



Excel Certification Class-(MOS)- AFTERNOON

Location: Northview Middle School- 8401 Westfield Blvd, Indianapolis, IN 46240
(Enter via door # 4 on the backside of Northview Middle School)

Date: January 29 – May 1, 2020

Days/Time: Wednesday's & Friday's 12:00 pm – 2:30 pm

New student enrollment will begin in November – Please come in soon as you MUST pre-register for one of our enrollment dates/time

Week	Wednesday 12 -2:30	Friday 12 – 2:30
1	January 29	January 31
2	February 5	February 7
3	February 12	February 14
4	February 19	February 21
5	February 26	February 28
6	March 4	March 6
7	March 11	March 13
8	March 18	March 20
9	March 25	March 27
10	April 1 – No class (SB)	April 3 – No class (SB)
11	April 8	April 10
12	April 15	April 17
13	April 22	April 24
14	April 29	May 1

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

Requirements: High school diploma or working towards HSED Must have some keyboarding skills, mouse skills and basic **working knowledge of Excel**-- navigating a worksheet, selecting content, simple data entry, cutting and pasting cells, \$20 book deposit and great attendance.