



GENERAL OFFICE CLERK FREE CERTIFICATION

CERTIFICATION SUMMARY

This series of courses prepares students for entry-level general office clerk positions in a business environment. This program provides an open-entry/open-exit instructional format that allows students to attain knowledge of basic level office concepts, procedures, and technology commonly used in an office setting.

CLASSES INCLUDED IN CERTIFICATION:

- VBUS 118 Introduction to Windows
- VBUS 124-Introduction to Keyboarding
- VBUS 258-Navigating the Internet
- VBUS 260-Introduction to MS Word
- VBUS 262-Introduction to MS Excel
- VBUS 400-Employability Skills



...in partnership with



JOIN US FOR CLASS AT

Goodwill of Orange County Career Center 200 N. Fairview St
Santa Ana, CA 92703

EVERY TUESDAY AND THURSDAY
8:30A.M.-12:00 P.M.

To enroll please contact Training Department at
714.547.6308 EXT. 284 OR TRAINING@OCGOODWILL.ORG