

## Microsoft 2010 Word Level II

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	8:00 a.m. – 12:30 p.m.	W/F	6 weeks	54	\$595

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

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

This course expands skills for advanced Microsoft Word operations. Instruction includes:

- Advanced word processing strategies such as mail merge.
- Creating documents with a title page, lists, and tables.
- Working with templates.
- Generating form letters.

### 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.

### Included in the Cost of Program Fees

- Textbook.

