

Administrative Assistant Training Program

Interested in obtaining employment in the secretarial/
administrative assistant field?



Enroll in our **FREE**
Administrative Assistant
Training Program to get a
jump start on your new
career! We provide job
application & placement
support.

All students are eligible!

The starting salary for an Administrative
Assistant is \$32,000 per year!

Over 118,000 new
Admin Assistant
jobs are expected to
become available
within the next
several years.



Contact the Learning Center online through live chat at
<http://www.wlac.edu/Free-College/> for more information & registration
assistance

WLAC College & Career Preparation Division

www.wlac.edu/Free-College

310-287-4404 / 310-287-4546 / WLAC-CollCareerPrep@laccd.edu

Coordinator: Andrea Rodriguez-Blanco 310-848-7400 (text)

Instagram: [WLACCCPD](#)



Spring'21 Schedule Available Now!

| Sect# | Subject | Class # | Title | Start Date | End Date | Weekly Online Time |
|-------|---------|---------|--|------------|-----------|--------------------|
| 25709 | BSICSKL | 044CE | Reading and Writing for College and Career | 2/22/2021 | 5/16/2021 | 3HR 35Min/Wk |
| 25714 | VOC ED | 288CE | Computer Skills for the Workplace | 2/22/2021 | 5/16/2021 | 1HR 20 Min/WK |
| 25717 | VOC ED | 288CE | <i>LAB</i> | 2/22/2021 | 5/16/2021 | 3HR 05Min/Wk |
| 25870 | VOC ED | 415CE | Effective Business Terminology | 2/22/2021 | 5/16/2021 | 1HR 20 Min/WK |
| 25871 | VOC ED | 418CE | Effective Business Correspondence | 2/22/2021 | 5/16/2021 | 1HR 20 Min/WK |
| 25873 | VOC ED | 097CE | Blueprint for Customer Service | 4/26/2021 | 5/16/2021 | 4Hr 15Min/Wk |

Certificate is given upon completion of all the courses listed above



CONTACT

Monday - Friday: 8:30 am - 5:00 pm

Phone: (310) 287-4546

Email: WLAC-CollCareerPrep@laccd.edu



LIVE CHAT

Learning Center Online

College & Career Prep Online Counseling

Hours:

Monday-Thursday: 9:00 am - 7:00 pm

Friday: 9:00 am - 2:00 pm

GO WEST. GO FAR.

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