



MICROSOFT OFFICE WORD AND EXCEL

Requirement: Students must be able to type 20+ wpm

Where: Reedley High School

When: Tuesday and Thursday- 5:30pm to 8:00 pm


Cost: \$60 Each Session

- Due at Registration (Non Refundable)

Cash, Credit Card, or Money Order made to Valley ROP



 **Session #1 - MS WORD- Sept. 14, 2021 - Oct. 21, 2021**

 **Session #2 - MS EXCEL- Oct. 26, 2021 - Dec. 9, 2021**

Course Description

Gain the edge you need in today's competitive job market. The Word and Excel courses are designed to provide learners with a wider knowledge of skills in each application, and the skills necessary to prepare them to take the MOS (Microsoft Office Specialist) exams for certification in Word and/or Excel. After completion of each of these courses, students will be prepared to perform a variety of tasks widely used in business offices.



Interested in signing up?
Scan this QR Code or visit the link
bit.ly/4adulted



Register at
Kings Canyon Adult School
740 W. North Avenue, Reedley, CA
Questions? Call 559-305-7085