

Related Occupations

Professional Positions

- Chief Executive Officer
- Financial Planner
- Human Resource Director
- Purchasing Supervisor
- Business Banker
- Financial Analyst
- Chief Financial Officer
- Business Supervisor
- Small Business Owner

Technical Positions

- Executive Secretary
- Office Manager
- Legal Secretary
- Medical Secretary
- Business Manager
- Human Resource Assistant
- Travel Agent
- Loan Officer
- Executive Assistant
- Department Manager

Entry Level Positions

- Data Entry Clerk
- Medical Office Clerk
- Bank Clerk
- Insurance Clerk
- Administrative Assistant
- General Office Clerk
- Customer Service Rep.
- Receptionist
- Secretary
- Human Resource Clerk

Working Your Way Up!



Merced County Office of Education

Wolfe Education Center

732 W. 13th Street, Room A-3

Merced, CA 95341

Beth Smith, Instructor

betsmith@mcoe.org

(209) 381-4579

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>

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



Computerized Office Technology

Course Description

Computerized Office Technology is designed to introduce students to the foundational skills required for today's business office. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications used in word processing, spreadsheets, database, and presentation programs.

Participants will learn:

- ◆ Basic Business & Computer Concepts
- ◆ Word, Excel, Access & PowerPoint
- ◆ Exemplary Customer Service Skills
- ◆ Employer Expectations

The course instruction will allow students to:

- ◆ Reinforce basic skills in the areas of math, vocabulary, and oral communication.
- ◆ Acquire practical business skills.
- ◆ Learn job search techniques and how to prepare for an interview.
- ◆ Develop positive work ethic and the keys to success in the workplace.

Key instructional methods include:

- ◆ Direct instruction via lectures
- ◆ Classroom discussions
- ◆ Cooperative learning
- ◆ Community classroom training

The structure of the course includes:

- ◆ Open Entry—Open Exit
- ◆ Self-paced textbook & worksheet learning
- ◆ One on one instruction
- ◆ Instructor Support
- ◆ Daily class discussions
- ◆ Internship—Job Search
- ◆ 26 week program—32 hours per week

Program Highlights

- ◆ Basic Business and Computer Concepts
- ◆ Customer Service
- ◆ Work Place Ethics
- ◆ Keyboarding and Ten Key
- ◆ Employer Expectations
- ◆ Employability Portfolio
- ◆ Career Development

Pre-requisites:

- ◆ GED/High School Diploma
- ◆ 10th grade reading level
- ◆ 6th grade math level

Helpful Experience:

- ◆ Desire to learn and work hard
- ◆ Good Attendance/Punctuality
- ◆ Keyboarding
- ◆ Computer Applications

Is Computerized Office Technology for you?

Do you:

- ◆ Have a desire to learn?
- ◆ Want to learn how to be successful?
- ◆ Want a career in the field of business?
- ◆ Want a greater earning potential?
- ◆ Want to become an asset to an employer?

Every Student A Success
ROP
Makes the Difference

The **Computerized Office Technology** course emphasis is on the development of computer literacy skills, knowledge of the Microsoft Windows, Internet, computer keyboarding accuracy, 10-key skills, general office skills, business English and business math, plus a complete employability portfolio. Besides learning "practical" skills, the student will be introduced to the "soft" skills so important in today's office. Soft skills such as interpersonal and oral communication, conflict resolution, team development, problem solving and office etiquette.

Fast Facts

Computerized Office Technology

Labor Market Data from the EDD website:
Merced County Average Wages—1st Qt 2007

General Office Clerk

- ◆ Salary Range \$9.11 to \$13.48 per hour

Office and Administrative Support Workers

- ◆ Salary Range \$9.47 to \$11.50 per hour

Reception and Information Clerks

- ◆ Salary Range \$8.72 to \$12.14 per hour

Secretaries, except Medical, Legal or Executive

- ◆ Salary Range \$11.20 to \$17.60 per hour

Word Processor and Typists

- ◆ Salary Range \$12.48 to \$23.86 per hour

Data Entry Keyers

- ◆ Salary Range \$9.93 to \$12.11 per hour