

# OFFICE OCCUPATIONS

SHORT TERM TRAINING

*"Quality training for quality jobs"*

## FREE TRAINING

All active GROW participants qualify!

LACOE provides quality training, coaching, and job placement to unemployed adults currently receiving aid through the GROW program. If you are interested in learning computer skills that will help you get employed participate in this amazing 8-week training.

### TRAINING INCLUDES

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Typing and Data Entry
- Email Usage and Cloud Storage
- Customer Service
- Sales Techniques
- Life Skills
- Interview Skills
- Resume Building
- Job Placement Assistance

### TRAINING DATE:

Open Entry

### TRAINING LOCATION:

Los Angeles, CA

### TRAINING SCHEDULE:

Monday - Friday  
8:00 AM to 12:00 PM

### GSW SECTION

**LRS:** 43-9061  
(Office Clerk General)

**Provider:** LACOE

**City:** Los Angeles, CA

**Liaison:** Jennifer Poirier

**ENROLL NOW! CALL US:**

**(562) 922 - 8614**

\*Information Subject to Change\*



Los Angeles County  
Office of Education



FOR UPDATES AND MORE INFORMATION FOLLOW US:



[www.lacoeain.org/ShortTermTrainings](http://www.lacoeain.org/ShortTermTrainings)