



Microsoft Office Specialist Certification in Word and Excel

This free certification course will:

- Validate your Microsoft Office skills to employers with a recognized certificate on your resume
- Differentiate yourself in the job market
- Increase your skill level in Microsoft Office
- Broaden your abilities and increase opportunities for advancement

Classes meet 4 times a week. Seats are limited.

Westmont Classes:

CLASS	LOCATION	DATES	TIME
Word 2013	104 Chestnut, Westmont	January 9, 2017 - February 10, 2017	9am - Noon
Excel 2013	104 Chestnut, Westmont	February 20, 2017 - March 31, 2017	9am - Noon

Wheaton Classes:

CLASS	LOCATION	DATES	TIME
Word 2013	St. Paul Lutheran Church 515 S. Wheaton Avenue, Wheaton	April 10, 2017 - May 12, 2017	9am - Noon
Excel 2013	St. Paul Lutheran Church 515 S. Wheaton Avenue, Wheaton	May 22, 2017 - June 30, 2017	9am - Noon

There is a screening process. Filling out an application does not guarantee acceptance into the program.

**To begin the application process,
call 630-682-5402 ext. 336**