



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: August 19 – November 6, 2020

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

Instructor: Marilyn Langston

Week	Wednesday 9:00 am – 11:30 am	Friday 9:00 am – 11:30 am
1	August 19	August 21
2	August 26	August 28
3	September 2	September 4
4	September 9	September 11
5	September 16	September 18
6	September 23	September 25
7	September 30	October 2
8	October 7 No Class/fall break	October 9 No Class/fall break
9	October 14	October 16
10	October 21	October 23
11	October 28	October 30
12	November 4	November 6

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.**