



# MICROSOFT OFFICE TRAINING

**Learn the most essential skills to create business projects in Word, PowerPoint and Excel**

**Create amazing presentations, business memos, databases and other projects that companies are seeking!**

**Meet companies that are looking to hire people with these skills right now**

**\*\*\* Upon completion, you will earn an MS Office Certificate and have the opportunity to interview with companies\*\*\***

**The WorkSource Center can pay for training for enrolled participants.**



**ENROLL NOW!!!**

**CLASSES WILL BE HELD  
APRIL 27-MAY 25<sup>TH</sup>, 2017  
@ LA TRADE TECH**

**TUESDAYS & THURSDAYS**

**1PM-6PM**

**ENROLLMENT/INFO  
SESSIONS**

**TUESDAYS - 10AM  
THURSDAYS - 1PM**

**RSVP AT:**

**[SDIXON@COALITIONRCD.ORG](mailto:SDIXON@COALITIONRCD.ORG)**

**OR CALL (213) 763-5939**

**TO ENROLL YOU MUST:**

- BE UNEMPLOYED**
- BRING CA ID/DL & SOCIAL SECURITY**
- BRING YOUR RESUME**
- BRING YOUR DD214 (FOR VETS)**

**LA TRADE TECH  
COLLEGE**

**Redwood Hall  
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Los Angeles Ca 90015  
Redwood Hall –Room 106**

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