

CASS

Capital Area Staffing Solutions Inc.

The People You Trust

Skills Testing Available

Accounting		
<ul style="list-style-type: none"> • Accounts Payable • Accounts Receivable • ADP Payroll • Advanced Accounting • Basic Accounting Terminology • Advanced Accounting Terminology • Bookkeeping – Professional • Business Income Tax 	<ul style="list-style-type: none"> • Corporate Tax Accounting Cost Accounting • Cost Accounting • Fixed Assets • General Accounting • General Ledger Knowledge • Individual Income Tax • J D Edwards 	<ul style="list-style-type: none"> • MAS 90 Bookkeeping • Partnership Tax Accounting • Payroll Clerk • Payroll Management • Peachtree Accounting • QuickBooks Pro 2000 • QuickBooks Pro 2005 • Quicken Basic 2003
Financial		
<ul style="list-style-type: none"> • Auditing • Bank Teller Skills • Budget Aide Skills • Budget Officer Skills • BusinessObjects - Client • Casualty Insurance - Automobile • Commercial Banking Knowledge • Commercial Collections • Commercial Insurance Knowledge • Credit Analyst • Credit Management • Customer Service Mindset Survey 	<ul style="list-style-type: none"> • Data Entry 10 Key • Data Entry 10 Key With Decimals • Data Entry Check Number Database • Data Entry Inventory Database • Financial Analysis • Financial Management • Financial Math • Financial Spelling • Great Plains • Investment Management: US Equities and Equities Products • Loan Officer Skills 	<ul style="list-style-type: none"> • Loan Processing • Loan Underwriting Knowledge • Payroll • PeopleSoft Financials • Property Insurance • Property Management • Purchasing Fundamentals • Reconciliation • SAP for Users • Title Insurance Knowledge
Office/Professional		
<ul style="list-style-type: none"> • ACT! 2000 for Users • Advanced Spelling • Analytical Skills • Basic Computer Terminology • Basic Numeric Conversion • Basic Office Skills [Inc. Math/Verbal] • Basic Spelling • Bookkeeping • Business Etiquette • Business Writing • Coding • Comparison Skills • Computer Literacy • Corrective Proofreading • Counting • Customer Service Mindset Survey • Data Entry 10 Key • Data Entry 10 Key With Decimals • Data Entry Alpha Numeric • Data Entry Check Number Database • Data Entry Inventory Database • Email Etiquette • English as a Second Language • Filing by Name • Following Verbal Instructions 	<ul style="list-style-type: none"> • Following Written Instructions • French/English Bilingual • Human Resource Basics • Human Resources Benefits Knowledge • Internet Basics • Internet Research Skills • Interviewing and Hiring Concepts • Italian/English Bilingual • Macintosh Basics • Mailroom Management Skills • Marketing Fundamentals • Matching • Math Word Problems • Numeric Filing • Numeric Proofreading • Office Abbreviations • Office Filing Skills • Office Grammar & Spelling • Office Management Skills • Office Math Skills • Payroll • PeopleSoft HRMS • Project Management for IT Professionals 	<ul style="list-style-type: none"> • Project Management Fundamentals • Proofreader's Marks • Punctuation • Reading Comprehension • Recruiting Fundamentals • Retention • Shorthand • Software Quality Assurance • Software Testing • Spanish-English Bilingual • Technical Terminology • Typing - General • Vocabulary • Vocabulary – Homonym Usage • Writing Sample - Advertising/Marketing • Writing Sample - Collection Letter • Writing Sample - Customer Service • Writing Sample – Market Research • Writing Sample - Persuasive Correspondence • Writing Sample - Sales Correspondence • Writing Sample – Technical Writing List & Paragraph Form • Writing Sample - Thank You Letter

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Healthcare		
<ul style="list-style-type: none"> Blood-borne Pathogens - Infection Control Dental Assistant Dosage Calculation Gen. Pharmaceutical Knowledge Healthcare Benefits Knowledge Healthcare Industry Terminology HIPAA – Clinical Staff HIPAA Administration JCAHO LPN/LVN Medical Assistant Medical Billing - Hospital (UB-92) Medical Billing Knowledge Medical Claims Processing 	<ul style="list-style-type: none"> Medical Office Personnel Skills Medical Receptionists Medical Records Coding [CPT-4/5] Medical Records Coding [ICD-9] Medical Records Legal Issues Medical Spelling Medical Terminal Digit Filing Medical Term. - Abbreviations Medical Term. - Cardiovascular Medical Term. - Dental Medical Term. - ER Medical Term - Gastrointestinal Medical Terminology - General Medical Term. – Integumentary Medical Term. – Musculoskeletal 	<ul style="list-style-type: none"> Medical Term. – Nervous System Medical Term. – Oncology Medical Term. – Ophthalmology Medical Term. - Pediatrics Medical Term. – Pharmacology Medical Term. - Psychiatry Medical Term. - Reproduction Medical Term. - Respiratory Nursing Assistant Occupational Therapy OSHA Pharmaceutical Terminology Radiologic Technologist Registered Nurse (RN) Typing – Medical
Legal		
<ul style="list-style-type: none"> Basic Litigation Knowledge Concordance Corel WordPerfect 9.0 Court Reporting EEOC Compliance Legal Abbreviations 	<ul style="list-style-type: none"> Legal Assistant Legal Filing Skills Legal Spelling Legal Staff Skills Legal Vocabulary Microsoft Word 2000 	<ul style="list-style-type: none"> Paralegal Skills Sexual Harassment Summation Blaze 5.21 Typing - Legal
Call Center		
<ul style="list-style-type: none"> 911 Operators Advanced & Basic Spelling [Audio] Consumer Collections Customer Service Survey Data Entry [Audio] Call Center Environment [Audio] Inbound Sales Skills 	<ul style="list-style-type: none"> Listening Skills [Audio] Outbound Sales Skills Reference Manual [Audio] Call Center Retention [Audio] Spanish/English Bilingual [Audio] Spanish Customer Service Survey 	<ul style="list-style-type: none"> Technical Support [Audio] Telephone Etiquette U.S. Cities Spelling [Audio] U.S. Geographical Locations U.S. State Abbreviations [Audio] World Geography
Software		
<ul style="list-style-type: none"> Adobe PageMaker 6.5 Adobe Photoshop 5.5 Corel Presentations 9.0 Corel Quattro Pro 9.0 Corel WordPerfect 9.0 Desktop Publishing Theory Skills FileMaker Pro 6 Lotus 1-2-3 Lotus Freelance Graphics Lotus Notes 	<ul style="list-style-type: none"> Lotus Word Pro Microsoft Access Microsoft Excel Microsoft Internet Explorer Microsoft Office Microsoft Outlook Microsoft PowerPoint Microsoft Project Microsoft Publisher 	<ul style="list-style-type: none"> Microsoft Windows Microsoft Word 2000 Microsoft Word 2002 Netscape Navigator 4.77 Peachtree Accounting 2003 QuarkXPress 5 Basics & Advanced QuarkXPress 6 QuickBooks Pro 2000 Quicken Basic 2003 Summation Blaze 5.21