



**“QUALITY  
TRAINING  
FOR QUALITY  
JOBS”**

# **ADMINISTRATIVE ASSISTANT SHORT-TERM TRAINING**

**ENROLL  
TODAY!**

## **ABOUT US:**

LA COUNTY OFFICE OF EDUCATION GAIN DIVISION OFFERS SHORT-TERM TRAININGS FOR ELIGIBLE GAIN/START PARTICIPANTS IN HIGH DEMAND OCCUPATIONS.

## **REQUIREMENTS:**

- GAIN/START PARTICIPANT
- 7TH GRADE READING
- 6 MONTHS OF AID REMAINING
- BASIC COMPUTER SKILLS
- ATTENDANCE TO CLASS IS MANDATORY

## **TRAINING DATES:**

**JAN 22,2024-MAY 22.2024**

ONET CODE: 43-6014.00 (ADMINISTRATIVE ASSISTANTS)

## **YOU WILL LEARN:**

- ✓ MS OFFICE SUITE, WORD, POWERPOINT & EXCEL
- ✓ TYPE (AT LEAST 35WPM)
- ✓ CREATE BUSINESS DOCS USING MS OFFICE
- ✓ COMPUTER FILES & ORGANIZATION
- ✓ EFFECTIVE TIME MANAGEMENT
- ✓ BUSINESS TELEPHONE/EMAIL ETIQUETTE
- ✓ ESSENTIAL COMMUNICATIONS SKILLS
- ✓ DATA ENTRY

ADMIN ASSISTANTS ARE RESPONSIBLE FOR SUPPORTING OFFICE STAFF HELPING THEM STAY ORGANIZED AND MAKING ORGANIZATION MORE PRODUCTIVE.

### **TRAINING LOCATION:**

1220 WEST AVE J, LANCASTER, CA 93534

**CLASS SCHEDULE:** MON & WED

**TIME:** 5PM-8PM

**FOR MORE INFORMATION:**

**CALL 661-265-0124**



**JOB PLACEMENT  
ASSISTANCE AVAILABLE!**



**Los Angeles County  
Office of Education**



@lacoegainstt