



Community and Continuing Education



Word  
2016

## Word Certification Class – MORNING

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

**Date:** February 5 – April 29, 2020

**Days/Time:** Wednesday & Friday 9:00 am – 11:30 am

**Instructor:** Marilyn Langston

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 9:00 am – 11:30 am	Friday 9:00 am – 11:30 am
1	February 5	February 7
2	February 12	February 14
3	February 19	February 21
4	February 26	February 28
5	March 4	March 6
6	March 11	March 13
7	March 18	March 20
8	March 25	March 27
9	April 1 – No Class (SB)	April 3 – No Class (SB)
10	April 8	April 10
11	April 15	April 17
12	April 22	April 24
13	April 29	

**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 *Word*-- navigating around a word document, cutting and pasting, \$20 book deposit and great attendance.