

## General Office Clerk

Hacienda La Puente Adult Education

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

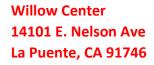
## General Office Clerk (1080 Hours)

- ➤ 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)





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



