

**Free!
Enroll Today!**

Office Employment Training Program



Learn the ABCs of job skills needed in today's competitive workplace to get the job you want!

Accounting

- Bookkeeping
- Payroll
- QuickBooks

Business Skills and Employability Training

Taught in 8-week sessions

- Telephone techniques
- Customer service
- Business writing
- Filing
- Resume writing
- Interviewing strategies
- Job retention skills
- On-the-job internship

Computer Technology

- Keyboarding
- Internet
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher

Centennial Education Center, E108
2900 W. Edinger, Santa Ana
Mon. through Thurs. – 8AM to 2PM
Friday – 8AM to NOON
Saturday – 8:30AM 12:30PM



Marketplace Education Center, 210
201 E. 4th Street 2nd floor, Santa Ana
Mon./Wed./Friday – 8AM to NOON
Tuesday/Thursday – 8AM to 2PM
Saturday – 8AM to 2:30PM

For information:

CEC 714-241-5700 or MEC 714-564-5760

¡Gratis!

Programa de capacitación para trabajo de oficina

Solamente en el Marketplace Education Center



**en
español**

Capacítete hoy para un mejor futuro

Aprenda como:

Buscar trabajo

- Crear su curriculum vitae
- Prepararse para entrevistas de trabajo
- Buscar trabajos via el Internet

Buscar trabajo via Internet

- Crear una cuenta de correo electrónico
- Manejar su correo electrónico, responder, adjuntar documentos, etc.
- Crear un directorio y una lista de contactos

Introducción a computación básica

- Microsoft Word
- Microsoft Excel

Las clases se ofrecen de lunes a jueves de 6:00PM – 9:00PM
Marketplace Education Center, 210

¡INSCRÍBASE HOY!

Para información llame-714-564-5760



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Santa Ana School of Continuing Education
Marketplace Education Center, 201 E 4th St, 2° piso, Santa Ana
http://ext.sac.edu/continuing_education