



## Office Support Assistant Program

Are you interested in becoming employable in an office environment? If yes, then this preparatory program is for you. Individuals with acquired skills in Microsoft Office software, interpersonal skills, customer service, communication and business writing can work in any office environment. Currently, this job is in demand with opportunities to work in a variety of businesses and/or industries.

<b>Course:</b>	<b>Office Support Assistant (120 hours)</b>
<b>Prerequisite:</b>	<b>High School Diploma or GED</b>
<b>CRN:</b>	<b>40186</b>
<b>Dates:</b>	<b>June 4—July 25, 2018 (no class on July 4th)</b>
<b>Days:</b>	<b>MTWR (Monday through Thursday)</b>
<b>Time:</b>	<b>8:30am—12:30pm</b>
<b>Cost:</b>	<b>\$505 (does not include textbook)</b>
<b>Payment Due:</b>	<b>May 25, 2018</b>
<b>Location:</b>	<b>Pecan Hall, Room 218 @ Northwest Vista College</b>
<b>Textbook:</b> <i>Available at the NVC bookstore or online</i>	<b><i>Welcome to the World of Computers, 4th edition, publisher: Labyrinth Learning; ISBN-13: 978-1-59136-525-9</i></b>

Financial aid is available through Texas Public Education Grants (TPEG) for those who qualify. Go to the following link for information and instructions on how to apply: <http://www.alamo.edu/district/tpeg-ce/>



**Continuing Education**  
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