



MT. SAC SCHOOL OF CONTINUING EDUCATION
SHORT-TERM VOCATIONAL

ESSENTIAL OFFICE SKILLS

Learn Office Management Skills, Microcomputer Applications
(Word, Excel, PowerPoint, Google Programs)

Prepare for an employment interview, including developing responses, creating a core
portfolio, and dressing for success

Earn a Certificate in 7.5 weeks



January 9 - February 28, 2023
Monday - Wednesday; 2:00 - 6:00 pm
and Thursdays 01/19/2023 and
01/26/2023 2:00 - 6:00pm

Online Synchronous

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

FREE



Apply online www.mtsac.edu/noncreditopp

For registration information, call 909-274-5723 or visit

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

SCAN TO APPLY