



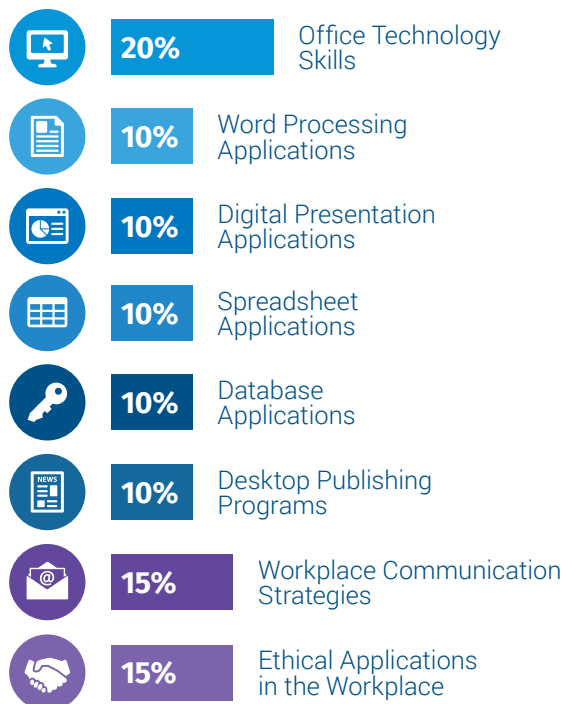
Business Office Technology Certification



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:



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

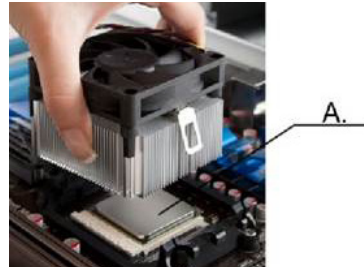
Ethical Applications in the Workplace

- Online Etiquette
- Web Privacy & Copyright Standards
- Business Ethics Procedures

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?
 - A PowerPoint® show
 - B Template
 - C Slide sorter
 - D Compatibility mode
2. Justin wants to create a formula which adds the values in cells A1 and B1 together and then multiplies the sum by 10. Which of the following formulas should he enter?
 - A $+A1+B1*10$
 - B $=A1+B1*10$
 - C $=(A1+B1)*10$
 - D $\&(A1+B1)*10$
3. Karl's computer slows down when he opens several computer programs. Which of the following is why this occurs?
 - A Karl has bad ROM
 - B Karl does not have a large enough video card
 - C Karl has limited RAM space
 - D Karl has a small hard drive

4. Which of the following correctly labels Image A?



- A CPU
 - B ROM chip
 - C Hard drive
 - D Power supply
5. Which of the following formats is correct when addressing international mail?
 - A Jane Doe
1415 JONES ST
London, England
 - B ENGLAND
John Jones
LONDON E17 7LD
 - C Blake Williams
256 Main Street
London E15 1AF
ENGLAND
 - D Bill Brown
139 1st Street
ENGLAND



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
5. Offers optional certification exam preparation materials

About Express Employment Professionals

At Express Employment Professionals, we're in the business of people. From job seekers to client companies, Express helps people thrive and businesses grow. Our international network of franchises offers localized staffing solutions to the communities they serve across the U.S., Canada, South Africa, Australia and New Zealand, employing 586,000 people globally in 2021 and more than 10 million since its inception. For more information, visit ExpressPros.com.

www.icevonline.com/bustech

"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