

CONNECTIONS TRAINING PROGRAM

Business Office Technology Applications

FREE 5 week training for residents in zip codes 78201, 78202, 78203, 78204, 78205, 78207, 78208, 78212, 78215.

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)



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**

or visit our web site

<http://www.alamo.edu/sac/wc>



ALAMO
COLLEGES

SAN ANTONIO COLLEGE

Programs & Services for Women & Non-Traditional Students

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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