eSkill Modular Subject Library 2018

Abilities & Aptitudes

Attention to Detail

Analogies

E-mail and Letter Etiquette

Fill in the Gap

Finding Errors

Homonyms

Logical Sequence of Words

Main Idea

Pictures

Short Passages

Word Analysis

Word Meaning

Word Order

Attention to Detail (AUS/NZ)

Analogies

Email and Letter Etiquette

Fill in the Gap

Finding Errors

Homonyms

Logical Sequence of Words

Main Idea

Pictures

Short Passages

Word Analysis

Word Meaning

Word Order

Chat Simulation

Chat Simulation

Data Checking

Comparing Information

Finding Mistakes

Finding Relevant Information

Number and Letter Checking

Data Checking (AUS/NZ)

Comparing Information

Finding Mistakes

Finding Relevant Information

Number and Letter Checking

E-mail Etiquette

Content and Formatting

E-mail Functions, Terms, and Tactics

E-mail Security

E-mail Tone and Etiquette

E-mail in the Office

Forwarding E-mail

How to Address E-mails

Salutations and Sign Offs

When to Avoid E-mail

Email Etiquette (AUS/NZ)

eSkill Modular Subject Library 2018

Abilities & Aptitudes

Email Etiquette (AUS/NZ)

Content and Formatting
Email Functions, Terms, and Tactics
Email Security
Email Tone and Etiquette
Email in the Office
Forwarding Email
How to Address Emails
Salutations and Sign Offs
When to Avoid Email

Following Directions

Data Manipulation
Directions and Maps
Reading Charts and Tables
Scheduling and Calendar
Working with Technology

Following Directions (AUS/NZ)

Data Manipulation
Directions and Maps
Reading Charts and Tables
Scheduling and Calendar
Working with Technology

Logical Thinking

Anagrams
Analogies
Deductive Logic
Inductive Logic
Logical Puzzles
Matching Definitions
Math
Series Completion
Verbal Analysis
Visual Logic
Word Problems

Logical Thinking (AUS/NZ)

Anagrams
Analogies
Deductive Logic
Inductive Logic
Logical Puzzles
Matching Definitions
Maths
Series Completion
Verbal Analysis
Visual Logic
Word Problems

Multitasking Simulation

Multitasking

Numerical Proofreading

eSkill Modular Subject Library 2018

Abilities & Aptitudes

Numerical Proofreading

Checking Accuracy and Performing Corrections
Correlating Numeric Data with Alphanumeric Data
Finding Numeric Data Errors
Referencing Numeric Information

Numerical Proofreading (AUZ/NZ)

Checking Accuracy and Performing Corrections
Correlating Numeric Data with Alphanumeric Data
Finding Numeric Data Errors
Referencing Numeric Information

Numerical Reasoning

Arithmetic
Graph Interpretation
Manipulating Data
Patterns and Relevant Information
Table Interpretation

Numerical Reasoning (AUS/NZ)

Arithmetic
Graph Interpretation
Manipulating Data
Patterns and Relevant Information
Table Interpretation

Office Filing

Alphabetic Filing
Alphabetic Indexing Procedures
Basic Records Management Concepts
Cross-Referencing
Geographic Filing
Numeric Filing
Subject Filing

Office Filing (AUS/NZ)

Alphabetic Filing
Alphabetic Indexing Procedures
Basic Records Management Concepts
Cross-Referencing
Geographic Filing
Numeric Filing
Subject Filing

Spatial Reasoning

Compositions in Space
Matching Rotated Groups
Matching Shapes and 3-D Objects
Working with Maps and Plans

Spatial Reasoning (AUS/NZ)

Compositions in Space
Matching Rotated Groups
Matching Shapes and 3-D Objects
Working with Maps and Plans

Technical Writing Skills

eSkill Modular Subject Library 2018

Abilities & Aptitudes

Technical Writing Skills

        Basics of Technical Documents
        Reviewing Work
        Steps in Creating Technical Documents
        Structure of Technical Documents
        The Style of Technical Documents
        Types of Technical Documents
        Visual Elements

Technical Writing Skills (AUS/NZ)

        Basics of Technical Documents
        Reviewing Work
        Steps in Creating Technical Documents
        Structure of Technical Documents
        The Style of Technical Documents
        Types of Technical Documents
        Visual Elements

Verbal Reasoning

        Deducing Written Information
        Drawing Conclusions
        Interpreting Information
        Solving Problems
        Thinking Logically
        Understanding Key Concepts

Verbal Reasoning (AUS/NZ)

        Deducing Written Information
        Drawing Conclusions
        Interpreting Information
        Solving Problems
        Thinking Logically
        Understanding Key Concepts

Accounting & Financial

Accounting and Bookkeeping Principles (AUS/NZ)

        Accounting Fundamentals
        Managing Inventory
        Monitoring Sales
        Working with Accounts Payable
        Working with Accounts Receivable
        Working with Payroll
        Working with the General Ledger

Accounting and Bookkeeping Principles (US)

        Accounting Fundamentals
        Managing Inventory
        Monitoring Sales
        Working with Accounts Payable
        Working with Accounts Receivable
        Working with Payroll
        Working with the General Ledger

Bank Teller Skills

eSkill Modular Subject Library 2018

Accounting & Financial

Bank Teller Skills

Banking Terms
Code of Ethics
Compliance
Customer Service
Debits and Credits
Money Handling
Product Referral and Sales

Bank Teller Skills (AUS/NZ)

Banking Terms
Code of Ethics
Compliance
Customer Service
Debits and Credits
Money Handling
Product Referral and Sales

Debt Collection

Accounts Receivable
Credit Policies and Forms
Debt Collection Remedies
Third-Party Debt Collection Law
Workout Options

Debt Collection (AUS/NZ)

Accounts Receivable
Credit Policies and Forms
Debt Collection Remedies
Third-Party Debt Collection Law
Workout Options

Financial Accounting (US)

Accounting Procedures and Journal Posting
Accounts Payable
Accounts Receivable
Assets, Liabilities, and Capital
Financial Statements
Loans and Expenses
Payroll

Financial Analysis (US)

Corporate Financial Analysis
Equity Investment and Fixed Income
Essential Concepts
Portfolio Management
Working with Reports and Analyses

Intuit QuickBooks Enterprise Solutions 2012

Banking
General Settings
Inventory
Managing Accounts and Fixed Asset
Managing Customers and Sales
Managing Employees and Payroll

eSkill Modular Subject Library 2018

Accounting & Financial

Intuit QuickBooks Enterprise Solutions 2012

Managing Vendors and Expenses
Using Reports

Intuit QuickBooks Enterprise Solutions 2012 (AUS/NZ)

Banking
General Settings
Inventory
Managing Accounts and Fixed Asset
Managing Customers and Sales
Managing Employees and Payroll
Managing Vendors and Expenses
Using Reports

Intuit QuickBooks Enterprise Solutions 2014

Banking
Customers
General Ledger and Fixed Assets
Inventory
Payroll
Reports
Utilities
Vendors

Intuit QuickBooks Pro 2004

Bank Accounts
Customers
Customizing Quickbooks
Finding Reports
Integrating with MS Office
New Company
Setting up a New Company
Setting up the Lists
Using Time Tracking
Using the Time Tracker
Vendors
Working with Accounts Payable
Working with Accounts Receivables
Working with Bank Accounts
Working with Budgets
Working with Financial Statements
Working with Inventory
Working with Invoices
Working with Job Costing and Tracking
Working with Journal Entries
Working with Payroll
Working with the General Ledger
Workspace and Preferences

Intuit QuickBooks Pro 2006

Banking
Budgets, Jobs & Estimates
Invoices

eSkill Modular Subject Library 2018

Accounting & Financial

Intuit QuickBooks Pro 2006

Managing Accounts
Managing Customers & Vendors
Managing Employees
Payments
QuickBooks Fundamentals
Receiving Money
Reports
Working with Items / Inventory

Intuit QuickBooks Pro 2008

Banking
Invoices
Managing Accounts
Managing Employees
Payments
QuickBooks Fundamentals
Receiving Money
Reports
Working with Items / Inventory

Intuit QuickBooks Pro 2010

Banking and Online Banking Services
Budgets, Jobs, and Estimates
Customizing QuickBooks
Financial Statements and End-of-Year Tasks
General Knowledge
Integrating with Other Programs
Inventory
Invoices and Credit Memos
Lists
Making Journal Entries
Managing Accounts
Managing Files
Payments and Payrolls
Security
Working with Reports

Intuit QuickBooks Pro Plus 2011

Banking and Online Services
Customers and Vendors
General Knowledge and Security
Integrating and Customizing QuickBooks
Inventory and Lists
Invoices and Credit Memos
Making Journal Entries
Managing Accounts and Files
Payments and Payrolls
Working with Reports

MS Dynamics AX 2009® - Financials

Accounts Payable
Accounts Receivable
Bank Management

eSkill Modular Subject Library 2018

Accounting & Financial

MS Dynamics AX 2009® - Financials

- Budgeting, Cash Flow, and Multiple Currencies
- Dimensions, Financial Statements, and Year-End Close
- Fixed Assets
- General Ledger and Sales Tax

MS Dynamics GP 2010® - Financials

- Accounts Payable Management
- Banking
- Budget
- Fixed Assets
- General Ledger
- Payables Management
- Receivables Management
- Year-End Closing and Reports

MYOB AccountRight Plus 19 (AUS/NZ)

- Customers and Sales Management
- Financial Statements and End-of-Period Procedures
- General Settings
- Managing Materials
- Money Management
- Purchases and Vendors Management
- Using Tools

MYOB AccountRight Plus 19 (UK)

- Customers and Sales Management
- Financial Statements and End-of-Period Procedures
- General Settings
- Managing Materials
- Money Management
- Purchases and Vendors Management
- Using Tools

Money Handling (CA)

- Collecting Cash and Making Change
- Counting Coins and Bills
- Handling Common Errors
- Recognizing Parts of Coins, Bills, and Checks
- Reconciling and Balancing a Cash Drawer

Money Handling (US)

- Collecting Cash and Making Change
- Counting – Coins and Bills
- Handling Common Errors
- Recognizing Parts of Coins, Bills, and Checks
- Reconciling and Balancing a Cash Drawer

NetSuite 12.1 - Financials

- General Accounting
- Intangibles
- Inventory Management
- Payroll and Shareholders
- Purchases and Accounts Payable
- Sales and Accounts Receivable

eSkill Modular Subject Library 2018

Accounting & Financial

Peachtree Complete Accounting 2003

Customizing Peachtree
Reconciling Accounts
Recording Quotes and Sales
Setting up a New Company
Setting up and Maintaining Customers
Setting up and Maintaining Inventory
Setting up and Maintaining Vendors
Using Job Costing
Working with Accounts Payable
Working with Accounts Receivable
Working with Analysis Managers
Working with Company Administration
Working with Financial Statements
Working with Fixed Assets
Working with General Journal
Working with Inventory
Working with Memorized Transactions
Working with Payroll
Working with Sales Taxes
Working with Time and Billing
Working with the Chart of Accounts
Working with the Environment

Peachtree Complete Accounting 2005

Customizing Peachtree
Reconciling Accounts
Recording Quotes and Sales
Setting up a New Company
Setting up and Maintaining Customers
Setting up and Maintaining Inventory
Setting up and Maintaining Vendors
Using Job Costing
Working with Accounts Payable
Working with Accounts Receivable
Working with Analysis Managers
Working with Company Administration
Working with Financial Statements
Working with General Journal
Working with Inventory
Working with Memorized Transactions
Working with Payroll
Working with Sales Taxes
Working with Time and Billing
Working with the Chart of Accounts
Working with the Environment

Peachtree Complete Accounting 2009

About Peachtree
Accounting Primer
Back up Strategies
Import/ Export

eSkill Modular Subject Library 2018

Accounting & Financial

Peachtree Complete Accounting 2009

New features in Peachtree
Setting up a New Company
Setting up and Maintaining Customers
Setting up and Maintaining Inventory
Setting up and Maintaining Vendors
Using Job Costing
Working with Analysis Managers
Working with Memorized Transactions
Working with Payroll
Working with Time and Billing
Working with the Chart of Accounts

Sage Simply Accounting Pro 2011 (US)

Banking
Customers and Sales
Employees and Payroll
General Ledger and Chart of Accounts
Inventory and Services
Setting Up Sage Simply Accounting
Vendors and Purchases

Application & Web Development

Active Server Pages .NET

ADO.NET
Assemblies
Caching and Optimization
Deployment & compiling
General & Configuration
HTML server controls
Programming & Design Architecture
Response & Request
Security
Session & Application
User Controls
Validation controls
Web Controls
Web Forms
XML web services

Active Server Pages .NET 2.0

Compiling and Deployment
Data Controls
Errors
Events and Code
General
List Controls
Master Pages
Security
Site Navigation
Themes
User Controls
Validation Controls

eSkill Modular Subject Library 2018

Application & Web Development

Active Server Pages .NET 2.0

Web Server Controls
Web Services

Active Server Pages 3.0

ADO
ASP Object Model
ASP and MTS/COM+
ASP and XML
HTML Forms
Internet Information Server
Scripting Objects
Server Components
State Management
VBScript

Active Server Pages.NET 3.5

ADO.NET
ASP Pipeline
ASP.NET Ajax
Config
Framework Related
General Knowledge
Linq and related technologies
Page Life Cycle
Silverlight
State Management
Troubleshooting

ActiveX

ADO
ASP
ASP Component
ASP Script
Accessing Databases
Built-in Objects
Client-side Scripting
Cookies
DNS
Data Handling
Error Handling
Functions and Procedures
Optimization
Server-side Scripting
Session Object
The Scripting Object

Adobe Dreamweaver CS6 - Windows

CSS Styling
Dreamweaver Environment
Forms Options and Live Code View
HTML Tags and Framesets
Handling Images and Images Objects
Interface

eSkill Modular Subject Library 2018

Application & Web Development

Adobe Dreamweaver CS6 - Windows

Links

Text Formatting

Adobe ColdFusion 8

CFScript language

ColdFusion Elements

Databases and SQL

Environment

Errors

Forms

Images

Persistent Data

Regular Expressions

Threads

User-defined functions

Variables, Expressions, Arrays, Structures

Adobe ColdFusion 9

Application Framework

Building User Interfaces

ColdFusion ORM

Databases

Managing Documents, Images and Charts

Programming Fundamentals

Scripting

Working with Components

Adobe Dreamweaver CS3

Adding Flash content

Adding behaviors

Creating pages with CSS

Creating pages with HTML

Dreamweaver CS3 Environment

Forms

Other features

Tables

Working with images

Working with text

Workspace

Adobe Flash CS3 Professional - Macintosh

Action Script 3.0

Animations

Drawing

Effects

Export Flash

Flash Documents and projects

Frames and Keyframes

Layers

Publishing Flash Files

Sound and Video

Symbols, Graphic Objects, Instances, and Libraries

Text and Fonts

eSkill Modular Subject Library 2018

Adobe Flash CS3 Professional - Macintosh

Workspace

Adobe Flash CS3 Professional - Windows

ActionScript and Behaviors

Animations

Buttons

Drawing

Effects

Flash CS3 Environment

Flash Lite

Frames and keyframes

Layers

Scenes

Sounds and videos

Texts and fonts

Transforming objects

Using symbols and instances

Working with Flash documents and projects

Workspace

Adobe Flash Professional CS5 - Windows

ActionScript

Creating and Editing

Filters and Blends

Importing and Managing Documents

Publishing and Exporting

Sound

Text, Symbols, Instances, and Libraries

Timelines and Animation

Video

Workspace

Adobe Flash Professional CS6 - Windows

ActionScript

Animation and Tweening

Drawing

Importing, Exporting and Publishing

Navigation and Hotkeys

Platforms and Mobile Development

Vector and Raster Graphics

Working with Sounds and Videos

Working with Texts and Fonts

Adobe Flex 4.0

AS3 in Flex

Data Types

Data Validation and Regular Expression

Events

Filters, Effects and Transitions

Skinning and Styles

Using and Creating Components

Video and Sounds

View States

eSkill Modular Subject Library 2018

Application & Web Development

Adobe Flex 4.0

Working with Remote Data

Ajax Frameworks

.NET Frameworks
Basic
Frameworks
Java Frameworks
JavaScript Frameworks
PHP Framework

Ajax Programming

Basics about Ajax
Server-Side Technologies
Using DOM
Using JSON
Using JavaScript
Using XML
Web Services
XMLHttpRequest

Allaire ColdFusion 4.5

CF Functions
CFML
CFML Tags
Cold Fusion Forms
Cold Fusion Studio
Cold Fusion Template
Databases and Data Sources
Drilldown, Frames, and Tables
List, Arrays, and Structures
SQL
Validating Form Data and Crystal Reports
Verity and Full Text Searching
Web Application Framework Variables and Cookies

Android 4 Programming

Communication Features
Core Application Changes
General Knowledge
Multimedia Enhancements
Operating System Additions
User Interface Changes

Android 4 Programming (AUS/NZ)

Communication Features
Core Application Changes
General Knowledge
Multimedia Enhancements
Operating System Additions
User Interface Changes

AngularJS 1.4.5

Base
Compiler

eSkill Modular Subject Library 2018

Application & Web Development

AngularJS 1.4.5

Controller
Directives
Services and Filters

Borland Delphi

2-tier Client/Server
Active Data Objects
Application Framework
Automation and ActiveX Components
Borland Database Engine
COM and OLE Components
DLLs and Packages
Database Components
Delphi Object-oriented Programming
IDE Debugger
IDE Desktop
IDE Form Designer
Internet Components
N-tier Client/Server
Object Pascal
VCL Form Components
VCL Non-visual Components
VCL Programming
VCL Theory & Organization
VCL Visual Components

C

Arrays and Strings
Data Structures
Extend Program Control
Functions
Language and Element Syntax
Pointers and Memory
Preprocessor
Standard Libraries
Variables and Data Type

C #

.NET Framework
Arrays, Indexes and Collections
Attributes
Classes and Objects
Conversions
Data Types
Delegates and Events
Errors / Debug
Exceptions
Expressions
Generic
Handling Exceptions
Inheritance and Polymorphism
Language Fundamentals

eSkill Modular Subject Library 2018

Application & Web Development

C #

Namespaces and Assemblies
Object Oriented Concepts
Structs
XML

C# 4.0

Arrays, Collections, and Iterators
Classes, Structures, and Interfaces
Delegates, Events, and Anonymous Functions
Errors and Exceptions Handling
Language Fundamentals
Namespaces and Assemblies
Statements, Expressions, and Operators
Types and Variables

C# 6.0

Basic Language Constructs
Collections
Functional Language Concepts
Generics
Multithreading
Object-Oriented Programming

C++

Arrays
Classes
Data Types
Derivation and Inheritance
Exceptions
Functions and Operators
IO Streams
Language Elements and Syntax
Namespaces
Operator Overloading
Pointers, References, and Memory
Templates
The Standard Template Library

C++ 11

Core Language Simplification
New Facilities for Class Design
New Language Features
STL-Related Features

CGI

Accesing and Analyzing Data
CGI Input and Output
Creating CGI Scripts
File Handling with Perl
Installing and Debugging CGI Applications
Introduction to CGI with Perl
Servers and the Web
The CGI Standards and Specifications
Using Subroutines

eSkill Modular Subject Library 2018

Application & Web Development

CGI

Working with Arrays
Working with Environment Variables
Working with Loops
Working with Scalars
Working with Variables

CORBA

C++ and CORBA
CORBA Application Architecture
CORBA IDL
Dynamic CORBA
JDBC, JavaBeans, and CORBA
Java and CORBA
ORB Architecture
Static CORBA

Cascading Style Sheets 2.1

Customizing Links
Formatting Images
Formatting Tables
Forms and User Interface
Lists
Page Layouts
Personalize Colors and Background
Syntax and Data Types
Text Styling
Using Selectors

Cascading Style Sheets 3

Animations, Transformations, and Transitions
Boxes
Colors
Images
Media Queries
Page Layout
Selectors
Syntax
Text

CoBOL

Commands
File Control
Program Structure
Report Writing
Storage
Subroutines

Drupal 7.18

Development
Extending Drupal
Installation, Configuration, and Administration
Managing Content
SEO and Marketing
Security

eSkill Modular Subject Library 2018

Application & Web Development

Drupal 7.18

Upgrading and Migration
User Management

Extended JavaScript 3.0

Buttons, Menus, and Toolbars
Charts
Coding Standards
Data Types and DOM
Date
Dialogs
Effects
Events and Messages
Forms
General Knowledge
Grids
Layouts
Packages
Windows

HP WinRunner 9.2

Basic Settings
Basics
Commands
Creating Tests
Debugging Tests
GUI Map
Programming with TSL
Running Tests

HTML 4.01

Advanced HTML
Frames
General Structure
Image Preparation
Links
Lists
Multimedia
Page Layout
Scripts
Style Sheets
Tables
Texts

HTML5

Applications
Data Elements
HTML5 Page Structure
HTML5 Resources
Markup and Styles
Multimedia Elements
Tags, Elements and Attributes
User Connection

IBM CICS

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Application & Web Development

IBM CICS

Basic Mapping Support (BMS)

CICS command level programming

On-line programming concepts

Processing Data Queues

Processing files in CICS

Processing files in CICS- VSAM

System environments and commands

IBM FileNet P8 Version 5.1 - Administration

Content Repository

Content Retrieval and Delivery

Installation and Deployment

Managing Content

Monitoring, Backup and Restore

Preparation and Planning

Security

IBM FileNet P8 Version 5.1 - Development

Content Engine - Developer Settings

Content Engine - Document and Folder Operations

Content Engine - Extra Configuration

Content Engine - Search

Content Engine - Security

Process Engine - Basics

Process Engine - Logging

Process Engine - Process Development

Process Engine - Query

Process Engine - Workflow Actions

Process Engine - Workflow Data

Process Engine - Workflow Design

Java 2 Enterprise Edition 1.4

EJB

JAXP and JAXB

JCA

JDBC

JMS

JSF

JSP

JavaMail

Security

Servlets

Transactions

Java 2 Standard Edition 1.5

Autoboxing/Unboxing

Collections

Exceptions Handling

Generics

JNI

Java Environment Features

Java Language

OOP Elements

eSkill Modular Subject Library 2018

Application & Web Development

Java 2 Standard Edition 1.5

Package java.io
Package java.lang
Package java.nio
Package java.util
Swing
Threads
Varargs
XML Processing

Java Enterprise Edition 5

Enterprise Beans
Getting Started
JAX-WS
JAXB
Java API for XML Registries
Java EE 5 APIs
Java Message Service API
JavaServer Faces Technology
JavaServer Pages
Persistence
SOAP with Attachments API for Java
Security
Servlets
Streaming API for XML
Transactions
Unified Expression Language

Java Enterprise Edition 6

Dependency Injection & Persistence
Enterprise Beans
Java EE6 Miscellaneous
Security & Supporting Technologies
Web Tier & Services

Java Frameworks: Struts 2

Application Framework
Architectural Goals
CORE Components
Interceptors
OGNL

Java Frameworks: Hibernate 4

Configuration and XML Mapping
HQL-The Hibernate Query Language
O/R Mapping
Objects, Types & Association Mapping
Persistence and Inheritance
Transaction and Concurrency

Java Frameworks: Spring 2.5

Dependency Injection
Framework Environment
Inversion of Control Container (IoC)
Spring AOP

eSkill Modular Subject Library 2018

Java Frameworks: Spring 2.5

Spring MVC (Model-View-Controller)

Web Flow

Java GUI

API for Printing

API for the Disabled

Components for Choosing Colors and Files

Creating Custom Components

Designing Table and Tree Components in Swing

Handling of Events in Abstract Windowing Toolkit

Layout Managers

Misc

Platform Independent Drag and Drop for JFC

Pluggable Look And Feel

Swing Components for Interaction with User

Text Components in JFC

Two Dimensional Graphics in AWT

Using Classes and Methods for Displaying Images

Java Standard Edition 7

Base Libraries

Integration Libraries

Language Features

Tools and Specifications

User Interface

Java Standard Edition 8

Collections API

Concurrency API

Exceptions

Java 8 Enhancements

Java 8 Features

Java Fundamentals

OOP

Java Technologies: Hibernate, Spring, and Struts

Hibernate

Spring

Struts

JavaScript 1.4

Arrays

Basics of JavaScript

Data Types and Values

Events and Event Handlers

Expressions and Operators

Forms

Functions

JavaScript Security

JavaScript Syntax

Miscellaneous Topics

Object Model

Objects, Properties, and Methods

Regular Expressions

eSkill Modular Subject Library 2018

Application & Web Development

JavaScript 1.4

Statements
Variables

JavaScript 1.8.5

Arrays
Events and Event Handlers
Functions
JavaScript Syntax
Methods
Numbers and Strings
Objects
Variables and Operators

Joomla 2.5

Development
Extensions and Templates
Installation, Configuration and Administration
SEO and Marketing
Security and User Management
Working with Components and Modules

MS .NET Framework 1.1®

ADO.NET
ASP.NET & WebForms
C# Language
Collections
Configuration & Deployment
Framework
WinForms
XML & WebServices

MS .NET Framework 2.0®

.NET Framework Review
.NET Framework SDK
.NET Remoting
.NET Types and Generics
.NET languages
ASP.NET
Managed and Unmanaged Applications Interoperability

MS .NET Framework 3.5®

.NET Framework Programming
ADO.NET
ASP.NET
Base Class Libraries (BCL)
CardSpace
Common Language Runtime (CLR)
Common Type System (CTS)
Language-Integrated Query (LINQ)
WinForms
Windows Communication Foundation (WCF)
Windows Presentation Foundation (WPF)
Workflow

eSkill Modular Subject Library 2018

Application & Web Development

MS .NET Framework 4.0®

.NET Framework Core Development
Advanced Development
Data Access and Modeling
Managing Windows Forms
Tools and Fundamental Concepts
Using Class Libraries
Windows Communication Foundation (WCF)
Windows Presentation Foundation (WPF)
Working with Application Domains and Assemblies

MS .NET Framework 4.0® (AUS/NZ)

.NET Framework Core Development
Advanced Development
Data Access and Modelling
Managing Windows Forms
Tools and Fundamental Concepts
Using Class Libraries
Windows Communication Foundation (WCF)
Windows Presentation Foundation (WPF)
Working with Application Domains and Assemblies

MS Dynamics CRM 2011® - Development

Configuration and Deployment
Form Customization
Managing Charts, Dashboards, and Reports
Managing Workflows and Dialogs
Working with Data

MS FrontPage 2000®

Additional Components
Basic Skills
DHTML
DHTML Effects
Formatting
Forms
Frames
HTML
HTML Codes
HTML Tags
Incorporating Databases
Lists
Navigation Setup and Use
Publishing
Reporting
Style Sheets, Cascading Style Sheets and Page Templates
Tables
Using Hyperlinks
Views
Working with Graphics

MS SharePoint 2007®

Administration
Customizations, Templates, Layouts, and Themes

eSkill Modular Subject Library 2018

Application & Web Development

MS SharePoint 2007®

Document Workspaces, Libraries, Lists, and Discussions
InfoPath Integration
Monitoring and Deployment
Network Infrastructure Configuration
Office Integration
Security, Groups, and User Management
SharePoint Object Models
Web Parts and Workflow Development

MS SharePoint 2010® - Development

Branding
Deployment Options
Development Concepts
Managing Content
SharePoint Interface
Using Designer
Visual Studio Development

MS SharePoint 2010® - Development (AUS/NZ)

Branding
Deployment Options
Development Concepts
Managing Content
SharePoint Interface
Using Designer
Visual Studio Development

MS SharePoint 2013® - Administration

Administering with Windows PowerShell
Authentication and User Profiles
High Availability
Installing and Configuring SharePoint Farm
Managing Service Applications
Managing Solutions and Features
Monitoring and Analytics
SharePoint Search
Troubleshooting

MS SharePoint 2013® - Development

Automating Business Processes
Creating Robust and Efficient Apps for SharePoint
Designing and Managing SharePoint Solutions
Managing Identity and Permissions
Structuring and Publishing Websites
Working with Lists and Libraries
Working with SharePoint Objects

MS Sharepoint Server 2010® for General Use

Business Intelligence
Documents and Content Management
Records Management and Compliance
Search Features
Site Management and Customization
Social Computing and Collaboration

eSkill Modular Subject Library 2018

Application & Web Development

MS Visual Basic 2005®

Beginning VB 2005
Building Objects
Data Structures
Database Accessing and Programming
Debugging and Error Handling
Deploying Your Application
Web Forms
Windows Forms
Working with Images

MS Visual Basic 2010®

Arrays, Structures and Interfaces
Classes and Objects Fundamentals
Control Flow Statements
Delegates and Events
Functions and Procedures
Fundamental Language Concepts
Handling Data
Managing Exceptions
Operators and Expressions

MS Visual Basic 2010® (AUS/NZ)

Arrays, Structures and Interfaces
Classes and Objects Fundamentals
Control Flow Statements
Delegates and Events
Functions and Procedures
Fundamental Language Concepts
Handling Data
Managing Exceptions
Operators and Expressions

MS Visual Basic 6®

COM / DCOM / MTS / COM+
Creating ActiveX Controls
DataEnvironment and DataView
Debugging and Error Handling
Desktop Database Access
Menus and MDI
Object Oriented Programming
Program Flow and Procedures
Server Database Access
VB Development Environment
VB Forms and Common Controls
VB Web - DHTML Application / RDS
VB Web - HTML Forms / Dynamic Web Pages
VB Web IIS Application HTML Templates
VBA / Office Automation
Variables, Constants and Operators

MS Visual C++ 2010 Professional®

.NET Framework
ATL

eSkill Modular Subject Library 2018

Application & Web Development

MS Visual C++ 2010 Professional®

ActiveX Control
C++/CLI
COM Programming
Language and Libraries
MFC
Visual C++ IDE
Win32 Programming

MS Visual C++®

Debugging Code
Optimization
Setting up Project
Working with ATL
Working with ActiveX Control
Working with AppWizard
Working with Application Event
Working with ClassWizard
Working with Compiler
Working with Constuctor
Working with Debugger
Working with Gallery
Working with Graphic
Working with Install Shield
Working with MFC
Working with OLE/COM
Working with Resources
Working with Text Editor
Working with The Control Toolbar
Working with The Enviornment
Working with The Tools

MS Visual Interdev®

ASP Concepts
Client-side/Sever-side Scripting
Data Bound Controls
Database Interaction
Debugging
Design Time Controls
Fundamentals
InterDev Editor
InterDev Tools
Projects
Source Control
Web Page Techniques

MS Visual Source Safe®

Maintenance Tools
Managing Your Team Using VSS
Performing VSS Tasks
Using the VSS Command Line
VSS Conventions
Visual SourceSafe Administrator User Interface

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Application & Web Development

MS Visual Source Safe®

    Visual SourceSafe Explorer User Interface

MS Visual Studio 2005®

    Application Configuration Files
    Automation
    Build, Deployment, Debugging and Testing
    Coding
    Environment Knowledge
    Form Design
    My Namespace
    Projects and Solutions
    Resources
    Security and Modeling
    Source Control
    XML Comments

MS Visual Studio 2008 Professional®

    Building, Debugging, and Testing
    Commands and Switches
    Customizing and Automating the Development Environment
    Editing Code and Resource Files
    Forms and Controls
    Managing Solutions, Projects, and Files
    Source Control
    Toolbox
    Web Applications
    Windows Presentation Foundation
    Windows-based Applications, Components, and Services

MS Visual Studio 2010 Professional®

    Building and Debugging
    Commands and Switches
    Deployment Features
    Forms and Controls
    Personalizing the Development Environment
    Windows Presentation Foundation
    Working with Code and Resource Files
    Working with Solutions, Projects, and Files

Macromedia Authorware

    About Interactions
    Authorware Basics
    Authorware usage
    Designing Interactions
    Drawing tools, Sounds, Motion and Video
    Frameworks
    Icons used in Authorware
    Interactions Basics
    Knowledge Objects
    Packaging for CD-ROM and the Web
    Variables

Macromedia Dreamweaver 4

    Actions

eSkill Modular Subject Library 2018

Macromedia Dreamweaver 4

Basics
Behaviors
Cascading Style Sheets
Creating Documents
Formatting Text
Forms
Frames
Images
Layers
Library and Templates
Links
Multimedia
Object Palette
Object Panel
Site Management
Tables
Timelines

Macromedia Dreamweaver 8

Adding Multimedia Elements
CSS
Defining a Site
Dreamweaver 8 Basics
Establishing Web Links
HTML and Dreamweaver
Images
Interactive Forms
Other Features
Setting up Tables
The Dreamweaver Interface
Using Behaviors
Using Dreamweaver Templates
Using Frames
Working with Layers
Working with Text

Macromedia Flash 4

Animation
Basics
Communications and Forms
Compatibility with other Macromedia Products
Drawing Tools and Techniques
Drawing Tools and Techniques
Interactivity
Layers
Sound and Quick Time Video
Sound and Quicktime Video
Symbols and Library
Testing, Publishing, and HTML
Text

Macromedia Flash Professional 8

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Application & Web Development

Macromedia Flash Professional 8

Behaviors and ActionScript
Buttons
Creating Motion
Drawing and Working with Color
Flash 8 Environment
Flash Lite
Frames and Keyframes
Layers
Scenes
Shape Transformations
Sounds
Symbols and Instances
Texts
Working with Objects
Workplace

Node.js 7

Advanced I/O
Cryptography and Security
Debugging and Error Handlling
I/O Concepts and Popular Frameworks
Node.js Fundamentals
Node.js Web Development with Popular Frameworks
Node.js in Production and Scalling
Performance Optimization

OOP Concepts

Basic OOP
OOP with C#
OOP with C++
OOP with Java
OOP with JavaScript
OOP with Objective-C
OOP with PHP
OOP with Perl
OOP with Visual Basic

Objective-C Programming

Categories and Protocols
Cocoa Touch
Conditional Statements and Flow Control
CoreData Framework
Data Types and Inheritance
Dynamic Typing and Binding
Foundation Framework
Working with Classes, Objects, and Methods

PHP 5

Arrays
Constants and Predefined Constants
HTTP functions
Language Reference
MySQL Functions

eSkill Modular Subject Library 2018

Application & Web Development

PHP 5

PHP OOP
Predefined Variables
Sessions
String Functions
php.ini

PHP 5 (AUS/NZ)

Arrays
Constants and Predefined Constants
HTTP functions
Language Reference
MySQL Functions
PHP OOP
Predefined Variables
Sessions
String Functions
php.ini

PHP 7

Cookies and Sessions
Data Types and Operators
Database APIs
Date and Time
Debugging and Error Handling
File System
Functions and Iterators
OOP Concepts and Design Patterns
Regular Expressions
Super Globals

Perl 1.0

Basics
CGI
Database Interfacing
Debugging
Files and I/O
Formatted Reports
Modules and OO Programming
Numerical Data and Math
Perl on Unix
Perl on Win32
Perl with ASP
Perl with Apache
References, Typeglobs, and the Symbol Table
String Manipulation
Subroutines
System Interaction
Ties
Using Lists, Arrays, and Hashes

Perl 5 Version 14

Conditionals
Debugging

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Application & Web Development

Perl 5 Version 14

Files, I/O
Loops
Modules
OOP
Regular Expressions
Subroutines
Variables

Programming Design Patterns

Behavioral Design Patterns
Creational Design Patterns
Fundamental Concepts
Implementing Patterns
Strategy Patterns
Structural Design Patterns

Programming Design Patterns (AUS/NZ)

Behavioural Design Patterns
Creational Design Patterns
Fundamental Concepts
Implementing Patterns
Strategy Patterns
Structural Design Patterns

Python 2.6

Classes
Collection Types
Control Statements
Exceptions
Functional Programming
Functions
General
Modules
Standard Libraries
Strings

Python 3.5.0

Applications and Databases
Basic Principles
Built-in Data Types and Exception Processing
Expressions, Operators, and Control Statements
Functions and Modules
Python 3.5 Changes
Syntax, Variables, and Classes

Quality Assurance

Basics
Bugs
Quality Assurance for Web sites
Software Quality Assurance

RubyOnRails 2.1

Ajax and Rails
Environment

eSkill Modular Subject Library 2018

Application & Web Development

RubyOnRails 2.1

Helpers and Layouts

MVC

Models

Rails code

Ruby

Testing

The Action Controller

Validating

Working with Databases

RubyOnRails 3.2

Controllers, Validation, and Testing

Database Handling

Fundamental Concepts

Helpers, Forms, and Layouts

Ruby Programming Concepts

Working with Resources, Sessions, and Routes

SOA Design and Development Knowledge

Implementing SOA: SOA Design Patterns

Implementing SOA: Web Services

Implementing SOA: XML

SOA Design Patterns & Architecture

SOA Systems Security

SOA and Message Brokers

**SOA Design and Development Knowledge (AUS/
NZ)**

Implementing SOA: Web Services

Implementing SOA: XML

SOA Design Patterns & Architecture

SOA Systems Security

SOA and Message Brokers

Salesforce Spring '12 - Development

Apex

Fundamental Concepts

Implementing Business Logic

Managing Reports and Dashboards

Working with Databases

Working with Visualforce

Salesforce Spring '12 - Development (AUS/NZ)

Apex

Fundamental Concepts

Implementing Business Logic

Managing Reports and Dashboards

Working with Databases

Working with Visualforce

**Search Engine Optimisation Fundamentals (AUS/
NZ)**

Content and Keywords

Links

SEO Strategy

eSkill Modular Subject Library 2018

Application & Web Development

Search Engine Optimisation Fundamentals (AUS/NZ)

    Search Engines
    Web Page Optimisation

Search Engine Optimization Fundamentals

    Content and Keywords
    Links
    SEO Strategy
    Search Engines
    Web Page Optimization

Software Testing

    Bugs
    Metrics
    Misc
    Programming
    Software Development and Testing Life Cycle
    Testing Techniques
    Testing Tools
    Testing Vocabulary
    Types of Testing

Software Testing (AUS/NZ)

    Bugs
    Metrics
    Misc
    Programming
    Software Development and Testing Life Cycle
    Testing Techniques
    Testing Tools
    Testing Vocabulary
    Types of Testing

Sybase Powerbuilder

    Animation, Sound and Multimedia
    Application
    Controls and Windows
    Data Windows
    Database
    Distributed Processing and Application Partitioning
    Functions
    Graphs
    Installation
    MDI
    Messaging Application
    Microhelp
    OOP
    Painters
    PowerScript
    SQL and Powerbuilder
    The Data Window
    The PowerSoft Open Library API
    Transaction Objects

eSkill Modular Subject Library 2018

Application & Web Development

Sybase Powerbuilder

Variables

VRML

Appearance, Materials and Textures
Coordinate Systems
Definitions
Effects
Event Processing
Fields
JAVA
Javascript
Language Basics
Lighting
Live 3D
Navigation
Scene Graphs and Nodes
Scripting
Structure
Time

Visual Basic Script

Arrays
Built-in Functions
Error Handling
Functions
Operators
Procedures
Program Control
Scripting Objects
Statements
Variables and Constants

Visual Basic.NET

Arrays
Assemblies
Basic coding
Beginning VB.NET
Classes and Objects
Conditional statements
Forms
Inheritance and Polymorphism
Iteration statements
Operators
Strings
Troubleshooting
Variables

Web Analytics

Google Analytics
Key Concepts
Measuring Marketing Campaigns Online
Site Optimization and Key Performance Indicators
Yahoo and Twitter Web Analytics and Facebook Insights

eSkill Modular Subject Library 2018

Application & Web Development

Web Analytics (AUS/NZ)

Google Analytics
Key Concepts
Measuring Marketing Campaigns Online
Site Optimization and Key Performance Indicators
Yahoo and Twitter Web Analytics and Facebook Insights

WebLogic Server 9.2

Administration Console
Development
Getting Started
Security and Monitoring
Settings
Starting Servers

WebSphere Application Server 8.0

Application Development, Deployment, and Administration
Installation and Configuration
Scripting and Performance Tuning
Security
Working with Clusters

WordPress 3.4.2

Installation and Configuration
Managing Plugins and Themes
Managing Users and Roles
Multisite and Other Features
SEO and Security
Working with Components

XHTML 1.0

Backwards Compatibility
Basic XHTML Knowledge
CSS
Forms
Images
Links
Lists
Multimedia
Tables
Tag Use
Text Formatting
The Box Model
Valid XHTML

XML

Applications of XML
CSS
Document Type Definitions
XML Basics
XML-based Languages and Syntax
XPath
eXtensible Style Language

jQuery 1.6.2

eSkill Modular Subject Library 2018

Application & Web Development

jQuery 1.6.2

Ajax Features
Animations and Effects
Managing Events
Manipulating Content and Attributes
Using Selectors
jQuery Fundamentals

Call Center

Call Center

Attitude on Phone
Call Center Glossary
Communication
Customers
Equipment and Technology
Handling the Call
Inbound Call Center
Listening
Outbound Call Center
Professionalism

Call Centre (AUS/NZ)

Attitude on Phone
Call Centre Glossary
Communication
Customers
Equipment and Technology
Handling the Call
Inbound Call Centre
Listening
Outbound Call Centre
Professionalism

Customer Service

Adaptability
Basic Technology Skills (Windows, Internet, E-mail etc.)
Communication Skills
Customer Service Orientation
Etiquette and Body Language
Listening Skills
Problem Solving
Security Management
Teamwork and Collaboration

Customer Service (AUS/NZ)

Adaptability
Basic Technology Skills (Windows, Internet, E-mail etc.)
Communication Skills
Customer Service Orientation
Etiquette and Body Language
Listening Skills
Problem Solving
Security Management
Teamwork and Collaboration

eSkill Modular Subject Library 2018

Call Center

Inbound Call Center Simulation

Complaints and Requests

Sales

Outbound Call Center Simulation

Fundraising

Sales

Survey

Telemarketing

Database & Business Intelligence

Crystal Reports 2008

Charting, Mapping

Cross-Tab Objects

Crystal Reports Environment

Databases

Formatting

Formulas and Functions

OLAP Reports

OLE

Printing and Publishing Reports

Queries

Record Selection

Running Totals

Sorting

Subreports

IBM DB2

Accessing DB2 via a COBOL Program

IBM DB2 Related

Performance

SQL

Tables

Terminology

Utilities and Commands

Informatica PowerCenter 9 - Development

Creating Objects

Dataflow Management

Informatica Client Applications

Parameters and Variables

Transformations

Troubleshooting and Optimization

Workflow Management

MS Office 2000 - Access®

Access 2000 Data Projects

Access Development Environment

Access SQL

Automation

Built-in Functions (2000)

Data access - Other Data Sources and ADO

Displaying Data on the Intranet / Internet

Error Handling

eSkill Modular Subject Library 2018

Database & Business Intelligence

MS Office 2000 - Access®

Forms, Controls, Reports
Forms, Controls, Reports 2000
Jet Databases and DAO
Navigation, Security and Database
Navigation, Security and Database 2000
Object - Oriented Programming
Programming Access Forms and Reports
Programming Replication
Programming Security
Statements and Procedures
Tables and Queries
Tables and Queries 2000
Variables, Constants and Operators

MS Office 2003 - Access SQL®

Access Functions
Aggregates
Data Representation
Procedures
Project Functions
Queries
Replication
Security
Statements
Strings
Tables
Troubleshoot

MS Office 2003 - Access®

Administration
Data Projects
Data Types
Database Concepts
Forms
Import & Export
MSDE
Macros and Other Features
Queries
Reports
Security
Tables

MS Office 2007 - Access®

Controls
Data Collection
Database Basics & Design
Datasheets
Environment
Expressions
Filtering and Sorting
Forms
Queries

eSkill Modular Subject Library 2018

Database & Business Intelligence

MS Office 2007 - Access®

Reports
Saving and Printing
Security and Privacy

MS Office 2010 - Access®

Controls
Database
Database Administration
Datasheet
External Data
Filtering and Sorting
Forms
Macros and VBA Code
Operators and Expressions
Queries
Reports
Saving and Printing
Tables
Workspace

MS Office 2010 - Access® (AUS/NZ)

Controls
Database
Database Administration
Datasheet
External Data
Filtering and Sorting
Forms
Macros and VBA Code
Operators and Expressions
Queries
Reports
Saving and Printing
Tables
Workspace

MS Office 2013 - Access®

Database Tools
Forms
Managing Reports
Managing Tables
Modules and Macros
Using Queries

MS Office XP - Access®

Access Data Projects
Access Development Environment
Access SQL
Automation
Built-in Functions
Data access - Jet Databases and DAO
Data access - Other Data Sources and ADO
Displaying Access Data on the Intranet/Internet

eSkill Modular Subject Library 2018

Database & Business Intelligence

MS Office XP - Access®

Error Handling and Debugging

Forms, Controls, Reports

Loops, Statements and Procedures

Navigation, Security and Database

Object - Oriented Programming

Programming Access Forms and Reports

Programming Replication

Programming Security

Tables and Queries

Variables, Constants and Operators

MS SQL Server 2000® - Administration

Automation

DBCC

DTS

General

Import and Export

Installation

Internet

Maintenance

Monitoring and Performance Tuning

Running SQL Server

SQL Server Errors

Security and Integrity

Specifications

System configuration

System procedures

MS SQL Server 2005®

Analysis Services

Common Language Runtime

Errors

Maintaining SQL Server 2005

Microsoft SQL Server Management Studio

Replication

Reporting Services

SQL Server Agent

SQL Server Configuration Manager

SQL Server Integration Services

SQLCMD

Security

Stored Procedures

T-SQL in SMS

Working with XML

MS SQL Server 2008®- Programming

CLR

DCL

DDL

DML

Indexes

New SQL 2008 Programming Features

eSkill Modular Subject Library 2018

Database & Business Intelligence

MS SQL Server 2008®- Programming

OLAP
Query Optimisation
Relational Concepts
Reporting Services
Security
XML

MS SQL Server 2012® - Administration

High-Availability Features
Installation and Configuration
Maintaining Instances and Databases
Managing Data
Optimizing and Troubleshooting
Performance Monitoring
Queries
Security

MS SQL Server 2012® - Database Administration

Administrating Databases
Data Quality Services
Maintaining Indexes
Scripting or T-SQL Enhancements
Security and High Availability
Writing Queries

MS SQL Server 7®

Cursors
Data Queries
Database Files and Databases
Installation
Locking
Modification of Data
Performance Mornitoring and Configuration
Programming Wth Transact-SQL
Query Optimization
SQL Server Architecture
Stored Procedures, Triggers, Batches, Transactions
Tables
Transact-SQL Queries

MS Visual FoxPro 6®

"SET" Statements
Accessing Windows API
Creating Databases, Tables, Views, and Manipulating Them
Creating LAN Applications
Data Types and Conversion Type Functions
Debugging Programs
Manipulating Data with SQL
Object-Oriented Programming
String Handling Functions
Using Arrays
Using Menus
Using OLE

eSkill Modular Subject Library 2018

Database & Business Intelligence

MS Visual FoxPro 6®

Working with Tables and Views
Working with VFP Forms and Formsets
Working with VFP Standard Controls

MS Visual FoxPro 9®

Classes
Configuring an Application
Databases
Forms
IntelliSense
Language Reference
Objects
Programs
Projects
Queries
Records
Reports
Tables
User Interface
Using Visual FoxPro

MySQL 4

C API
Installing and Running
JDBC API
MySQL Syntax
MySQL Utilities
PHP API
Perl/DBI and MySQL
Security

MySQL 5.5

Administering MySQL
Data Types
Functions and Operators
Language Structure
Managing Databases
SQL Statements
Stored Programs and Views

Oracle 10g Administration

Automatic Management
Configuring and Using Recovery Manager
Dealing with Database Corruption
Diagnostic Sources
Installing Oracle Database 10g Software and Creating an Oracle Database
Managing Schema Objects
Monitoring and Managing Memory
Monitoring and Managing Storage
Monitoring and Resolving Lock Conflicts
Oracle Database Backups and Recovery
Oracle Database Security and Net Services
PL/SQL

eSkill Modular Subject Library 2018

Database & Business Intelligence

Oracle 10g Administration

ProActive Maintenance
Storage Structure and Administering Users
Undo Management

Oracle Administration

Backing Up and Recovering the Database
Creating Tables and Other Objects
Creating Tablespaces and Storage Management
Creating an Oracle Database
Creating and Managing Database Users
Data Modeling and Normalizing
Data Security and Integrity Methods
Database Tuning for Optimal Performance
Granting Privileges and Roles to Users
PL/SQL and Procedures
Scripting Objects
Starting Up and Shutting Down the Database
Using the Oracle Data Dictionary
Writing SQL and Optimizing SQL Statements

Oracle Developer

Access Policy
Application Distribution and Integration
Error Tracking and Debugging
Form Creation
Graphic Data Presentation
PL/SQL in Developer
Processes and Triggers
Report Processing
Window Objects

Oracle Developer (AUS/NZ)

Access Policy
Application Distribution and Integration
Error Tracking and Debugging
Form Creation
Graphic Data Presentation
PL/SQL in Developer
Processes and Triggers
Report Processing
Window Objects

Oracle PL/SQL

Built in Functions
Cursors
DML and DDL SQL
Oracle Supplied Packages
PL/SQL Basics
Procedure and Function
SQL Plus
Security
Testing and Tuning
Trigger

eSkill Modular Subject Library 2018

Database & Business Intelligence

Oracle PL/SQL (AUS/NZ)

Built in Function
Cursor
DML and DDL SQL
Oracle Supplied Packages
PL/SQL Basics
Procedure and Function
SQL Plus
Security
Testing and Tuning
Trigger

Oracle PL/SQL 11

Control Structures
Database Triggers
Execution of PL/SQL Blocks
Interacting with Oracle Server
Managing Exceptions
Managing Packages
Understanding Variables and Composite Data Types
Working with Cursors, Functions and Procedures

Oracle SQL Developer Data Modeler 3.0

Customizing the Environment
Logical Modeling
Managing Designs
Multidimensional Modeling
Relational and Physical Models
Reports and Versioning
Working with Data Flow Diagrams

Oracle SQL Developer Data Modeler 3.0 (AUS/NZ)

Customising the Environment
Logical Modelling
Managing Designs
Multidimensional Modelling
Relational and Physical Models
Reports and Versioning
Working with Data Flow Diagrams

Relational Databases

Data Integrity
Data Modeling
Data Structures
Database Maintenance
Database Optimization
Distributed Databases
General Database Design Principles
Project Lifecycle
SQL

Relational Databases (AUS/NZ)

Data Integrity
Data Modelling

eSkill Modular Subject Library 2018

Database & Business Intelligence

Relational Databases (AUS/NZ)

- Data Structures
- Database Maintenance
- Database Optimisation
- Distributed Databases
- General Database Design Principles and Terminology
- Object-oriented DBMS
- Project Lifecycle
- RAD/JAD Processes
- SQL

Seagate Crystal Reports 8.5

- Crystal Reports and Visual Basic
- Data Presentation
- Installing and Upgrading
- Report Exporting
- Report Formatting
- SQL in Crystal Reports
- Sorting, Grouping and Totaling
- Using Formulas in Reports
- Using OLE

Desktop Publishing Software

Adobe Acrobat 9.0

- Collaboration
- Combining content in PDFs
- Creating PDFs
- Editing PDFs
- Forms
- Multimedia and 3D models
- Printing
- Saving and exporting PDFs
- Searching and indexing
- Security
- Workspace

Adobe Acrobat Pro 10

- Combining and Splitting PDFs
- Creating and Viewing PDFs
- Editing and Enhancing PDFs
- Forms
- Multimedia Content
- Printing
- Saving and Exporting
- Searching and Indexing
- Securing PDFs
- Working with Comments

Adobe Fireworks CS3 - Windows

- Applying Color, Strokes, and Fills
- Automating Repetitive Tasks
- Creating Animation
- Creating Slideshows
- Fireworks Environment

eSkill Modular Subject Library 2018

Desktop Publishing Software

Adobe Fireworks CS3 - Windows

Pages, Layers, Masking, and Blending

Selecting and Transforming Objects

Slices, Rollovers, and Hotspots

Using Live Filters

Using Styles, Symbols, and URLs

Working with Bitmaps

Working with Text

Working with Vector Objects

Adobe FrameMaker 8

Books

Color

Conditional Text

Cross-references and Footnotes

Filter by Attribute

FrameMaker Basics

FrameMaker Tables

Graphics and Anchored Frames

Importing, Linking, and Exporting

Page Layout and Templates

Revision Management

Tables of Contents and Indexes

Variables and Equations

Adobe Illustrator 4.0

Color

Defaults

Drawing

Fonts

Graphics Control

Imports/Exports

Linked Files

PDF Files

Page Setup

Page Views

Palettes

Printers Marks

Printing

Separations

Text

Toolbar

Toolbox

Trap/Choke/Overprint

Web Graphics

Working with Files

Working with Pages

Adobe Illustrator CS2 - Windows

Arranging Objects

Automating Tasks

Color

Drawing

eSkill Modular Subject Library 2018

Desktop Publishing Software

Adobe Illustrator CS2 - Windows

Graphs

Importing, Exporting, Saving

Painting

Printing

Reshaping Objects

Special Effects

Type

Work Area

Adobe Illustrator CS3

Adobe Illustrator CS3 Environment

Colors

Drawing

Effects

Layers

Painting

Reshaping

Selecting

Text

Workspace

Adobe Illustrator CS5 - Windows

Automating Tasks

Color

Drawing And Painting

Importing, Exporting And Saving

Printing

Selecting And Reshaping Objects

Special Effects

Typing And Graphs

Web Graphics

Workspace

Adobe InDesign CC 2017

Digital Publications

Editing and Formatting Text

Exporting and Publishing

Layout and Design

Printing

Tables

Typography

Workspace and Workflow

Adobe InDesign CS2 - Windows

Books

Color

Drawing

Frames and Objects

Graphics

Layout

Printing & Separations

Styles

Tables

eSkill Modular Subject Library 2018

Desktop Publishing Software

Adobe InDesign CS2 - Windows

Text
Typography
Work Area

Adobe InDesign CS3 - Windows

Books
Color
Drawing
Frames and Objects
Graphics
Layout
Printing & Separations
Styles
Tables
Text
Typography
Workspace

Adobe InDesign CS6

Advanced Features
Colors, Graphics, and Tables
Digital Documents and ePubs
Fundamental Skills
Managing Pages
Printing and Exporting
Styles and Effects
Text and Type

Adobe PageMaker 4.0

Book/Printer's Spreads
Color
Default Setting
Drawings
Graphic Control
Import/Export
Link Files
Link Text
Master Page
PDF Files
Page Setup
Placing Text/Graphic
PostScript
Printer Specification
Printing
Separation
Styles
TOC/Index
Table
Templates
Text
Toolbar
Typography

eSkill Modular Subject Library 2018

Desktop Publishing Software

Adobe PageMaker 4.0

Working With Files

Adobe PageMaker 7.0 - Windows

Composition and Typography
Constructing a Publication
Defining, Applying, and Trapping Color
Graphics and Text Objects
Importing, Linking, and Exporting
Indexes, Contents, and Pagination
Printing
Text Formatting and Word Processing
Work Area

Adobe PhotoShop CS3 - Macintosh

Automating with Actions
Color
Drawing
Filters
Keyboard
Layers
Opening and Importing Images
Painting
Printing
Retouching and Transforming
Selecting
Technical Imaging
Type
Video and Animation
Web Graphics
Workspace

Adobe PhotoShop CS5 Extended - Windows

3D
Automating Tasks
Color
Drawing and Painting
Filters
Images
Saving and Printing
Selecting and Masking
Video and Animation
Workspace

Adobe Photoshop 5.5 - Macintosh

Color
Images
Images
Print
Tools
Tools and Commands
Work Area

Adobe Photoshop 5.5 - Windows

Color

eSkill Modular Subject Library 2018

Desktop Publishing Software

Adobe Photoshop 5.5 - Windows

Image Settings
Images
Print
Tools
Tools and Commands
Work Area

Adobe Photoshop CS2 - Windows

Automating Tasks
Channels and Spot Colors
Color
Color and Tonal Adjustments
Filters
Layers
Painting
Printing
Selecting
Transforming and Retouching
Type
Work Area

Adobe Photoshop CS3 - Windows

Automating Tasks
Color
Drawing
Filters
Layers
Making color and tonal adjustments
Painting
Printing
Retouching and Transforming
Saving and Exporting Images
Selecting
Type
Web Graphics
Workspace

Adobe Photoshop CS3 - Windows (AUS/NZ)

Automating Tasks
Colour
Drawing
Filters
Layers
Making colour and tonal adjustments
Painting
Printing
Retouching and Transforming
Saving and Exporting Images
Selecting
Type
Web Graphics
Workspace

eSkill Modular Subject Library 2018

Desktop Publishing Software

Adobe Photoshop CS6 - Windows

Art Effects and Distorting Images
Editing Images
Output Techniques
Photoshop Fundamentals
Understanding Selections, Layers, and Channels
Using Camera Raw
Using Paint, Paths, Shapes, and Text Tools
Working with Video

Corel WordPerfect 8.0

Creating a New Document
Editing a Document
Graphics
Hyperlinks
Importing/Linking Spreadsheets
Internet Publishing
Macros
Mail Merge
Outlines
Printing
Reference
Working with Columns
Working with Databases and Address Books
Working with Tables
Writing Tools

MS Office Publisher 2007®

Automation
Color
Graphics
Layout
MS Publisher Environment
MS Publisher Help
MSP Basics
Publishing Documents
Publishing Workflow
Text

MS Office Publisher 2007® (AUS/NZ)

Automation
Colour
Graphics
Layout
MS Publisher Environment
MS Publisher Help
MSP Basics
Publishing Documents
Publishing Workflow
Text

MS Office Publisher 2010®

Features and Settings
General Formatting

eSkill Modular Subject Library 2018

Desktop Publishing Software

MS Office Publisher 2010®

Layout and Templates
Objects and Shapes
Page Parts and Design
Tables, Pictures and Text Boxes

MS Office Publisher 2010® (AUS/NZ)

Features and Settings
General Formatting
Layout and Templates
Objects and Shapes
Page Parts and Design
Tables, Pictures and Text Boxes

QuarkXPress 4.0 - Windows

Creating and changing documents
Defaults
Printing
Shortcuts
Tools
Working with documents
Working with picture
Working with text

QuarkXpress 4.0 - Macintosh

Creating and changing documents
Defaults
Printing
Shortcuts
Tools
Working with documents
Working with picture
Working with text

Engineering, Industrial & Design

Assembly Skills

Assembly Skills

AutoCAD 2010 for General Use

3D Drawings
Creating and Modifying Objects
Creating, Saving, and Viewing Drawings
Layers, Colors, and Lines
Managing Drawings
Printing and Plotting
Setting Up the Environment
Working with Annotations
Working with Blocks and Attributes

AutoCAD 2010 for General Use (AUS/NZ)

3D Drawings
Creating and Modifying Objects
Creating, Saving, and Viewing Drawings
Layers, Colours, and Lines
Managing Drawings

eSkill Modular Subject Library 2018

Engineering, Industrial & Design

AutoCAD 2010 for General Use (AUS/NZ)

        Printing and Plotting
        Setting Up the Environment
        Working with Annotations
        Working with Blocks and Attributes

Basic Electronics

        Electronics Application
        General Knowledge
        Oscillators and Amplifiers
        Passive Elements
        Power Supply
        Semiconductor Devices
        Types of Circuits

Basic Electronics (AUS/NZ)

        Electronics Application
        General Knowledge
        Oscillators and Amplifiers
        Passive Elements
        Power Supply
        Semiconductor Devices
        Types of Circuits

Basic Industrial Math

        Algebra and Arithmetic
        Geometry
        Industrial Math Operations
        Probability and Statistics
        Trigonometry

Basic Industrial Maths (AUS/NZ)

        Algebra and Arithmetic
        Geometry
        Industrial Maths Operations
        Probability and Statistics
        Trigonometry

CNC Skills

        CNC Machines and Manufacturing Systems
        CNC Programming
        Functions and Elements of CNC Machines
        Fundamental Concepts of CNC Manufacturing
        Maintenance of CNC Machines
        Safety Measures and Procedures of CNC Machines
        Types of CNC Systems

CNC Skills (AUS/NZ)

        CNC Machines and Manufacturing Systems
        CNC Programming
        Functions and Elements of CNC Machines
        Fundamental Concepts of CNC Manufacturing
        Maintenance of CNC Machines
        Safety Measures and Procedures of CNC Machines
        Types of CNC Systems

eSkill Modular Subject Library 2018

Engineering, Industrial & Design

Civil Engineering Skills

       Building Materials
       Concrete Design
       Hydrology and Hydraulics
       Site Drainage
       Soil Mechanics
       Steel Design
       Stress and Strain
       Structural Analysis
       Surveying

Civil Engineering Skills (AUS/NZ)

       Building Materials
       Concrete Design
       Hydrology and Hydraulics
       Site Drainage
       Soil Mechanics
       Steel Design
       Stress and Strain
       Structural Analysis
       Surveying

Electrical Engineering Skills

       Electronic Circuits
       Fundamentals of Electricity
       Machinery & Controls
       Power Systems
       Signal Processing

Electrical Engineering Skills (AUS/NZ)

       Electronic Circuits
       Fundamentals of Electricity
       Machinery & Controls
       Power Systems
       Signal Processing

Forklift Skills

       Fundamental Knowledge
       Maintenance Operations
       Operating a Forklift
       Refueling and Recharging Operations
       Safety and Precautionary Measures

Forklift Skills (AUS/NZ)

       Fundamental Knowledge
       Maintenance Operations
       Operating a Forklift
       Refuelling and Recharging Operations
       Safety and Precautionary Measures

HVAC Skills

       Building Envelope Performance
       Codes and Standards
       HVAC Design
       HVAC Equipment and Installation

eSkill Modular Subject Library 2018

Engineering, Industrial & Design

HVAC Skills

Indoor Environmental Quality
Load and Energy Calculations
Psychrometrics
Refrigeration

Mechanical Aptitude

Bearing and Rotary Elements
Buckling of Compressed Columns
Deflections
Design of Machine Elements
Dynamics
Fluid Dynamics
Geometrical Properties of Plane Areas
Manufacturing
Mechanical Properties of Materials
Mechanics of Materials and Structures
Power Transmission Elements
Stress State Analysis
Structural Analysis
Thermodynamics
Tolerancing, Drafting and Statics

Mechanical Aptitude (AUS/NZ)

Bearing and Rotary Elements
Buckling of Compressed Columns
Deflections
Design of Machine Elements
Dynamics
Fluid Dynamics
Geometrical Properties of Plane Areas
Manufacturing
Mechanical Properties of Materials
Mechanics of Materials and Structures
Power Transmission Elements
Stress State Analysis
Structural Analysis
Thermodynamics
Tolerancing, Drafting and Statics

Mechanical Engineering Skills

2D Drawing Comprehension
Materials Science
Mechanisms, Forces, and Functionality
Parts Manufacturing
Process Capabilities

Mechanical Engineering Skills (AUS/NZ)

2D Drawing Comprehension
Materials Science
Mechanisms, Forces, and Functionality
Parts Manufacturing
Process Capabilities

Reading Rulers - English and Metric Units

eSkill Modular Subject Library 2018

Engineering, Industrial & Design

Reading Rulers - English and Metric Units

English Unit Measurements
English-to-English Unit Conversions
English-to-Metric Unit Conversions
Metric Unit Measurements
Metric-to-English Unit Conversion
Metric-to-Metric Unit Conversion

Telecommunications

Data Communications
Multiple Access
Telecommunications Application
Telecommunications Fundamentals
Transmission Media
Transmission Technologies

Telecommunications (AUS/NZ)

Data Communications
Multiple Access
Telecommunications Application
Telecommunications Fundamentals
Transmission Media
Transmission Technologies

Units and Conversions Skills

Acceleration
Area
Energy
Force
Length
Mass and Density
Power
Velocity
Volume

Units and Conversions Skills (AUS/NZ)

Acceleration
Area
Energy
Force
Length
Mass and Density
Power
Velocity
Volume

Enterprise Resource Planning

SAP R3 Basis

Administering the ABAP/4 Development Environment
Architecture
Data Dictionary
Miscellaneous
Oracle Integration Knowledge
Performance

eSkill Modular Subject Library 2018

Enterprise Resource Planning

SAP R3 Basis

RFC and ALE

System Administration

Transport Management System

Troubleshooting Issues

Users and Security

SAP R3 Basis (AUS/NZ)

Administering the ABAP/4 Development Environment

Architecture

Data Dictionary

Miscellaneous

Oracle Integration Knowledge

Performance

RFC and ALE

System Administration

Transport Management System

Troubleshooting Issues

Users and Security

Hardware & Networking

LAN Switching and Wireless Fundamentals

Basic Switch Concepts and Configuration

Inter-Vlan Routing

LAN Design

STP

VLANs

VTP

Wireless

MS Exchange Server 2000®

Configuration of MS Exchange Server

Connectors

Core Components

Email Clients

Information Storage

Installation and Configuration

MS Outlook Client

Managing Resources

Message Tracking

Message Transfer Agent

Monitoring and Optimization

Performance Monitor

Planning

Public Folders

Site Technology

System Attendant

Troubleshooting

Windows NT User Account

MS Exchange Server 2003®

Back up, Restore, and Recovery

Connectivity

Core Components

eSkill Modular Subject Library 2018

Hardware & Networking

MS Exchange Server 2003®

Exchange Clients
Information Storage
Installation and Configuration
Maintenance and Monitoring
Public Folders
Security
Troubleshooting

MS Exchange Server 2010®

Administration and Management
Client Access
Exchange Management Console
Exchange Management Shell
High Availability and Site Resilience
Mailbox
Messaging
Planning, Deploying and Designing an Exchange Server 2010 Environment
Transport
Unified Messaging

MS Exchange Server 2016®

Client Access Services
General Administration
Hybrid
Mailbox Databases
Mailbox Transport Services
Transitioning to Exchange 2016

MS System Center Configuration Manager (SCCM) 2012®

Application Deployment and Software Updates
Managing Clients
Operating System Deployment
Reporting and Queries
Understanding Architecture and Components

MS System Center Operations Manager (SCOM) 2012®

Configuration and Management
Installing and Configuring SCOM
Management Packs
Monitoring Resources
SCOM Architecture Design
SCOM Fundamental Concepts
SCOM Security
Troubleshooting SCOM

Networking Essentials

ATM
Connectivity Devices
DNS
Ethernet
Local Area Network Topologies
Media Access

eSkill Modular Subject Library 2018

Hardware & Networking

Networking Essentials

Modems and Routers
Network Operating Systems
Network Security
Network and Transport Layers
Networking Related
OSI Reference Model
Quality of Service
Standard Frame Types
TCP/IP Suite
Transmission Facilities
Transmission Media
VLAN
VOIP
VPN and MPLS
Wide Area Networks

Networking Essentials (AUS/NZ)

ATM
Connectivity Devices
DNS
Ethernet
Local Area Network Topologies
Media Access
Modems and Routers
Network Operating Systems
Network Security
Network and Transport Layers
Networking Related
OSI Reference Model
Quality of Service
Standard Frame Types
TCP/IP Suite
Transmission Facilities
Transmission Media
VLAN
VOIP
VPN and MPLS
Wide Area Networks

OS-MVS-Job Control Language

DASD
DD Statement
Exec Statement
Job Statement
Navigation, Security and Database
Procs
Tapes
Utilities

PC Hardware

Central Processing Unit
Computer Cases and Power Supply

eSkill Modular Subject Library 2018

Hardware & Networking

PC Hardware

Hard Disk (HDD)

Input/Output Devices

Memory

Motherboard

Networking

Optical Drives

Peripherals

Troubleshooting and Repair

Video Card

PC Hardware (AUS/NZ)

Central Processing Unit

Computer Cases and Power Supply

Hard Disk (HDD)

Input/Output Devices

Memory

Motherboard

Networking

Optical Drives

Peripherals

Troubleshooting and Repair

Video Card

Routing Fundamentals

Closer Look at Routing Table

Distance Vector

Dynamic Routing Protocol

EIGRP

Link State Routing Protocols

OSPF

RIP v1 and RIP v2

Router

Static Route

VLSM and CIDR

Routing Fundamentals (AUS/NZ)

Closer Look at Routing Table

Distance Vector

Dynamic Routing Protocol

EIGRP

Link State Routing Protocols

OSPF

RIP v1 and RIP v2

Router

Static Route

VLSM and CIDR

TCP/IP

ARP and RARP

BOOTP and DHCP

DNS

FTP, TFTP, and NFS

ICMP

eSkill Modular Subject Library 2018

Hardware & Networking

TCP/IP

IP Addressing
IP Routing
Multicasting
Routing Protocols
SMTP and MIME
SNMP
Subnetting
TCP
TCP/IP Overview
Telnet
UDP

VMware 4

Distributed Resource Scheduler (DRS)
High Availability
Monitoring and Alerting
Permissions and Rights
Resource Optimization
VMware Fault Tolerance (FT)
VMware Workstation
Virtual Machines
vApps
vCenter 4.0
vCenter Converter
vCenter Guided Consolidation
vSPhere 4 Server Installation
vSphere 4 Server Networking Configurations
vSphere 4 vStorage Configurations
vStorage APIs for Data Protection and VMware Data Protection

VMware vSphere 6.0

vCenter Server and Host Management
vSphere Availability
vSphere Installation
vSphere Networking
vSphere Resource Management
vSphere Security
vSphere Storage
vSphere Troubleshooting
vSphere Upgrade
vSphere Virtual Machine Administration

Healthcare

Child Care

Child Development
Child Growth
Child Guidance and Interactions
Curriculum, Equipment, and Materials
Difficult Situations
Health, Safety, and Medication Administration

Child Care (AUS/NZ)

Child Development

eSkill Modular Subject Library 2018

Healthcare

Child Care (AUS/NZ)

Child Growth
Child Guidance and Interactions
Curriculum, Equipment, and Materials
Difficult Situations
Health, Safety, and Medication Administration

Dental Terminology

Anatomy and Physiology
Basic Assisting Procedures
Infection Control
Instruments, Equipment, and Materials
Prosthodontics, Endodontics, Orthodontics, and Periodontics
Radiography

Dental Terminology (AUS/NZ)

Anatomy and Physiology
Basic Assisting Procedures
Infection Control
Instruments, Equipment, and Materials
Prosthodontics, Endodontics, Orthodontics, and Periodontics
Radiography

First Aid

Basic Life Support
Cardiovascular and Respiratory Emergencies
Common Emergencies that Require First Aid
Exposure to Cold, Heat and Electricity
General Information and Safety
Patient Assessment
Poisoning, Bites and Anaphylaxis
Trauma and Shock

First Aid (AUS/NZ)

Basic Life Support
Cardiovascular and Respiratory Emergencies
Common Emergencies that Require First Aid
Exposure to Cold, Heat and Electricity
General Information and Safety
Patient Assessment
Poisoning, Bites and Anaphylaxis
Trauma and Shock

HIPAA - Health Insurance Coverage

Definition of Terminology
General and Miscellaneous Provisions
Group Market Rules
Individual Market Rules
Overview of HIPAA

HIPAA - Privacy and Security Standards

Health Care Fraud and Abuse Control Program
Privacy Ruling
Sanctions for HIPAA Violations
Security Ruling

eSkill Modular Subject Library 2018

Healthcare

HIPAA - Privacy and Security Standards

Transaction and Code Sets

Unique Identifiers

Home Health Aide

Body Systems and Common Disorders

Caring for Clients with Alzheimer's Disease

Caring for Clients with Cancer

Caring for Terminally Ill Clients

Communication Skills and Documentation

Infection Control

Maternal and Infant Care

Primary Care Skills

Responsibilities and Legal Rights

Medical Billing

Charge Entry

Coding

Collections

Legal and Ethical Concepts

Managed Care and Other Types of Health Insurance

Medicare

Payment Entry

Medical Coding

Anatomy and Physiology

Coding Ethics

E/M Coding

General Coding Guidelines

ICD-10-CM Coding

Legal Aspects

Medical Terminology

Procedural Coding

Medical Dosage Calculations

Basic Conversions

Dosages: Nonparenteral

Dosages: Parenteral

IV Rate

Pediatric Drug Doses

Medical Office Administration Skills

Drug and Laboratory Records

Financial Office Management

Interpersonal Communications

Medical Office Assisting Foundations

Medical Office Information Processing

Medical Records Management and Filing Procedures

Professional Responsibilities

Medical Terminology

Anatomical Position, Directional Terms, and Body Movements

Drugs and Drug Administration

Infectious Diseases

Laboratory and Diagnostic Examinations

eSkill Modular Subject Library 2018

Healthcare

Medical Terminology

The Cardiovascular System
The Endocrine System
The Gastrointestinal System
The Genito-Urinary System
The Hematological System
The Immune System
The Integumentary System
The Musculoskeletal System
The Nervous System
The Respiratory System
Treatment and Surgical Procedures

Medical Transcription

Mechanics and Equipment of Medical Transcription
Medical Charting and Correspondence
Medical Reports and Formats
Medical Terminology
Transcription Rules and Guidelines

Medical Transcription (AUS/NZ)

Mechanics and Equipment of Medical Transcription
Medical Charting and Correspondence
Medical Reports and Formats
Medical Terminology
Transcription Rules and Guidelines

Nursing Skills

Activity and Exercise
Circulation
Elimination
Focus on the Patient
Infection Control
Nutrition
Pain Management
Respiration
Wound Care

Nursing Skills (AUS/NZ)

Activity and Exercise
Circulation
Elimination
Focus on the Patient
Infection Control
Nutrition
Pain Management
Respiration
Wound Care

Pharmaceutical Terminology

Antineoplastic Medications
Cardiovascular Medications
Common Sound-Alike Drug Names
Controlled Substances and Addictions
Dosage Forms, Drug Administration, and Drug Order Interpretation

eSkill Modular Subject Library 2018

Healthcare

Pharmaceutical Terminology

Endocrine Medications

Gastrointestinal Medications

Generic and Trade Names

Musculoskeletal Medications

Pharmacodynamics and Pharmacokinetics

Psychotropic Medications

Respiratory Medications

Vitamins

Pharmaceutical Terminology (AUS/NZ)

Antineoplastic Medications

Cardiovascular Medications

Common Sound-Alike Drug Names

Controlled Substances and Addictions

Dosage Forms, Drug Administration, and Drug Order Interpretation

Endocrine Medications

Gastrointestinal Medications

Generic and Trade Names

Musculoskeletal Medications

Pharmacodynamics and Pharmacokinetics

Psychotropic Medications

Respiratory Medications

Vitamins

Registered Nursing Skills

Biology and Chemistry

Customer and Personal Service

General Medicine

Judgment and Decision Making

Managerial Skills

Service Orientation

Tasks Connected Directly to Patients

Registered Nursing Skills (AUS/NZ)

Biology and Chemistry

Customer and Personal Service

General Medicine

Judgement and Decision Making

Managerial Skills

Service Orientation

Tasks Connected Directly to Patients

Hospitality Industry

Event Planning Skills

Ethic Code and Etiquette

Event Steps

Interaction

Organizational Abilities

Planning Knowledge

Professional Attitude

Event Planning Skills (AUS/NZ)

Ethic Code and Etiquette

eSkill Modular Subject Library 2018

Hospitality Industry

Event Planning Skills (AUS/NZ)

Event Steps
Interaction
Organisational Abilities
Planning Knowledge
Professional Attitude

Food and Beverage Serving Skills

Checkout Procedures
Personal Appearance
Quality of Service
Sanitation and Safety Concepts
Server Function and Responsibilities
Service Equipment
Serving Drinks
Serving the Meal
Using Technology

Food and Beverage Serving Skills (AUS/NZ)

Checkout Procedures
Personal Appearance
Quality of Service
Sanitation and Safety Concepts
Server Function and Responsibilities
Service Equipment
Serving Drinks
Serving the Meal
Using Technology

Front Desk Skills

Computer Knowledge
Customer Service
Daily Tasks
Direct Customer Interaction
Professional Attitude
Telephone and E-mail Etiquette
Time Management and Organizational Skills

Front Desk Skills (AUS/NZ)

Computer Knowledge
Customer Service
Daily Tasks
Direct Customer Interaction
Professional Attitude
Telephone and E-mail Etiquette
Time Management and Organisational Skills

Guide and Tour Operator Skills

Guide and Tour Operator Skills
Problem-Solving Ability
Tour Operator Customer Interaction
Traveling, Adventure, and Culture

Guide and Tour Operator Skills (AUS/NZ)

Guide and Tour Operator Skills (AUS/NZ)

eSkill Modular Subject Library 2018

Hospitality Industry

Guide and Tour Operator Skills (AUS/NZ)

        Problem-Solving Ability
        Tour Operator Customer Interaction
        Travelling, Adventure, and Culture

Room Service Management Skills

        Place Settings
        Room Service Orders
        Task Performance
        Trays and Carts

Room Service Management Skills (AUS/NZ)

        Place Settings
        Room Service Orders
        Task Performance
        Trays and Carts

Human Resources

Example Interview Questions (Free Response)

        Communication
        Education
        Experience
        Generic
        Management
        Motivation
        Performance Measurements
        Personal Development
        Personality
        Stress Resistance
        Working Style and Habits

Human Resources (US)

        Compensation and Benefits
        Employee Development
        Employee Relations
        Health, Safety, and Welfare
        Legal Obligations
        Payroll
        Performance Management
        Staffing and Recruiting

Interview Questions - Free Response (AUS/NZ)

        Communication
        Education
        Experience
        Generic
        Management
        Motivation
        Performance Measurements
        Personal Development
        Personality
        Stress Resistance
        Working Style and Habits

Training Skills

eSkill Modular Subject Library 2018

Human Resources

Training Skills

Evaluation of Training
Managing Training Materials
Training Delivery Methods
Training Needs Analysis
Training Objectives and Methods

Training Skills (AUS/NZ)

Evaluation of Training
Managing Training Materials
Training Delivery Methods
Training Needs Analysis
Training Objectives and Methods

Language & Communication

Business Communication

Business Meetings
Business Vocabulary
Channels of Communication
Communication in the Workplace
Listening Skills
Writing Skills

Business Communication (AUS/NZ)

Business Meetings
Business Vocabulary
Channels of Communication
Communication in the Workplace
Listening Skills
Writing Skills

English Language (AUS/NZ)

Adjectives
Adverbs
Articles
Common Mistakes
Errors
Idiomatic Phrases
Nouns
Numbers
Prepositions
Pronouns
Punctuation
Reading Comprehension
Sentences
Spelling
Verbs
Vocabulary

English Language (UK)

Adjectives
Adverbs
Articles
Common Mistakes

eSkill Modular Subject Library 2018

Language & Communication

English Language (UK)

Errors
Idiomatic Phrases
Nouns
Numbers
Prepositions
Pronouns
Punctuation
Reading Comprehension
Sentences
Spelling
Verbs
Vocabulary

English Language (US)

Adjectives
Adverbs
Articles
Common Mistakes
Errors
Idiomatic Phrases
Nouns
Numbers
Prepositions
Pronouns
Punctuation
Reading Comprehension
Sentences
Spelling
Verbs
Vocabulary

English Proofreading (AUS/NZ)

Abbreviations
Acronyms
Grammar
Meaning
Punctuation
Spelling
Vocabulary
Word Order

English Proofreading (UK)

Abbreviations
Acronyms
Grammar
Meaning
Punctuation
Spelling
Vocabulary
Word Order

English Proofreading (US)

Abbreviations

eSkill Modular Subject Library 2018

Language & Communication

English Proofreading (US)

Acronyms
Grammar
Meaning
Punctuation
Spelling
Vocabulary
Word Order

English Spelling and Vocabulary (AUS/NZ)

Agreement
Endings
Irregular Plurals
Irregular Verbs
Possessives
Pronoun Spelling
Punctuation
Spelling
Vocabulary

English Spelling and Vocabulary (UK)

Agreement
Endings
Irregular Plurals
Irregular Verbs
Possessives
Pronoun Spelling
Punctuation
Spelling
Vocabulary

English Spelling and Vocabulary (US)

Agreement
Endings
Irregular Plurals
Irregular Verbs
Possessives
Pronoun Spelling
Punctuation
Spelling
Vocabulary

English as a Second Language (ESL)

Adjectives and Adverbs
Common Expressions
Comparatives and Superlatives
Conditional Sentences
Formal and Informal English
Forming and Asking Questions
Greetings and Salutations
Homonyms, Homophones, and Synonyms
Idioms
Phrases
Possessive Pronouns

eSkill Modular Subject Library 2018

Language & Communication

English as a Second Language (ESL)

Pronunciation
Punctuation
Sentence Types
Using Prepositions
Verb Tense and Usage

French Language (CA)

Anglicismes
Différences français standard - français québécois
Grammaire française
Homophones
Orthographe et ponctuation françaises
Participes Passés
Spécificités du français québécois
Verbes
Vocabulaire et Orthographe
Vocabulaire français

French Language (FR)

Adjectifs
Adverbes
Déterminants et Prépositions
Noms
Phrases
Ponctuation
Pronoms
Verbes

German Language (DE)

Grammatik
Leseverständnis
Rechtschreibung
Sprachfehler
Textverständnis
Wortschatz

Italian Language (IT)

Comprensione Del Testo
Errori Comuni
Grammatica
Struttura Della Frase
Vocabolario

Japanese Language (JP)

Modern Arabic Language

??????? ??????
??????? ??????
???????

eSkill Modular Subject Library 2018

Language & Communication

Modern Arabic Language

???????

????? ????

Portuguese Language (BR)

Compreensão de Leitura

Comunicação Escrita

Erros Comuns

Gramática

Vocabulário

Spanish Language (ES)

Abreviaturas y Comparación

El Adjetivo y el Adverbio

El Artículo

El Gerundio y El Participio

El Modo Imperativo

El Modo Indicativo

El Modo Subjuntivo

El Numeral

El Pronombre

El Sustantivo

Expresiones idiomáticas

Indicativo/Subjuntivo

Por/Para

Pregunta

Preposiciones y verbos con preposición

Puntuación y Contracciones

Uso de verbos

Vocabulario

Legal

Discrimination in the Workplace (US)

Discrimination Issues

Effects of Discrimination

Harassment

Rights and Remedies

Types of Discrimination

Environmental, Health and Safety

Air Quality

Community Health and Safety

Occupational Health and Safety

Waste and Materials Management

Water Quality

Environmental, Health and Safety (AUS/NZ)

Air Quality

Community Health and Safety

Occupational Health and Safety

Waste and Materials Management

Water Quality

Labor and Employment Law - California

Disability

eSkill Modular Subject Library 2018

Legal

Labor and Employment Law - California

Discrimination

Employees and Unemployment Benefits

Employment Protected Leave Laws

Employment Relationships

Labor Law

Sexual Harassment

Wages and Hours

Workers' Compensation

Labor and Employment Law - General (US)

Disability

Discrimination

Employees and Unemployment Benefits

Employment Protected Leave Laws

Employment Relationships

Labor Law

Sexual Harassment

Wages and Hours

Workers' Compensation

Legal Terminology (US)

Administrative

Bankruptcy

Civil

Commercial Transactions

Contract

Corporate

Criminal

Employment

Ethics

Finance

Insurance

Intellectual Property

International

Law Office

Real Estate

Regulatory

Securities

Property Management

Building Permits and Insurance Policies

Cleaning and Pest Control

Managing Customer and Vendor Relationships

Managing Emergency Situations

Managing Financial Records

Repair and Maintenance Operations

Workplace Safety

Fire Safety Procedures

Managing Safety Programs

Safety Procedures

Safety Situations

Safety Training

eSkill Modular Subject Library 2018

Legal

Workplace Safety

Workplace First Aid

Workplace Safety (AUS/NZ)

Fire Safety Procedures

Managing Safety Programs

Safety Procedures

Safety Situations

Safety Training

Workplace First Aid

Lotus

Lotus Notes Administration

Basic LotusScript Programming Concepts

Creating and Understanding Forms

Designing Views

Navigators

Notes Database Structure

Notes Database Templates

Notes Security

Understanding Agents

Using the Integrated Development Environment

Lotus Notes for Users

Advanced Text and Document Features

Printing

Searching

Securing Notes

Setting up Notes and Using the Workspace

Setting up Remote Notes

Using Agents and Automation

Using Calendar-Assign Tasks and Schedule Meetings

Using Databases

Using E-Mail

Using Views Panes and Folders

Working Remotely

Working with Text and Documents

Lotus Notes for Users (AUS/NZ)

Advanced Text and Document Features

Printing

Searching

Securing Notes

Setting up Notes and Using the Workspace

Setting up Remote Notes

Using Agents and Automation

Using Calendar-Assign Tasks and Schedule Meetings

Using Databases

Using Email

Using Views Panes and Folders

Working Remotely

Working with Text and Documents

Lotus Notes 8.5

eSkill Modular Subject Library 2018

Lotus

Lotus Notes 8.5

Agents
Applications
Calendar and To Do Lists
Contacts
Database
General Functionality
Keyboard Shortcuts
Locations and Accounts
Mail and Documents
Replication and Synchronization
Search
Security
Spell Check
Workspace

Management

Leadership Skills

Character Development
Communication
Concepts of Leadership
Conflict Resolution
Decision Making
Evaluation
Leadership Styles
Motivation
Teamwork

Leadership Skills (AUS/NZ)

Character Development
Communication
Concepts of Leadership
Conflict Resolution
Decision Making
Evaluation
Leadership Styles
Motivation
Teamwork

Management Skills

Analytical Skills
Communication
Delegating
Employee Performance
Motivation
Planning
Problem Solving and Decision Making
Quality Management
Risk Management
Time Management

Management Skills (AUS/NZ)

Analytical Skills
Communication

eSkill Modular Subject Library 2018

Management

Management Skills (AUS/NZ)

Delegating
Employee Performance
Motivation
Planning
Problem Solving and Decision Making
Quality Management
Risk Management
Time Management

Project Management

Communication and Team Development
Managing Costs
Managing Procurement
Project Management Framework
Quality Management
Risk Management
Scheduling

Project Management (AUS/NZ)

Communication and Team Development
Managing Costs
Managing Procurement
Project Management Framework
Quality Management
Risk Management
Scheduling

Time Management

Decisions
Focus
Goal Setting
Prioritization
Time Management Challenges
Time Management Tools and Methods

Time Management (AUS/NZ)

Decisions
Focus
Goal Setting
Prioritisation
Time Management Challenges
Time Management Tools and Methods

Microsoft Office Software

MS Office 2000 - Excel®

Basics
Charts and Maps
Database Basics
Database Management
Drawing
Excel 2000
Formulas and Formats
Linking and Protecting

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2000 - Excel®

Macros
Printing and Previewing
User Defined Functions
Using Help
Using IF logic

MS Office 2000 - Outlook®

Calendar
Creating, Saving and Maintaining Contacts
Folder List
Internet Mail Accounts
Journal / Tracking Activities
Making Appointments
Notes
Organizing and Filtering Mail
Outlook 2000
Outlook Bar
Outlook Options
Outlook as an MS Exchange Client
Receiving Mail
Reminders
Scheduling Meetings
Sending Mail
Tasks

MS Office 2000 - Powerpoint®

Adding and Editing Graphics
Charts, Graphs and Tables
Color Schemes and Design Options
Creating, Deleting and Reordering Slides
File Management
Inserting, Deleting and Editing Text
Miscellaneous Techniques and Shortcuts
Multimedia Effects
PowerPoint 2000
Presentation Techniques
Printing
Views
WordArt
Working with Objects

MS Office 2000 - Word®

Annotations
Charts, Graphs and Tables
Communication
Correspondence Features
Correspondence Functions
File Management
Formatting and Editing
Graphics, Objects, and Drawings
Help
Keyboard and Mouse Shortcuts

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Microsoft Office Software

MS Office 2000 - Word®

Macros and Auto Text
Printing
Reviewing
Styles and Templates
Text Navigation
Views and Customization
Web Interface
Word 2000

MS Office 2003 - Excel®

Charts
Databases and Lists
Formatting
Formulas and References
Functions
General
Macros
Pivot Tables
Printing and other features
Security
Spreadsheets
Task Panes
Toolbars
Troubleshooting

MS Office 2003 - Excel® (AUS/NZ)

Charts
Databases and Lists
Formatting
Formulas and References
Functions
General
Macros
Pivot Tables
Printing and other features
Security
Spreadsheets
Task Panes
Toolbars
Troubleshooting

MS Office 2003 - Excel® Functions

Date and Time
Financial
Logical and Information
Lookup and Reference
Mathematics
Matrices and Vectors
Other
Statistics
Text

MS Office 2003 - Outlook®

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2003 - Outlook®

Accounts
Calendar
Collaboration
Contacts
Folders
General
Journal
Journal
Messages
Notes
Options
Tasks
Toolbars and Shortcuts

MS Office 2003 - PowerPoint®

Animation & Transitions
Charts
Formatting
Graphics
Presentations
Printing
Shows
Slides
Tables
Toolbars
WordArt

MS Office 2003 - Visio®

Diagrams
Layers
Precisely Working
Printing
ShapeSheet
Shapes
Stencils
Templates
Toolbars
Working with Pages
Working with Text

MS Office 2003 - Word®

Annotations, Headers / Footers
Charts, Graphics
Communication
Documents
Fields
Formatting
Macros
Notes, Comments
Objects
Printing
Summarization

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2003 - Word®

Tables
Toolbars & Task Panes
Word Functions

MS Office 2003 - Word® (AUS/NZ)

Annotations, Headers / Footers
Charts, Graphics
Communication
Documents
Fields
Formatting
Macros
Notes, Comments
Objects
Printing
Summarisation
Tables
Toolbars & Task Panes
Word Functions

MS Office 2003® - VBA

ADO
Code Structures
DAO
Data
Executables
Functions
Macros
Objects
Operations
Troubleshoot

MS Office 2007 - Excel®

Add-Ins
Charts
Collaboration
Customizing
Excel on the Web
Formatting
Formulas
Functions
Graphics
Macros
Pivot Tables
Saving and Printing
Security
Spreadsheets

MS Office 2007 - Excel® (AUS/NZ)

Add-Ins
Charts
Collaboration
Customising

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2007 - Excel® (AUS/NZ)

Excel on the Web
Formatting
Formulas
Functions
Graphics
Macros
Pivot Tables
Saving and Printing
Security
Spreadsheets

MS Office 2007 - OneNote®

Collecting and Managing Information
Integration
Microsoft Office OneNote 2007 Related
Navigation Overview
Notebooks, Sections, and Pages
Sharing Information with Others: Shared Notebooks
The Automatic Save and Backup Features

MS Office 2007 - Outlook®

Accounts and Data Files
Calendar and Scheduling
Contacts
Customizing
E-mail
Forms
Notes and Journal
Printing
Rules and Alerts
Search and Navigation
Security and Privacy
Tasks
Views

MS Office 2007 - Outlook® (AUS/NZ)

Accounts and Data Files
Calendar and Scheduling
Contacts
Customising
Email
Forms
Notes and Journal
Printing
Rules and Alerts
Search and Navigation
Security and Privacy
Tasks
Views

MS Office 2007 - PowerPoint®

Animation Effects, Sounds and Movies
Creating and Formatting Slides and Presentations

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Microsoft Office Software

MS Office 2007 - PowerPoint®

Deliver, Distribute or Publish a Presentation

Macros

PowerPoint Environment

Saving, Printing and Creating Support Materials

Security and Privacy

Using Templates, Themes and Masters

Working with Graphics and Charts

Working with Photo Albums

MS Office 2007 - PowerPoint® (AUS/NZ)

Animation Effects, Sounds and Movies

Creating and Formatting Slides and Presentations

Deliver, Distribute or Publish a Presentation

Macros

PowerPoint Environment

Saving, Printing and Creating Support Materials

Security and Privacy

Using Templates, Themes and Masters

Working with Graphics and Charts

Working with Photo Albums

MS Office 2007 - Visio®

Diagrams

Environment

Layers

Precisely Working

Printing

ShapeSheet

Shapes

Stencils

Templates

Toolbars

Working with Pages

Working with Text

MS Office 2007 - Visio® (AUS/NZ)

Diagrams

Environment

Layers

Precisely Working

Printing

ShapeSheet

Shapes

Stencils

Templates

Toolbars

Working with Pages

Working with Text

MS Office 2007 - Word®

Documents

Formatting

Graphics and Charts

eSkill Modular Subject Library 2018

MS Office 2007 - Word®

Headers and Footers

Macros

Mailing

Ribbon

Saving and Printing

Security and Privacy

Tables

Working with Pages

Working with Text

MS Office 2007 - Word® (AUS/NZ)

Documents

Formatting

Graphics and Charts

Headers and Footers

Macros

Mailing

Ribbon

Saving and Printing

Security and Privacy

Tables

Working with Pages

Working with Text

MS Office 2010 - Excel®

Charting

Conditional Formatting

Data Tab

Formatting

Formulas and Series

Insert Tab

Keyboard Access

Macros and VBA

New Features of Excel 2010

Picture Operations

PivotTables

Review Tab

Security

Views

Working with Excel

MS Office 2010 - Excel® (AUS/NZ)

Charting

Conditional Formatting

Data Tab

Formatting

Formulas and Series

Insert Tab

Keyboard Access

Macros and VBA

New Features of Excel 2010

Picture Operations

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2010 - Excel® (AUS/NZ)

        PivotTables

        Review Tab

        Security

        Views

        Working with Excel

MS Office 2010 - Excel® Functions

        Date and Time

        Financial

        Logical and Compatibility

        Lookup and Reference

        Mathematical

        Statistical

        Text

MS Office 2010 - Excel® Functions (AUS/NZ)

        Date and Time

        Financial

        Logical and Compatibility

        Lookup and Reference

        Mathematical

        Statistical

        Text

MS Office 2010 - Excel® Simulation

        Customizing the Spreadsheets

        Formatting

        Formulas, Functions and Graphics

        Saving and Printing

        Working with Pivot Tables

MS Office 2010 - Excel® Simulation (AUS/NZ)

        Customising the Spreadsheets

        Formatting

        Formulas, Functions and Graphics

        Saving and Printing

        Working with Cells

        Working with Pivot Tables

MS Office 2010 - Outlook®

        Accounts

        Calendar and Appointments

        Contacts and Address Book

        Creating and Sending Mails

        Folders and Junk Mail

        Keyboard Access

        Macros and VBA

        RSS Feeds

        Rules

        Security

        Tasks

        Working with Outlook 2010

MS Office 2010 - Outlook® (AUS/NZ)

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2010 - Outlook® (AUS/NZ)

Accounts
Calendar and Appointments
Contacts and Address Book
Creating and Sending Mails
Folders and Junk Mail
Keyboard Access
Macros and VBA
RSS Feeds
Rules
Security
Tasks
Working with Outlook 2010

MS Office 2010 - Outlook® Simulation

Calendar and Appointments
Creating and Sending Messages
Customizing
Saving and Printing

MS Office 2010 - Outlook® Simulation (AUS/NZ)

Calendar and Appointments
Creating and Sending Messages
Customising
Saving and Printing

MS Office 2010 - PowerPoint®

Animations and Transitions
Charts
Macros
Photo Album
Pictures
Printing and Creating Support Materials
Saving Presentation Files
Security and Privacy
Shapes
Slides and Presentations
SmartArt
Tables
Text
Video and Audio
Workspace

MS Office 2010 - PowerPoint® (AUS/NZ)

Animations and Transitions
Charts
Macros
Photo Album
Pictures
Printing and Creating Support Materials
Saving Presentation Files
Security and Privacy
Shapes
Slides and Presentations

eSkill Modular Subject Library 2018

MS Office 2010 - PowerPoint® (AUS/NZ)

      SmartArt

      Tables

      Text

      Video and Audio

      Workspace

MS Office 2010 - PowerPoint® Simulation

      Managing Objects on Slides

      Saving and Printing Presentations

      Slide Shows

      Transitions and Animations

      Working with Slides

MS Office 2010 - PowerPoint® Simulation (AUS/ NZ)

      Managing Objects on Slides

      Saving and Printing Presentations

      Slide Shows

      Transitions and Animations

      Working with Slides

MS Office 2010 - Word®

      Formatting

      Keyboard Access

      Macros and VBA

      Mail Merge

      New Features of Word 2010

      Page Layout and Printing

      Picture Operations

      References

      Review Tab

      Security

      Views

      Working with Objects

      Working with Word 2010

MS Office 2010 - Word® (AUS/NZ)

      Formatting

      Keyboard Access

      Macros and VBA

      Mail Merge

      New Features of Word 2010

      Page Layout and Printing

      Picture Operations

      References

      Review Tab

      Security

      Views

      Working with Objects

      Working with Word 2010

MS Office 2010 - Word® Simulation

      Creating, Saving and Printing Operations

      Document Editing

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2010 - Word® Simulation

Document Formatting
Document Navigation
Insert Operations
Word Settings

MS Office 2010 - Word® Simulation (AUS/NZ)

Creating, Saving and Printing Operations
Document Editing
Document Formatting
Document Navigation
Insert Operations
Word Settings

MS Office 2013 - Excel®

Creating and Editing Charts
Editing and Formatting Documents
Managing Databases
Managing Workbooks
New Features in Excel 2013
Using Functions
Working with Tables

MS Office 2013 - Excel® (AUS/NZ)

Creating and Editing Charts
Editing and Formatting Documents
Managing Databases
Managing Workbooks
New Features in Excel 2013
Using Functions
Working with Tables

MS Office 2013 - Excel® Simulation

Formatting
Functions and Formulas
Inserting Objects
Managing Charts
Managing Workbooks
Saving and Printing
Working with Pivot Tables

MS Office 2013 - Excel® Simulation (AUS/NZ)

Formatting
Functions and Formulas
Managing Charts
Managing Workbooks
Saving and Printing
Working with Pivot Tables

MS Office 2013 - Outlook®

Calendars and Appointments
Creating and Sending Messages
General Outlook Settings
Managing Accounts
Notes and Address Book

eSkill Modular Subject Library 2018

Microsoft Office Software

MS Office 2013 - Outlook®

Rules and Alerts
Tasks and Folders

MS Office 2013 - Outlook® (AUS/NZ)

Calendars and Appointments
Creating and Sending Messages
General Outlook Settings
Managing Accounts
Notes and Address Book
Rules and Alerts
Tasks and Folders

MS Office 2013 - Outlook® Simulation

Calendar and Appointments
Creating and Sending Emails
Customize New Emails
General Outlook Settings
Managing Emails
Saving and Printing

MS Office 2013 - Outlook® Simulation (AUS/NZ)

Calendar and Appointments
Creating and Sending Emails
Customize New Emails
General Outlook Settings
Managing Emails
Saving and Printing

MS Office 2013 - PowerPoint®

Basic Presentation Techniques
Creating, Saving, and Formatting
Displaying Presentations
General Enhancements
Using Multimedia Content
Using Tools
Working with Graphics and Charts

MS Office 2013 - PowerPoint® (AUS/NZ)

Basic Presentation Techniques
Creating, Saving, and Formatting
Displaying Presentations
General Enhancements
Using Multimedia Content
Using Tools
Working with Graphics and Charts

MS Office 2013 - PowerPoint® Simulation

Creating, Saving, and Printing Presentations
Formatting Slides and Presentation Content
Managing Objects on Slides
PowerPoint Views
Running Presentations
Transitions and Animations

MS Office 2013 - PowerPoint® Simulation (AUS/

eSkill Modular Subject Library 2018

Microsoft Office Software

NZ)

Creating, Saving, and Printing Presentations
Formatting Slides and Presentation Content
Managing Objects on Slides
PowerPoint Views
Running Presentations
Transitions and Animations

MS Office 2013 - Word®

Document Formatting
Managing Documents
Managing Objects
New Features in Word 2013
Working with References
Working with Reports
Working with Templates

MS Office 2013 - Word® (AUS/NZ)

Document Formatting
Managing Documents
Managing Objects
New Features in Word 2013
Working with References
Working with Reports
Working with Templates

MS Office 2013 - Word® Simulation

Creating, Editing and Saving Documents
Formatting
Insert Operations
Navigation and Settings

MS Office 2013 - Word® Simulation (AUS/NZ)

Creating, Editing and Saving Documents
Formatting
Insert Operations
Navigation and Settings

MS Office 2016 - Access®

Building Forms
Managing Databases
New Features in Access 2016
Queries
Working with Reports
Working with Tables

MS Office 2016 - Access® (AUS/NZ)

Building Forms
Managing Databases
New Features in Access 2016
Queries
Working with Reports
Working with Tables

MS Office 2016 - Excel®

Creating and Editing Charts

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Microsoft Office Software

MS Office 2016 - Excel®

Creating, Saving, and Managing Workbooks
Formatting
Functions and Formulas
New Features in Excel 2016
PivotTables
Reports
Working with Data

MS Office 2016 - Excel® (AUS/NZ)

Creating and Editing Charts
Creating, Saving, and Managing Workbooks
Formatting
Functions and Formulas
New Features in Excel 2016
PivotTables
Reports
Working with Data

MS Office 2016 - Excel® Simulation

Customizing Spreadsheets
Document Setup
Formatting
Functions and Formulas
Managing Charts
Managing Workbooks
Saving and Printing
Working with Pivot Tables

MS Office 2016 - Outlook(AUS/NZ)®

Calendar and Appointments
Creating and Sending Messages
New Features
Organising Messages
Saving and Printing
Tasks

MS Office 2016 - Outlook®

Calendar and Appointments
Creating and Sending Messages
New Features
Organizing Messages
Saving and Printing
Tasks

MS Office 2016 - PowerPoint®

Managing Objects on Slides
New Features
PowerPoint Views
Saving and Printing Presentations
Slide and Master Slide Design
Transitions and Animations
Working with Shapes
Working with SmartArt

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MS Office 2016 - PowerPoint® (AUS/NZ)

Managing Objects on Slides
New Features
PowerPoint Views
Saving and Printing Presentations
Slide and Master Slide Design
Transitions and Animations
Working with Shapes
Working with SmartArt

MS Office 2016 - Word®

Creating and Saving Documents
Formatting Documents
Graphics and Tables
Headers and Footers
New Features
References
Reviewing a Document
Using Find and Replace
Using Lists

MS Office 2016 - Word® (AUS/NZ)

Creating and Saving Documents
Formatting Documents
Graphics and Tables
Headers and Footers
New Features
References
Reviewing a Document
Using Find and Replace
Using Lists

MS Office Project 2007®

Creating New Projects
Customizing
Task Relationships
Working with Calendars
Working with Resources and Assignments
Working with Tasks

MS Office Project 2007® (AUS/NZ)

Creating New Projects
Customising
Task Relationships
Working with Calendars
Working with Resources and Assignments
Working with Tasks

MS Office Project Professional 2013®

Communication and Sharing Projects
Creating and Updating Plans
General Knowledge
Managing Resources
Reporting
Tracking Progress

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Microsoft Office Software

MS Office Project Professional 2013®

Using Views
Working with Tasks

MS Office XP - Excel®

Basics
Charts
Database Basics
Database Management
Drawing
Formulas and Formats
Linking and Protecting
Macros
Printing and Previewing
Programming Basics
User Defined Functions
Using Help
Using IF logic

MS Office XP - Excel® (AUS/NZ)

Basics
Charts
Database Basics
Database Management
Drawing
Formulas and Formats
Linking and Protecting
Macros
Printing and Previewing
Programming Basics
User Defined Functions
Using Help
Using IF logic

MS Office XP - Outlook®

Calendar
Creating, Saving and Maintaining Contacts
Distribution Lists
Folder List
Internet Mail Accounts
Journal/Tracking Activities
Making Appointments
Notes
Organizing and Filtering Mail
Outlook Bar
Outlook Options
Outlook as an MS Exchange Client
Receiving Mail
Reminders
Scheduling Meetings
Sending Mail
Tasks

MS Office XP - PowerPoint®

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Microsoft Office Software

MS Office XP - PowerPoint®

Adding and Editing Graphics

Charts, Graphs and Tables

Color Schemes and Design Options

Creating, Deleting and Reordering Slides

File Management

Inserting, Deleting and Editing Text

Miscellaneous Techniques and Shortcuts

Multimedia Effects

Presentation Techniques

Printing

Views

WordArt

Working with Objects

MS Office XP - Word®

Annotations

Charts, Graphs and Tables

Communication

Correspondence Features

Correspondence Functions

File Management

Formatting and Editing

Graphics, Objects, and Drawings

Help

Keyboard and Mouse Shortcuts

Macros and Auto Text

Printing

Reviewing

Styles and Templates

Text Navigation

Views and Customization

Web Interface

MS Office XP - Word® (AUS/NZ)

Annotations

Charts, Graphs and Tables

Communication

Correspondence Features

Correspondence Functions

File Management

Formatting and Editing

Graphics, Objects, and Drawings

Help

Keyboard and Mouse Shortcuts

Macros and Auto Text

Printing

Reviewing

Styles and Templates

Text Navigation

Views and Customisation

Web Interface

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Operating Systems & Internet Browsers

Firefox 4

        Bookmarks

        Downloading, Saving, and Printing

        Installing and Removing Firefox 4

        Privacy and Security

        Searching for Websites

        Settings

        Tabs and Toolbars

        Troubleshooting

Google Apps for General Use

        Google Calendar

        Google Docs

        Google Mail

        Google Sheets

Google Chrome 10

        Basic Browser Settings

        Bookmarks

        Downloading, Saving and Printing

        Errors and Webpage Issues

        Installing and Removing Google Chrome

        Privacy and Security

        Tabs and Windows

        Tools

Internet Explorer 10

        Accessibility Options

        Managing Bookmarks

        Menu Options

        Security and Compatibility

        Settings and Shortcuts

        Toolbars and Tabs

        Viewing, Saving, and Printing

Linux

        Apache Configuration

        Daemons

        File Systems

        Hardware

        Mail and News Configurations

        Network Functions

        Processes and Signals

        Security

        Shells

        TCP IP and ROUTING

        X Window System

MS Windows 10® for General Use

        Action Center

        Basic Diagnostics and Troubleshooting

        Browsers and Applications

        Control Panel and Command Prompt

        Desktop and File Management

        Gaming, Mobile, and Cloud Computing

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Operating Systems & Internet Browsers

MS Windows 10® for General Use

Installation, Performance, and Security
Start Menu and Search

MS Windows 2000 Professional®

Communications & Networking
Configuring Hardware And Software
Fonts, Printing, Multimedia
Internet, Applets, Help
Keyboard, Mouse, Display
System, Tools, And Maintenance

MS Windows 2000 Server®

Active Directory
Administration
Compatibility
Configuration
Installation
Maintenance
Networking
Pre-Installation
Security
Troubleshooting

MS Windows 7®

File Management
Networking
Performance and Features
Personalization
Security and Privacy
System Management

MS Windows 98®

Applets
Communications
Configuring Hardware and Software
Control Panel
Control Panel applets
Desktop (Icons, Shortcuts, etc)
Display Options
E-mail
Exiting
File Management
Internet
Keyboard and Mouse Shortcuts
Networking
Printing
System Properties, Tools, and Maintenance
Windows Help

MS Windows NT 4® Administration

Backup and Restore
Domain and Workgroups
File System
NT Networking

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Operating Systems & Internet Browsers

MS Windows NT 4® Administration

NT Registry
NT and NetWare Interaction
Printing in Windows NT
RAS in NT
Resource Monitoring
Security
User Management
Windows NT Installation
Windows NT Services

MS Windows Server 2003®

Architecture
Bootstrap sequence
Command Line Tools
File systems
Installation
Managing GPOs
Networking
Security
Server Roles - Active Directory
System Registry

MS Windows Server 2008®

Active Directory and Domains
Backup and Recovery
Command Line
DNS
File Services
Group Policy
Networking
Printing
Roles
Security and Protection
Server Manager
Share and Storage

MS Windows Server 2012 R2® Standard

Active Directory Domain Services
Files, Printing and Storage
High Availability
Hyper-V
Identity Solutions
Installation and Configuration
Network Services
Web Server (IIS)

MS Windows XP® Basic Features

Communications & Networking
Configuring Hardware And Software
Fonts, Printing, Multimedia
Internet, Applets, Help
Keyboard, Mouse, Display
Security

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Operating Systems & Internet Browsers

MS Windows XP® Basic Features

System, Tools and Maintenance
User Profiles

MS Windows XP® for General Use

Administration, Maintenance, and Performance
Control Panel
Control Panel - Devices
Desktop Elements
Files and Sharing, User Profiles
Internet and Networking
Management and Security
Multimedia
Windows Applets

Macintosh OS X 10.6 for General Use

Accessibility
Desktop, Dock, and Finder
Files and Folders
Internet and Mail
Security and Backup

Macintosh OS X 10.8 for General Use

Applications and Utilities
Installation, Startup and Recovery
Mac OS X Basics
Managing Accounts
Networking and Troubleshooting Tools
Security, Backup, and Privacy
System Preferences

Oracle Solaris 11 Express Administration

Basic Administration
Devices
Network
Printing
Security
Zones and File Systems

Solaris

BACKUP AND RECOVERY
BASIC KNOWLEDGE
CDE
DATA MANIPULATION
DEVICES
NETWORK
OPERATING SYSTEM
PERFORMANCE AND TUNING
PRINTING
PROCESS
SECURITY
VOLUME MANAGEMENT

Sun Solaris System Administration

Backup and Recovery

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Operating Systems & Internet Browsers

Sun Solaris System Administration

Basic Knowledge
CDE
Data Manipulation
Devices
Network
Operating System
Performance and Tuning
Printing
Process
Security
Volume Management

System Administration for Windows and Macintosh OS

Application Layer Network Protocols
Domains
Drives
Essential System Administration
Hardware
Installation
Networking
Security
User Accounts, Backup, and Recovery

Unix Administration

Backup and Recovery
File System
Mail and News Functions
Managing the DNS System
Miscellaneous
NFS
Network
Processes
Security
Shells
System Monitoring
TCP/IP and Routing
Working with Hardware

Unix Administration (AUS/NZ)

Backup and Recovery
File System
Mail and News Functions
Managing the DNS System
Miscellaneous
NFS
Network
Processes
Security
Shells
System Monitoring
TCP/IP and Routing
Working with Hardware

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Operating Systems & Internet Browsers

Windows 8

Communication

Managing Accounts and Security

Network and Sharing

Personalizing Windows 8

System Management

Windows 8 (AUS/NZ)

Communication

Managing Accounts and Security

Network and Sharing

Personalising Windows 8

System Management

Windows Internet Explorer 8

Accessibility

Content Advisor

Downloading, Saving and Printing Information

Favorites

Installing / Removing IE8

Searching for Webpages and Information

Security and Privacy

Settings

Toolbars and Tabs

Windows Vista

Multimedia

Networking and Network Support

Windows Vista - System Tools

Windows Vista Administration and Configuration

Windows Vista User Interface

Primary Work Skills

Basic Computer Knowledge for Windows

Computer Programs

Files and Systems

Internet and E-mail

Keyboard and Shortcuts

PC Hardware

Windows Components

Word Processing

Basic Computer Knowledge for Windows (AUS/ NZ)

Computer Programs

Files and Systems

Internet and E-mail

Keyboard and Shortcuts

PC Hardware

Windows Components

Word Processing

Basic Math

Addition and Subtraction

Converting Decimals to Fractions

eSkill Modular Subject Library 2018

Primary Work Skills

Basic Math

Converting Fractions to Decimals
Decimals
Equations
Fractions
Multiplication and Division
Numbers
Order of operations
Percentages and Proportions
Problems

Basic Math (ES)

Convertir Decimales a Fracciones
Convertir Fracciones a Decimales
Decimales
Ecuaciones
Fracciones
Multiplicaciones y Divisiones
Números
Orden de Operaciones
Porcentajes y Proporciones
Problemas
Sumas y Restas

Digital Literacy Simulation

Basic Computer Operations (Windows 8.1®)
E-mail
Internet
Social Media
Working with Computers

IT Industry Acronyms

A
B
C
D
E
F
G
H
I
J
L
M
N
O
P
Q
R
S
T
U
V

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Primary Work Skills

IT Industry Acronyms

W

X

IT Industry Acronyms (AUS/NZ)

A

B

C

D

E

F

G

H

I

J

L

M

N

O

P

Q

R

S

T

U

V

W

X

Quantitative Analysis

Basic Statistics

Hypothesis Testing

Probability Theory

Research and Sampling Methods

Working with Data

Retail

General Retail Knowledge

Key Retail Processes

Managing Customers and Employees

Merchandising

Retail Financials

Retail Management

General Retail Knowledge (AUS/NZ)

Key Retail Processes

Managing Customers and Employees

Merchandising

Retail Financials

Retail Management

Retail Call Center

Audio Interaction

Customer Issues

eSkill Modular Subject Library 2018

Retail

Retail Call Center

Orders

Professionalism

Surveys

Telemarketing

Retail Call Centre (AUS/NZ)

Customer Issues

Orders

Professionalism

Surveys

Telemarketing

Retail Marketing Skills

Customer and Product Focus

Managing Marketing Campaigns

Marketing Concepts and Techniques

Marketing Mix

Retail Advertising Operations

Retail Marketing Skills (AUS/NZ)

Customer and Product Focus

Managing Marketing Campaigns

Marketing Concepts and Techniques

Marketing Mix

Retail Advertising Operations

Retail Math

Discounts

Giving Change

Inventory Control

Markdown

Markup

Profit Calculations

Retail Math Terminology

Returns

Sales

Retail Maths (AUS/NZ)

Discounts

Giving Change

Inventory Control

Markdown

Markup

Profit Calculations

Retail Maths Terminology

Returns

Sales

Sales Clerk Skills

Communication

Customer Service

Merchandising

Money Handling

Sales Tasks

eSkill Modular Subject Library 2018

Retail

Sales Clerk Skills

> Using Math

Sales Clerk Skills (AUS/NZ)

> Communication
> Customer Service
> Merchandising
> Money Handling
> Sales Tasks
> Using Maths

Warehouse Pick and Pack Skills

> Order Picking
> Packaging Operations
> Pick and Pack Equipment
> Picking Operations
> Safety and Security
> Warehouse Paperwork

Warehouse Pick and Pack Skills (AUS/NZ)

> Order Picking
> Packaging Operations
> Pick and Pack Equipment
> Picking Operations
> Safety and Security
> Warehouse Paperwork

Warehousing Skills

> Auxiliary Issues
> Forms
> Material Distribution
> Warehouse Elements
> Warehouse Management
> Work Safety

Warehousing Skills (AUS/NZ)

> Auxiliary Issues
> Forms
> Material Distribution
> Warehouse Elements
> Warehouse Management
> Work Safety

Warehousing Skills (ES)

> Cuestiones Auxiliares
> Distribución de Materiales
> Elementos del Almacén
> Formularios
> Gestión de Almacén
> Seguridad Laboral

Web Merchant Skills

> Building Customer Trust and Loyalty
> Customer Service
> Management and Financial Operations
> Managing the Product Database

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Retail

Web Merchant Skills

Online Advertising

Selling Operations

Selling Procedures

Using Technology

Web Merchant Skills (AUS/NZ)

Building Customer Trust and Loyalty

Customer Service

Management and Financial Operations

Managing the Product Database

Online Advertising

Selling Operations

Selling Procedures

Using Technology

Sales & Marketing

MS Dynamics CRM 2011® for General Use

Contracts and Cases

Managing Marketing Campaigns

Microsoft Dynamics CRM Configuration

Reporting and Analysis

Sales Management

Service Management

MS Dynamics CRM 2011® for General Use (AUS/ NZ)

Contracts and Cases

Managing Marketing Campaigns

Microsoft Dynamics CRM Configuration

Reporting and Analysis

Sales Management

Service Management

Marketing Concepts

Advertising and Sales Promotion

Consumer Behavior

Marketing Channels

Marketing Research

Marketing Strategies Overview and Market Segmentation

Pricing

Products and Services

Marketing Concepts (AUS/NZ)

Advertising and Sales Promotion

Consumer Behaviour

Marketing Channels

Marketing Research

Marketing Strategies Overview and Market Segmentation

Pricing

Products and Services

Sales Concepts

Building Relationships

Closing

eSkill Modular Subject Library 2018

Sales & Marketing

Sales Concepts

      Communications

      Handling Objections

      Product Knowledge

      Professionalism

      Profiling Prospects

      Strategy and Tactics

Sales Concepts (AUS/NZ)

      Building Relationships

      Closing

      Communications

      Handling Objections

      Product Knowledge

      Professionalism

      Profiling Prospects

      Strategy and Tactics

Salesforce CRM Spring '12 for General Use

      Cases and Solutions

      Leads, Campaigns and Opportunities

      Managing Accounts and Contacts

      Products and Quotes

      Reports and Dashboards

      Using Activities

      Working in Salesforce

Salesforce CRM Spring '12 for General Use (AUS/NZ)

      Cases and Solutions

      Leads, Campaigns and Opportunities

      Managing Accounts and Contacts

      Products and Quotes

      Reports and Dashboards

      Using Activities

      Working in Salesforce

Salesforce Summer '12 - Administration

      Administrating Reports and Dashboards

      Organization and Security

      Sales and Service Cloud Applications

      User Management

      Workflows and Approval Processes

Salesforce Summer '12 - Administration (AUS/NZ)

      Administrating Reports and Dashboards

      Organisation and Security

      Sales and Service Cloud Applications

      User Management

      Workflows and Approval Processes

Search Engine Marketing

      Bing Ads

      Google AdWords

      Keyword Selection and Optimization Strategies

eSkill Modular Subject Library 2018

Sales & Marketing

Search Engine Marketing

Link Popularity and Linking Strategies
Online Advertising
Pay-Per-Click Campaigns

Search Engine Marketing (AUS/NZ)

Google AdWords
Keyword Selection and Optimisation Strategies
Link Popularity and Linking Strategies
Online Advertising
Pay-Per-Click Campaign
Yahoo! Search Marketing and Microsoft adCentre

Social Media Marketing

News Release
Return on Investment
Social Media Guidelines
Social Media Marketing Environment
Social Media Marketing Tools and Strategies

Social Media Marketing (AUS/NZ)

News Release
Return on Investment
Social Media Guidelines
Social Media Marketing Environment
Social Media Marketing Tools and Strategies

Web Search Skills

Ways to Search the Web
Web Search Environment
Web Search Shortcuts
Web Search Strategies and Techniques

Web Search Skills (AUS/NZ)

Ways to Search the Web
Web Search Environment
Web Search Shortcuts
Web Search Strategies and Techniques

Typing & Data Entry

Fill-in Form Typing

Fill-in Form Typing

General Typing

General Text

General Typing (AUS/NZ)

General Text

General Typing (Audio)

General Typing

Typing 10-Key Data Entry

10-Key Data Entry

Typing Business Text

Business Text

Typing Business Text (AUS/NZ)

eSkill Modular Subject Library 2018

Typing & Data Entry

Typing Business Text (AUS/NZ)

Business Text

Typing Business Text (UK)

Business Text (UK)

Typing Contact Data Entry (AUS/NZ)

Contact Data Entry

Typing Contact Data Entry (Audio)

Contact Data Entry

Typing Contact Data Entry (Intl)

Contact Data Entry (Intl)

Typing Contact Data Entry (UK)

Contact Data Entry (UK)

Typing Contact Data Entry (US)

Contact Data Entry (US)

Typing News Text

News Text

Typing News Text (AUS/NZ)

News Text

Typing Spanish Text

Spanish Text