

Learn Microsoft Office 2010 for Better Job Opportunities

CALL TODAY! CLASSES BEGIN APRIL 22!

“This program exceeded my expectations and built my confidence to be better prepared for the workplace.”

— Laura T., Farmington Hills
2018 Graduate



Learn the basics
and beyond of...

Word

Excel

PowerPoint

Publisher

Internet

Access

Outlook

Program Features

- Two 3-hour interactive sessions per week over 12 weeks
- Tuesdays and Thursdays, 9 a.m. to noon
- Instructor-led training in our modern computer lab
- Course materials provided
- Certificate of completion upon course graduation

Scholarships

- Available for qualifying applicants
- Application must be submitted in advance for consideration of full or partial scholarship

Program Fee

\$720 per person (includes 72 hours of training and course material)

For program details, enrollment form and/or
scholarship application, visit www.hermelinort.org or call:

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