



TEST CATALOG

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ADMIN AND TECHNOLOGY SKILLS

Basic Employment Skills Test

Basic Office Manager Skills

Checking – Standard (3 min)

Checking – Names (3min)

Checking – Numbers (3 min)

Coding – Standard (3min)

Coding – Letters

Coding – Numbers (3min)

Data Entry Test – Alphanumeric

Data Entry – Call Center (Audio)

Data Entry – Checks

Data Entry – Decimal

Data Entry Test – Numeric

Data Entry – Sales (Leads)

Data Entry – Sales (Orders)

Data Entry – Standard (Audio)

Filing – Standard (4min)

Filing – Names (4min)

Filing – Numbers (4min)

Gen Work Skills – 4 parts

Grammar – Business

Grammar – General

Letter Setup – Alternative Block

Letter Setup – Block

Letter Setup – Letter Head Block

Letter Setup – Semi Block

Math – General

Proofreading – Error Detection

Proofreading – Error Detection 2

Reading Comprehension – Basic

Reading Comprehension –

General

Spelling (Audio)

Spelling – Accounting

Spelling – Business

Vocabulary – Accting

Vocabulary – Business

Vocabulary – General

Vocabulary – Legal

Vocabulary – Medical

Basic Computer Literacy

Access 2013 - Intermediate

Chrome – Standard

Excel 2013 – Basic

Excel 2013 – Intermediate

Excel 2013 – Advanced

Excel 2013 – Functions

Excel 2013 – Pivot Table

Excel 2016 – Beginner

Excel 2016 – Intermediate

Excel 2016 – Advanced

Excel 365 – Beginner

Excel 365 – Intermediate

Excel 365 – Advanced

Outlook 2013 - Intermediate

Outlook 2016 - Intermediate

Outlook 365 – Intermediate

PowerPoint 2013 – Basic

PowerPoint 2013 – Intermediate

PowerPoint 2013 - Advanced

PowerPoint 2016 – Beginner

PowerPoint 2016 – Intermediate

PowerPoint 365 – Beginner

PowerPoint 365 – Intermediate

PowerPoint 365 – Advanced

Windows 8 – Int.

Windows 10 – Beg, Int

Word 2013 – Basic

Word 2013 – Int.

Word 2013 – Advanced

Word 2013 – Tables

Word 2016 – Beginner

Word 2016 – Intermediate

Word 2016 – Advanced

Word 365 – Beginner

Word 365 – Intermediate

Word 365 – Advanced

Word/Excel Core Skills

TEST CATALOG

BEHAVIORAL & APTITUDE PROFILES

Customer Service Success
Customer Service Success + Sales
Guest Service
Healthcare Service Profile-Clinical Roles
Healthcare Service Profiles-Support Roles
Industrial Success
Management Success
Professional Sales
Workplace Reasoning
Workplace Success Profile
Insight Employability Profile

ACCOUNTING KNOWLEDGE

Accounting – Accountant
Accounting – Accounts Payable
Accounting – Accounts Receivable
Accounting – Advanced Accounting
Accounting – Bookkeeper
Accounting – Business Documents
Accounting – Cost Accounting
Accounting – Credits and Debits
Accounting – Math Skills
Accounting – Payroll
Accounting – Taxes
Accounting – Terminology
Bank Teller – Money Handling
Bank Teller – Teller Knowledge
Data entry – Checks

Finance Consumer – Credits and Collections
Finance Consumer – Financial Analysis
Finance Consumer – Financial Knowledge
Finance Consumer – Financial Management
Finance Consumer – Insurance – Health
Finance Consumer – Insurance
Peachtree Accounting 8.0 – Standard
Peachtree Accounting 9.0 – Standard
QuickBooks 2019 – Standard
Shorthand – Accounting (Audio)
Spelling – Accounting / Bookkeeping
Spelling – Business
Transcription – Accounting (Audio)
Typing Test – Accounting
Typing Test – Banking and Finance

TEST CATALOG

LEGAL OFFICE SKILLS

Legal - Commercial Law
Legal – Criminal Law
Legal – Documents
Legal – General Law
Legal – Labor Law
Legal – Legal Assistant
Legal – Legal Assistant (Advanced)
Legal – Litigation
Legal – Medical Law

Legal – Property Law
Legal – Paralegal
Legal – Paralegal (Advanced)
Legal – Research
Legal – Terminology
Shorthand – Legal (Audio)
Spelling – Legal
Transcription – Legal (Audio)
Typing Test – Legal

MEDICAL OFFICE & MEDICAL KNOWLEDGE

Medical – Abbreviation
Medical – Cardiovascular
Medical – Dental
Medical – Endocrine
Medical – Gastrointestinal
Medical – Integumentary
Medical – Medical Insurance
Medical Records Admin.
Medical – Musculoskeletal
Medical – Neurological

Medical – Ophthalmological
Medical – Otolaryngology
Medical – Pediatric–(A&B)
Medical – Pharmacological
Medical – Prefixes and Suffixes
Medical – Psychiatric
Medical – Respiratory
Medical – Urogenital
Medical Billing – Entry Level
Medical Billing – Forms

Medical Billing – Standard
Medical Coding – Standard
Medical Secretary Test
Transcription – Medical (Audio)
HIPAA – Standard
Shorthand - Medical
Spelling – Medical
Typing Test – Medical
Vocabulary – Medical

NURSING SKILLS

Nursing – Certified Nurse Assistant (CAN)
Nursing – Radiology (A&B)
Nursing – Critical Care (A&B)
Nursing – Critical Car Scenarios (A&B)
Nursing – Dosage Calculation (A&B)
Nursing – Emergency Room (A&B)
Nursing – HIPAA Compliance
Nursing – Labor and Delivery

Nursing – Coding (ICD-10-CM)
Nursing – Coding (ICD-10-CM) Manual
Nursing – Medical/Surgical (A&B)
Nursing – Medication Scenarios (A&B)
Nursing – Neonatal ICU (A&B)
Nursing – Osteoporosis Terminology
Nursing – Pediatric (A&B)
Nursing – Psychiatric (A&B)

TEST CATALOG

INDUSTRIAL

Industrial Safety – Fire Personnel

Industrial Safety – HAZMAT (Canada)

Industrial Safety – HAZMAT (US)

Industrial Safety – Warehouse/Vehicles

Industrial Skills – Automotive Standard

Industrial Skills – Construction Standard

Industrial Skills – Industrial Math

Industrial Skills – Machine Standard

Industrial Skills – Metalworking Standard

Industrial Skills – Plumbing Standard

Reading Comprehension – Industrial

Industrial Skills – Electrical

Light Industrial – Basic Math Skill

Light Industrial – Count and Stack

Light Industrial – Forklift

Light Industrial – Language Skills

Light Industrial – Pick and Pack

Light Industrial – Ruler-English Units

Light Industrial – Ruler-Metric Units

Light Industrial – Safety

Light Industrial – Shipping and Receiving

Light Industrial – Shop Math

Light Industrial – Units Conversion

FOOD SERVICE

Food Service – Bar Manager/Bartender

Food Service – General Knowledge

Food Service – Nutrition

Food Service – Preparation

Food Service – Sanitation

Food Service – Wait Staff

Food Service – Wine Terminology

TEST CATALOG

RETAIL SALES SKILLS

Test based on standards established by the National Retail Foundation for the National Skill Standards Board.

Retail Sales – Customer Service

Retail Sales – Employee Teamwork

Retail Sales – Inventory Coding

Retail Sales – Inventory Sorting

Retail Sales – Learning Products

Retail Sales – Retail Math

Retail Sales – Retail Reading

Retail Sales – Sales Promotion

Retail Sales – Store Security

STAFFING AND HR SERVICES SKILLS

Staffing – Benefits and Eligibility

Staffing – Benefits Quick Assessment

Staffing – CPC Certification Prep

Staffing – CTS Certification Prep

Staffing – HR Generalist

Staffing – HR Generalist Quick Assessment

Staffing – HR Legal

Staffing – HR Legal Quick Assessment

Staffing – Interview Quick Assessment

Staffing – Interviewing and Screening

Staffing – Operations Quick Assessment

Staffing – Temp Services Generalist

Staffing – Temp Services Legal

Staffing – Temp Services Legal Quick Assessment

Staffing – Temp Services Operations

*Other test titles may be available via our PsyMetrics test platform.

If titles you need are not listed above, please ask your account manager for details.