



Clerical Skills Packages

There are two versions of the Clerical Skills Pack – SkillCheck Professional and SkillCheck Professional Plus.

The difference between these two versions is in the number of default tests that are installed and the test customization and test making capabilities in the SkillCheck Professional Plus Edition.

The content of these two versions are as shown here.

Clerical Skills Pack – Professional Edition (21 titles; 26 tests)

Audio Transcription	Proofreading – Error detection
Checking – Standard	Reading Comprehension – General
Coding – Standard	Receptionist Skills
Customer Service	Secretarial Skills
Data Entry Test – Alphanumeric*	Shorthand (Audio)
Data Entry Test – Numeric*	Spelling – Business
Data Entry – 10 key	Spelling – General
Filing – Standard	Telephone Skills
Grammar – Business	Telephone Message Taking Skills
Grammar – General	TestMaker Test Authoring Utility*
Letter Setup	Typing Test *
Math – General	Vocabulary – Business
Office Manager	Vocabulary – General

Clerical Pack – Professional **Plus** Edition (21 titles; 39 tests)

Audio Transcription	Reading Comprehension – General
Checking – Standard*	Receptionist Skills
Checking – Names*	Secretarial Skills
Checking – Numbers*	Shorthand (Audio)
Coding – Standard*	Spelling – Business*
Coding – Letters*	Spelling – General*
Coding – Numbers*	Spelling – Accounting*
Customer Service	Spelling – Geography*
Data Entry Test – Alphanumeric*	Spelling – Legal*
Data Entry Test – Numeric*	Spelling – Medical*
Data Entry – 10 key	Telephone Skills
Filing – Standard*	Telephone Message Taking
Filing – Names*	TestMaker Test Authoring Utility*
Filing – Numbers*	Typing Test *
Grammar – Business	Vocabulary – Business*
Grammar – General	Vocabulary – General*
Letter Setup	Vocabulary – Accounting*
Math – General*	Vocabulary – Legal*
Office Manager	Vocabulary – Medical*
Proofreading – Error detection	

*User controlled test making available with this title