Office Technology Training Enhancements

VSP now offers a more flexible array of office technology training options, all provided at the rate of $250/week. While the full 17-week training curriculum is an option for many consumers, some consumers may benefit from a module training approach, receiving one or more shorter-term training courses.

Traditional 17-week Training
      Computer Instruction
      Keyboarding
      Microsoft Word
      Microsoft Excel
      Customer Service/Receptionist Skills

Module Training*
      Computer Instruction
      Keyboarding Basics
      Microsoft Word, 2010
      Microsoft Excel, 2010
      Microsoft Outlook, 2010
      Microsoft Access, 2010
      Microsoft PowerPoint, 2010
      Job Search on the Internet

*One or more modules may be selected

See attached details including:
- Course descriptions and length
- Prerequisites
- Occupational titles

Referral/Training Entry Process
1. Complete VSP referral form, choosing desired training options; forward referral and relevant background information by fax to 410-358-8338
2. During the scheduled intake appointment, VSP staff administers brief tests of existing computer skills
3. Based on the intake, background information, test results and IPE goal, VSP staff recommends the appropriate training options for your consumer.

Enclosure:
Office Technology Training Course Descriptions