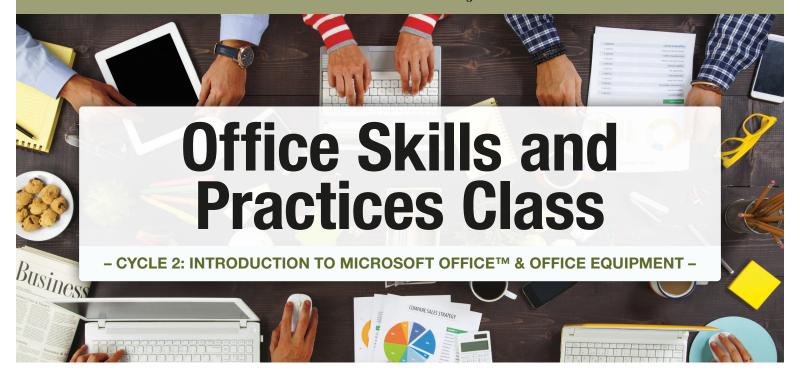
LAKE COUNTY TRIBAL HEALTH CONSORTIUM'S JOB SKILLS PROGRAM PRESENTS



New to Microsoft Office[™]? Here is your chance to learn the basics!

LCTHC Office Skills and Practices is a 3-part series of classes designed to prepare Native American students for an entry level office environment position.

Cycle 1: Professionalism in the Workplace, **Cycle 2:** Introduction to Microsoft Office™ & Office Equipment, and **Cycle 3:** Records Management & Portfolio Building.

Certificate of Achievement Awarded Upon Successful Completion

MATERIAL COVERED:

- Introduction to Microsoft Office[™]
- \circ Word
- Publisher
- PowerPoint
- Outlook
- Intermediate Typing Course
- Learn to format documents
- Create original content

February 21–April 11, 2023 Every Tuesday from 2:00pm-3:30pm

Legacy Court-Education Room 1950 Parallel Drive

Prior registration is required. *Space is limited.*

Please contact Education Coordinator Seanie Egger to register: OFFICE: (707) 263-8382 x1310 EMAIL: <u>segger@lcthc.org</u>

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Lake County Tribal Health

Modern Medicine 🌾 Personalized Care

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