

BUSINESS INFORMATION WORKER

"Quality Training for Quality Jobs"

Computer Office Training and Job Placement Assistance

START DATE:

Now Enrolling!
Training: 03/16/2020 - 08/31/2020

COURSE SCHEDULE:

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

LOCATION:

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

CALL US

to schedule an Info Session

(424) 414-5055

Enrollment
has been
extended to
3/16/2020!

FREE
FOR
GAIN/GROW
PARTICIPANTS

COURSE OUTLINE

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

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:

Valerie Harris

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Information subject to change.



@lacoegainstt

For more information visit:

www.lacoegain.org/ShortTermTrainings



CB EF 3/6/19
REV. SS 2/26/20