

# 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](http://www.bascrd.org/apply)**

661.322.7492 | [cindy\\_rodriguez@kernhigh.org](mailto: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 \$100 UPON  
COMPLETION OF CLASS**

