

Clerical Office Worker

Training Program

America's **JobCenter**
"Formerly Career Services Center" of CaliforniaSM

Job Preparation & Description

Open entry, self-paced program runs up to 7 months total (6 months classroom training with the opportunity of an externship for at least 4 weeks) Classes are scheduled Monday through Friday, from 8:00 AM to 4:00 PM with an average of 30 hours per week.

Related Occupations

- ◆ Receptionist, Clerk Typist and General Office Clerk.
- ◆ Typing and computer classes are mandatory for this course

Course Work Includes

- Computer Skills (Word & Excel)
- Filing (Alphanumerical / Numeric Indexing)
- Office Communication (Written & Verbal)
- Basic Editing / Proofreading procedures
- Telephone Etiquette
- 10 Key touch method
- Typing
- Business Formats (Letter, Reports, etc.)
- Business Ethics
- Operate Basic Office Equipment



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Entry Requirements

- At least 18 years of age
- Must complete a Reading & Math Assessment
- No High School Diploma or GED required upon entrance, however in order to successfully complete the program and receive a "Certificate of Completion" students must enroll and complete the GED program.

Employment Requirements

- Ability to compile information
- Ability for accuracy and be able to interact with the public
- Able sit for long periods
- Work under stressful conditions

www.americasjobcenterofkern.com

325-HIRE

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The AJCC & WIA are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.