



Administrative Assistant Training

Master the Skills Employers Want in Just 5 Weeks!

For unemployed or under-employed; 18 years or older

Location: Rochester Rehabilitation - Workforce Academy
1357 University Avenue - Rochester, NY 14607

Class Schedule: Monday—Thursday
9AM—3PM (1/2 lunch break)
December 16, 2024—January 22, 2025

This FREE Training Includes:

- Office software (Word, Excel, PowerPoint)
- Professional communication and customer service
- Time management and organization
- Grammar and writing
- Document and data management



**Participants who complete the course receive
a stipend and a Certificate of Completion**

Fully accessible - Free parking - On a bus line - Bus passes available



Contact:

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Workforce Development Adult Education Instructor

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