

# Learn Microsoft Office 2010 for Better Job Opportunities

**CALL TODAY! CLASSES BEGIN SEPTEMBER 9, 2019!**

*“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
- 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

\$900 per person (includes 72 hours of training and course material)

For program details, enrollment form and/or  
scholarship application, visit [www.hermelinort.org](http://www.hermelinort.org) or call:

**29699 Southfield Rd. | Southfield, MI 48076 | 248.559.5000**