C A S S
Capital Area Staffing Solutions

B A S S
Bangor Area Staffing Solutions

Skills Testing Available

Office/Professional

- ACT! 2000 for Users
- Advanced Spelling
- Analytical Skills
- Basic Reading Comprehension
- Basic Office Skills [Inc. Math/Verbal]
- Basic Spelling
- Bookkeeping
- Business Etiquette
- Business Systems Analyst
- Business Writing
- Cash Handling
- Clerical Proofreading
- Coding
- Comparison Skills
- Computer Literacy
- Corrective Proofreading
- Counting
- Customer Service Mindset Survey
- Data Entry 10 Key
- Data Entry Alpha Numeric
- Email Etiquette
- English as a Second Language
- Filing by Name
- Following Verbal Instructions
- Following Written Instructions
- French/English Bilingual

- Healthcare Benefits Knowledge
- Human Resource Basics
- Human Resources Benefits Knowledge
- Internet Basics
- Internet Research Skills
- Interviewing and Hiring Concepts
- Italian/English Bilingual
- Listening Skills [audio]
- 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
- Office Reasoning
- Office Telephone Etiquette
- Payroll
- PeopleSoft HRMS
- Project Management for IT Professionals

- Project Management Fundamentals
- Proofreader's Marks
- Punctuation
- Reading Comprehension
- Recruiting Fundamentals
- Retention
- Sales Concepts
- 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
- Writing Sample - Sales Correspondence
- Writing Sample – Technical Writing List & Paragraph Form
- Writing Sample - Thank You Letter

Accounting

- Accounts Payable
- Accounts Receivable
- ADP Payroll
- Advanced Accounting
- Basic/Adv. Accounting Terminology
- Bookkeeping – Professional
- Business Income Tax
- Corporate Tax Accounting
- Data Entry 10-Key

- Data Entry Check Number Database
- Data Entry Inventory Database
- Fixed Assets
- General Accounting
- General Ledger Knowledge
- Individual Income Tax
- J D Edwards
- MYOB Accounting Plus

- MAS 90 Bookkeeping
- Partnership Tax Accounting
- Payroll Clerk
- Payroll Management
- Peachtree Accounting
- QuickBooks Pro 2000-2011
- Quicken Basic 2003
- Sage Line 50

Financial

- Auditing
- Bank Teller Skills
- Basic Bank Teller Skills
- Budget Aide Skills
- Budget Officer Skills
- BusinessObjects 5 - Client
- Casualty Insurance - Automobile
- Commercial Banking Knowledge
- Commercial Collections

- Credit Management
- Customer Service Mindset Survey
- Financial Analysis
- Financial Management
- Financial Math
- Financial Spelling
- Great Plains
- Loan Officer Skills

- Loan Processing
- Loan Underwriting Knowledge
- Payroll
- PeopleSoft Financials
- Property Insurance
- Property Management
- Purchasing Fundamentals
- Reconciliation
- SAP for Users

• Commercial Insurance Knowledge • Credit Analyst		• Title Insurance Knowledge

Healthcare

• Blood-borne Pathogens - Infection Control • Cultural Diversity • Dental Assistant • Dental Hygienist • Dosage Calculation • Gen. Pharmaceutical Knowledge • Healthcare Benefits Knowledge • Healthcare Industry Terminology • HIPAA – Clinical Staff • HIPAA Administration • JCAHO • LPN/LVN • Medical Assistant • Medical Billing (CMS 1500) • Medical Billing (UB-04) • Medical Billing (UB-92) • Medical Billing Knowledge • Medical Claims Processing	• Medical Collections • Medical Office Personnel Skills • Medical Receptionists • Medical Records Coding [CPT] • 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 • 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 • Medisoft • Nurse Practitioner • Nursing Assistant • Occupational Therapy • OSHA • Pharmaceutical Terminology • Phlebotomy • Physical Therapy • Physician Assistant • Radiologic Technologist • Registered Nurse (RN) • Respiratory Therapy • Typing – Medical

Legal

• Basic Litigation Knowledge • Concordance • Corel WordPerfect 9.0 • Court Reporting • EEOC Compliance • Legal Abbreviations	• Legal Assistant • Legal Filing Skills • Legal MacPac 2000 • Legal Spelling • Legal Staff Skills	• Legal Vocabulary • Paralegal Skills • Patent Prosecution • Sexual Harassment • Summation Blaze 5.21 • Typing - Legal

Call Center

• 911 Operators • Advanced & Basic Spelling [Audio] • Call Center Environment [Audio] • Call Center Math • Consumer Collections • Customer Service Survey • Customer Service Scenario • Data Entry [Audio]	• Inbound Sales Skills • Listening Skills [Audio] • Outbound Sales Skills • Reference Manual [Audio] • Call Center Retention [Audio] • Spanish/English Bilingual [Audio] • Spanish Customer Service Survey	• Technical Support [Audio] • Telephone Etiquette • U.S. Cities Spelling [Audio] • U.S. Geographical Locations • U.S. State Abbreviations [Audio] • World Geography

Software

• ACCPAC • Adobe Acrobat • Adobe Flex • Adobe Illustrator • Adobe InDesign • Adobe PageMaker 6.5 • Adobe Photoshop 5.5 • ADP-Payroll • Corel Presentations 9.0 • Corel Quattro Pro 9.0 • Corel WordPerfect 9.0 • Desktop Publishing Theory Skills • Dreamweaver 8	• FileMaker Pro 6 • Lotus 1-2-3 • Lotus Freelance Graphics • Lotus Notes • Lotus Word Pro • Macintosh Basics OS 9 • Microsoft Access 2000-2010 • Microsoft Excel 2000-2010 • Microsoft FrontPage 2003 • Microsoft Internet Explorer • Microsoft Outlook 2000-2010 • Microsoft PowerPoint 2000-2010	• Microsoft Project 2000-2007 • Microsoft Publisher 2002-2010 • Microsoft Windows • Microsoft Word 2000 - 2010 • Netscape Navigator 4.77 • Peachtree Accounting 2003 & 2007 • QuarkXPress 5 & 6 • QuickBooks Pro 2000 - 2011 • Quicken Basic 2003 • Simply Accounting 2006 & 2010