

STANISLAUS COUNTY WORKFORCE DEVELOPMENT

# JOB CENTERS

## Employment eSkills Assessment Certifications

### Qualifications for eSkills Assessments

- Must have Workforce Development Scan Card
- Must be registered in CalJOBS
- Must show a picture ID to receive certificate after testing

### TYPING/10 KEY CERTIFICATES

Typing Certificate  
Typing Certificate with Errors  
Form Fill Typing Certificate  
10-Key Certificate  
10-Key Certificate with Errors

### ADMINISTRATIVE CERTIFICATES

Administrative Assistant  
FT/PT Bookkeeper  
Accounting Clerk  
Data Entry Operator  
Human Resources - United States  
Labor and Employment Law -  
California QuickBooks Pro 2010  
QuickBooks Pro Plus 2011  
QuickBooks Enterprise Solutions 2

### MEDICAL CERTIFICATES

Medical Transcription  
Medical Billing  
Medical Coding  
Medical Terminology  
Medical Assistant  
Home Health Aide  
HIPPA: Health Insurance Coverage  
HIPPA: Privacy & Security Standards

### WORK READINESS CERTIFICATES

Primary Work Skills  
Attention to Detail  
Verbal Reasoning  
Leadership  
Management Skills  
English Spelling & Vocabulary  
Email Etiquette

### MICROSOFT OFFICE CERTIFICATES

MS Office Word 2016  
Beginner Excel 2010  
MS Office Excel 2010  
MS Office PowerPoint 2010  
MS Outlook 2010  
MS Access 2010  
Basic Computer Knowledge  
Basic Computer Knowledge for Windows

### CUSTOMER SERVICE CERTIFICATES

Customer Service  
Customer Service Representative  
Front Desk Clerk

### OCCUPATIONAL CERTIFICATES

Bank Teller  
Electrical Engineer  
Food & Beverage Serving  
Food & Beverage Cashier  
Room Service Management  
Sales Clerk  
Warehousing Skills  
Warehousing Pick & Pack  
Warehouse Operator  
Call Center Simulation  
Inbound Call Center Simulation  
Outbound Call Center Simulation



For more information on our Job Centers,  
Scan the QR Code for our website.

*Please ask Job Center Staff if you are interested in taking a free assessment. All completed assessments come with a certificate.*

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