Certificate Programs

Employee & Organizational Development (EOD) offers several certificate programs to help employees enhance their current skills and develop new ones.

TECHNOLOGY

- Analyzing Data
- Desktop Publishing
- Graphics and Illustration
- Microsoft Office Essentials
- Microsoft Office Advanced
- Web Development

OFFICE ADMINISTRATION

- Fundamentals of Office Administration I
- Fundamentals of Office Administration II

EMPLOYEE DEVELOPMENT

- Constructive Communication in the Workplace
- Diversity and Inclusion in the Workplace
- Professional Development Program

SUPERVISION

- HR Policies and Procedures for Supervisors
- Supervisory Essentials

* Integrated Curriculum: In class, online, and independent activities
* Enroll Online: Submit an enrollment form via our website
* Affordable: $49 per certificate program
* Convenient: Take classes at your own pace

Learn more online:
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