

TPEG: Computers & IT



SAN JACINTO COLLEGE
CONTINUING AND
PROFESSIONAL DEVELOPMENT

**TEXAS PUBLIC
EDUCATION
GRANT
(TPEG)**

**COMPUTERS
AND IT**

- ◆ MICROSOFT OFFICE 2016/WIN 10
- ◆ DIGITAL LITERACY
- ◆ MOS
- ◆ COMPUTERIZED PATIENT MGMT.

**LIMITED
NUMBER**

OF NEED-BASED
SCHOLARSHIPS
AVAILABLE FOR
THOSE WHO
QUALIFY

**CALL TODAY!
281.478.3636**

**The Computer Skills
You Need Now!**



**The Credentials You
Need for the Future!**



DIGITAL LITERACY / IC³ CERTIFICATION

Prerequisites: English proficiency (speak, read, write). High school/GED not required.

Employers require computer and internet skills more than ever before. Learn the fundamentals of Microsoft Office 2016 (Word, Excel, PowerPoint, Access, Outlook) and keyboarding. Whether you plan to pursue a career in IT, or simply become more effective with technology, this is the course is for you! *CPD TPEG scholarships are available to cover tuition. Training value is \$1,230.*

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION

Prerequisites: Successful completion of Digital Literacy course.

Get hired. Get recognized. Get ahead. This course will prepare you for the Microsoft Office 2016 Word and Excel Core Certification Exams. Demonstrate to employers you have the skills they are looking for. Get certified! *CPD TPEG scholarships are available to cover tuition. Training value is \$800.*

COMPUTERIZED PATIENT MANAGEMENT (CEHRS) CERTIFICATION

Prerequisites: Successful completion of both Digital Literacy AND Medical Office Professional.

Introduction to Electronic Health Records (EHR). Learn step-by-step computerized front and back office activities such as registration, patient visit tracking and billing. The student will be introduced to the Certified Electronic Health Records Specialist Exam (CEHRS). *CPD TPEG scholarships are available to cover tuition. Training value is \$820.*



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APPLY TODAY!

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CommunityEducation@sjcd.edu