



ADMIN CERTIFICATION PROGRAM



Year 2 for Admin Certification Program is here!

While courses available through this program are open to everyone, only those that participated in all the courses offered in Year 1 will be able to take the actual Admin Certification Exam.

What to expect in Year 2:

- **Hands-On Microsoft Training (Word, Excel, PowerPoint, Outlook)**
 - **Continuation of Professional Development**
 - **Networking Opportunities**
 - **Admin Certification Exam**
 - **Celebration of completion of this new program**

Helpful items to bring:

- **Laptop (Hand-On training)**
- **Business Cards (if available)**
 - **Notetaking material**

If you have any questions, please feel free to reach out to Berenice Espinosa at 214-670-8859 or berenice.espinosa@dallas.gov

ADMIN CERTIFICATION PROGRAM



69th Southwest Park and Recreation Training Institute
February 2 – 5, 2024

Date	Time	Course Description	Presented By:
Monday, February 3rd	1:00pm - 2:15pm	Personality Training - Learning to Identify and Work with Different Personalities	James Page, <i>City of Dallas Retiree</i> Berenice Espinosa, <i>City of Dallas, Park and Recreation</i>
	2:30pm – 3:45pm	Microsoft Word	Valerie J. Thomas <i>Executive Assistant at TDIndustries Certified Microsoft Trainer</i>
	4:00pm – 5:15pm	Microsoft Outlook	Valerie J. Thomas <i>Executive Assistant at TDIndustries Certified Microsoft Trainer</i>
Tuesday, February 4th	8:30am – 10:00am	Microsoft PowerPoint	Valerie J. Thomas <i>Executive Assistant at TDIndustries Certified Microsoft Trainer</i>
	10:15am – 11:45am	Microsoft Excel	Valerie J. Thomas <i>Executive Assistant at TDIndustries Certified Microsoft Trainer</i>
	1:00pm – 4:00pm	Admin Certification Exam Prep, Exam, Follow-Up, and Final Remarks	Berenice Espinosa, <i>City of Dallas, Park and Recreation</i> Valerie J. Thomas <i>Executive Assistant at TDIndustries Certified Microsoft Trainer</i>