

Related Occupations

Professional Positions

- Administrative Assistant
- Human Services Manager
- Finance and Business
- Legal Secretary
- Marketing Sales & Services
- Human Resource Manager

Technical Positions

- Secretary
- Office Manager
- Budget Analyst
- Paralegal
- Personnel Analyst
- Insurance Claims Agent

Entry Level Positions

- ◆ General Office Clerk
- Data entry Clerk
- Receptionist
- Personnel Office Assistant
- Insurance Office Clerk
- Legal Office Clerk
- File Clerk

Merced County Office of Education
 Merced College—Los Banos
 22240 Hwy 152, Room B-137
 Los Banos, CA 93635
Debra Perez, Instructor
 debperez@mcoe.org
 (209) 826-7720

ROP Career Technical Training for Adults
 Accounting Occupations
 Automotive Services
 Computerized Office Technology
 Customer Service
 Marketing Occupations
 Office Technologies In Medical Environments

Computer Night Classes are also available
 Please call for information
 (209) 381-4563
 Equal Opportunity Employer



Lee Andersen
 Merced County
 Superintendent of Schools

Merced County Regional Occupational Program
 632 W. 13th Street
 Merced, CA 95341
 Contact: Ellen A. Foster
 Career Educator—Adult Programs
 Phone: (209) 381-4563
 Email: efoster@mcoe.org
 Website: <http://rop.mercedlearn.org/adult>

LOS BANOS COMPUTERIZED OFFICE TECHNOLOGY FOR ADULTS



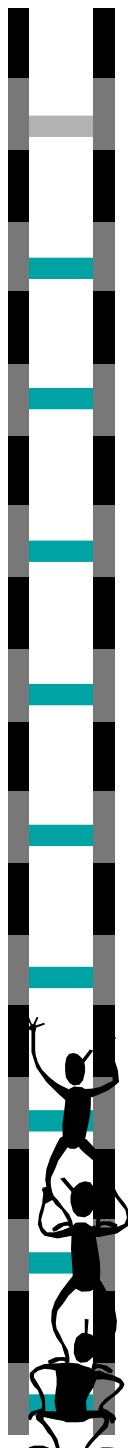
Merced County Regional Occupational Program

ROP Goals

- ◆ Develop academic, technical, and interpersonal skills
- ◆ Secure employment
- ◆ Upgrade skills
- ◆ Enter advanced career-technical training
- ◆ Pursue college related courses



Working Your Way Up!



Course Description

Computerized Office Technology for Adults is designed for today's "High tech" employees. The course will focus on the computer technology and office skills employers are looking for in employees.

Students will learn:

- ◆ The development of computer literacy skills
- ◆ Microsoft Windows operating system
- ◆ Word, Excel, Access, PowerPoint and Publisher
- ◆ Internet and email
- ◆ Keyboarding accuracy
- ◆ 10 key skills
- ◆ Advanced office skills
- ◆ Business Communications
- ◆ Exemplary customer service skills
- ◆ To prepare/complete Employability Portfolio
- ◆ Business English/Math

The course instruction will allow students to:

- ◆ Secure employment
- ◆ Become proficient in Microsoft Office Suite
- ◆ Microsoft Office Specialist (MOS) Certification
- ◆ Compete in the "High Tech" office field
- ◆ Receive Certification of Completion

Key instructional methods include:

- ◆ Daily—Lecture, class discussion, teamwork, peer mentoring, and one-on-one assistance
- ◆ Weekly—PowerPoint presentations, cooperative learning, community classroom internship, career exploration, portfolio development and goal achievement

The structure of the course includes:

- ◆ Open Entry-Open Exit
- ◆ Orientation
- ◆ Business communications
- ◆ Computer applications Microsoft Word, Excel, Access, PowerPoint and Publisher
- ◆ Employability Portfolio
- ◆ Site placement
- ◆ 26 week program— 32 hours per week

Program Highlights

- ◆ Employability Portfolio
- ◆ Portfolio Presentation and Interviewing skills
- ◆ Career Development
- ◆ Develop oral/written communications skills
- ◆ Proficient skills in computer applications
- ◆ Exemplary customer service
- ◆ Leadership and Teamwork
- ◆ State of the art computer technology
- ◆ Skills to compete in "High Tech" office field
- ◆ Certificate of Completion
- ◆ Opportunity for Microsoft Office Specialist (MOS) certification - recognized worldwide

Pre-requisites:

Reading skills equal to the 10th grade level
Math skills equal to the 6th grade level
High School Diploma or GED

Helpful Experience:

- ◆ Desire to learn
- ◆ Commitment
- ◆ Good Attendance/Punctuality
- ◆ Basic Keyboarding

Is Computer in Office Technology for you?

Do you:

- ◆ Want a career in business?
- ◆ Want a higher paying job?
- ◆ Want to be a professional business person?
- ◆ Want to obtain office and computer skills?
- ◆ Want the opportunity to train in a business environment?
- ◆ Want to be a successful business person?

Success Story



Jessica Garcia completed her career technical training in Computerized Office Technology in December 2006. Jessica was referred to ROP by a local agency. Jessica's computer skills were not yet developed upon enrollment. Yet during her training, she learned how to use the Microsoft Office Suite with proficiency and developed skills for successfully working in an office environment. Her Community Classroom training site was at Alliance Title and San Luis Water District. She is now employed as a general office clerk at Harry Marx GMC Cadillac in Los Banos. Her duties include answering the telephone, data entry, accounts receivable/payable and providing exemplary customer service!

Good Luck Jessical

What qualities did this student possess which helped them be successful in this career technical training program?

She had good attendance, very hardworking, focused, and dedicated to learning the necessary skills to make her a success in the business world.

