

MAKE THE CAREER CONNECTION

for

COMPUTER SOFTWARE LAB

YOUR ROP TRAINING
LEADS TO JOBS as...

Entry Level

Data Entry Clerk

Word Processor

General Services Clerk

Professional Level

(Completion of this course will enable qualified students to enter the Chaffey College Business and Office Technology Program with college certificate credits.)

Students will benefit by having knowledge of computer science and have good keyboarding skills.

WHAT IS ROP?

The Baldy View Regional Occupational Program is a cooperative vocational education effort between the Chaffey Joint Union High School District, ChinoValley Unified School District, Claremont Unified School District, and Upland Unified School District. ROP's purpose is to provide a wide variety of career preparation at the entry and technical levels to meet the needs of high school students and adults.

Prepare for YOUR future NOW
by enrolling in ROP **TODAY!**

ENROLLMENT INFORMATION

High school students should contact the Career Technician at their high school.

Adults should call Baldy View R.O.P. office for specific enrollment dates and available classes.

(909) 624-0063

bvrop.K12.ca.us

Enrollment priority:

- ❖ High School Students: seniors, juniors, sophomores, 16 yrs. of age and older.
- ❖ Adults living within our geographical service area.
- ❖ Adults living outside our geographical service area

Baldy View ROP is an equal opportunity employer and asserts that it does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, sex, age, or handicap in its employment or enrollment in job training programs

COMPUTER SOFTWARE LAB



A career preparation program designed to provide related instruction and practical experience.



WHAT DOES THE PROGRAM PREPARE ME TO DO?

Computer Software Lab prepares students for employment in today's high tech world.

Computer Software Lab is a personalized program that enables students to learn industry-based software. Students upgrade knowledge of changing.

Students work at their own pace current software application using step-by-step instructional materials with continuous teacher supervision.

SOFTWARE AVAILABLE

- ❖ Windows – Beginning
- ❖ Corel WordPerfect – Windows
- ❖ Microsoft Word – Windows
- ❖ Microsoft Works
- ❖ Microsoft Excel
- ❖ Microsoft PowerPoint
- ❖ Microsoft Access
- ❖ Internet
- ❖ Web Pages
- ❖ Scanning

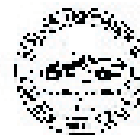
ROP TEACHERS

ROP teachers know the job market, have business and industry experience within the field they teach and are credentialed. **LEARN FROM THE BEST WITH ROP TEACHERS.**

STUDENT OUTCOMES

Upon successful completion of an ROP course, each student will:

- ❖ Demonstrate occupational specific, communication and critical thinking skills.
- ❖ Demonstrate responsible work ethics
- ❖ Demonstrate career / employment literacy
- ❖ Demonstrate effective use of technology



EMPLOYMENT AND TRAINING

Employment prospects are brighter for word processors and data entry applicants who possess the best technical skills. Applicants for such positions, however, will increasingly need to be flexible and willing to continuously develop and upgrade skills. The more software integration skills applicants know, the better their job opportunities will be.

PREREQUISITES

- ❖ Minimum age - 16 years old or 11th grade
- ❖ Keyboarding skills
- ❖ Interest in the computer
- ❖ Ability to work independently
- ❖ Ability to understand and carry out instructions

If you have a need for a specific program, please indicate your need to the instructor.

The Computer Software Lab program is an open entry program and a waiting list is available.

COURSE LENGTH

One semester course

ROP CERTIFICATE of TRAINING

An ROP certificate of completion, including competencies, is awarded to students who complete the course.

HIGH SCHOOL CREDITS

Upon successful completion of the class, recommended credits earned in ROP are forwarded to each student's high school. These credits may be applied toward fulfillment of the requirements for a high school diploma.