



## CERTIFICATION IN JUST 6 WEEKS

ENROLL TODAY! CLASS BEGINS JULY 13, 2021



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Riverside, CA 92508  
(951) 826.4SCE

## Ultimate Microsoft Summer Program: Word and Excel

Cost: \$2,100

With Available Scholarship, cost to Student: \$485.

### WHERE WOULD I WORK?

- Private or Public Business Office
- Large and Small Business Centers

### WHAT WOULD I DO ON THE JOB?

This program is designed as the ultimate skills upgrade for individuals interested in working in the business field using Microsoft Word and Excel through the study of keyboarding, formatting, communicating, word processing, and creating spreadsheets. Students who complete this program will earn a certificate in Microsoft Office Word Level I and II and Microsoft Office Excel Level I and II. This program prepares students with the skills necessary to successfully pass **the Microsoft Office Specialist (MOS) certification exam in Microsoft Word and Excel.**

### INCLUDED IN THE PROGRAM COST:

- 180 hours of instruction
- Textbooks
- Microsoft Office Specialist Certification Word and Excel exam

### PROGRAM REQUIREMENT

- Current government-issued photo ID