

BUSINESS INFORMATION WORKER

Computer Office Training

"Quality Training for Quality Jobs"

START DATE:

» August 26, 2019

COURSE LENGTH:

» Approximately 5 months

COURSE DAYS:

» Monday - Friday
» 9 AM - 5 PM

LOCATION:

» 9525 Imperial Hwy
» Downey, CA 90242

ENROLLING NOW

Call to Enroll

(562) 922 - 8700

COURSE OUTLINE

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

REFERRAL INFO FOR CASE WORKER

LRS: 43-9061 (Office Clerks—General)

City: Downey, CA

Provider: LACOE

Liaison: Eileen Arencibia

Cell: (562) 745 - 4641

Work: (562) 922 - 8656

INFORMATION SESSIONS

- » Tuesday 8/06/19 @ 10:00 am - 12:30 pm
- » Tuesday 8/13/19 @ 10:00 am - 12:30 pm
- » Tuesday 8/20/19 @ 10:00 am - 12:30 pm
- » Tuesday 8/27/19 @ 10:00 am - 12:30 pm

9525 Imperial Hwy, Downey, CA 90242

Room 615

REQUIREMENTS

- » Proof of GAIN or GROW Enrollment (Recent Appointment Letter)
- » Most Recent Resume
- » Come Dressed in Business Attire

Information subject to change.



@lacoegainstt

For more information visit:

www.lacoegain.org/ShortTermTrainings



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