

General Office Clerk

Hacienda La Puente Adult Education

This program prepares students for independent work in an office setting.

General Office Clerk (1080 Hours)

- Microsoft – comprehensive course in: Word, Excel, Publisher and PowerPoint
- Business Math
- Business English
- Applied Office Skills including Outlook
- Employment Skills/Soft Skills

Prerequisites

- ✓ Intro to computer or computer knowledge
- ✓ MS Office (Recommended)



**Willow Center
14101 E. Nelson Ave
La Puente, CA 91746**

**For more information call:
(626) 934-2801 or (626) 934-2949**



Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.