



Bizzco offers a range of short competency assessments to measure skills in specific areas. Below is a list of available assessments.

Accounting Competencies

- Accounting Terminology - Advanced
- Accounting Terminology - Basic
- Accounts Payable
- Accounts Receivable
- Advanced Accounting
- Corporate Tax Accounting
- Cost Accounting
- Fixed Assets
- General Accounting
- General Ledger Knowledge
- Individual Income Tax
- Payroll Clerk
- Payroll Management

Call Centre Competencies

- Call Centre Consumer Collections
- Call Centre Customer Service Scenarios
- Call Centre Customer Service Survey
- Call Centre Inbound Sales Skills
- Call Centre Listening Skills [audio]
- Call Centre Outbound Sales Skills
- Call Centre Technical Support
- Call Centre Telephone Etiquette

Financial Competencies

- Auditing
- Budget Officer Skills
- Credit Management
- Commercial Collections
- Financial Analysis
- Financial Management
- Loan Processing
- Purchasing Fundamentals
- Reconciliation

Industrial Competencies

- Arithmetic
- Assembly and Matching
- AutoCAD 2013
- Basic Arithmetic
- Basic CNC
- Basic Electronics
- Basic Industrial Math
- Basic Industrial Skills
- Basic Injection Moulding Skills
- Basic Ruler Reading
- Basic Warehouse Knowledge
- Blueprint Basics
- Matching - Alphanumeric List
- Matching - Digit Numeric
- Matching - Digit Numeric List
- Matching - Images
- Matching - Industrial Images
- Matching - Numeric
- Matching - Numeric List
- Math and Reasoning Skills
- Mechanical Engineering: Machine and Tool Design
- Metalworking Skills
- Metric Ruler Reading
- Micrometres and Callipers

Counting	Milling Machine
Electrical Engineering: Electronics and Communications	OSHA
Electrical Engineering: Power and Control	Pick/Pack
Electricians	Plastic Fabrication Skills
Electronic Schematics	Product Packaging Skills
Entry Level Industrial Skills	Quality Assurance Inspection
Food Production	Safety in the Workplace
Forklift Operation	Shipping and Receiving Clerk Skills
General Maintenance	Spatial Reasoning
Hazardous Material Handling	Tools and Fasteners
Manufacturing Basics	Unit Conversion
Map Reading Skills	Wholesale Distribution Knowledge

Microsoft Office 2016 Competencies

Microsoft Access 2016	Microsoft PowerPoint 2016 - Normal User
Microsoft Excel 2016 - Normal User	Microsoft PowerPoint 2016 - Power User
Microsoft Excel 2016 - Power User	Microsoft PowerPoint 2016 - Whole Test
Microsoft Excel 2016 - Whole Test	Microsoft Word 2016 - Normal User
Microsoft Internet Explorer 10.0	Microsoft Word 2016 - Power User
Microsoft Internet Explorer 9.0	Microsoft Word 2016 - Whole Test
Microsoft Outlook 2016	

Office / Professional Competencies

Advanced Spelling	Email Etiquette
Analytical Skills	Human Resources Basics
Arithmetic	Interviewing and Hiring Concepts
Basic Arithmetic	Marketing Fundamentals
Basic Numeric Conversion	Office Filing Skills
Basic Office Skills	Office Management Skills
Basic Reading Comprehension	Office Reasoning Sample – People Management
Basic Spelling	Office Reasoning Sample – Problem Solving
Bookkeeping	Project Management for IT Professionals
Business Etiquette	Project Management Fundamentals
Business Systems Analyst	Recruiting Fundamentals
Business Writing	Sales Concepts
Cash Handling	Software Quality Assurance
Customer Service Mindset Survey	Software Testing