

Administrative Assistant Training Program for the English Language Learner

Interested in obtaining employment in the secretarial/ administrative assistant field? Use your bilingual skills to advance!



Enroll in our **FREE** Administrative Assistant Training Program to get a jump start on your new career! Over 118,000 new Admin Assistant jobs are expected to become available within the next several years. We provide job application & placement support.

All students are eligible!
The starting salary for an Administrative Assistant is
\$40,000-60,000 per year!

To earn the certificate students must complete:

- VOCED 415 – Effective Business Terminology
- VOCED 418 – Effective Business Correspondence
- VOCED 288 – Computer Skills for the Workplace
- VOCED 97 – Blueprint for Customer Service
- VOCED 412 – Vocational ESL C



This certificate includes Vocational ESL to support the literacy needs of an Administrative Assistant.

Click link or Scan QR Code to view Schedule Now Available!

<https://bit.ly/AdminAsstTraining>

WLAC College & Career Preparation Division

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