

OFFICE TECHNOLOGY ADMINISTRATIVE PROFESSIONAL



OFFICE TECHNOLOGY

This 24-week course prepares individuals with disabilities for entry-level office work. The program includes classroom instruction as well as intensive hands-on computer training using state-of-the-art equipment and applications, including Microsoft Office Suite.

TRAINING INCLUDES:

- Customer service and receptionist skills.
- Business communication.
- Records management.
- Job readiness instruction.
- Keyboarding.
- Microsoft Word and Outlook.
- Excel and PowerPoint based on interest and ability.

PROGRAM REQUIREMENTS:

- High school diploma or GED.
- Ability to work on detailed and repetitive tasks at a workstation.
- Ability to work as a team member with minimal supervision.
- Ability to work in a structured environment and adhere to a schedule.
- 8th grade or above reading and language skills.
- Ability to follow oral and written instructions.

Contact your DORS Counselor
or local DORS office for more information.
www.dors.maryland.gov

