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Testing Software ... - OPAC

should have the test administrator extract the test results from the hard disk and export the data to a floppy diskette. The diskette must be sent to the OPAC Technical Support Office

Office Proficiency Assessment and Certification System OPAC

OPAC software measures the most critical skills and abilities required in today's administrative and clerical positions. OPAC's complete suite of validated tests includes typing speed and accuracy, Microsoft® Windows®, Word®, Excel®, Outlook®, PowerPoint®, and QuickBooks® (amongst many other applications and skills). The program also provides specialized assessments for the legal, medical, and customer service fields.

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OPAC provides job-related assessments for administrative positions. Test typing,

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study, and sets cutoff scores for each test.

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