



College of the Redwoods Community Education and The Job Market

Work Readiness Series

OFFICE SPECIALIST TRAINING



Entry Level Training for Office Related Jobs

Office Specialist training is a hands-on office technology class with team projects and role-playing scenarios to help build skills for the perfect entry level office job.

Entry-level externship opportunities available for those who qualify.

CLASS FEE

\$595.00

SCHOLARSHIP INFORMATION

Individuals aged 16+ may qualify for a scholarship through the Humboldt County Employment & Training Division

For scholarship details, contact:
The Job Market
(707) 441-5627
www.thejobmarket.org

Students will learn:

- **Fundamentals of Microsoft Office for office professional purposes**
- **Phone etiquette skills**
- **Business communication practices**
- **Front desk management and receptionist skills**
- **Fundamentals of business writing and organization**
- **Conflict resolution, teamwork and collaboration proficiencies**

CLASS DATES

Mar. 20 – May 2, 2017
MON /TUES/ WED
8:30AM– 12:30PM

**Class dates may be extended for students enrolling in externships*

JOB PREP WORKSHOP

April 3
1:30 PM—4:00PM

LOCATION

525 D Street
Eureka, CA

Call CR to Register: (707) 476-4500
www.redwoods.edu/departments/community-ed