

OCMBOCES

Committed to Your Success



**To apply, attend
our Information/
Testing Session
held every
Wednesday at
1:00 p.m.**

**CONTACT
INFORMATION**

OFFICE TECHNOLOGY

Have questions, or want to meet our
instructor?

Please contact our Office
Technology Instructor:

Barbara Rainville

brainville@ocmboces.org

607.758.5111

Classes begin February & August

Hope to see you next semester!

OCM BOCES advises students, parents and the community that it does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Inquiries may be directed to the Director of Personnel, OCM BOCES, 6820 Thompson Road, Syracuse, NY 13211, (315) 433-2600.

OCM BOCES

Center for New Careers
at the McEvoy Center
1710 NYS RTE. 13
Cortland, NY 13045

Tel: 607.758.5111

Fax: 607.758.5222



Monday through Friday
8:30 a.m. - 3:30 p.m.

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Facts you need to know

Program Description

All students entering the Office Technology program must successfully complete the General Business Education curriculum in addition to their individual certificate area requirements.

- Business Protocols
- Keyboarding
- MS Windows XP
- Business Simulation 1
- MS Word 2007—Course 1
- MS Access 2007
- MS Excel 2007—Course 1

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Hours of Operation

Monday through Friday
8:30am to 3:30pm

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1710 NYS Route 13
Cortland, New York 13045
Phone Number: 607.758.5111

Free parking provided for all students.

Certificate Requirements for Individual Concentration Areas

Office Support Specialist

Keyboarding speed exercises, keyboarding accuracy drills, skill development: Microsoft Office, clerical office simulations. Keyboarding speed of 35 wpm (w/ no more than 5 errors)

Administrative Support Specialist

Executive Secretarial

Advanced proficiency in Microsoft Office, Business Simulation 2, legal office simulations, electives in legal, and general office, min. keyboarding speed of 55 wpm (w/ no more than 5 errors)

MS Word 2007-Course 2, MS Power Point 2007, Business Simulation 2

Bookkeeping and Accounting

Manual bookkeeping and payroll, advanced Microsoft Excel, QuickBooks accounting software, accounting office simulations and electives. Keyboarding speed of 35 wpm (w/ no more than 5 errors)

Medical Secretary/Medical Billing

Medical Terminology/Anatomy & Physiology, Medical Office Administration, Medical Transcription, ICD9 Coding using ICD-9-CM and CPT-4, MS Word 2007, min. keyboarding speed of 35 wpm (w/ no more than 5 errors)

