

BUSINESS INFORMATION WORKER

Computer Office Training and Job Placement Assistance

"Quality Training for Quality Jobs"

START DATE:

Bootcamp: Now Enrolling
Training: April 22, 2019

COURSE SCHEDULE:

Monday - Friday
12:00 pm - 5:00 pm

LOCATION:

LACOE GAIN Airport
5200 W Century Blvd
Los Angeles, CA 90045

COURSE OUTLINE

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



FREE
FOR
GAIN/GROW
PARTICIPANTS

CALL US

to schedule an Info Session
(424) 414 - 5056



**Business Information Worker
Certificate**
Upon Completion of the Program

TRAIN FOR IN-DEMAND JOBS!

- » Computer Office Technician
- » Administrative Assistant
- » Account Technician
- » Payroll Timekeeping Clerk
- » Bookkeeping Assistant
- » Information Clerk
- » Municipal Clerk
- » Gaming Cage Clerk
- » Brokerage Clerk
- » HR Assistant

REFERRAL INFO FOR CASE WORKER

LRs: 43-9061 (Office Clerks—General)

City: Los Angeles, CA

Provider: LACOE

Liaisons:

Patricia Rivera | rivera_patricia@lacoed.edu

Karen Derbigny | derbigny_karen@lacoed.edu

Message: (424) 414-5055

Information subject to change.



Los Angeles County
Office of Education



@lacoegainstt

For more information visit:

www.lacoegain.org/ShortTermTrainings



Rev. 3/6/19 EF