

Administrative Assisting

Training Provider: *Bryant & Stratton*

Address: Henrietta Campus Greece Campus
 1225 Jefferson Rd. 150 Bellwood Dr.
 Rochester, NY 14623 Rochester, NY 14606

Phone: (585) 272-7200 (585) 720-0660

Web: www.bryantstratton.edu

Program Description:

Program trains students to meet the challenges of the 21st century's technology office. Students develop specialized knowledge and skills in use of electronic office equipment, work processing, office systems, and accounting. This program offers a foundation of major requirements, which include keyboarding, document processing, desktop publishing, and integrated office systems software programs. This course of study prepares participants for employment in entry-level positions in legal firms, public offices, and private businesses.

Program length/hours:

Full time Days—16 months
Full time Evenings—20 months

Services Provided:

Job placement assistance and career management training.

Application/Admission Process:

Personal interview and entrance evaluation

Tuition/Cost/Fees: \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

Applied Computer Applications

Training Provider: *Finger Lakes Community College*

Address: 4355 Lakeshore Dr.
Canandaigua, NY 14424-8395

Phone: (585) 394-3500

Web: www.flcc.edu

Program Description:

This certificate program is designed to provide students with the opportunity to develop marketable skills following one year of study. Graduates will be qualified for employment opportunities in computer operations, computer support or computer applications. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

32 credit hours (approximately 11 courses) with a GPA of not less than C (2.0)

Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

Tuition/Cost/Fees: \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

Business Computer Technology

Training Provider: *Monroe #1 BOCES, Adult and Community Education*

Address: 41 O'Connor Rd.
Fairport, NY 14450

Phone: (585) 383-2293

Web: www.adulted.org

Program Description:

Learn basic to advanced computer and business skills on the software today's employers use most—Microsoft Office 2000 (Word, Excel, PowerPoint, Access, and Outlook). Program includes a one-week internship (40 hour). Graduates earn an average pay of \$9.65 per hour as administrative assistants, office managers, and customer service representatives. Published employment rate of 91%.

Program length/hours:

280 hours, 13 weeks, Monday through Friday, 8:00 a.m. – 12:00 p.m.

Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Must have high school level math, reading, and language skills and be able to type 25 words per minute. An intake interview is also required. Must be 18-years of age or older.

Tuition/Cost/Fees: \$3,000

Business & Office Technology

Training Provider: *Orleans/Niagara BOCES Community Education*

Address: Niagara Career and Technical Education Center
3181 Saunders Settlement Rd.
Sanborn, NY 14132
and
Orleans Career and Technical Education Center
4232 Shelby Basin Rd.
Medina, NY 14103

Phone: (800) 836-7510

Web: www.onboces.org

Program Description:

Coursework includes keyboarding, MS Windows, MS Word, Excel, PowerPoint and Access. In addition, filing, math, English, basic customer service and general office procedures are incorporated. A two-week full time business internship also complements the program.

Program length/hours:

800 hours

Services Provided:

Job search and employability skills training

Application/Admission Process:

A pre-test of basic skills and a personal interview are required

Tuition/Cost/Fees: \$4,950

Information Processing

Training Provider: *Monroe Community College*

Address: Brighton Campus Damon City Campus
1000 E. Henrietta Rd. 228 East Main St.
Rochester, NY 14623 Rochester, NY 14604
(585) 292-2000 (585) 262-1600

Applied Technologies Center
2485 W. Henrietta Rd.
Rochester, NY 14623
(585) 292-3700

Phone: (585) 292-2200 (Admissions Office)

Web: www.monroecc.edu

Program Description:

This is a new certificate program, which is designed to prepare the student for work in office settings using word processing, filing, spreadsheets, record keeping, and electronic communications skills. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

Curriculum information not published (new program).

Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Previous keyboarding (24wpm)

Tuition/Cost/Fees: \$105/per credit plus college fees, books and supplies

Office Assistant Skills

Training Provider: *Rochester Educational Opportunity Center*

Address: 305 Andrews St.
Rochester, NY 14604

Phone: (585) 232-2730 Ext. 235

Program Description:

This program is designed to teach skills required for employment in a modern office as a secretary, receptionist and/or clerk/typist. Students gain hands-on experience through participation in an internship in the Rochester business community.

Program length/hours:

30 weeks, Monday through Friday in a variety of time frames

Services Provided:

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

Application Requirements/Admission Process:

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 8.0 grade math skills as measured by the TABE test
- Writing sample
- Economic eligibility guidelines

Tuition: Free to those who qualify

Office Technology

Training Provider: *Finger Lakes Community College*

Address: 4355 Lakeshore Dr.
Canandaigua, NY 14424-8395

Phone: (585) 394-3500

Web: www.flcc.edu

Program Description:

Course work includes typing, office communications, secretarial procedures, machine transcription, work processing and office management. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

30 credit hours (10 courses)

Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math- or science-related.

Tuition/Cost/Fees: \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

Office Technology

Training Provider: *Genesee Valley BOCES*

Address: 27 Lackawanna Avenue 8250 State Road
Mt. Morris, NY 14510 Batavia, NY 14020

Phone: (585) 658-7823 (585) 344-7788
Maryann Roby John Cima

Web: www.gvboces.org

Program Description:

Program includes training in Microsoft Work, Excel, Access, bookkeeping, business, English, and transcription and prepares students for clerical positions as receptionists, secretaries, clerk-typist, and bookkeeping clerk.

Program length/hours:

480 hours, Monday through Friday, 8:30 a.m. – 3:00 p.m.

Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program On-site child care is available during the day.

Application/Admission Process:

An intake interview with a counselor and basic-skills testing are required. Minimal reading and math skills vary depending on program.

Tuition/Cost/Fees: \$3,275 (2003-2004)

Office Technology

Training Provider: *Wayne Finger Lakes BOCES – Adult & Continuing Education Career Centers*

Address: Geneva Career Resource Center
One Franklin Square
Geneva, NY 14456

Phone: (315) 781-7820

Web: www.wflcontinuinged.org

Program Description:

Word processing, spreadsheet preparation, database management, and presentation graphics are emphasized using Microsoft Office. Instruction includes a strong concentration in communication skills, accounting and basic math skills, office equipment, business ethics, legal issues, hospitality relations, insurance processing and preparation for the MS Office User Specialist certification exam.

Program length/hours:

450 hours, 12 weeks, Monday through Friday, 8:30 a.m. – 3:00 p.m.

Services Provided:

Job readiness training and job placement services provided. Internship included.

Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

Tuition/Cost/Fees: \$2,900

**Office Technology/
Accounting Clerical**

Training Provider: *Greece Central School District, Community Education*

Address: P.O. Box 300
N. Greece, NY 14515

Phone: (585) 966-2866 (Mary Sue France)

Program Description:

Select one of five Career Clusters and learn at your own pace in a training program designed to meet your needs. Instruction methods include teacher, peer, and practice using a training textbook. Move through basic, intermediate, and advanced software levels based on your ability. Career Clusters: Computer Applications – Windows introduction, keyboarding review, Microsoft Word, Excel; Word Processing – Windows introduction, keyboarding review, clerical procedures, Microsoft Word, communication; Accounting Clerical – Windows introduction, keyboarding review Microsoft Access, Excel, QuickBooks; Desktop Publishing – Desktop Publishing software, Publishing design principles, Windows introduction, keyboarding review, Microsoft Word; Medical Clerical – medical terminology, medical office procedures, medical billing, keyboarding review, Windows introduction, Microsoft Word, medical office simulation software.

Program length/hours:

Monday through Friday 8:00 am-12:00 noon – 160 hours

Services Provided:

Certificate and evaluation records are given upon successful program completion. Job seeking skills and job search assistance are available.

Application/Admission Process:

- Ongoing admissions process. An interview and basic skills testing is required.
- Scholarships may be available. These programs are approved by many local agencies, including Rochester Works!, VESID, DOL and DHHS.

Tuition/Cost/Fees: \$2,100

**Office Technology/
Secretarial Sciences – Clerk Typist**

Training Provider: *Monroe Community College*

Address: Brighton Campus Damon City Campus
1000 E. Henrietta Rd. 228 East Main St.
Rochester, NY 14623 Rochester, NY 14604
(585) 292-2000 (585) 262-1600

Applied Technologies Center
2485 W. Henrietta Rd.
Rochester, NY 14623
(585) 292-3700

Phone: (585) 292-2200 (Admissions Office)

Web: www.monroecc.edu

Program Description:

In order to qualify for this certificate program, a sequence of courses is offered to provide the student with a background in typing and general office practices and procedures. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

31 credit hours (14 courses)

Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admission office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
 - 1 year of high school math

Tuition/Cost/Fees: \$105/per credit plus college fees, books and supplies

Paralegal

Training Provider: *Bryant & Stratton*

Address: Henrietta Campus
1225 Jefferson Rd.
Rochester, NY 14623

Greece Campus
150 Bellwood Dr.
Rochester, NY 14606

Phone: (585) 272-7200 (585) 720-0660

Web: www.bryantstratton.edu

Program Description:

This program emphasizes practical hands-on applications and prepares you to analyze cases and to prepare legal forms and documents required in litigating law suits, prosecuting crimes, closing real estate transactions, and drafting documents used in custody, separation and divorce proceedings. This course of study prepares participants for entry-level positions working under the supervision of an attorney in private law firms or in other related occupations in government, legal departments of banks, corporations, insurance companies, accounting firms, and real estate development or property management firms.

Program length/hours:

Full time Days—16 months
Full time Evenings—20 months

Services Provided:

Job placement assistance and career management training.

Application/Admission Process:

Personal interview and entrance evaluation

Tuition/Cost/Fees: \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

Professional Office Careers

Training Provider: *Monroe 2-Orleans BOCES*

Address: Westview Commons Business Park
3545 Buffalo Road
Rochester, NY 14624

Phone: (585) 349-9100

Web: www.cwdadulthoodeducation.org

Program Description:

This program consists of three modules: 1) Business Foundations 2) Specialized Career Pathway Training and 3) Internship Experience. Lecture and hands-on instruction focus upon the mastery of Microsoft Office 2000 applications, the Windows software of choice for the majority of today's employers. Preparation for IC³ (Internet & Computing Core) Industry Certification is also integrated throughout the curriculum. The unique design of this program offers the student the opportunity to choose a specialized career pathway as a Medical Office Assistant, Executive Administrative Assistant, Legal Secretary, Customer Support Specialist or General Office Clerk.

Program length/hours:

Monday - Friday, 9:00 am – 2:30 pm (450 total hours)

Services Provided:

2-weeks (50 Hours minimum) internship experience +portfolio development. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

Tuition/Cost/Fees: \$4,495 plus \$239 for books and supplies for Exec. Secty/Admst
\$210 for books and supplies for Legal Secretary
\$369 for books and supplies for Medical Office Asst
\$160 for books and supplies for Cust Svc/Data Entry
\$160 for books and supplies for General Office Clerk

Word Processing/Typist

Training Provider: *Genesee Community College*

Address: One College Rd.
Batavia, NY 14020-9704

Phone: (585) 343-0055

Web: www.genesee.edu

Program Description:

This program is designed to prepare students for employment by developing familiarity with common microcomputer software packages such as word processing, spreadsheets and databases. Students also develop essential business communication skills, study fundamentals of accounting and office procedures, and are placed in a cooperating firm to gain experience in business operations. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

30 credit hours (10 courses)

Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

Tuition/Cost/Fees: \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies