Business Office Technology Certification

The Express Employment Professionals Business Office Technology Certification verifies individuals have acquired the technical computer skills necessary to be competitive in today's modern workplace.

Certification Exam

The certification exam, tested for on the iCEV platform, consists of 100 questions and assesses knowledge and skills from the following weighted industry standards:

- **20%** Office Technology Skills
- **10%** Word Processing Applications
- **10%** Digital Presentation Applications
- **10%** Spreadsheet Applications
- **10%** Database Applications
- **10%** Desktop Publishing Programs
- **15%** Workplace Communication Strategies
- **15%** Ethical Applications in the Workplace

Meeting the Industry Need

- Assesses Competencies Based on Weighted Industry-Valued & Industry-Accepted Standards
- Validates Knowledge & Skills
- Allows Employers to Identify & Connect with Skilled Candidates
- Jump-Starts Individuals' Careers

Industry Standards Breakdown

Office Technology Skills
Technology Impacts on the Workplace
Internet Use Methods
Computer Hardware Components
Computer Setup & Care
Operating, Networking & Information Systems

Word Processing Applications
Document Creation & Editing Procedures
Business Applications of Word Processing
   Technology

Digital Presentation Applications
Presentation Creation, Editing
   & Sharing Procedures
Presentation Management Techniques

Spreadsheet Applications
Spreadsheet Creation & Management
Business Applications of Spreadsheet
   Technology

Database Applications
Database Design, Creation & Management
Business Applications of Database
   Technology

Desktop Publishing Programs
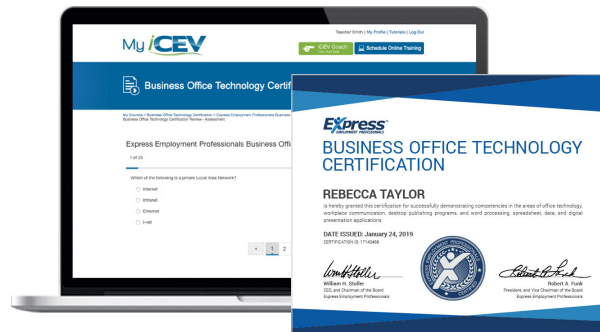Publication Creation & Editing Procedures

Workplace Communication Strategies
E-mail Creation Procedures
Electronic Scheduling Practices
Telecommunications Techniques

Ethical Applications in the Workplace
Online Etiquette
Web Privacy & Copyright Standards
Business Ethics Procedures

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Example Assessment Questions

1. If you want to create a file which automatically shows the presentation as a slideshow, which of the following file types should you use?
   - Ⓐ PowerPoint® show
   - Ⓑ Template
   - Ⓒ Slide sorter
   - Ⓓ Compatibility mode

2. Which of the following questions should NOT be taken into consideration when listing all the alternatives and consequences to solve an ethical problem?
   - Ⓐ Is it legal?
   - Ⓑ Does it benefit me personally?
   - Ⓒ Does it fit my personal values?
   - Ⓓ Who will be affected?

3. Karl's computer slows down when he opens several computer programs. Which of the following is why this occurs?
   - Ⓐ Karl has bad ROM
   - Ⓑ Karl does not have a large enough video card
   - Ⓒ Karl has limited RAM space
   - Ⓓ Karl has a small hard drive

Testing Platform

Express Employment Professionals utilizes iCEV, a division of CEV Multimedia, as the testing platform for this certification.

iCEV fulfills the following responsibilities:

1. Provides secure testing technology for certification exams
2. Regulates testing environments
3. Works with secondary and post-secondary academic institutions, workforce development associations and the public at large to offer certification options for career advancement
4. Provides certification verification to employers for potential job applicants

How to Get Started

See it in Action: Schedule a quick, one-on-one online demonstration at your convenience.

www.icevonline.com/live

Try it Out: Sign up instantly for a free 30-day review.

www.icevonline.com/trial

Order Now: Contact CEV's dedicated support team by phone, email or fax.

📱 **800.922.9965**

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About Express Employment Professionals

Express Employment Professionals is a leading staff provider in the U.S., Canada and South Africa. The company was founded in 1983 and has more than 800 franchise locations worldwide. The company's long-term goal is to put a million people to work annually and currently, the organization employs more than 566,000 people annually.

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"We want to empower the next generation to make knowledgeable decisions about education and careers, and this partnership with CEV Multimedia is a powerful stepping stone in helping students discover and achieve their career goals."

Rachel Rudisill
Director of Marketing
Express Employment Professionals