



Office Technology Training Course Descriptions \$250 weekly fee

Full COTT Program – 17 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED

Components:

- Computer Instruction
- Keyboarding
- Microsoft Word 2010
- Microsoft Excel 2010
- Customer Service/Receptionist skills

Occupational Titles:

169.167-014 Administrative Secretary (any industry) alternate titles: executive secretary
201.362-022 School Secretary
203.362-010 Clerk-Typist (Clerical)
203.582-054 Data Entry Clerk (Clerical)
203.582-054 Data Entry Operator (Clerical)
206.387-034 File Clerk I (Clerical)
206.367-014 File Clerk II (Clerical)
209.387-022 Data-Examination Clerk (Clerical)
209.562- Clerk, General (Clerical) Alternate Titles: Office Clerk, Routine
213.362-010 Computer Operator (Clerical)
215.367-014 Scheduler and Planner (Clerical)
219.362-010 Administrative Clerk (Clerical) Alternate Titles: Clerk, General Office
237.367-038 Receptionist (Clerical)
249.362-026 Customer-Order Clerk (Clerical)
352.667-010 Receptionist (Any Industry)
959.361-010 Customer Service Representative (Utilities)

Computer Introduction – 3 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED

Upon successful completion of this course the student will be able to:

- Start up and shut down a personal computer system
- Basic understanding of the keyboard
- Understand what a program is and how to open and close
- Learn how to use a mouse
- Learn how to save your work to use at a later time

- Create folders
- Find and operate the Print Screen, Notepad and Games functions
- Open applications

Occupational Title:

209.562- Clerk, General (Clerical) alternate titles: office clerk, routine

Keyboarding Basics – 4 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED

Upon successful completion of this course, the student will have learned:

- Basic Keyboarding Skills
- Formatting Procedures
- Correct finger placement
- Accuracy and speed builders

Occupational Titles:

203.362-010 Clerk-Typist (Clerical)

203.582-054 Data Entry Clerk (Clerical)

203.582-054 Data Entry Operator (Clerical)

249.362-026 Customer-Order Clerk (Clerical)

Microsoft Word 2010 – 5 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED
- Score 40% or better on Skillcheck computer basics test at intake
- Type 15 words per minute with 90% accuracy on typing test at intake

Upon successful completion of this course the student will be able to:

- Edit Documents
- Format Text and Paragraphs
- Format Documents
- Create and Formatting Tables
- Create illustrated Documents with Graphics
- Complete a Mail Merge
- Work with Styles and Templates
- Develop Multi-Page Documents
- Integrate Word with Other Applications
- Building Forms
- Work with Charts and Diagrams
- Customizing Word

Occupational Titles:

203.582-054 Data Entry Clerk (Clerical)

203.582-054 Data Entry Operator (Clerical)

206.387-034 File Clerk I (Clerical)
206.367-014 File Clerk II (Clerical)
209.562- Clerk, General (Clerical) Alternate Titles: Office Clerk, Routine

Microsoft Excel 2010 – 5 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED
- Score 40% or better on Skillcheck computer basics test at intake
- Type 15 words per minute with 90% accuracy on typing test at intake

Upon successful completion of this course the student will be able to:

- Understand Microsoft Excel 2010 terminology
- Format cells and worksheets/workbooks
- Understand and write simple formulas and functions
- Create tables, charts and graphics
- Organize and store and retrieve data
- Perform advanced printing functions

Occupational Titles:

203.582-054 Data Entry Clerk (Clerical)
203.582-054 Data Entry Operator (Clerical)
206.367-014 File Clerk II (Clerical)
206.387-034 File Clerk I (Clerical)
209.562- Clerk, General (Clerical) Alternate Titles: Office Clerk, Routine

Microsoft Outlook 2010 – 4 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED
- Score 40% or better on Skillcheck computer basics test at intake
- Type 15 words per minute with 90% accuracy on typing test at intake

Upon successful completion of this course the student will be able to:

- Create and customize messages
- Create, track, and respond to messages automatically
- Organize the Inbox with Rules and Quick Steps
- Record and schedule appointments in the calendar
- Create, track, and respond to meeting requests
- Use Document Contacts and Tasks Journal Entries
- Manage Outlook E-mail accounts, data files, and backup

Occupational Titles:

209.562- Clerk, General (Clerical) Alternate Titles: Office Clerk
215.367-014 - Scheduler and Planner (Clerical)

Microsoft Access 2010 – 5 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED
- Score 40% or better on Skillcheck computer basics test at intake
- Score 50% or better on Skillcheck Excel Basics test at intake
- Type 15 words per minute with 90% accuracy on typing test at intake

Upon successful completion of this course the student will be able to:

- Create and Manage databases
- Create Tables, add Fields and specify the Data Type
- Create Forms with Wizard, Quick Parts and in Design View
- Create Forms for data entry as well as list view
- Use Queries to combine Fields, Group, Sort and Total
- Create Reports and format the content, Header, Footer and layout
- Manage and maintain an Access database
- Create a strategy for archiving data with Action Queries

Occupational Titles:

203.582-054 Data Entry Clerk (Clerical)

203.582-054 Data Entry Operator (Clerical)

206.367-014 File Clerk II (Clerical)

206.387-034 File Clerk I (Clerical)

209.562- Clerk, General (Clerical) Alternate Titles: Office Clerk, Routine

Microsoft PowerPoint 2010 – 3 weeks

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED
- Score 40% or better on Skillcheck computer basics test at intake

Upon successful completion of this course the student will be able to:

- Create and customize presentations
- Format content, illustrations, and graphics, text, and text boxes
- Apply Animation and Transitions
- Insert and modify multimedia
- Share and secure presentations

Occupational Title:

169.167-014 Administrative Secretary (Any Industry)

Alternate titles: executive secretary

Job Search on the Internet – 1 week

Pre-Requisites:

- 8th grade reading comprehension
- GED or High School Diploma or working on GED
- Score 40% or better on Skillcheck computer basics test at intake

Upon successful completion of this course the student will be able to:

- Use online job search sites, company sites, and other online resources
- Understand internet terminology
- Research jobs and companies, career options, classified ads and job fairs on the internet
- Post resumes on job search sites and directly to company websites
- Identify recruiting and job-listing databases, government site links, and company web sites
- Learn how to submit online applications
- Set up and use individual email accounts
- Compose, send, and receive email messages, links, and other attached documents - such as resumes and cover letters
- Learn tips in order to avoid costly job search mistakes