



Community and Continuing Education



Word
2016

Word Certification Class – EVENING

Location: 100 % Online – Zoom class

Date: August 26 – November 18, 2020

Days/Time: Mondays & Wednesdays 6:30 pm – 9:00 pm

Instructor: Angie Paicely

Week	Monday 6:30 pm – 9 pm	Wednesday 6:30 pm – 9 pm
1		August 26
2	August 31	September 2
3	<i>September 7 / No Class – Labor Day</i>	September 9
4	September 14	September 16
5	September 21	September 23
6	September 28	September 30
7	<i>October 5 / No class – Fall Break</i>	<i>October 7 / No class – Fall Break</i>
8	October 12	October 14
9	October 19	October 21
10	October 26	October 28
11	November 2 – <i>TABE Post testing</i>	November 4
12	November 9	November 11
13	November 16	November 18

TABE test requirements: Reading- 536 Math- 496 Language-511

Requirements: Internet, computer with microphone & camera. High school diploma or working towards HSED. Must have some keyboarding skills, mouse skills and basic working knowledge of Word-- navigating around a word document, cutting and pasting, \$20 book deposit and great attendance.