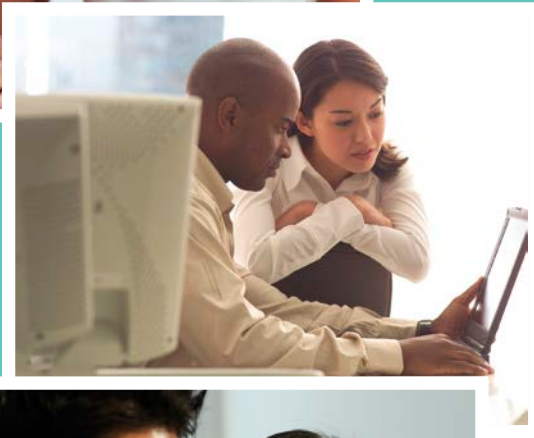


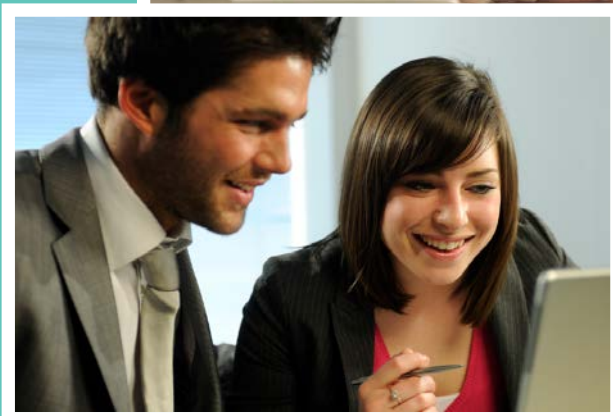
# Computer Tech/Operations



- Learn to create professional documents using Microsoft Office
- Improve keyboarding skills
- Semester-length course
- Earn Chabot College Credit



Students will improve their office and business skills and to learn the latest skills and management techniques used in offices today. They will focus on developing proficiency with the Microsoft Office 2010 Suite. Students will create resumes, format and edit business letters, create exciting PowerPoint presentations, work with Excel spreadsheets, and learn the proper setup and use of email. In addition, students will acquire leadership, technology, and communication skills to increase their employability and assist them with their future success.



To enroll or learn more about this program, talk to your counselor, visit your career center, or contact Mr. Sabangan at: [jsabangan@mvrop.org](mailto:jsabangan@mvrop.org)

More information is also available at:  
<http://www.mvrop.org/instructor/jsabangan.html> or [www.mvrop.org](http://www.mvrop.org)