



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	0168 - Workplace Fundamentals
<b>Description</b>	The Workplace Fundamentals test measures a candidate's knowledge of skills required to function in any type of workplace. This test is designed for anyone in the modern workforce.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>The exam is composed of 30 questions.</p> <ul style="list-style-type: none"><li>• Business Communication</li><li>• Diversity</li><li>• Employer Expectations</li><li>• Human Resources</li><li>• Legal Issues for Employees</li><li>• Personal Development</li><li>• Planning and Scheduling</li><li>• Security</li></ul>