



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



## Testing Platform

Express Employment Professionals utilizes iCEV 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

## Schedule a Demo & Get a Free Trial

### Schedule a demo today to discuss:

- The wide range of subjects iCEV brings to life
- Abundant resources available for learner engagement and education
- Solutions to teaching challenges with iCEV support
- How you'll be supported by the iCEV team

After your demo, try iCEV with a **FREE 30-day unlimited access trial** to our full library, offering innovative career & technical education curriculum accessible anytime, anywhere.



[www.icevonline.com/live](http://www.icevonline.com/live)

**Contact Us:** Contact iCEV's dedicated support team by phone, email or fax.

 **800.922.9965**

 **customersupport@icevonline.com**

 **800.243.6398**

## About Express Employment Professionals

Founded in 1982, Express Employment Professionals ranks as one of the nation's largest franchised staffing companies. With nearly 900 franchise locations in the U.S., Canada, South Africa, Australia, and New Zealand. Express is in the business of putting people to work and helps job seekers in Light Industrial, Skilled Trades, Office Services and Professional roles. In fact, they put more than 586,000 people to work last year, and their goal is to employ a million people annually.

[www.icevonline.com/bustech](http://www.icevonline.com/bustech)

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

**Rachel Rudisill**

Vice President of Marketing and Communications  
Express Employment Professionals