

"Quality Training for Quality Jobs"

OFFICE OCCUPATIONS



FREE TRAINING
for Qualified
GAIN and GROW
Participants



TRAINING INCLUDES

www.lacoeagain.org/ShortTermTrainings



TRAINING DATE

Open Entry Classes start every Monday



TRAINING LOCATION

11411 Valley Blvd. (near Peck Rd) El Monte, CA 91731



TRAINING SCHEDULE

Monday-Friday | 1:00 PM to 5:00 PM

Open enrollment dates, call for more info!

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: Dao Gordon

City: El Monte



Los Angeles County
Office of Education



CB: KC
Rev. 09/16/19 SS

CALL US:

(626) 579-1224