



Office Skills Testing & Certification

WorkSource Oregon offers computer and office skill assessment on Monday's from 1:30–3:30 in Room #201. Office and computer skills are among the easiest and most common skills for an employer to test. Job searchers are often unaware of the true level of their current skills and often over or underestimate their abilities. WorkSource Oregon offers a computerized testing system to assess skills: Office Proficiency Assessment and Certification (OPAC).

These assessments can:

- Provide a clear idea of your current skill level as they relate to competitive levels.
- Provide the opportunity, if you have competitive level skills, to earn WorkSource Oregon OPAC Certificate to provide to an employer as proof of your demonstrated skill level.

Note: Tests are **not** designed to teach office or computer skills. If you do not currently have office or computer skills or need to upgrade them, you may want to develop these as part of an intensive WorkSource Oregon employment plan.

Assessment tests in any skill area other than Computer can be taken up to **three times** in any one session. Computer software assessments can only be taken **once per session** but you may practice on a skill and retake in the next lab. If you meet OPAC's certification standard on any take of a test, you will earn a WorkSource Oregon certificate for that skill stating that you met or exceeded the minimum professional standard for that skill. If you achieve 100% accuracy on a test, you will earn a 100% accuracy certificate in that skill. If you do not meet the certification standards, you are encouraged to work on the skill and re-test in future OPAC workshops.

~ OPAC Tests and Certification Standards ~

Computer Assessments	Time Limit	Certification Standard	Clerical Tests	Time Limit	Certification Standard
Windows 7	15	75% or better	*Formatting a Letter	20	92% or better
*Editing/Formatting Rough Draft	20	94% or better	*Composing Minutes	20	70% or better
*Advanced Editing/Formatting	20	70% or better	Alpha Filing	10	70% or better
*Spreadsheets, 2013	15	70% or better	Numeric Filing	10	70% or better
Basic Excel ~ 2013	20	70% or better	Proofreading 1 or 2	15	70% or better
Basic Word ~ 2013	20	70% or better	**Spelling	10	70% or better
Intermediate Excel ~ 2013	20	70% or better	Professional Assessments		
Intermediate Word ~ 2013	20	70% or better	Medical/Legal Terminology	15	75% or better
PowerPoint ~ 2013	20	70% or better	Medical/Legal Keyboarding	5	45 WPM/95%
*Database (Access) ~ 2013	20	70% or better	Medical/Legal Proofreading	15	70% or better
Simulated Assessments			Financial Assessments		
Windows 7, Vista, XP	15	75% or better	Bank Reconciliation	10	70% or better
Basic Excel, 2003, 2007, 2010	20	70% or better	Bank Deposit	10	70% or better
Basic Word, 2003, 2007, 2010	20	70% or better	Petty Cash	10	70% or better
Intermediate Excel, 2003, 2007, 2010	20	70% or better	Basic Math	25	70% or better
Intermediate Word 2003, 2007, 2010	20	70% or better	Other Assessments		
Outlook ~ 2003, 2010	20	70% or better	**Customer Service Telephone	15	70% or better
QuickBooks ~ 2008	20	70% or better	**Telephone Order Entry	10	95% or better
Keyboard Assessments			NOTE: Assessments in BOLD with an * (asterisk) require test materials prior to testing and those in BOLD with ** (2 asterisks) require headphones to test.		
Keyboarding I or II	5	45 WPM/95%			
10-Key	5	8,000 KPH/95%			
Data Entry Vendor 75/25	5	6,200 KPH/95%			
Data Entry Inventory 50/50	5	5,600 KPH/95%			
Data Entry Invoice 25/75	5	5,200 KPH/95%			

The OPAC System was developed by Biddle and Associates based on a content validity study conducted by The International Association of Administrative Professionals which set minimum certification standards. The OPAC tests have undergone significant development and validation studies to ensure the skills being measured are those most likely required for successful performance in most work environments.