

PROGRAM OUTLINE:

- ✓ Business Communications
- ✓ Customer Service
- ✓ Keyboarding
- ✓ Microsoft Office

- ✓ 100% Online
- ✓ Earn 12 College Units
- ✓ LACOE Life Enrichment
- ✓ Technical Training and Job Placement Assistance

GAIN/GROW CASE MANAGERS

Follow the steps listed below to assign the Component:

1. In CalSAWS, select **Code 439061** (General Office Clerks)
2. Select the City of the training provider, **Monterey Park**
3. Select the training provider, **LACOE**

FOR ADDITIONAL QUESTIONS, PLEASE CONTACT:

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**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

CUSTOMER SERVICE AND OFFICE ASSISTANT SHORT-TERM TRAINING PROGRAMS



Customer Service and Office Assistant Short-Term Training Programs in partnership with East Los Angeles College is a fast-track course of study that will increase your marketability in the high-demand and high-wage career sector. Set yourself apart by completing these programs and acquiring the expertise required for administrative professionals.

TRAINING INFORMATION

Dates:	April 3, 2023 - July 7, 2023
Location:	Online

INFORMATION SESSION

Interested GAIN/GROW participants must attend an Information Session via Zoom at the following location and time:

Join our Zoom meeting

<https://laoe-edu.zoom.us/j/89171894308>

2/15/2023, 2/16/2023 or 2/17/2023 @ 2:00p.m.

Note: High School Equivalency is required. Information may be subject to change.