

Opacs

- ☐ Proofreading 1
- ☐ Proofreading 2
- ☐ Sentence clarity
- ☐ Reading comprehension
- ☐ Basic math
- ☐ Recording comprehension
- ☐ record locating
- ☐ Alpha filing
- ☐ Bank deposit
- ☐ Numeric
- ☐ Petty cash]
- ☐ Bank reconciliation
- ☐ Basic word
- ☐ Intermediate word
- ☐ Basic excel
- ☐ powerpoint
- ☐ Spelking