



# CLASSES

Our training courses emphasize gaining industry standard skills in customer service, communication strategies and professionalism in the workplace. Curriculum includes basic math, maintaining reports and computer technology skills. Additionally, students learn effective time-management and handling multitasking efficiently.

Upon completion of the training program, each student is prepared to enter the workforce with a firm understanding of the labor market occupations and skill sets required to obtain employment. Students are also referred to employers who hire from our graduation pool.

## NOVEMBER 2021

Call Center/Telephone Services

Tuesdays and Thursdays

Begins: October 26 - Ends: November 18

Inventory Control/Logistics (November Session)

Mondays and Wednesdays

Begins: November 17 - Ends: December 22

No Class on Wednesday, November 24

Food Service Individualized Training Program

By Appointment



**Pacific Coast  
Community Services**

Pacific Coast Community Services is a 501 (c) 3 non-profit organization, whose mission is to provide training and long-term employment for veterans, persons with disabilities, and those re-entering the workforce.