

# 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:

- 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@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**

### 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.