TECHNICAL ADMINISTRATIVE ASSISTANT PROGRAM

Acquire valuable hours of training in the Microsoft Office 2010 suite of applications including: Word, Excel, PowerPoint, Outlook and Access. The program also covers the latest Windows Operating System. The skills obtained in this program will immediately expand employment opportunities for graduates in a variety of occupations. Course will include one Microsoft Office Specialist (MOS) Certification Exam Voucher.

Technical Administrative Skills I


Technical Administrative Skills II

Increase your knowledge of the core features of Microsoft Office 2010 in Word, Excel, Access, PowerPoint and Outlook. Additional preparation to successfully pass the core certification exams.

- Location: San Jacinto College, North Campus, 5800 Uvalde Road, Houston, TX 77049
- Dates/Time: October 15 – December 13, Monday – Thursday, 8:30am – 3:00pm
- Value of the training is $2175 and includes the cost of one MOS certification exam!
- For those who qualify for the scholarship,** total out-of-pocket cost of training is approx. $200

SCHOLARSHIPS AVAILABLE!! To apply, plan to attend an info session.

**FOR THOSE WHO QUALIFY, scholarships may be available through the Texas Public Education Grant (TPEG) fund, Workforce Investment Act (WIA) or other college scholarship programs. Some courses may require minimal contributions by eligible candidates.

Call today! 281.478.3636