

**WE HAVE GREAT NEWS!**

The Marin County Office of Education's (MCOE) Regional Occupational Program's (ROP) Business Office Technologies (BOT) Computer Lab is now on-site at the Marin Employment Connection.

The BOT Lab is open to all MEC customers looking for work or to improve their computer skills. Classes are conducted using self-paced tutorial and project based learning to help students master basic computer skills and Microsoft Professional Office Suite programs. Assistance with resumes, on-line job applications and job search is also available.

There are no charges for the classes and no registration. The lab is populated daily on a first come first serve basis. Interested parties should check in at the MEC Career Resource Center on the second floor to sign in.

Check the "[MEC Workshop and Group Calendar](#)" for instructor lead workshops on Microsoft Word, Microsoft Excel and LinkedIn.

**HOURS OF OPERATION**

Open every morning Monday through Friday  
9:00 am - 12:00 pm

Open Tuesday and Thursday afternoons  
1:00 - 3:30 pm

**SCHEDULE**

Fall Semester: 8/22/11 to 12/16/11  
Thanksgiving Break 11/23/11 - 11/25/11  
Winter Break 12/19/11 - 1/2/12  
Spring Semester: 1/3/12 to 6/7/12

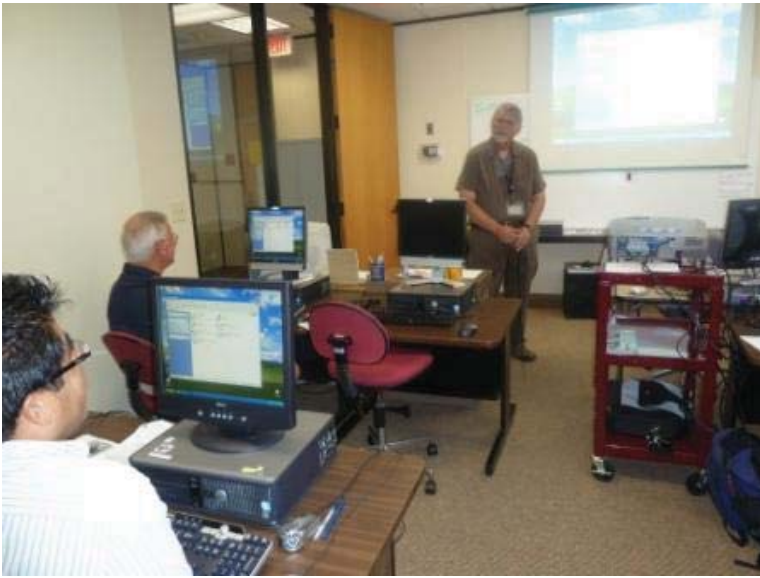
**In the Spotlight****Meet Tom Millard**

MCOE ROP BOT Computer Lab  
Instructor



People talk about having an inspirational teacher that changed their life and I've been lucky enough to have had several but the most inspiring teacher was my second grade teacher. He was an inspiration because he was such a lousy teacher who never listened to his students let alone understood how to teach, so I remember thinking, as a seven year old, that I could do a much better job.

I dropped out of San Francisco State University in my senior year and became a chef and restaurant manager. While volunteering at San Quentin prison to help deal with recidivism by finding jobs for prisoners, I found that by taking a six month electronics training course they would net good jobs. I took a two year electronics technician certificate program at College of Marin that was centered on computer electronics. I found that I excelled at programming using machine language and compiler based languages. It was like learning the building block of how computers are constructed and that gave me insights that I use daily in my role as a computer



Instructor Tom Millard teaching Computer Basics

teacher. After graduation from the electronics program I was asked to teach computer applications at College of Marin community education. This launched my career; I am a product of vocational education.

So, I've had over 25 years of computer experience, from a Manufacturing Manager of an electronics company, to a Database Manager for a Research Law firm, and as a private and public education computer teacher.

My goal is to continually be inspired by the students and clients I work with and pass inspiration back to them both as a sage on the stage (as an instructor in front of a class) and, or as a guide on the side (one on one or with dynamic groups).

## **THE WORKFORCE INVESTMENT BOARD SUPPORTS MARIN'S FUTURE WORKFORCE!**

The Workforce Investment Board (WIB) sponsored a booth at the September San Rafael Business Showcase to promote the Marin County Office of Education's Work Readiness Certificate. Youth participants, MCOE staff and WIB members were on hand to educate employers about the certificate and what it means for them as employers. Over 20 new employers signed their endorsements to support the Work Readiness certificate.

High school students can earn the certificate through Regional Occupational Program classes at local high schools and through the School-to-Career Partnership program. Students earn their certificates through coursework and internships demonstrating proficiency in reading and math, attendance and behavior, and customer service understanding. The program is designed to verify that students have the basic workplace skills that Marin county businesses require. Student skills are tested with business industry standards and certificates are awarded only to students who are determined work ready.

*"The success of the event can be measured in the enthusiasm of the employers, the energy of the MCOE staff, and the pride of the students as they engaged with businesses and talked about the program and their individual successes,"* said Caran Cuneo, MEC Business Services Representative, who helped to staff the booth.