

CAREER EDUCATION

ALL NEW OFFICE TRAINING PROGRAM!

Learn Essential Skills Needed in Today's Modern,
Computerized Workplace!

Apply Now – Limited Space Available!

Application deadlines:

August 6 for August 16 - January 20 session

January 14 for January 24 - June 16 session

Openings will be filled based on assessment, interview, experience and goals

TWO COURSES TO MEET THE NEEDS OF ENTRY-LEVEL & EXPERIENCED WORKERS

Enter or re-enter the Clerical and Office Assistant field. Gain top-notch skills and certifications that employers seek. EDD Labor Market statistics show that General Office and Clerical positions are number eight on the list of the "50 most jobs opening" for the coming decade. Every office needs you! Are you prepared to be a top applicant?

Steps to Apply

1. Pick up application and information sheet at the Adult School
2. Register and submit application by the deadline dates: 8/6/10 or 1/14/11
3. Attend assessment/interview meeting
4. If accepted, pay fees by deadline to be eligible to start class

FOUNDATION COURSE

Do you have very little or no office skills? Do you need basic computer skills for an office position? Do you need some hands-on experience? Or are you recareering? If so, then the Foundation Course will meet your needs.

Office Assistant I with MS Office 2007

Designed for students needing general office and basic computer skills in order to qualify for entry-level positions. Obtain hands-on experience to enhance your learning, build confidence and develop a winning resume. Gently paced course to meet your needs.

Course Includes:

- Computer Basics, Internet
- MS Office 2007 (Word, Excel and PowerPoint)
- Keyboarding, 10-Key; Business Skills Exercises
- Filing, Faxing, Copying, Proofreading
- Customer Service, Telephones and Office Etiquette
- Employment Test Preparation
- Hands-on Experience in a Work Environment
- Portfolio Development
- Professional Job Search Skills

Monday through Thursday RM 11/13

9:00 am - 3:00 pm

Friday: 9:00 am - 12:30 pm

Fee: \$100 plus books

Session 1: Aug. 16 - January 20 0671002

Session 2: January 24 - June 15 0671006



EXPERIENCED COURSE

Have you worked in an office and possess office and computer skills but need to brush-up and earn certificates to help you be more employable? If so, then the Experienced Course will meet your needs.

Office Assistant II with MS Office 2007

Designed for experienced office/computer workers who want to increase their skills and get back to work. Take this opportunity to be more competitive in the job market. In today's economy, you need updated skills to be noticed. Reach a new level using MS Office 2007, obtain certification, develop a professional portfolio and polish your communication skills to land a job! **Pre-requisite:** Basic computer and office skills. Fast-moving course.

Course Includes:

- MS Office 2007 (Word, Excel, PowerPoint. Publisher)
- Internet research
- Keyboarding & 10-Key Speed Building
- Business Skills Exercises
- Testing and certification as needed for basic office skills as listed in the Foundation course.
- Employment Test Preparation
- Portfolio Development
- Professional Job Search Skills

Monday through Thursday RM 11/13

8:30 am - 2:00 pm

Friday: 8:30 am - 12:30 pm

Fee: \$100 plus books

Session 1: Aug 16 - January 20 0671104

Session 2: January 24 - June 15 0671108

Additional information about this
program is available at the Adult School:
900 Travis Blvd.
Fairfield, CA 94533

Regular Office Hours M-Th: 8:00 am-8:00 pm; Fri: 8:00 am-3:00 pm; (707) 421-4155