

**"Quality Training for
Quality Jobs"**

OFFICE OCCUPATIONS



**FREE TRAINING
for Qualified
GAIN and GROW
Participants**



TRAINING INCLUDES

<http://www.lacoegain.org/ShortTermTrainings.aspx>



TRAINING DATE

Open Entry -Classes -Starts every Monday



TRAINING LOCATION

649 Albertoni Street, 2nd Floor
Carson, CA 90746



TRAINING SCHEDULE

Monday—Friday | 1:00 PM to 5:00 PM
12-Week Training

Information Subject to Change

- Microsoft Windows
- Web Browsers & Search Tools
- Microsoft Word
- Microsoft Excel
- Typing and Data Entry
- Email Usage and Cloud Storage
- Customer Service
- Sales Techniques
- Life Skills
- Interview Skills
- Resume Building
- Job Placement Assistance

GSWs:

Use Code: 43-9061

(Office Clerks, General)

Provider: LACOE

LACOE Liaison: Dalila Herrera

City: Carson



Los Angeles County
Office of Education



CALL US:

(310) 538-6861

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