

While you are attending today's Open House stop by Room C-224 for further information.

Can't stay?

Please contact our Office Technology Instructor:

Judy Leonhart

jleonhar@ocmbooces.org

315-453-4642

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.

OCMBOCES



**CONTACT
INFORMATION**

OFFICE TECHNOLOGY

OCM BOCES
Office Technology Program
4500 Crown Rd
Liverpool, NY 13090

Tel: 315-453-4400
Fax: 315-451-4676



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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

Certificate Requirements for Individual Concentration Areas

Bookkeeping/Accounting

MS Excel 2007-Course 2, Bookkeeping/Accounting Simulation 2, min. keyboarding speed of 35 wpm (w/ no more than 5 errors)

General Secretarial

MS Word 2007-Course 2, MS PowerPoint, min. keyboarding speed of 35 wpm (w/ no more than 5 errors)

Legal Secretary

MS Word 2007-Course 2, Legal Simulation, Legal Transcription, Business Simulation 2, min. grade of 90% in Business English, min. keyboarding speed of 55 wpm (w/ no more than 5 errors)

Medical Secretary

Medical Terminology/Anatomy & Physiology, Medical Office Administration, Medical Transcription, MS Word 2007 - Course 2, min. keyboarding speed of 35 wpm (w/ no more than 5 errors)

Medical Billing

Medical Terminology/Anatomy & Physiology, Manual Insurance Billing, Introduction to Coding using ICD-9-CM and CPT-4, min. keyboarding speed of 35 wpm (w/ no more than 5 errors)

Certificate Requirements for Individual Concentration Areas

Office Support Specialist

MS Word 2007-Course 2, MS PowerPoint 2007, Business Simulation 2, min. grade of 90% in all computer classes

Executive Secretarial

MS Word 2007-Course 2, MS Excel-Course 2, MS PowerPoint 2007, Machine Transcription, Business Simulation 2, min. keyboarding speed of 55 wpm (w/ no more than 5 errors)

Administrative Assistant

MS Word 2007-Course 2, MS Excel 2007—Course 2, MS PowerPoint 2007, Machine Transcription, Business Simulation 2, min. keyboarding speed of 55 wpm (w/ no more than 5 errors), 95% min. attendance, min. grade of 90% in Business English, min. 2 years prior office work experience

Hours of Operation

Monday through Friday
8:00am to 3:00pm

Career Training Center
4500 Crown Road
Liverpool, New York 13090

Free parking provided for all students.

