

# Hiawatha Valley Adult Education FREE Class!



## ADMINISTRATIVE OFFICE PROFESSIONAL Online Prep Course (Synchronous)

**April 27 – May 28**

**Monday - Friday**

**Career Pathways and Digital Literacy - 8:00am-10:00am**

**National Retail Federation - 10:00am-12:00pm**

This course prepares students for careers as Administrative Office Professionals, equipping them with technology and critical thinking skills essential for organizational success.

Career paths include: Administrative Assistant, Executive Assistant, and Office Manager, and other retail/office environments.

Students will need internet access, a computer with a working camera and microphone and a school district Gmail account.

For more information or to sign up for a class, email [abeteacher@rwps.org](mailto:abeteacher@rwps.org) or call/text 651-380-6407. Students can also fill out the Class Interest form on our website at [www.hvae.org](http://www.hvae.org)

