

LAKE COUNTY TRIBAL HEALTH CONSORTIUM'S JOB SKILLS PROGRAM PRESENTS

Office Skills and Practices Class

– CYCLE 2: INTRODUCTION TO MICROSOFT OFFICE™ & OFFICE EQUIPMENT –

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™
 - 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: segger@lcthc.org



Lake County Tribal Health

Modern Medicine  Personalized Care

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