This workshop provides BIMM and related subject teachers the opportunity to become a certified Microsoft Office Specialist (MOS). Dual credit teachers should be certified in the application which they are teaching. For teachers who are not currently teaching dual credit, this opens the door for the opportunity to consider teaching dual credit courses for your high school students.

Earning certification in Microsoft Office Applications also applies to areas outside the usual business curriculum. Both Excel and Access are widely used in the Accounting field with Excel also commonly used in Engineering.

Workshop Sessions
(8:30 a.m. - 4:00 p.m.)

Microsoft Office 2010
Bowden Building (Room 104)
Session I: July 7 - 10, 2014

Microsoft Office 2013
Bowden Building (Room 104)
Session II: July 21 - 24, 2014

Workshop Weekly Schedule:
Monday - Word
Tuesday - Excel
Wednesday - PowerPoint
Thursday – Access

Location: St. Philip’s College
Map and Directions on registration page

Cost: $250 - Limited Seating, Register early.
Cost includes 4 separate exams; retakes $35.
St. Philip’s College
1801 Martin Luther King
San Antonio, TX 78259

Workshop to be conducted in Bowden Building (Building 14)

Parking is available in Parking Lot (P6)

Building is located closes to Martin Luther King and Mittman Street.

Registration:
Complete Registration form; scan and email (rchacon8@alamo.edu and jgonzales2@alamo.edu)

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Registration Form (Limited seating, Register early)

Participant Name:__________________________________________
School District:__________________________________________
School:__________________________________________________
Telephone:_______________________________________________
Summer Telephone:________________________________________
Email:___________________________________________________
Session (circle one):

MOS 2010 (July 7-10, 2014)
MOS 2013 (July 21-24, 2014)

H.S. Courses Taught:__________________________________________

College Degree & Major:______________________________________________

Mail Directly To:
Business Information Solutions
1801 Martin Luther King Drive
San Antonio, TX 78203

MOS Workshop Information
Dr. Raymond Chacon (210.486.2066)
ext: rchacon8@alamo.edu
Janie Gonzales (210.486.2451)
ext: jgonzales2@alamo.edu

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