

LETI VOCATIONAL SCHOOL

BOOKKEEPING ASSISTANT CERTIFICATE OR OFFICE ASSISTANT CERTIFICATE

**REMOTE
LEARNING**



OUR VISION

To facilitate the personal and financial success of Spanish-speaking and bilingual persons as well as to inspire Latino immigrants to pursue their dreams and become leaders in their communities. We do this by preparing them with the skills and knowledge necessary to obtain or improve their employment, gaining financial independence so that they can contribute positively and productively to their family and the community.



THIS SCHOOL IS LICENSED
UNDER CHAPTER 28C.10 RCW.

WHAT WE OFFER:

- Highly qualified bilingual (Spanish/English) and bicultural instructors
- Culturally appropriate educational instruction
- A low instructor-to-student ratio
- An excellent well-defined curriculum
- A refined learning methodology
- Use of laptops with internet access

ALL PROGRAMS INCLUDE:

- General computer use
- Typing
- Microsoft Word and Excel
- Business English (grammar, phonetics, vocabulary, and letter writing)
- Google Classroom and more!

FOR MORE INFORMATION:

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