

Office Skills

Class Dates And Times:

Class Meets

@2727 F Street

Tues, Wed & Thurs.

4:00- 6:00PM

Tuesday: In person- Every other week

Wednesday: Online

Thursday: Office Hours

Bakersfield Adult School

2727 F Street,

Bakersfield, CA 93301

Entry Requirements

Must be 18-24 years old

Income Level Requirements

Now Enrolling at NO Cost Paid Work Experience

Office Skills is designed to provide students practical knowledge and skills required be successful while working in entry level clerical, secretarial and administrative assist positions. This course teaches participants both the “soft skills” required to work with others and provide excellent customer service; and “hard skills” like using office equipment, computers and using the productivity software necessary in a modern office environment. and using the productivity software necessary in a modern office environment.

Apply Today @ www.bascrd.org/apply

661.322.7492 | cindy_rodriguez@kernhigh.org

Learn The Following Technical Skills:

Typing Certification

Customer Service

Computer Basics

Submission Forms

Spreadsheets

Interview Skills

Workplace Etiquette

**EARN UP TO \$200 UPON
COMPLETION OF CLASS**

