



# Microsoft 2010 Word Level I

| LOCATION   | TIME   | DAYS      | TERM    | CLOCK HOURS | FEE*  |
|--|--|-----------|---------|-------------|-------|
| Don F. Kenny Regional Learning Center Main Campus, Indio | 8:00 a.m. – 4:30 p.m.                                      | W/F       | 4 weeks | 54          | \$595 |
| Alessandro Branch Campus, Riverside                      | AM Class<br>9:00 a.m. – 12:00 p.m.                         | W/F       | 9 weeks | 54          | \$595 |
|  | PM Class<br>5:30 p.m. – 8:30 p.m.<br>8:30 a.m. – 1:30 p.m. | T/TH<br>F | 5 weeks |             |       |

\*Program fee **DOES NOT** include enrollment prerequisites, program requirements, or required materials.

\*Schedules and fees are subject to change without notice.

This course provides a general introduction to Microsoft Windows application software (Office 2010).

Instruction includes:

- Skill sets for keyboarding, formatting, and communications.
- Hands-on practice in word processing.
- Knowledge to prepare effective written communication.

## Admission Requirements

- Adult and/or post-secondary level.
- Successful completion of an assessment test may be required.
- Current government-issued photo ID.
- Social Security card.

## Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

## Included in the Cost of Program Fees

- Textbook.



For additional information, please contact our office at (951) 826-4723 or (760) 863-3333, or visit our website at [www.riversidesce.org](http://www.riversidesce.org).

