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News Release
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RELEASE: December 27, 2004

FREE TRAINING FOR ADMINISTRATIVE PROFESSIONALS AT GROSSMONT COLLEGE BEGINS IN JANUARY

El Cajon - Administrative Professionals are efficient, knowledgeable, helpful people. Without them, many businesses could not function. Because office professionals are so important to the smooth functioning of the workplace, Grossmont College has offered free specialized intense training for office workers since 1985. The next class begins in January.

The Office Professional Training (OPT) program at Grossmont College has graduated more than 1,800 students who participate in the one-semester program designed for men and women from varied backgrounds: welfare-to-work mothers; displaced homemakers; laid-off workers seeking retraining, and others. In one semester students receive training in Office Support, Insurance, and/or Accounting, preparing them for entry-level positions in those career-oriented fields.

According to Dr. Ted Martinez, Jr., Grossmont College president, "This program provides crucial support services, including job placement, that are tailored to the specific needs of OPT program participants. OPT student success stories are not only heart-

warming, they prove the pragmatic value of the OPT program, which has supplied so many capable and well-trained workers to our business community.”

Eligible participants receive assistance with books, counseling, tutoring, mentoring, financial aid, internships, and job placement.

Information about the Office Professional Training program and the upcoming enrollment period can be obtained by contacting Annalisa Nunez, Office Professional Training Student Services Assistant, at 619-644-7247 beginning January 3.