

# OFFICE OCCUPATIONS

## MODERN OFFICE TRAINING



### PROGRAM INCLUDES

- Basic Skills Certificate
- MS Word, Excel,
- PowerPoint, Publisher
- Internet, E-mail, Outlook
- Data Entry/Keyboarding
- Professional Communication
- Office Procedures
- Job Placement Assistance
- Cloud Business Software
- Social Media Marketing Basics
- Customer Experience
- Management 101
- Career Development

### TRAINING DATES

Ongoing - Enroll Any Time!  
90 days or sooner

### TRAINING SCHEDULE

FLEX & 20-35 HRS AVAILABLE  
Monday to Friday  
9:00 AM to 5:00 PM

### TRAINING LOCATION

DOWNTOWN JOB SERVICES  
1625 W Olympic Blvd  
Los Angeles, CA 90015

### FREE FOR GAIN/GROW

### ENROLL NOW!

**(213) 908 - 0831**

New orientation every Tuesday 10am

### GSW INSTRUCTIONS

LRS: 43-9061  
(Office Clerk General)  
Provider: LACOE  
City: Los Angeles, CA  
Liaison: Kevin Robinson

Information Subject to Change



For updates and more information follow us

**@LACOEAINSTT**

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



**dpss**



Los Angeles County  
Office of Education

Quality training for quality jobs