



## Contemporary Office Technology Training

Contemporary Office Technology Training (COTT), a 17-week program using state-of-the-art equipment, provides instruction in industry-based clerical office procedures and computer applications using Microsoft Office Suite. Small groups and hands-on activities cover keyboarding, computer literacy, basic customer service techniques and job-readiness skills.

### Eligibility Requirements

- 18 years of age or older
- Willing to submit to a background check
- Able to pass drug/alcohol screening
- Able to provide a birth certificate or Social Security card and a valid state-issued identification card or driver's license
- High school diploma/GED
- 8th grade reading comprehension level
- Work motivation and stamina
- Strong interest in clerical/computer employment

Vocational Services

# CONTEMPORARY OFFICE TECHNOLOGY TRAINING



### Computer Training Modules

- Windows 7
- Microsoft Word 2010
- Microsoft Excel 2010

### Other Training Modules

(in addition to computer training)

- Business communication
- Records management
- Customer service and receptionist skills
- Job-readiness skills training

### Unique Program Features

- Monthly program entry with five hours of daily training
- Emphasis on work preparation, pre-employment skills, empowerment for success, and job retention and advancement
- Internship, when possible

Upon program completion, job placement services can be provided to job-ready program graduates. Other program graduates who require on-going support are recommended and connected to such services.