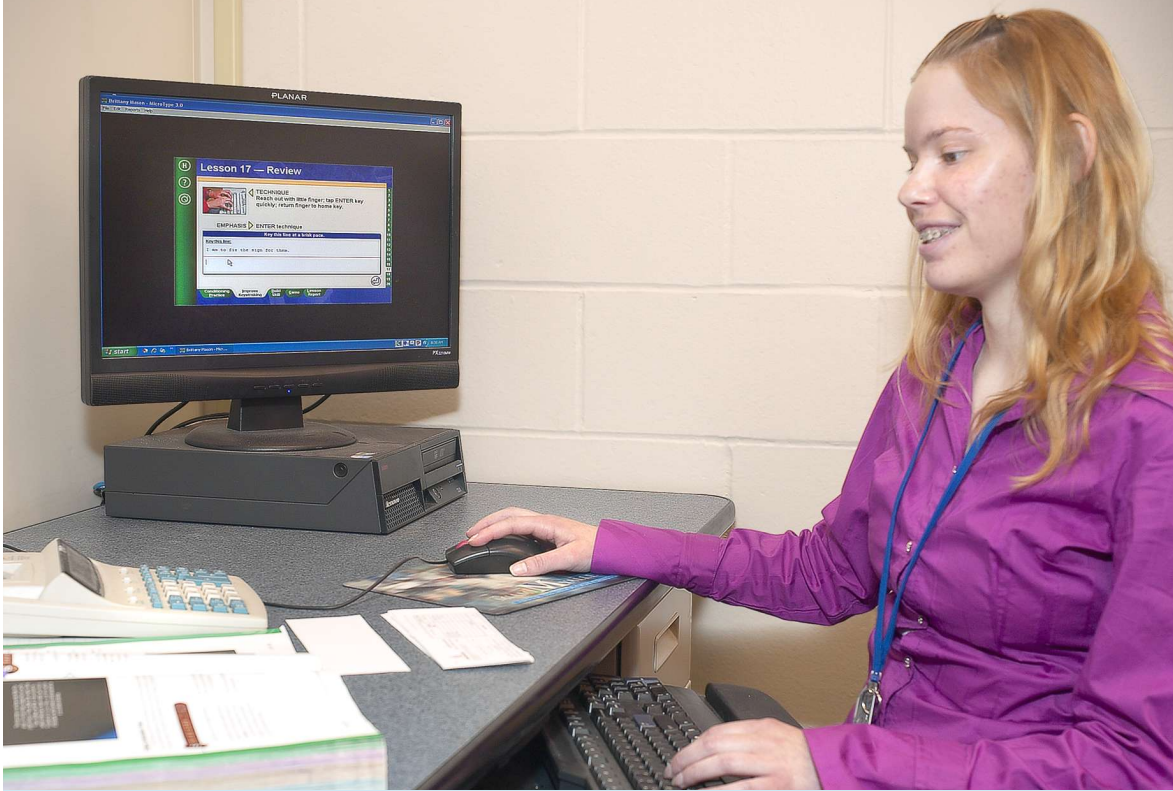


Clerical Services



Program Highlights

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

Special Features

- Designed for students with an Individualized Education Plan (IEP)
- Business Professionals of America
- Advanced Placement

Career Opportunities

- Filing Clerk
- Receptionist
- General Office Clerk
- Data Entry Clerk
- Inventory Clerk
- Mail Clerk
- Records Clerk

Job Outlook

Employment in this career is expected to grow through 2014. The outlook is good because of the increasing use of computers and expanding office automation.

Career Pathway To

- Secretary
- Team Leader / Trainer
- Administrative Assistant

ADDITIONAL PROGRAM HIGHLIGHTS

ORGANIZATIONAL AFFILIATIONS
This career program has affiliations with these organizations.

Business Professionals of America

STUDENT CERTIFICATIONS
Training in this career program may lead to accreditations/certifications that are listed in this section.

Microsoft Certified Application Specialist

For more information contact your Guidance Counselor or:



Miami Valley Career Technology Center
6800 Hoke Road Clayton, OH 45315-9740
Toll Free 1 877-766-8282 or 937-854-6390
or www.mvctc.com



The 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.

2010-2011

Clerical Services

Level 1
Lab - Required
English Students will take courses to meet the Ohio Core requirements
Math Students will take courses to meet the Ohio Core requirements
Science Students will take courses to meet the Ohio Core requirements

Level 2
Lab - Required
English Students will take courses to meet the Ohio Core requirements Dual Credit College Academic Writing & Reading Dual Credit College Writing in Academic Discourse
Math Students will take courses to meet the Ohio Core requirements Dual Credit College Algebra/Statistics if requirements met or Pre-Calculus Dual Credit College Pre-Calculus
Science Students will take courses to meet the Ohio Core requirements
Social Studies Students will take courses to meet the Ohio Core requirements Dual Credit Economic Life

For more information about the Ohio Core, go to www.ode.state.oh.us and use the keywords search: Ohio Core. All students attending MVCTC a full day have an opportunity to earn up to eight high school credits.

College Tech Prep:

- College Tech Prep students must have a C or better in Algebra I by the end of the junior year.
- Students enrolled in Allied Health Technologies Tech Prep, Biotechnology Tech Prep and Sports Medicine Tech Prep must have a C or better in Biology by the end of the junior year.
- College Tech Prep students must complete Algebra II before graduation.

Dual Credit:

Dual enrollment is not PSEO. Dual Enrollment allows students the opportunity to remain on the MVCTC campus, take a college-level course during the school day and earn both high school and college credit.

Courses Subject to Change