

SHORT-TERM VOCATIONAL

# OFFICE SKILLS



This course will provide students instruction in Office Management Skills, Microcomputer Applications and Career Development for an entry level position.

**Tuition  
Free**

**May 28, 2024 -  
July 29, 2024**

**Monday - Wednesday  
4:00 PM - 6:00 PM**

**Zoom- Face-to-Face Plus  
10 Hours of  
Independent Learning Weekly**



**SCAN TO APPLY**

**Contact us**



(909) 274-4070



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