

GAIN ADMINISTRATIVE SKILLS FROM HOME!

Classes taught via Zoom!



ADMINISTRATIVE CAREERS TRAINING

FIND A CAREER IN AN OFFICE ENVIRONMENT AT NO COST TO YOU!

- 12 weeks computer & life skills training
- 4 month paid internship
- Career guidance
- Job placement assistance
- Laptops and books are provided

CLICK A DATE/TIME BELOW TO APPLY

[10 AM on Aug. 31st \(Mon\), Sept. 8th \(Tues\), and Sept. 14 \(Mon\).](#)

[3 PM on Sept. 2nd \(Wed\), Sept. 9th \(Wed\), and Sept. 16 \(Wed\).](#)