
Keene Community Education serving the Monadnock Region

Have you thought of working in an office or business but felt that your skills needed an update on workplace etiquette and technology skills? Are you entering college, but need a refresher on technology? This is the class designed with you in mind. Students learn the basics of a variety of computer applications, office skills, and employment skills. The instructor is an experienced educator who is skilled in working with a variety of learners.

Give us a call today! 603-357-0088 Ext. 105

Office Occupations– 2 classes/ 2 formats

90 hours

Online Class: September 23, 2019– January 15, 2020

Face-to-Face Class: January 27, 2020 – May 20, 2020

Fee: \$150.00



Keene Community Education
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