
  - General Maintenance
  - Hazardous Materials
  - HVAC
  - Masonry
  - Mechanical Engineering
  - Metalworking
  - Metric Ruler Reading
  - Pick/Pack
  - PLC
  - Rough Carpentry
  - Shipping and Receiving
  - Soldering
  - Tools and Fasteners
  - Welding
- IT/Technical
  - .NET Programming
  - Adobe
  - AJAX
  - Apache
  - C++
  - CSS
  - Cisco
  - COBOL
  - Cold Fusion
  - Crystal Reports
  - Data Mining
  - DB2
  - Ethernet Networking
  - Google
  - HTML
  - IBM
  - Internet Security
  - Java
  - JavaScript
  - jQuery
  - Lotus Notes

- Microsoft Office
- Microsoft Server
- Microsoft Windows
- Networks
- Oracle
- PeopleSoft
- PHP
- Ruby
- SAP
- SAS
- SQL
- Technical Support
- UNIX
- Visual Basic
- Visual C++
- VMware
- WebLogic
- Wireless Networking
- Legal
  - Abbreviations
  - Filing
  - Legal Assistant
  - Paralegal
  - Typing
  - Vocabulary
- Management
  - Leadership
- Sales
  - Logical Reasoning
  - Sales Concepts