

# **A**ministrative **Office Technology**

## **Two-year program offered at Mentor**

Administrative Office Technology is a two-year intensive course designed to expose students to those office skills commonly requested by employers, both manual and computer. You will develop basic competencies in Microsoft Office software, along with accounting and records management skills. Senior students who meet the established requirements will be eligible for early placement in an office job during second semester, replacing classroom time.

### **What you will learn:**

Windows XP  
Microsoft Office 2003: Word, Excel,  
PowerPoint, Access, Publisher  
Manual and automated accounting  
Records Management  
Legal and Medical Dictation Transcription  
Business English  
Business machine calculations  
Keyboarding skill review  
Office Procedures

### **Equipment used:**

Pentium computer with Windows XP  
Electronic-memory calculator & transcriber  
Computer scanner  
Digital camera

### **Career opportunities:**

Clerical positions  
Receptionist/secretary  
Word processing specialist  
Office/administrative assistant  
Data entry clerk

### **Employment Outlook for Ohio through 2010**

Expected growth (2000-2010) 5.9%  
Total annual openings 25,640  
Average wages (2001) \$11.73 - \$15.06/hr.

*For further information  
contact your Counselor or the  
Career-Tech Counselor  
at (440) 205-2593*

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