

Elk Grove Adult and Community Education

Office Specialist

Career Technical Training Program
Training productive workers and life-long learners

Enrolling NOW!

Earn your industry recognized Microsoft Office Specialist Certification! This training provides the skills you need for an office position and a great foundation to move your career forward. When you complete this training, you will be ready for work and ready for more education to move up your chosen career ladder.

Next class begins March 8

**Course Fee, Books
and Materials \$799**

*Earn you
industry
recognized
Microsoft Office
Specialist (MOS)
Certification!*

For more information
and to register for an
orientation,
call (916) 686-7717
Ext. 7820

8401-B Gerber Road,
Sacramento, CA 95828
www.egusd.net/adulted

14-Week Course/400 Hours

Course includes:

Keyboarding
10-Key by Touch
Data Entry
Windows XP
File Management
Internet & Email
Microsoft Word, Excel and PowerPoint
Spelling, Grammar and Business Writing
Mathematics
Office Etiquette & Terminology
Communication Skills
Customer Service
Telephone Procedures
Alphabetic Indexing & Filing
Resume Critique and Interview Skills

Monday - Friday
8:00 AM - 2:30 PM

Student externships available

Possible job titles to apply for after completing the course are: Administrative Support, Information Processing, Customer Service Representative, Office Technician.

Institution approved by approving agency to train veterans and other eligible individuals.

EGACE
Elk Grove Adult and Community Education
diversity • commitment • success