Badge Details

Name	0155 – Office Procedures
Description	The Office Procedures test measures a candidate's knowledge of typical administrative and support activities performed in offices today. This test is designed for all support and administrative professionals.
Criteria	*Candidates receiving this certification will take an exam with the following criteria:* The exam is composed of 30 questions. - Computer - Correspondence - Customer Service - Filing - Organization - Proofreading - Scheduling - Telephone Techniques