

The basics of Office Technology right at your fingertips!

COLUMBIA COLLEGE's Office Technology Department's goal is to prepare you for employment with essential office skills. But our education also goes far beyond that.

You can earn an Associate in Science (Occupational Education) Degree, or a college Certificate of Achievement in Office Technology. Both increase your chances for better employment positions.

In addition to technological training, you'll develop oral and written communication techniques, teamwork skills, and supervisory strategies for time management, problem solving, decision making values and ethics, and conflict resolution.



Join today's workforce

Through our college curriculum, you'll gain valuable and marketable job skills, which can be applied to any office setting. Here are just a few of the many vocational fields available just in our local area.

- Private Industry: administrative assistant, executive office assistant, marketing/sales support, office management, and purchasing.
- Medical: medical transcription, medical front office, pre-med, pre-nursing, and biology.
- Government: administrative assistant, office management, and department clerical support.

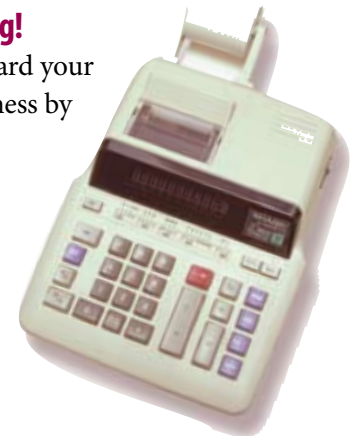
On-the-job training

Through partnerships with local businesses and organizations, Columbia offers students opportunities to gain hands-on experience, offered in our Cooperative Work Experience Education Program. Be sure to ask about this individualized training program, designed to assist in growing and developing valuable job skills.



Your future is waiting!

Take the first step toward your future success in business by contacting Columbia College *now!*



Evolution of modern business

The workplace is an ever-changing environment, and the explosion of technology has altered the way we do business—*forever*. Just look back at the huge advancements over the past few years. Typewriters, which were once critical pieces of office equipment, are disappearing from the landscape. Enormous mainframe computers have shrunk to desktop size. Telephones are no longer the principal means of communications. Fax machines are being outdistanced by email.

Today's computers have given office assistants a world of new tools to make their jobs easier. Consider word processing, spreadsheets, graphics, clip art and other useful applications. In addition, work can now be done at the office, through another business location, or telecommuting from home.

Columbia College's Office Technology curriculum provides not only instruction with the tools of modern technology, but also teaches the basics of office procedures. You'll learn communications, human relations, critical thinking, and organizational skills.

Contact Columbia today, and find out how we train you in the basics whether you're new to the workplace, or are re-entering after an extended period of time.



Office Technology Program 209.588.5216

Instructional Services **209.588.5142**

Admissions & Records **209.588.5233**

Visit our website **www.gocolumbia.edu**

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COLUMBIA COLLEGE

Office Technology



VOCATIONAL EDUCATION