This program will provide valuable hours of training in the basic and advanced features of the Microsoft Office 2010 suite of applications including Word, Excel, PowerPoint, Outlook and Access. The program also includes training in the latest Windows Operating System. The skills obtained in this program will immediately expand employment opportunities for graduates in a variety of occupations. Program will include one MOS Certification Exam Voucher and the proctoring fee.

San Jacinto College is committed to your complete success, and that means helping you take the next step, beyond the coursework and into the working world. Meet with one of our Career Advisement Specialists for a customized assessment of the type of job which fits you and your skills. You can access our on-line database to search for full time, part time and seasonal employment. We regularly hold workshops for résumé writing and interviewing. We host Career Expos, discovery days, and employer panels every year. If you need business attire you can even talk to us about that.

PROGRAM INCLUDES:
2 courses totaling 168 contact hours

Technical Administrative Skills I
$750  92hrs
Feb 19 – May 09 TTH 6:00 pm-10:00pm
CRN: 70139

Technical Administrative Skills II
$775  76hrs
May 14 – Jul 18 TTH 6:00pm-10:00pm
CRN: 90299

Location: San Jacinto College,
North Campus,
5800 Uvalde Road
Houston, TX 77049

For More Information contact:
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email: leslie.mccain@sjcd.edu