

Office Professional Training at Grossmont College

JOIN OPT and BUILD YOUR RESUME

Become Job Ready in One Semester

Email
grossmont.opt
@gccc.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



Plus, choose a specialization:

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

“OPT” for employment success:

1. Email grossmont.opt@gccc.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**

Grossmont-Cuyamaca Community College District

Governing Board: Linda Cartwright, Debbie Justeson, Elena Adams, Julie Schorr, Brad Monroe; Student Trustees: Benjamin Blevins, Kristie Macogay
Chancellor: Lynn Ceresino Neault, Ed.D.; Grossmont College President: Denise Whisenhunt, J.D.