



Warren Township Adult Education

Presents an

Integrating Education and Training Program

Earn both an

High School Equivalency / Microsoft Office Specialist Certification Computer Course

While working on obtaining your HSE, you can also earn your MOS certification in Microsoft Word, at the same time.

Program Credentials:

- Certification of Completion Microsoft Office course.
- Microsoft Office Specialist Word Certification (MOS).

Brief Description of the program:

Skills Learned: All Microsoft Word skills that are typically used in Businesses, including basic word processing skills, formatting different types of documents, creating tables, adding footnotes, and adjusting MS Word settings. Students will also gain an understanding of basic computer and operating system concepts.

Program Requirements:

Students must have TABE scores of an 8th grade reading, 8th grade math and 4th grade language

Where : Walker Career Center

What Time : January 2018

