



America's **JobCenter**
of CaliforniaSM



FREE MICROSOFT WORD, EXCEL, ACCESS AND PUBLISHER CERTIFICATION

MICROSOFT OFFICE SPECIALIST CERTIFICATION IS A GREAT OPPORTUNITY TO PROVE YOU HAVE WHAT IT TAKES FOR THE JOB YOU WANT. TRAINING IS FREE AND INCLUDES CERTIFICATION EXAMS.

MUST ATTEND ORIENTATION MEETING FOR ELIGIBILITY AND MORE INFORMATION

REQUIREMENTS:

- At least 18 years of age
- HS Diploma/GED or currently completing your Diploma/GED class
- Must have basic Reading and Math Skills
- Available to attend the training which may lead to Microsoft certification in WORD, EXCEL, ACCESS and PUBLISHER

Training Begins:

Dates: November 1, 2016 through May 4, 2017
(Monday - Thursday)

Hours: 9am - 1pm

Location: Compton Adult School
1104 East 148th Street
Compton, CA 90220

WHAT TO BRING TO ORIENTATION:

- Valid Driver License or State ID
- Social Security Card
- Resume/Work History
- DD214 (Veterans)
- Proof of Unemployment Insurance (If Receiving or Exhausted)
- Income Verification: Pay Stub, W2, or DPSS Verification of Benefits (If Receiving)

Orientation Meeting

**October 5, 2016
10am**

**Compton Adult School
Room P-28**

Funded by the City and County of Los Angeles WDB in partnership with the Employment Development Department
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. To ensure availability, your request should be received at least 5 business days in advance of the need. TTY 310-762-1283, Phone 310-762-1101, Fax 310-762-1129.

