VOLT
Workforce Solutions

Administrative/Clerical Evaluations

- ACT! 2000 for Users
- Advanced Spelling
- Algebra
- Analytical Skills
- Basic Computer Terminology
- Basic Numeric Conversion
- Basic Office Skills
- Basic Reading Comprehension
- Basic Spelling
- Bookkeeping
- Business Etiquette
- Business Systems Analyst
- Business Writing
- Cash Handling
- Clerical Proofreading
- Coding
- Comparison Skills
- Computer Literacy
- Computer Literacy - Advanced
- Computer Literacy - Basic
- Corrective Proofreading - Independent Films
- Corrective Proofreading - Reply Letter
- Corrective Proofreading - Restaurant Review
- Customer Service Mindset Survey
- Data Entry 10 Key
- Data Entry 10 Key Quick Test
- Data Entry 10 Key With Decimals
- Data Entry Alpha Numeric
- Data Entry Check Number Database
- Data Entry Inventory Database
- Email Etiquette
- Filing by Name
- Following Verbal Instructions [audio]
- Following Written Instructions
- Healthcare Benefits Knowledge
- Human Resources Basics
- Human Resources Benefits Knowledge

- Internet Basics
- Internet Research Skills
- Interviewing and Hiring Concepts
- Listening Skills [audio]
- Mailroom Management Skills
- Marketing Fundamentals
- Matching - Images
- Math Word Problems
- Numeric Filing
- Numeric Proofreading
- Office Abbreviations
- Office Grammar and Spelling
- Office Management Skills
- Office Reasoning Sample - People Management
- Office Reasoning Sample - Problem Solving
- Office Reasoning Sample - Project Event Planning
- Office Reasoning Sample - Project Time Management
- PeopleSoft HRMS
- Project Management for IT Professionals
- Project Management Fundamentals
- Proofreader Marks
- Punctuation
- Reading Comprehension
- Recruiting Fundamentals
- Retention
- Sales Concepts
- SAS 9 - Data Analyst
- Shorthand
- Software Quality Assurance
- Software Testing
- Technical Terminology
- Typing [1 Minute]
- Typing [3 Minute]
- Typing [5 Minutes]
- Vocabulary
- Vocabulary - Homonym Usage