Students Meet the Job Market Head-on with OPAC Online Office Technology Certification

Whenever a student attempts to transition from the safety of the schoolhouse to the dangers of the real world, the outcome is much more likely to be positive if he or she is prepared. A new, electronic job-ready certification from OPAC will help make this a reality. [See a sample of the OPAC Online Certificate]

When it comes to making a successful transition from student life to career life, it helps to have a recommendation. But how does one do so if she has never been employed? The old adage, it is not what you know but rather, who you know, can be a very helpful way to get one's foot in the door with an employer. In order to impress, applicants must show that what they know can carry the day. The electronic certification from OPAC can help with both aspects. Because the OPAC software is used by employers to measure critical skills and abilities necessary for success on the job, students who are already certified have a document that speaks to their level of proficiency.

What employers want, need and expect from their job applicants is one who possesses the fundamental computer skills, such as keyboarding, data-entry and ten-key, and also knows how to use the installed software tools that automate so much of our work. Job applicants must be able to use word-processing software to create documents such as business letters, reports, meeting minutes and bulletins. They must be able to manipulate numbers and data sets using spreadsheet programs. Presentations must be generated that are nice-looking, articulate and thoughtful. Gone are the days when these skills would be trained on the job. Employers simply expect their applicants to possess them on day one of the job.

OPAC has a history of certifying office skills that goes back to 1994. The OPAC certificate has been a staple in the portfolio of hundreds of graduates. Now this certificate has been upgraded to electronic status and will soon be available in the next version of OPAC.

"We are proud to introduce the new and improved, electronic version of the OPAC certificate," explains OPAC V.P. of Products Michael Callen. "Students are able to take tests at licensed testing locations that will electronically (and instantly) upload the scores to the OPAC Certification server. Students are not only able to print additional copies directly from the website, but are provided with a permalink that can be shared in electronic resumes or job applications with employers. No more waiting for days or weeks for certificates to be generated, printed, and mailed. The best part is that if a student becomes certified in more areas after a certificate is issued, the e-certificate will be updated automatically as long as the testing took place at the same test location."

If you are a business educator interested in providing OPAC certification to your students or would like more information, please contact us.

Additional Information:
- OPAC Online Certificate sample [PDF]
- Frequently Asked Questions about the OPAC Online Certification
- What is OPAC Certification?