



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 a week. Seating is limited.

Westmont Classes meet Monday-Tuesday & Thursday-Friday

CLASS	LOCATON	DATES	TIME
Word 2013	Westmont PRC 104 Chestnut Ave, Westmont	January 8 – February 9, 2018	9am- Noon
Excel 2013	Westmont PRC 104 Chestnut Ave, Westmont	February 19 – March 30, 2018	9am- Noon

Wheaton Classes meet Monday-Thursday

CLASS	LOCATON	DATES	TIME
Word 2013	St Paul Lutheran Church 515 S Wheaton Ave, Wheaton	April 9 – May 11, 2018	9am- Noon
Excel 2013	St Paul Lutheran Church 515 S Wheaton Ave, Wheaton	May 21 – June 29, 2018	9am- Noon

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