

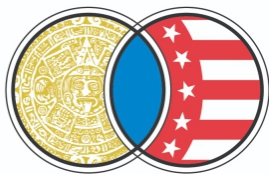
Unemployed due to COVID-19?

**Interested in a Career change
as a Bookkeeper, Teller, Payroll,
Billing or Accounting Clerk?**

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BOOKKEEPING TRAINING

***For qualified applicants
Virtual training and/or limited seating***



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***to schedule an ORIENTATION
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The AJCC & WIOA are an equal opportunity employer/program.
Auxiliary aids and services are available upon request to
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TRAINING COURSES

- *Computer Skills*
- *Accounts Payable & Receivable*
- *Payroll*
- *Business Math*
- *Typing & 10-Key*
- *Quickbooks*
- *Income Tax Preparation*
- *Inventory & more....*

**After completing the (6) months
of training, you will have the
opportunity for an externship!**



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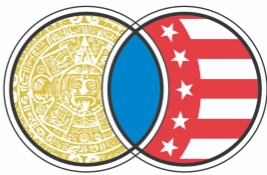
Unemployed due to COVID-19?

**Interested in a Career change
as an Office Clerk, Administrative
Assistant, Receptionist or
Customer Service Representative?**

LEARN ABOUT OUR NO-COST

ADMINISTRATIVE ASSISTANT / CLERICAL TRAINING PROGRAM

***For qualified applicants
Virtual training and/or limited seating***



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TRAINING COURSES

- Computer Skills
- Business Math
- Typing & 10-Key
- Telephone Etiquette
- Business Correspondence
- Word Processing
- Data Entry and more....

***Participants will have
the opportunity for
an externship!***



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