

Office Skills Training and Certified Business Professional®

Warren County Career Center
Adult & Community Education
3525 North State Route 48
Lebanon, OH 45036

Program Includes:

Keyboarding
Computer Basics
Microsoft™ Word 2007 (includes MCAS exam voucher)
Microsoft™ Excel 2007 (includes MCAS exam voucher)
Microsoft™ Outlook 2007 (includes MCAS exam voucher)
Microsoft™ PowerPoint 2007 (includes MCAS exam voucher)
Microsoft™ Access 2007 (includes MCAS exam voucher)
Certified Business Professional® Business Etiquette (includes exam voucher)
Certified Business Professional® Business Communication (includes exam voucher)
Certified Business Professional® Customer Service (includes exam voucher)

Number of Training Hours: 328
Days of Week: Monday-Thursday
Time of Training: 10:00 a.m. – 2:00 p.m.
Start Date: 9/13/10-1/21/11
3/14/11-8/8/11
Location: Warren County Career Center South Campus
Cost of Program: \$4300 (includes tuition, textbooks, and exam vouchers)

For information or to register, contact Christie Walsh
at (513) 932-8145 ext. 5270