

Learn Microsoft Office 2010 for Better Job Opportunities

CALL TODAY FOR CLASS DATES AND AVAILABILITY!

“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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