

Profiles Skills Assessments

SOFTWARE SKILLS

Access 2007 – Standard	Lotus 1-2-3 5 – Standard	Windows 2000 – Advanced Skills
Access 2003 – Standard	Lotus 1-2-3 5 – Advanced Skills	Windows 2000 – Basic Skills
Access 2003 – Advanced Skills	Lotus 1-2-3 5 – Basic Skills	Windows ME – Standard
Access 2003 – Basic Skills	Lotus 1-2-3 97 – Standard	Windows ME – Advanced Skills
Access 2002 – Standard	Lotus 1-2-3 97 – Advanced Skills	Windows ME – Basic Skills
Access 2002 – Advanced Skills	Lotus 1-2-3 97 – Basic Skills	Windows 98 – Standard
Access 2002 – Basic Skills	Lotus AmiPro 3.0 – Standard	Windows 98 – Advanced Skills
Access 2000 – Standard	Lotus Freelance 2.1 – Standard	Windows 98 – Basic Skills
Access 2000 – Advanced Skills	Lotus Freelance 97 – Standard	Windows 95 – Standard
Access 2000 – Basic Skills	Lotus WordPro Millennium – Standard	Windows 95 – Advanced Skills
Access 97 – Standard	Lotus WordPro – Standard	Windows 95 – Basic Skills
Access 97 – Advanced Skills	Lotus WordPro – Advanced Skills	Windows 3.1 – Standard
Access 97 – Basic Skills	Lotus WordPro – Basic Skills	Windows 3.1 – Advanced Skills
Access 7 – Standard	Lotus WordPro 97 – Standard	Windows 3.1 – Basic Skills
Access 7 – Advanced Skills	Netscape 4.5 – Standard	Word 2007 – Standard
Access 7 – Basic Skills	Outlook 2003 – Standard	Word 2003 – Standard
Access 2 – Standard	Outlook 2002 – Standard	Word 2003 – Advanced Skills
Access 2 – Advanced Skills	Outlook 2000 – Standard	Word 2003 – Basic Skills
Access 2 – Basic Skills	Outlook 97 – Standard	Word 2002 – Standard
Excel 2007 – Standard	PowerPoint 2007 – Standard	Word 2002 – Advanced Skills
Excel 2003 – Standard	PowerPoint 2003 – Standard	Word 2002 – Basic Skills
Excel 2003 – Advanced Skills	PowerPoint 2003 – Advanced	Word 2000 – Standard
Excel 2003 – Basic Skills	PowerPoint 2003 – Basic Skills	Word 2000 – Advanced Skills
Excel 2002 – Standard	PowerPoint 2002 – Standard	Word 2000 – Basic Skills
Excel 2002 – Advanced Skills	PowerPoint 2002 – Advanced	Word 97 – Standard
Excel 2002 – Basic Skills	PowerPoint 2002 – Basic Skills	Word 97 – Advanced Skills
Excel 2000 – Standard	PowerPoint 2000 – Standard	Word 97 – Basic Skills
Excel 2000 – Advanced Skills	PowerPoint 2000 – Advanced	Word 7 – Standard
Excel 2000 – Basic Skills	PowerPoint 2000 – Basic Skills	Word 7 – Advanced Skills
Excel 97 – Standard	PowerPoint 97 – Standard	Word 7 – Basic Skills
Excel 97 – Advanced Skills	PowerPoint 97 – Advanced Skills	Word 6 – Standard
Excel 97 – Basic Skills	PowerPoint 97 – Basic Skills	Word 6 – Advanced Skills
Excel 7 – Standard	PowerPoint 7 – Standard	Word 6 – Basic Skills
Excel 7 – Advanced Skills	PowerPoint 7 – Advanced Skills	WordPerfect 2000 – Standard
Excel 7 – Basic Skills	PowerPoint 7 – Basic Skills	WordPerfect 8 – Standard
Excel 5 – Standard	PowerPoint 4 – Standard	WordPerfect 8 – Advanced Skills
Excel 5 – Advanced Skills	PowerPoint 4 – Advanced Skills	WordPerfect 8 – Basic Skills
Excel 5 – Basic Skills	PowerPoint 4 – Basic Skills	WordPerfect 7 – Standard
Excel Functions – Standard	Project - Standard	WordPerfect 7 – Advanced Skills
Front Page – Standard	Windows XP – Standard	WordPerfect 7 – Basic Skills
Internet Explorer 6.0 – Standard	Windows XP – Advanced Skills	WordPerfect 6.1 – Standard
Internet Explorer 5.0 – Standard	Windows XP – Basic Skills	WordPerfect 6.1 – Advanced Skills
Internet Explorer 4.0 – Standard	Windows 2000 – Standard	WordPerfect 6.1 – Basic Skills
Lotus 1-2-3 for DOS – Standard		WordPerfect 5.1 DOS – Standard
Lotus 1-2-3 Millennium – Standard		

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CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS

Audio Transcription	Filing – Standard	Spelling – Accounting
Checking – Standard	Filing – Names	Spelling – Geography
Checking – Names	Filing – Numbers	Spelling – Legal
Checking – Numbers	Grammar – Business	Spelling – Medical
Coding – Standard	Grammar – General	Telephone Skills
Coding – Letters	Letter Setup	Telephone Message Taking
Coding – Numbers	Math – General	Ten Key
Customer Service	Office Manager	Typing Test
Data Entry Test – Alphanumeric	Proofreading	Typing Test – Banking & Finance
Data Entry Test – Checks ^{NEW}	Reading Comprehension	Typing Test – Technical
Data Entry Test – Decimals ^{NEW}	Receptionist Skills	Vocabulary – Business
Data Entry Test – Numeric	Secretarial Skills	Vocabulary – General
Digital Literacy – Computing	Shorthand (Audio)	Vocabulary – Accounting
Digital Literacy – Internet	Spelling – Business	Vocabulary – Legal
Digital Literacy – Software Skills	Spelling – General	Vocabulary – Medical
		Workplace English (for Spanish Speakers)

PRODUCTIVITY TESTING SOLUTIONS

Software Productivity	Excel 2002 – TimeSolver	Access 2000– TimeSolver
Word 2003 – TimeSolver	PowerPoint 2002 – TimeSolver	Word 97 – TimeSolver
Excel 2003 – TimeSolver	Access 2002- TimeSolver	Excel 97 – TimeSolver
PowerPoint 2003 – TimeSolver	Word 2000 – TimeSolver	PowerPoint 97 – TimeSolver
Access 2003- TimeSolver	Excel 2000 – TimeSolver	
Word 2002 – TimeSolver	PowerPoint 2000 –	
	TimeSolver	

CALL CENTER SKILLS

Audio Customer Service Scenarios	Call Center – Service	Spelling – Audio
Audio Sales Scenarios	Call Center – Telephone Skills	Spelling – Geography
Audio Data Entry	Data Entry – Sales (Leads)	Spelling – Int. Geography (Audio)
Call Center – Coding	Data Entry – Sales (Orders)	Spelling – US Geography (Audio)
Call Center – Data Analysis	Postal Codes	
Call Center – Sales	Postal Codes – Audio	

ACCOUNTING AND FINANCE KNOWLEDGE

Accounting – Accountant	Accounting – Math Skills – Standard	Finance – Financial Knowledge
Accounting – Accounts Payable	Accounting – Payroll	Finance – Credit and Collections
Accounting – Accounts Receivable	Accounting – Taxes	Finance – Insurance
Accounting – Bookkeeper	Accounting – Terminology	Finance – Health Insurance
Accounting – Business Documents	Finance – Consumer Finance	Banking – Bank Teller
Accounting – Cost Accounting	Finance – Financial Analysis	Peachtree Accounting – Standard
Accounting – Math Skills - Basic	Finance – Financial Management	QuickBooks – Standard

ACCOUNTING OFFICE SKILLS

Typing Test – Accounting	DeltaView – Accounting	Spelling – Accounting
Audio Transcription – Accounting	Shorthand (Audio) – Accounting	Vocabulary – Accounting

Profiles Skills Assessments

LEGAL

Legal – Advanced Terminology
 Legal – General Legal Concepts
 Legal – Legal Documents
 Legal – Legal Research
 Legal – Litigation

Legal – Consumer Law
 Legal – Criminal Law
 Legal – Labor Law
 Legal – Medical Law
 Legal – Property Law

Typing Test – Legal
 Audio Transcription – Legal
 Shorthand (Audio) – Legal
 Spelling – Legal
 Vocabulary – Legal
 DeltaView – Legal ^{NEW}

MEDICAL OFFICE

Medical Secretary
 Medical Insurance
 Medical – Abbreviations
 Medical – Cardiovascular
 Medical – Dental
 Medical – Endocrine
 Medical – Gastrointestinal
 Medical – Integumentary
 Medical – Musculoskeletal

Medical – Neurological
 Medical – Oncological
 Medical – Ophthalmological
 Medical – Otolaryngology
 Medical – Pediatric
 Medical – Pharmacological
 Medical – Prefixes/Suffixes
 Medical – Psychiatric
 Medical – Respiratory
 Medical – Urogenital

Medical Billing – Entry Level
 Medical Billing – Standard
 Medical Billing – Forms
 Medical Coding – Standard
 Typing Test – Medical
 Audio Transcription – Medical
 Shorthand (Audio) – Medical
 Spelling – Medical
 Vocabulary – Medical
 HIPAA Compliance

NURSING SKILLS

Nursing - Critical Care
 Nursing - Critical Care Scenarios
 Nursing - Dosage Calculations
 Nursing – Medication Scenarios

Nursing - Emergency Room
 Nursing – Labor and Delivery
 Nursing - Medical Coding
 (ICD-9-CM 2005 with manual)
 Nursing – Medical/Surgical

Nursing – Neonatal ICU
 Nursing - Pediatric
 Nursing - Psychiatric
 Radiology
 HIPAA Compliance

INDUSTRIAL SKILLS

Industrial Safety - Fire/Personnel
 Industrial Safety - HAZMAT (US)
 Industrial Safety - HAZMAT (Canada)
 Industrial Safety - Forklift
 Industrial Skills – Automotive
 Industrial Skills – Basic Math
 Industrial Skills – Construction
 Industrial Skills – Count & Stack
 Industrial Skills - Industrial Math

Industrial Skills – Language Skills
 Industrial Skills - Machines
 Industrial Skills – Metalworking
 Industrial Skills – Pick and Pack
 Industrial Skills – Plumbing
 Industrial Skills – Reading
 Comprehension
 Industrial Skills – Ruler-English
 Industrial Skills – Ruler-Metric

Industrial Skills – Safety
 Industrial Skills – Shipping &
 Receiving
 Industrial Skills – Shop Math
 Industrial Skills Quick
 Assessment – Electrical
 Industrial Skills Quick
 Assessment – Woodworking
 Industrial Skills – Units &
 Conversion

FOOD SERVICES SKILLS

Food Service - General Knowledge
 Food Service - Nutrition

Food Service - Preparation

Food Service - Sanitation

RETAIL SALES SKILLS

Retail Sales - Inventory Coding
 Retail Sales - Customer Service
 Retail Sales - Learning Products
 Retail Sales - Retail Math

Retail Sales - Retail Reading
 Retail Sales - Store Security
 Retail Sales - Sales & Promotion
 Retail Sales - Inventory Sorting

Retail Sales - Employee Teamwork
 Testmaker Test Development Utility



Profiles Skills Assessments

IT SKILLS

C - Entry Level
C++ - Entry Level
PERL - Entry Level

Java - Entry Level
HTML - Entry Level

Lotus Notes - Administrator
Lotus Notes - End User

STAFFING AND HR SERVICES SKILLS

Staffing - Benefits and Eligibility
Staffing - CPC Certification Prep
Staffing - HR Legal Quick Assessment
Staffing - HR Generalist
Staffing - HR Legal
Staffing - HR Generalist Quick
Assessment
Staffing - Interviewing Quick
Assessment

Staffing - Interview and Screening
Staffing - Benefits Quick
Assessment
Staffing - CTS Certification Prep
Staffing - Temp Services Legal
Quick Assessment

Staffing - Operations Quick
Assessment
Staffing - Temp Services Legal
Staffing - Temp Services Operations
Staffing - Temp Services Quick
Assessment
Staffing - Temp Services Generalist

ESSENTIALS

Essentials – Word 2003, 2002, or 2000 versions
Essentials – Excel 2003, 2002, or 2000 versions
Essentials – PowerPoint 2003, 2002, or 2000 versions
Essentials – Access 2003, 2002, or 2000 versions
Essentials – Grammar

Essentials – Math
Essentials – Vocabulary
Essentials - Spelling
Essentials – Computer Literacy