

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

Microsoft Office 2007
Beginner Word 2010
MS Office Word 2010
MS Office Word 2016
Beginner Excel 2010
MS Excel 2010
Beginner Word/Excel 2010
MS 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
Accounting Clerk
Warehousing Skills
Warehousing Pick & Pack
Call Center Simulation
Inbound Call Center Simulation
Outbound Call Center Simulation
Medical Assistant

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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