



MT. SAC SCHOOL OF CONTINUING EDUCATION  
SHORT-TERM VOCATIONAL

# OFFICE SKILLS PROGRAM

- Learn Office Management Skills, Microcomputer Applications (Word, Excel, PowerPoint, Google Programs)
- Prepare for an employment interview, including developing responses, creating a career portfolio, and dressing for success
- Earn a Certificate in 12 weeks



HYBRID

**April 12 - June 22, 2022**  
**Tuesday/Wednesday**  
**3:30 - 6:30pm - In Person**  
**6 hours per week Online**



TRAINING IS OFFERED AT NO COST.  
COURSE MATERIALS MAY BE REQUIRED FOR THIS COURSE.

**Apply online [www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp)**

For registration information, call 909-274-4220 or visit

<https://www.mtsac.edu/vocational/>



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