



CONTINUING & PROFESSIONAL DEVELOPMENT



Central Campus

8060 Spencer Hwy
Pasadena, TX 77505

Days / Dates

CRN70155

Jan 31 – Apr 18 TR

Apply By: November 18, 2022

Time

6 pm – 10 pm

Cost \$1,005

Scholarships are available, if eligible.

Hours 80

Contact

TPEG Grant Coordinator

281-478-2786

community.engagement@sjcd.edu

TPEG GRANT-FUNDED

Microsoft Office Specialist

Prerequisite: Basic skills in Microsoft Office Applications or completion of Digital Literacy IC3.

WORD - Establish your ability to perform several tasks, such as creating and managing documents, formatting text, paragraphs, and sections, creating tables and lists, applying references, and inserting and formatting objects.

EXCEL - Demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects.

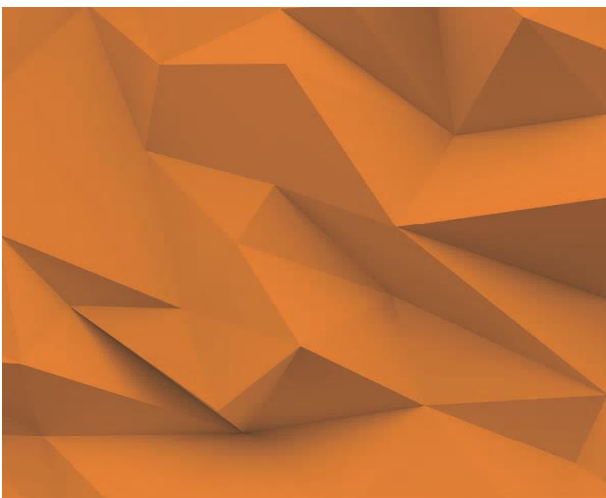
FINANCIAL AID

For those who qualify, the Texas Public Education Grant (TPEG) offers need-based scholarships to cover the cost of tuition, and only the Excel test voucher.

APPLY TODAY!

CALL OR EMAIL

281.478.3636 / Community.Engagement@sjcd.edu



The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.