



Microsoft Office Specialist Certification in WORD and EXCEL

This free certification course will:

- Validate your Microsoft Office skills to employers with recognized certification 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 per week. Seating is limited.

Wheaton Classes meet Monday-Thursday

CLASS	LOCATON	DATES	TIME
Word 2013	St Paul Lutheran Church 515 S Wheaton Ave, Wheaton	August 28-September 29, 2017	6:30pm- 9:30pm
Excel 2013	St Paul Lutheran Church 515 S Wheaton Ave, Wheaton	October 9-November 17, 2017	6:30pm- 9:30pm

Applicants will be screened for basic computer skills before being accepted into the program. If you have questions or are interested in applying, call

630-682-5402 extension 336