Office Professional Training at Grossmont College

JOIN OPT and BUILD YOUR RESUME

Become Job Ready in One Semester

Email

grossmont.opt
@gcccd.edu

Phone

619-644-7247

Training by

Business Office
Technology Dept.
Grossmont College
El Cajon, CA 92020

Core subjects:

Business English & Communication

Effective Job Search

Keyboarding

Microsoft Word, Excel, and Outlook

Office Systems & Procedures

Social Media Basics for Job Seekers

FULL-TIME FREE* PROGRAM

Plus, choose a specialization:

- <u>Accounting</u>: Elementary & Computerized Accounting (QuickBooks)
- <u>Insurance</u>: Introduction to Basic Insurance Principles
- <u>Medical Office</u>: Medical Terminology
- <u>Office Support 1</u>: Filing & Records Management
- <u>Office Support 2</u>: Filing & Records + Google Applications for Business

"OPT" for employment success:

1. Email grossmont.opt@gcccd.edu for information.
2. Apply for Spring 2022 admission to Grossmont College (www.grossmont.edu).
3. Spring 2022 program dates: January 11-June 6, 2022.

*Free to San Diego County residents

**SMALL CLASSES
PERSONAL SUPPORT**