

Clerical Services



Program Overview

Are you a student who has dreams of stepping into the business world? Then this program, which is designed for students with an Individualized Education Plan (IEP), should be of interest to you. Not only will you receive training in office technology, you will study communication skills and personal and professional growth skills.

Students in this program work toward developing skills in a variety of duties essential to making an office run smoothly. With strong computer skills, office workers can produce work more effectively and efficiently.

Students in this program may be eligible for an Advanced Placement position, allowing you to work in this industry while still in school, earning money and real life work experience. In addition, students may earn accreditation as a Microsoft Certified Application Specialist.

www.mvctc.com/cs

What would I do in this class?

- Office Technology
- Records Management
- Financial Records Management
- Professionalism
- Employability Skills
- Office Support Tasks

What can I do when I graduate?

- Receptionist
- Office Assistant
- Record System Processor

What can I do with further training?

- Secretary
- Team Leader/Trainer
- Administrative Assistant



Advanced Placement



Industry Standard Certifications

MIAMI VALLEY
CAREER TECHNOLOGY CENTER

Follow us:



Educate Yourself

"We give students an opportunity to be successful and more independent!"

- Mr. McClurg, Instructor

Just click the logos on our home page.

For more information contact your Guidance Counselor or:

Miami Valley Career Technology Center
6800 Hoke Road, Clayton, OH 45315
Toll Free 1.877.766.8282 or 937.854.8056
or www.mvctc.com

BUSINESS
professionals
OF AMERICA

Clerical Services

Did You Know?

- Recent MVCTC graduating classes have earned over \$2 million in college scholarships each year.
- Over 60% of MVCTC graduates continue their education at a college, university, or technical school.
- In the 2008 "one year later" follow-up survey, 95% of graduates were enrolled in college, serving in the military, or employed.
- On average, MVCTC serves over 2,900 high school students in the Miami Valley through the main campus, satellite, and Youth Connections programs.
- The average attendance rate for high school students at MVCTC is 95%.
- Every MVCTC student is issued a laptop computer through our Student Notebook Access Program (SN@P).
- Every career program at MVCTC has an Advisory Committee consisting of business and industry leaders in that career area. They meet annually to provide professional guidance and support.
- As part of their career programs, MVCTC students work with several local non-profit service agencies to give back to their communities and improve the quality of life for residents of the Miami Valley (Habitat for Humanity, Ronald McDonald House, Special Olympics, Autism Speaks, etc.).
- MVCTC continues to have students compete at the national level for career technical student organizations (SkillsUSA, BPA, HOSA, FCCLA, FFA, and FEA).
- 2011 marks the 40th year of MVCTC's commitment to helping high school and adult students learn the skills needed to reach their career goals!

Career Passport

Students who successfully complete a career program with good grades, good attendance, and the ability to demonstrate competencies in their career program will receive a portfolio, which will display a profile of both professional and personal accomplishments. This student portfolio or Career Passport complements the high school diploma that is earned while at MVCTC. They receive their high school diplomas from their partner school district.

Early College Connection

MVCTC prepares students for a seamless transition from high school to college by providing several opportunities to earn college credit and scholarship money towards a post-secondary education. Opportunities are offered to students meeting the established criteria for early college options. For more information and to review the eligibility requirements for each, please visit www.mvctc.com/earlycollegeconnections.

Mission Statement

We are dedicated to providing premier educational choices and advanced employment preparation for youth, adults, and organizations of the Miami Valley.

Admissions Timeline

December - Sophomore Visitation Days and Open House.

Early February - Applications are reviewed for students who attend one of MVCTC's 27 partner schools.

Early May - Applications are reviewed from qualified students who live in one of the partner school districts but do not attend one of the 27 partner schools.

Mid-May - If space is available, applications from qualified students who wish to be admitted under MVCTC's open enrollment policy are reviewed for admission.

For more information, visit www.mvctc.com/admissionprocedures.

Visit www.mvctc.com/futurestudents for more information and videos of our programs.

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MVCTC is dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.