

Administrative Office Professional Preparation Course



COURSE DESCRIPTION

Career Opportunities

This 10-week course is designed to prepare students for work in retail and office environments. The training will focus on two areas:

- Monday and Wednesday classes will leverage Northstar Digital Literacy to foster development of computer skills, proficiency in commonly used office software, and various employability skills.
- Tuesday and Thursday classes work toward earning a professional certificate from the National Retail Federation. This certification is the NRF Foundation training program that provides foundational employability skills to help people land jobs and get promoted in retail and beyond.

Requirements

- CASAS GOALS Reading 239 or above
- Programs must serve adults at least 18 years old, not enrolled in any K-12 school, who face multiple barriers to employment, and who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages
- Must qualify in one of the following areas:
 - Individuals of color
 - Individuals lacking stable housing
 - Individuals with a criminal record
 - Individuals without a high school diploma or equivalent
 - Individuals with disabilities
 - Individuals who have been unemployed for 26 or more of the past 52 weeks
 - Individuals with limited English or math proficiency
 - Individuals at or below 200% of the Federal Poverty Guideline

Class Information

▶ **September 16, 2024 - November 20, 2024**

Mondays & Wednesdays
Northstar Digital Literacy
3:30 - 6:00 PM



Tuesdays & Thursdays
NRF (National Retail Federation)
3:30 - 5:30 PM

Please note: This class will be offered as an online course!
There **WILL** be class on November 11th (Veteran's Day).
There will **NOT** be class on November 21st (Thanksgiving).

STAY CONNECTED



SEMNWorkforce



@Workforce_Dev



Workforce Development, Inc.



semnworkforce



Workforce Development, Inc.



hello@wdimn.org

INTERESTED?



Alicia McNeil

Pathways to Prosperity
Career Navigator
amcniel@wdimn.org
507.431.3556

**Enroll by
September
6th!**

Contact

All WDI services are free! Our services include assessment, career planning, skills training, job search guidance and resources, and preparation for further training and education. We also offer scholarships and connections to many other great programs and resources in Southeast Minnesota. Contact us today!

Albert Lea

2200 Riverland Drive
Albert Lea, MN 56007
(507) 821-1010
(888) 438-5627
FAX (507) 379-3413

Austin*

1600 8th Ave. NW
Austin, MN 55912
(507) 460-5020
(888) 438-5627
FAX (507) 433-0591

Caledonia

110 East Grove St.
Caledonia, MN 55921
(507) 724-5231
(800) 657-4629
FAX (507) 724-5331

Faribault*

201 S. Lyndale Ave.
Ste. 1
Faribault, MN 55021
(507) 333-2088
(888) 234-5711
FAX (507) 332-5487

Kasson

504 S. Mantorville Ave.
Ste. 4
Kasson, MN 55944
(507) 512-6205
(877) 778-2227
FAX (507) 513-7988

Owatonna

1850 Austin Road
Ste. 102
Owatonna, MN 55060
(507) 333-2088
(888) 234-5711
FAX (507) 332-5487

Preston

100 South Main St. SE
Preston, MN 55965
(507) 765-2476
(800) 584-6770
FAX (507) 765-4737

Red Wing

308 Pioneer Road
Red Wing, MN 55066
(651) 385-6402
(800) 584-6753
FAX (651) 385-6345

Rochester*

2070 College View Road East
Rochester, MN 55904
(507) 292-5152
(800) 543-5627
FAX (507) 529-2716

Wabasha

329 Hiawatha Drive E, Suite 3
Wabasha, MN 55981
(651) 565-2635
(800) 657-5105
FAX (651) 565-2809

* = CareerForce location

A collaboration between:

Workforce
DEVELOPMENT, INC.

*The Workforce Development Board
of Southeast Minnesota*



RIVERLAND
Community College

