

GROSSMONT
COLLEGE



8800 Grossmont College Drive, El Cajon, CA 92020-1799



Office Professional Training

Free^{*} Computer Training

^{*}For Qualified Individuals

Be an Office Professional in One Semester!

Assistance with books, counseling, tutoring, mentoring,
financial aid, internships, and job placement.

**For More Information Call (619) 644-7247
Or Email: re-al_lewis@gccd.edu**

OPT is a program of the Grossmont College Business Office Technology Department.

Grossmont College is an equal opportunity employer/college.
Auxiliary aids and services are available, upon request, to individuals with disabilities.

OFFICE PROFESSIONAL TRAINING

Spring 2013

NEW PROGRAM BEGINS January 7, 2013

Monday – Friday 8:00 a.m. to 4:30 p.m.

CORE CLASSES:

Job Search
Office Systems & Procedures
Business English & Communication

CORE SOFTWARE CLASSES:

Microsoft Word
Microsoft Excel
Keyboarding

Choose one of the following specializations and add the indicated course(s):

ACCOUNTING:

Elementary Accounting
Computerized Accounting

INSURANCE:

Insurance Principles

OFFICE SUPPORT:

Filing/Records Management
Microsoft Outlook

BANKING

Intro to Banking and
Financial Services

****ELECTIVES (may be added ONLY when *required* courses are completed):**

Intermediate Word
Intermediate Excel
Microsoft Outlook

Microsoft Access
Microsoft PowerPoint
Microsoft Publisher



GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD:

Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, and Mary Kay Rosinski.

Student Members: Samantha Elliot, Mohammad Alyasini.

Chancellor: Cindy L. Miles, Ph.D.

Grossmont College President: Sunita V. Cooke, Ph.D.