



BUSINESS INFORMATION WORKER

Computer Office Training

Call Us at (562) 922-8700
to register for an informational session.

Start Date: February 4, 2019
Course Length: 6 months
Course Days: Monday through Friday

CHOOSE AN INFORMATIONAL DATE:

- Tuesday- 01/08/19 @ 10:00 AM
 - Thursday- 01/10/19 @ 01:30 PM
 - Tuesday- 01/15/19 @ 10:00 AM
 - Tuesday- 01/22/19 @ 10:00 AM
 - Thursday- 01/24/19 @ 01:30 PM
 - Tuesday- 01/29/19 @ 10:00 AM
 - Thursday- 01/31/19 @ 01:30 PM
- Tuesdays _ Resource Room
Thursdays _ Downey JC-Rear Comp Lab



Los Angeles County
Office of Education



PROGRAM OUTLINE

- 14 College Credits
- QuickBooks / Bookkeeping
- Computer Keyboarding
- Business Communications
- Payroll
- Microsoft Office Suite—Word, Excel, Outlook, PowerPoint, SharePoint, and Access

FOR UPDATES AND MORE INFORMATION FOLLOW US:

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



@lacoegainstt

GSW SECTION

LRS: 43-9061 (Office Clerks—General)

City: Downey, CA

Provider: LACOE

Liaison: Eileen Arencibia (562) 745-4641

Business Information

Worker Certificate

Upon completion of the program

Information
Subject to
Change

Quality Training for Quality Jobs!