



Community and Continuing Education



Word  
2016

## Word Certification Class

**Class Type:** Hybrid (online and in-person)

**Location for in-person class:** Northview Middle School (Door #4) 8401 Westfield Blvd.,  
Indpls, IN 46240

**Date:** February 5 – April 21, 2021

**Days/Time:** Wednesday (virtual) & Friday (in-person) 9:00 am – 12:00PM

**Instructor:** Marilyn Langston

**MORNING**

Week	Wednesday (virtual) 9:00 am – 12 pm	Friday (in-person) 9:00 am – 12 pm
1		February 5
2	February 10	February 12
3	February 17	February 19
4	February 24	February 26
5	March 3	March 5
6	March 10	March 12
7	March 17	March 19
8	March 24	March 26
9	March 31 (NO class Spring Break)	April 2 (NO class Spring Break)
10	April 7	April 9
11	April 14	April 16
12	April 21	April 23 (as needed)

**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.