

CONNECTIONS TRAINING PROGRAM

Business Office Technology Applications FREE 5 week Training



OFFERING:

- MS WORD
- FILE MANAGEMENT
- DOCUMENT FORMATTING
- MS EXCEL
- MS OUTLOOK
- POWER POINT
- KEYBOARDING
- OFFICE PROCEDURES
- RESUME BUILDING

Job Search Assistance upon completion.

Classes Starting

Oct. 19th

Jan. 19th

May 3rd

(Classes Monday- Friday
8:00 to 3:00)



Training available to those who qualify!

- Must have a GED or High School Diploma
- Must reside in San Antonio (City Council Districts 1-10)
- Must type at least 20 w.p.m.
- Must know how to operate a computer
- Must be available Monday–Friday (8:00 a.m. to 3:00 p.m.)

For more information or to find out if you qualify call **486-0455**

Programs & Services for Women & Non-Traditional Students



ALAMO
COLLEGES

SAN ANTONIO COLLEGE

San Antonio College is an EOE. For special accommodations, issues or an alternate format, contact San Antonio College disability Support Services at (210) 486-0020.

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